

## ESSAY GUIDELINES

- **IDENTIFY a Topic**
  - Must be music related and cleared with the teacher first.
  - Suggested topics – history of an instrument, famous composer, famous musician, genre of music, etc.
  - Needs to be something with enough detail to fill an entire essay
  
- **DECIDE on Details**
  - Use a minimum of 3 sources and cite them at the end of your paper.
  - Wikipedia may be one of them, but the facts must match up with the information in other sources.
  
- **EXECUTE a well-constructed essay**
  - Each paragraph should include 5 COMPLETE sentences
  - 3 Paragraphs
    - 1 – Introduction/Details
    - 2 – Details
    - 3 – Details/Conclusion
  - Formatting
    - Typed
    - Max. of 1” margins
    - double spaced
    - 12 pt. **Times New Roman** or **Arial** font
  
- **ANALYZE**
  - After you finish your essay go back and check for spelling & grammar.

### NOTE:

- Copying sentences directly from a website or out of a book is called plagiarism and is illegal! You may use information from these sources but not copy them word for word. You will receive no credit for work that is stolen from other people.
  
- It is very easy to put information (and **WRONG** information) on the internet. Don't take everything you see at face value. Check your facts with another source to guarantee accuracy!