TABLE OF CONTENTS

CHAPTER

Strategies for Working with

Academic Sources

Using Publication Information to Evaluate a Source Evaluating a Source's Accuracy **Locating Online Resources**

CHAPTER



Program Notes, Reviews, and

Interviews

Examples: Student Program Notes, Revised Student Program Notes

CHAPTER



Incorporating Illustrations:

Musical Examples, Tables,

And Figures

Example of a Form Diagram with Timestamps Instead of Measures

CHAPTER 10



Style

Concise Writing Is Persuasive Writing

Avoid Unnecessary Words

Avoid Vacant Statements

General Prose Conventions

Conventions That Affect Tone

- 1. Active versus Passive Voice
- 2. First-Person Pronouns

Conventions Concerning Formats for Numbers and Terms

- 1. Centuries
- 2. Common Numbers and Ordinals
- 3. Foreign Terms
- 4. Historical Periods, Eras, and Events

Conventions Concerning Punctuation

- 1. Apostrophe
- 2. Comma
- 3. Ellipsis
- 4. Em dash
- 5. En dash
- 6. Hyphen

7. Quotation marks

CHAPTER 11 Acknowledging Sources

Model Music Source Citations: Print, Sound, and Online Materials "Notes and Bibliography" Citation System

- I. Print Materials
 - A. Books
 - B. Journals
 - C. Magazines
 - D. Newspapers
 - E. Dictionary or Encyclopedia Entries
 - F. Reviews of Books, Concerts, Scores
 - G. Dissertations and Theses
 - H. Musical Scores
 - I. Liner Notes from Sound Recordings
 - J. Interviews and Personal Communications
- II. Sound Materials
 - K. Musical Recordings
 - L. Video Recordings
 - M. Live Performances
- III. Online Materials
 - N. Web Pages
 - O. Podcasts
 - P. Blogs

"Author-Date" Citation System

Guidelines for Author-Date In-Text Citations Guidelines for Author-Date Reference Lists