Information Literacy for Music Students

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INFORMATION LITERACY FOR MUSIC STUDENTS

The goal of this module is to ensure that Tennessee State University music students and graduates are information literate, lifelong learners who can efficiently and effectively determine the nature and extent of information they need, access and evaluate the information and its sources critically and incorporate selected information into his/her knowledge base and value systems, use the information effectively to accomplish a specific purpose and understand the economic, legal and social issues about the use of information and uses it ethically and legally.

Music Students in General will be able to:

* determine the nature and extent of the information needed by

- conferring with instructors and/or librarians to identify a research topic
- formulating questions based on the information needed
- achieving a manageable focus by defining or modifying the information needed
- identifying the key concepts or terms that describe the information needed
- using analytical and critical thinking skills in identifying information needed

* identify, locate and retrieve information by

- determining type of information needed
- determining location of information
  - selecting efficient and effective strategies to access information needed

* utilize or construct and implement effective search strategies by

- formulating an effective search strategy
- conducting searches using appropriate resources
- evaluating search results and modifying search strategies as needed

* access the needed information effectively and efficiently

First Year Music Students will be able to:

* access and navigate the Library's web site efficiently to find information

* search the Library's online catalog and electronic resources, including
  databases, books and journals, and the resources on the Internet

* identify concepts and terms that describe the information needed by using
  controlled vocabulary and information retrieval resources in Music

* evaluate the scope, content and organization of information retrieval
  sources and information, and compile pertinent citation information for
  possible use

* draw conclusions based upon the information gathered, integrate new
  information with previous information and/or knowledge and identify the
  one that supports the chosen thesis

  * have an understanding of plagiarism and its consequences

  * select an appropriate citation style and use it correctly and consistently

Intermediate and Advanced Level Music Students will be able to:

* develop a thesis statement and formulate questions based on the needed information

* evaluate potential resources in a variety of formats, including databases, data set, web
sites, printed materials and others

* implement search strategy by using search engines with variety of command
  languages, protocols and search parameters, including EBSCOhost (Academic
  Search Premier), ERIC (Educational Resources Information Center), Grove

  Dictionary of Music and Musicians Online, InfoTrac (Expanded Academic
  Index), International Index to Music Periodicals, WilsonWeb (Humanities
  and/or Education Full-Text), and others.

* broaden information seeking beyond the local resources, including TSU interlibrary
  services and consortia (Athena, TALC, SOLINET, OCLC)

* recognize that existing information combined with original thought, analysis and
   experimentation can produce new information

* recognize that knowledge can be organized into disciplines and can impact
  the way information is accessed

* use a variety of technologies to retrieve the needed information,
  including software, reader/printer scanners, audio visual equipment and
  others

* examine and compare information from various sources, including journals, conference papers and government publications to evaluate the reliability, validity, accuracy, authority and bias, if any, of the information

* use computer and other technologies, including databases, spreadsheets, charts, graphs, and other diagrams to study the interaction of ideas

* broaden the research topic to construct new hypothesis that may require additional information

* test theories with appropriate discipline techniques, including formulas, simulations

* question the source of data retrieved as to its accuracy, timeliness, and authoritativeness

* properly use the obtained information by citing resources according to the copyright laws

RESEARCH STRATEGIES

I. Define a Topic in Music

1. Search for Ideas
2. Narrow or Broaden Your Topic as Needed
3. State Your Topic as a Question
4. Identify the Type of Information Needed

II. Gather Background Information

1. Encyclopedias
2. Dictionaries
3. Almanacs and Yearbooks
4. Handbooks and Bibliographies
5. Dissertations, Theses and Senior Projects
6. Current Research

III. Search Databases for Journal Articles, Technical Reports, Conference Proceedings and Standards

1. What are Databases?

      a. Structure
      b. Type
            1) Bibliographic
            2) Full-Text
            3) Numeric
            4) Image
            5) Audio

      c. Coverage
            1) Subject Area
            2) Type of Publication

      d. Attributes

2. Searching Databases

      a. Database Selection/Search Strategies

      b. Use of TSU Database Subscriptions in Music

            EBSCOhost (Academic Search Premier)

ERIC (Educational Resources Information Center)
Grove Dictionary of Music and Musicians Online
InfoTrac (Expanded Academic Index)
International Index to Music Periodicals
International Index to Performing Arts
WilsonWeb (Education and/or Humanities Full-Text)

3. Locating Print and Electronic Journal Articles

IV. Searching TSU Online Catalog for Books and Other Resources

1. How to use TSU Online Catalog
      a. Keyword Search
      b. Subject Search
      c. Author Search
      d. Title Search
      e. Search Commands
            1) Boolean operators (and, or, not)
            2) Search Qualifiers
            3) Tips

2. Location of Materials

3. Classification Systems
      a. Library of Congress
       b. Dewey Decimal
       c. Superintendent of Documents (U.S. Government Publications)

4. Definition and Use of Call Numbers

5. How to Read Call Numbers

6. Electronic Book Systems/Services
        a. netLibrary
        b. Books 24x7
        c. Safari (Technical books online)

V. Internet Resources

1. Structures and Attributes of the Internet

2. Search Tools for the Internet
        a. Google
        b. AllThe.com
        c. Yahoo
        d. AltaVista

                e. Ask Jeeves
                f. HotBot
                g. Dogpile

3. Search Engine Tips

4. Types of Web Sites

5. Categories of Information on the Internet
                a. Free Web Sites with Quality/Valuable Information
                b. Current Business/Corporate/Industry Information
                c. Current Events or Topics
                d. State and U.S. Government Information
                e. Information About and From Associations

6. Links to Internet Resources from TSU Library
                a. Virtual Reference
                b. Tennessee Resources
                c. Government Resources

7. Web Sites in Music

VI. Evaluate Research Materials

1. Criteria to Evaluate Research Materials in Music

2. Criteria to Evaluate Web Resources

VII. Write the Research Paper

1. Organization of Information

2. Citing Sources and Ethical Issues

3. Guidebooks on Research

VIII. Cite Your Sources

1. Style Manuals

I. Define a Topic in Music

Presume you are interested in writing a paper on improvisation. You may want to define the scope of your paper by defining what constitutes improvisation in music.

1. Search for Ideas

If you do not have an idea what constitutes improvisation, search and read articles or books for information on the topic. For example, use the Grove Dictionary of Music and Musicians online database, select Advanced Search, and type in the term "improvisation". Results are displayed according to relevancy (100%, then lesser percentages); Items selected are linked to the full-text within the source. Highlighted, color-coded, and/or underlined terms within the text are themselves links to additional and/or related information.

OR, you may do a search in the Library's online catalog on the word/concept "improvisation". Searching by keyword should yield the largest number of references; searching by subject provides more specific lists, where the term is used as a subject heading for items on the concept. Selecting the "title" option restricts the results to items that use the word in the title.

After scanning through some articles and books, you should be able to come up with preliminary ideas about your topic. You can also contact the librarians in the Reference Department in-person, by phone, e-mail, and/or online "chat" via the ASK A Librarian service located on the TSU Library web page. It is helpful to consult your instructor for insight and feedback throughout the research process.

2. Narrow or Broaden Your Topic

You may find too much information on your topic. In that case, you may want to narrow your topic. For example, in the Grove Dictionary of Music and Musicians online database, 500 items or "hits" were retrieved when the word/term/concept "improvisation" was searched. Adding another term or concept (i.e., jazz), limiting to specific time periods (2000-present; 20th century) help to narrow research to specific amounts/types of data. If you can find only a few references on your specific topic, you may want to broaden your search by including related concepts and searching these in the same resource, or expanding the search for information on the specific topic to other resources.

3. State Your Topic as a Question

Stating your topic as a question may help you to stay within the scope of your selected topic. For example: How has improvisation affected music composition in the 20th century?

4. Identify the Type of Information Needed

The type of information needed depends on the following:

* Type of Assignment- is this a presentation, term paper, senior project, thesis or dissertation?

* Amount of Information- how much information is needed for this assignment?

* Currency of Information- do you need data that is current, historical, or both?

* Type of Resources Needed-should the information come from scholarly and professional journals only?

 * Primary vs. Secondary Resources - should the information come from primary or secondary sources?

* Information in Various Formats- should the information come from only print resources or include other formats such as visual/ graphic sources, numeric sources (statistics), audio sources and/or electronic sources?

II. Gather Background Information

A brief background information in your topic would enable you to focus on a theme and an outline effectively. As you peruse the background information make note of relevant issues within your topic, differing issues and definitions of key concepts. Appropriate sources for locating background information include encyclopedias, almanacs and yearbooks, and handbooks and bibliographies. In order to find information on musical improvisation, you need to look for background resources in Music and Performing Arts. You can locate these resources by:

1) searching the Library's online catalog under the subject heading Encyclopedias and Dictionaries. From the entries retrieved, you may choose the relevant ones.
2) noting the appropriate classification numbers for general and specific resources in the subject area and locate them in the appropriate reference section.
3) using advanced search options via keyword and combining words in general areas such as music, performing arts with such words as encyclopedia, dictionary, etc.

Resources that provide background information include:

1. Encyclopedias –

General-

Britannica Online
http://www.tnstate.edu/library/database/htm#B

Encyclopedia Americana
Ref. AE 5 .E333 1996

Subject-

Encyclopedia of Popular Music
Ref. ML 102 .P66 G84 1998

Garland Encyclopedia of World Music
Ref. ML 100 .G16 1998

Illustrated Encyclopedia of Musical Instruments
Ref. ML 102 .I5 I5 1996

International Cyclopedia of Music and Musicians
Ref. ML 100 .T47 1975

New Grove Dictionary of Music and Musicians*

(20 vol. music encyclopedia, despite the title)

Ref. ML 100 .N48 1995
http://www.tnstate.edu/library/database.htm
(links to http://www.grovemusic.com)

2. Dictionaries-

      General-

Merriam-Webster's Collegiate Dictionary
Ref. PE 1628 .M36 2000

Random House Webster's Unabridged Dictionary
Ref. PE 1625 .R3 2001

      Subject-

Baker's Dictionary of Opera
Ref. ML 102 .O6 B26 2000

International Dictionary of Black Composers
Ref. ML 105 .I5 1999

New Grove Dictionary of Jazz
Ref. ML 102 .J3 N48 1994

3. Almanacs and Yearbooks-

Infoplease.com (electronic resource)

http://www.infoplease.com/

4. Handbooks and Bibliographies

American Music Handbook
Ref. ML 13   .P39

Handbook of Research on Music Teaching and Learning
Ref. MT 1   .H138 1992

Music Business Handbook
Ref. ML 3795 .B33 1995
The Music Industry
Ref. ML 3795 .F497 2000

Music Reference and Research Materials: an
Annotated Bibliography
Ref. ML 113   .D83   1997

III. Search the Databases for Music Information

Use to locate journal articles, news and reviews of composers, performing artists, concerts/performances, recordings, and other aspects of music (publishing; production; the music business/industry; musical instruments, equipment, and/or technology; history and development in various cultures; study, research, teaching/pedagogy of music)

1. What are databases?

In general, databases are organized collections of information. For example, the TSU Library online catalog is a database including records of print and electronic book collections; other types of databases provide periodical information (indexes with citations, abstracts/summaries, and/or full-text access to articles). Currently enrolled TSU students and other designated users can locate and access library databases alphabetically or by subject from on or off campus locations by linking to the library web page:

http://www.tnstate.edu/library

In order to use the databases properly, you should gain an understanding of the structure, type, coverage, and other attributes of these resources.

a. Structure-

Databases contain records that are information about each item within those databases. For example, the Library's online catalog has records for books, journals and other periodicals, microforms, and media in other formats. In turn, each record contains information called fields. The fields in a record may include author, title, publisher, subject headings, and others. Other database records may contain fields that include author, article title, name of the periodical, volume number, date, year and page numbers.

b. Type-

The nature of the information contained in a database determines its type. The main types of databases include Bibliographic, Full-text, Numeric, Image, Audio, and Mixed.

Bibliographic databases do not contain the complete items; however, they provide information as to where cited sources were originally published. The information provided in a bibliographic database may include items such as Author, Title, Publisher, Date, Volume Number, Issue Number, and Page Number(s), and is

called a "citation". Sometimes the references include abstracts (a summary) or descriptions of items.

If you are interested in finding records or citations about a certain topic you can use these databases to create bibliographies. However, if you want to read the information in its entirety, you will either locate the source given in the record or use a full-text database. An example of a record from a bibliographic database such as an online catalog may look like this:

Title: Improvisation: Music From the Inside Out
Author: Chase, Mildred Portnoy

Call Number: MT68 .C525 1988

Publisher: Berkeley: Creative Arts Book Company, 1988.

Subject Heading(s): Improvisation (Music)
Piano—Instruction and study.
(There are active links to these related subject headings)

Description: 130 p.: music; 23 cm.

Notes: Bibliography: p. 127-130.
        357521-$10.45

ISBN: 0887390587 (paperback): $7.95

Item Holdings

Location – Shelf-TSU
Call Number-MT68 .C525 1988
Volume-1
Material- Book
Status- Available

The information we gather from this record is extensive. We obtain the title of the book, author(s) or editor(s), call number, place of publication, publisher, year copyrighted/published, subject area of the book, number of preliminary pages, number of pages in the text, whether or not the text contains illustrations, size of the book, whether or not the book contains bibliographical references and an index, names of co-author(s) or editor(s), whether or not the book is part of a series, international standard book number assigned to the book, and the location and the availability of the item in the TSU Library collections.

A bibliographic index for journal articles such as the International Index of Music Publications will provide citations, abstracts, and/or full-text on your topic. For example, if searching improvisation as a keyword in this source, 9739 hits (4780 entries) are available to you immediately. The records appear in reverse chronological order (most recent information first).

Full-Text Databases

These databases are called full-text because every record contains the complete text of publications. For example, Humanities Full-Text, which is part of the WilsonWeb database, provides direct links to articles from scholarly music journals and more humanities and arts-related publications.

For example, a search in this database on "improvisation" combined with "music" will retrieve 2994 documents. By adding one additional term, "technique", the results are more specific, reducing the number of "hits" to 1017. The documents in this database also appear in reverse chronological order, with full-text availability and format(s) indicated as part of each record.

Many full-text database provide multiple options for record retrieval and/or storage. These include printing in HTML or PDF formats, downloading to computer disk drives or hard drive, and sending to e-mail accounts for storage and later use of the information.

Numeric Databases

These databases generally provide numeric data, including statistics, financial data, census information, economic indicators and others. For example, FIS Online will provide statistical information about companies and countries. Census Data would provide statistics about people, business and others. Persons researching careers and opportunities in the music industry will find helpful information from these types of resources.

Image Databases

These are the databases that provide access to art prints, animations, photos and others. For example, if you access the Library's Virtual Reference web page you will find a list of museums and art resources that display images. Music researchers may find reproductions of handwritten and printed music; drawings, paintings, and/or photographs of musicians and musical instruments from various time periods in sources of this type.

Audio Databases

These databases provide access to audio clips of music and sound effects. For example, Library's Virtual Reference web page would provide access to the Internet Public Library

Listening Room where you may listen to and observe the music and/or videos of Ray Brooks, Steve Wood Quintet, Pamela Wise, Blue Dog and others.

c. Coverage

The selection of appropriate databases is an important factor in finding relevant information. A description of information covered by a database is usually found in the introductory screen.
Subject Area-

Some databases cover a specific subject area or discipline such as engineering, psychology, nursing and others. Others cover areas in more general in nature or a mixture of subject areas. For example, in Music, your library provides access to ERIC (Educational Resources Information Center), Grove Dictionary of Music and Musicians Online, International Index of Music Periodicals, International Index to Performing Arts, and WilsonWeb/Humanities Full-Text.

You can also find a list of databases according to subject coverage areas in the Library's web page under "Databases by Subject" at

http://www.tnstate.edu/library/databases_subject.html

Type of Publication-

Databases may contain information from only periodicals, or from a combination of sources. For example, the International Index to Performing Arts will give you access to periodical articles in the area of music, as well as other performing arts which may incorporate music, such as theater and dance; the ERIC atabase identifies educational journal references with EJ numbers and educational documents in microfiche with ED numbers.

The TSU Library's online catalog provides links to information from print and electronic book collections, U.S. government publications, and audio/visual sources such as videos, CDs, cassettes, and film formats.

Some databases include popular sources such as magazines and newspapers as well as scholarly sources suitable for research in an academic setting. For example, InfoTrac-Expanded Academic ASAP provides access to general interest music publications such as Billboard, Down Beat, High Fidelity, and Rolling Stone, as well as Black Music Research Journal, Early Music, Journal of Musicological Research, and Music Theory Spectrum.

Databases differ in terms of frequency of updating materials, accessibility of the most recent periodical rticles and the publication dates of the materials included. Sometimes publishers do not allow electronic access to the most recent issues of publications, creating a continued demand for print/hard copy and other formats.

For example, while searching in the EBSCOHost database, you may come across some periodicals that are not currently accessible. In this case, issues and articles are not added until after a designated date (two years from original date of publication).

If the most recent or very recent material is provided, you can review the sources immediately and decide which items to print, save, download, or e-mail, if these options are available. If a selected database provides only citations or abstracts of information, the next step is to see which sources are owned by your library. If items are not available in your library and you are willing to wait, you can request materials from other locations through interlibrary loan. The decision is yours.

d. Attributes

After you make the selection of the databases you would like to use, you will need to determine if the databases use controlled vocabulary and if the databases do field search or free-test indexing. In performing searches you will find that some databases use controlled vocabulary which is a specific list of subject terms in organizing the database contents by subject. If you want to retrieve relevant items or information , you should be aware of "controlled vocabulary". For example, the ERIC database provides designated subject headings called ERIC Descriptors which can be used to retrieve specific and relevant information on a given topic.

If you select the ERIC Thesaurus and type in the term, "Improvisation" you will find the following information:

Scope Note (definition of the term)
The act of extemporaneous composition,
Arrangement, performance, or invention

Broader Terms
Creative Activities

Related Terms
Creative Dramatics; Creative Expression;
Creative Thinking; Dramatic Play; Dramatics;
Experiential Learning; Jazz; Musical Composition;
Role Playing

Used For
Extemporization

The Thesaurus of ERIC Descriptors is also available in print/book format:

Ref. Z695.1   .E3E342001

The Library of Congress Subject Headings is another authoritative source for identifying concepts, with the added feature of listing the letter classification section where books can be found on the topic in libraries and other institutions that use the LC classification system.

In the LC Subject Headings, improvisation is identified in different arts: acting (PN2071.15); music (MT 68); and dance (GV 1781.2)

You can search most databases by subject, using controlled vocabulary OR keyword, or by using your own word(s)/phrase(s).

ome databases use field searching, which means that the search term used is located in specific categories, or fields. For example, if you are using the Library's online catalog and select the keyword search option, your search will locate items

with that specific search term in the title, subject or content fields.

On the other hand, some databases use free-text searching, which means that the search term selected will locate items where it appears anywhere in a document or record. This type of searching retrieves false drops (less relevant or irrelevant items) because the search term appears at least once in any/all selected items.

Some databases provide options for field or free-text searching. Check the sites for this information before beginning your search.

2. Searching Databases

    A. Search Strategies –

The library databases vary in content and structure. You can search these databases from any computer on campus and/or from off campus sites. In selecting the type of database that will provide appropriate and relevant nformation, you may consider the following:

* subject discipline of your topic – specialized or multidisciplinary

* type of resources needed – basic sources, scholarly sources or professional/trade sources

* the target audience – is the research for a term paper, independent study, senior project, thesis or dissertation?

    B. Use of Databases Subscribed by TSU Libraries with Music-Related Information or Research

The Library subscribes to over 100 online databases in general and specific subject categories. While virtually every database can provide information on some aspect of music, selecting the one(s) with appropriate material for specific types of data will depend the focus of the research.

Following are some selected databases with relevant information for music in its many different contexts:

Educational Resources Information Center (ERIC)

Years Covered: 1966 - present

Relevancy: World's largest source of education information, with more than 1 million abstracts of documents and journal articles on education research and practice

Truncation: * (Example: improviser*)

Search Tips: Simple (keyword/free-text) and advanced (Boolean operators and, or, not, near, etc.) search options can also be restricted to specific time frames/dates, item type (education documents or journal articles), by author name(s), and other options.

1. You need to use truncation (*) to search for words that begin with the same letters. For example, improvis* will return improvise, improviser, improvisers, improvisation, improvisational, and improvisations.

2. The plus sign (+) is also used to locate related terms with the same word stem. For example, perform+ will retrieve perform, performed, performer, performers, performing, performance, and performances.

3. To search for an exact phrase or phrase containing stop words such as and, or, not, near, enclose term in braces {} or single quotation marks ' '.

        Examples: {improvisation and jazz} or 'jazz improvisation'.

4. Browse the author index to select variations of an author's name. For example, Smith, W. OR Smith, W.O. OR Smith, William O. OR Smith, William Oscar .

New Grove Dictionary of Music and Musicians Online

Years Covered: All historical eras and periods of the world's music

Relevancy: Comprehensive biographical resource on music and musicians

Truncation: * (finds all related terms to word stem; i.e., improvis*)

Search Tips: Information is retrieved from this database by using the SEARCH mode. You can search for entries by author(s), titles, subjects, and/or keywords. Results include links to the full-text information on a given topic as it appears in the latest available edition of the Grove Dictionary.

International Index of Music Publications Online

Years Covered: Retrospective coverage from 1874 to the present, with some complete-run titles and many partial-run titles

Relevancy: Covers nearly all aspects of the world of music, from scholarly studies to the latest styles and developments; includes more than 400 international music periodicals from over 20 countries (over 60 with full-text)

Truncation: (*)

Search Tips: (*) Use an asterisk to replace characters anywhere in a word, except the first character. Use one asterisk for each character you want to replace. For example, wom*n would find woman and women.

(*) Use the asterisk to hold a space for variations in

spelling at any point in a word. For example, bernst* would find both the ei and the ie spelling of the name.

If you use the asterisk at the end of a word, variations on the word stem will be retrieved. For example, transpos* would find transposed, transposer, transposers, and transposition.

To find a journal or publication you can use the journal title finder search box, available when you click on journals on the navigation bar. Alternatively, you can browse the alphabetical journal list. The journal screen allows you different options for browsing the list. A drop down menu allows you to choose to view the entire journal list available in this source.

Quick Search – can be performed for an author, subject of interest. The search will look for any relevant results from abstracts, titles, authors and article keywords. Enter the search terms into the Quick Search bar beneath the main navigation bar. You can search all Full-text Sources, All Journals, This Journal, This Issue, This article, etc. You

may use the Boolean syntax to produce precise results. It is better not to use words that are too general, such as "music" or "song", as they will retrieve too many results.

Basic and Advanced Searching - will perform accurate or detailed search queries, improve the relevancy of the retrieved articles or save your search queries. With this type of search you can search across all journals, journals by subject, words in abstracts or article titles, etc. Additionally, you can use proximity searching (near, followed by) to specify phrases or terms within the abstract, title, author, references, or full-text of the content (i.e., music near education, boston fby symphony). You can also limit your search by date or the journal volume, issue and page number.

Search Within Results- will enable you to further refine your search. You can run a new search that is restricted to the list of articles you are already viewing. You can perform unlimited number of refinements, each time restricting your search to only the list of results you already have. Each stage of refinement appears in the search history, allowing you to return to any stage of your search at any time.

International Index to the Performing Arts Full-Text

Years Covered: Retrospective coverage from 1864 to he present; most records contain abstracts, and selected records include full-text of original articles

Relevancy: More than 210 scholarly and performing arts periodicals covering nearly all aspects of the performing arts; includes biographical profiles, conference papers, obituaries, interviews, discographies, reviews, and events

Truncation: (*)

Search Tips: Search techniques are the same as for the International Index of Music Periodicals Full-Text

Project Muse (Scholarly Journals Online)

Years Covered: Full-text from 1993 to the present

Relevancy: Over 200 scholarly journals in literature and criticism, history, visual and performing arts, cultural studies, education, political science, gender studies,

economics, mathematics, and other areas (helpful for interdisciplinary studies of music)

Truncation: *

Search Tips: Keyword search provides links to scholarly articles, with the most relevant items appearing first. The results can also be sorted by date (most recent items first), words in article title or text, and by Library of Congress subject headings.

Basic Search allows you to

* select the desired field in the pull-down menu
* specify the search expression in the text field next to the menu. To search using word roots insert the asterisk (*) . For example, jazz vocal* will find results for each term individually or in combination within articles
* click on the Begin Search button
* view the link, "Show Occurrences in Context", which isolates the term(s) as they occur in each article selected

Advanced Search allows you to

* combine up to four concepts in searching the database; is helpful in narrowing a search if too many items are retrieved using the keyword option
* use other options available in the basic search format

RILM Abstracts of Music Literature

Years Covered: 1967-present

Relevancy Access to abstracts of information on all aspects of music, including historical musicology, ethnomusicology, instruments and voice, dance, and music therapy. Other fields included as they relate to music: librarianship, literature, dramatic arts, visual arts, anthropology, sociology, philosophy, and physics

Truncation   *

Search Tips: Basic Search is provided, as well as an Advanced Search option. For example, the search statement jazz improv* resulted in 236 items, with the most recent research abstracts coming first. Since RILM is an international resource, searches can be limited to items in English,

journal articles only, specific year(s), and latest update.

The Advanced Search option allows combination searching of up to three related keywords with author(s) and title(s). Access to full-text articles is not provided; other print and/or electronic resources can be searched with the citation information provided.

WilsonWeb

Years Covered: 1983-Present

Relevancy: Access to full-text articles in applied sciences, education, humanities, library literature/information, social sciences

Truncation   *

Search Tips: After selecting one or more subject area databases, the default option is Advanced Search, which will allow combined searches of up to three terms or phrases in the "All-Smart Search" or keyword format.

In the Basic Search option, items can be found using either Natural Language Search or Boolean Search by entering words or phrases and clicking on the start symbol.

To use Natural Language Search, you need to enter a phrase or complete sentence. For example,

        "improvisation in jazz"

retrieves 177,750 records when all five subject areas in the database are selected.

        "How does a musician improvise?
         retrieves 181,081 records

To use Search/Boolean Operators, enter a constructed search string. For example,

        (jazz or musician*) and improvis*
         retrieves 5,931 records

In Boolean Searches the operators and, or, not and in do not require brackets. To eliminate stemming (variation of a word) include " " quotation marks around the word such as "improvisation". Improvise or improvised will not be included in the results.

You can use wildcard ? question mark as a substitute for a single alphanumeric character. It is very useful when you are unsure of a spelling. For example,

bernst??n retrieves the correct spelling of

Leonard Bernstein.

You can also use the wildcard operator, <wildcard> in a constructed search query to specify a pattern or range of characters. You must enclose the pattern in brackets or braces without spaces. For example,

<wildcard>'improvise{s,ers}' will locate one of each pattern, as improvises and improvisers.

Advanced Search enables you to enter a word or phrase in the first text entry area and make the appropriate selection from the as: drop-down list (All-Smart Search). When using All-Smart Search query, you do not have to use truncation symbols or other special characters. The search results will automatically show the most relevant and most recent articles at the top of the set when the Sort by relevance option has been selected.

To formulate a search within specific fields, select and, or, not and enter additional terms in the secondary area. You can also use the third entry area for a more complex search. For example,

jazz _____ All-Smart Search
   And
improvisation _____ All-Smart Search
   And
technique* _____ All-Smart Search

sorted by relevance will retrieve 459 records (using only the Education and Humanities subject areas.

Other selected databases that provide information in one or more aspects and areas related to Music include

ABI Inform
Current Research
Dissertation Abstracts
EBSCOHost-Academic Search Premier
Emerald
ERIC
Ethnic NewsWatch
GPO
InfoTrac-Expanded Academic ASAP
Lexis-Nexis

3. Locating Print and Electronic Journal Articles

The quickest way to locate and access TSU journal holdings is by using the Complete List of Online and Print Journals, which is found on the Library web page. This list indicates the number of volumes and years available for each journal title, as well as all available formats (print, electronic databases, microforms, etc.).
Word, partial title, complete title, and alphabetical searches can be used to identify journals in the TSU collections.

IV. Search TSU Online Catalog for Print and Electronic Books and Other Resources

1. How to Use the TSU Online Catalog

The access points in finding a book in the area of music are
keyword, subject, author, and title.

Keyword Search is a primary method for searching for a topic.
It allows you to search for individual words in the title, subject
and other fields in the bibliographic record. This is generally the
easiest type of search to do, but it also produces the largest hit list.
You may limit the number of items retrieved by using operators
and qualifiers discussed under Search Commands. You will find Keyword search
after linking to the Library's online catalog. For a successful keyword search for
improvisation, you need to identify

Main Concepts- For example," what is the impact of
improvisation on the music industry?" The main concepts can
be impact, improvisation, and music/recording industry.

Choice of Words- You may try to use those key terms that
may be used to describe your main concept. For example,

impact: impacting, influence, resulting
improvisation: creativity, innovation
music industry: commercial music, record(ing) industry,
music manufacturing and manufacturers, or music sales

Subject Search is a method of searching by using subject
headings. The online catalog automatically does it for you. Subject
headings describe items; all have one or more subject
headings assigned to them. The TSU Library uses Library of
Congress Subject Headings. You may want to consult the Library
Of Congress Subject Headings located at the Circulation and Reference desks to
make sure that you are using the correct words for a subject search.

For example, if you use the subject heading Improvisation (Music), one of the
retrieved items is a book titled "Charlie Parker and Thematic Improvisation".
Additional books in related areas can be located by using the suggested subject
headings in the record, including "Jazz-Analysis and Appreciation" and "Parker,
Charlie 1920-1955, Criticism and Interpretation".

Author Search is used when you have the name of an author and
would like to retrieve a list of items written by that author. For
example, if you do an author search under Ellington, Duke,

you will find two (2) books located in the TSU Library. They are The Duke Ellington Reader and Music Is My Mistress. You can search the online catalog under Author Search by typing the author's last name first and first name last. If you need to find

information about the author, in this case, Duke (Edward Kennedy) Ellington, you can do a subject search using his last name, then first   name and locate 10 other books about his life and music.

Title Search is used when you know the title of an item. One point to remember is that if the title begins with A, An or The, disregard them and search under the second word of the title. Do not discard the articles in between words. Title Search works best if you are looking for a specific item and know the exact title. If you do not know the title, a Subject Search would yield better results.

Search Commands- the following commands may be used in searching most databases. Same may be titled and used somewhat differently. You may use the following search commands for a successful search:

BOOLEAN OPERATORS

AND is used when you want the records to include both search terms to narrow a search. For example, Music AND Improvisation. In this case you are limiting your search to items that include both concepts.

OR is used to find records in which one or both search terms appear, thus broadening the search. For example, Music OR Improvisation. In this case you are broadening your search to include all items with either concept.

NOT is used find those records that contain the first search term but not the second search term. In this case, the items containing both terms are not retrieved. For example, Improvisation NOT Music. You will find items about improvisation, but not in relation to music.

* Truncation is used to retrieve variant endings of a word.

For example, improvis* will retrieve any words starting with these letters, including improvise, improviser, improvisation, etc.

( ) Parentheses will signal priority and order. For example, (music* OR improvisation*) AND recording industry* will first find records containing words that start with music or words that start with improvisation or both, then those records that also mention words that start with recording industry.

Pound Sign represents a single character. For example, music# will retrieve music and musics.

? Question Mark represents characters at the end of a search term. For example, Music? may retrieve records about Music, Musics, and Musicians. Improvisation? may retrieve Improvisation, Improvisational, and Improvisations.

SEARCH QUALIFIERS

Search Qualifiers include author (au), title (ti), and subject(su). They will allow you to limit your search to specific fields. By using the Search Qualifiers you can speed up response time and narrow the search to the more relevant records. For example,

> su music not improvisation will retrieve all records on the subject of music that do not contain the word improvisation anywhere in the record.
> ti music and au Young will retrieve all records with the word music in the title field and Young in the
>
> author field

TIPS:

1. When you search the Library's Online Catalog, you should start with a keyword (Word/Phrase) search. For a successful search, find relevant subject headings and use them for your search.

   For example, a Keyword search in the Library's online Catalog in the order below will retrieve 4,972 resources:

   (music* or improvisation*)

2. While searching in online library catalogs may differ, some of the features of the TSU Online Catalog are as follows:

* Searching by Author, Title and Subject
   * Searching for keyword(s)in Author, Title and Subject
   * Limiting Searches by
      Dates: from 1900-
      Language: All languages, English, French, German, Italian and Spanish
      Material Type: All materials, books, Serials, AV materials, Music Recordings, etc.
* Numeric Searches by
      Call Number
      OCLC Numbe
      LC Card Number
      Reference Number
      ISBN- International Standard Book Number
      ISSN- International Standard Serial Number

* Sorting your findings by
      Unsorted
      Author
      Title
      Subject
      Material
      Date (Ascending; earliest first)
      Date (Descending; most recent first)

* The Help Window will assist you in properly using the
Library's Online Catalog. You will find information
about the System, Easy Search, Numeric Search,
Advanced Search, Reserve Room, Local Info, Your
Account and List of Topics/Links

2. Location of Materials

On the first floor of the Brown-Daniel Library books are
arranged according to the Library of Congress
Classification from classification A to LD. On the third
floor you will find books from classification M to Z. In
addition, on this floor, you will have access to the books in
the Dewey Classification, oversized books and the Youth
Collection. Some older volumes of journal titles are also housed on
the third floor. On the second floor you will find Reference Books
journals and microform collections. Reference Books are
arranged on the shelves by Library of Congress
classification. Journals are arranged by alphabet.

3. Library of Congress Classification System

This system is used so that each book and journal are
identified by their subject, assigned an alphanumeric call
number and placed on the shelves according to that
number with the similar resources for easy access and
browsing. Major classification headings used in the area of
Music are as follows:

M   Music

_____

ML   Literature on Music

MT   Musical Instruction/Study

4. What is a Call Number?

      As mentioned before, books and some periodicals are
      arranged on the shelves according to the Library of
      Congress Classification system. According to this
      System, each book or periodical is assigned an alphanumeric
      call number based on its subject content. This specific
      call number identifies the item and places it on the shelves
      with the items on the same subject.

5. How to Read a Call Number?

      Each call number has several parts. For example, the
      following call number

          ML
          200
          .T67
          2002

      gives us the following information:

      The first line (ML) defines the class or subclass. It defines the
      broad subject area within class M for Music and ML
      represents the subclass for literature on music.

      The second line (200) is the classification number. When
      browsing the shelves for this book, you need to read this
      number as a whole number with a decimal component to
      determine its location on the shelf. Combined with class

and subclass, the classification number defines the subject matter more precisely. In the above example, ML200 represents literature on music in America, a subdivision of ML-literature on music, which in turn is in the broader subject field of M for Music.

The third line of the call number is called the Cutter Number. It is a combination of letters and numbers that usually indicates author. However, sometimes it may represent a subject division. Some items may have double Cutter numbers. Always interpret the numeric part of the Cutter number as a decimal number when you browse the shelves. Thus, the numeric component of .T67 should be read as .67 . Therefore, ML200 .T67 2002 should be shelved before ML200 .T7 2002.

The year of publication of the item, in this case 2002, may also be present. The items are shelved in chronological order, which also distinguishes earlier and later editions of a particular work.

The items with the following call numbers should be on the shelves in the order below:

HF	LB	QP	T
5382.5	1028.3 144	56.23	
U5H355	F52H36	C32	H36
2001	2002 2001	2003	

5. Electronic Books- Your library provides access to electronic books via its web page at the following URLs:

http://www.tnstate.edu/library/Catalogs.html

http://www.tnstate.edu/library/_ebooks1.htm

Currently you can read general interest electronic books from netLibrary, reference items from Books 24x7, and technical electronic books via Safari. In addition, you will find electronic books listed in the Library's online catalog. The icon for an electronic book is a computer disk.

V.   Explore Internet Resources

The Internet contains a vast number of electronic documents
created by individuals and institutions that reside on computers
(servers) world wide and are linked by hyper-links.

 * Structure and attributes of the Internet

While the Internet is one giant database, it has no
organizational structure. Most information on the
Internet is free; some sources may charge access fees.
For example, you may access some newspapers free
and may be able to read news items in their entirety.
Some may only allow you to read the abstracts of the
headline and require a paid subscription for complete access.
The most important to keep in mind about the Internet
is that the information it offers is not screened or edited.
Note: The databases your library offers on the web are
screened and edited in order to ensure quality information.

* Search Tools for the Internet

1.   Search Engines- are used to search for vast
amount of resources on the Internet. These
engines are very useful when searching unique
word or phrases. When choosing a search
engine, you should keep in mind that each
search engine searches different numbers and
types of sources. Following are some of the most
popular Internet search engines:

Google (http://www.google.com) – has
been rated as the Most Outstanding Search
Engine on at least three occasions. This service
provides comprehensive and relevant access to and
coverage of Internet/web-based resources.
It is highly recommended as a first option in
general, broad-based Internet searching.

For more information about Google, go to

http://www.searchenginewatch.com

AllTheWeb.com

http://www.alltheweb.com

This is an excellent crawler-based search engine.
It provides   both comprehensive coverage of the web
and outstanding relevancy.

Yahoo
http://www.yahoo.com

This is the Internet's oldest directory, launched in 1994.
Yahoo began using crawler-based listing in 2002 for its main
 results. Yahoo is important because it enhances Google's
listings with information from its own directory, which may
make search results more readable. Yahoo can help to narrow
and refine queries with their preferred (recommended) links.

AltaVista

http://www.altavista.com

This resource provides access to 31 million pages found
on 627,000 servers and four million articles from 14,000
Usenet news groups.

Ask Jeeves

 http://www.askjeeves.com

This search engine gained fame in 1998 and 1999 for being the
"natural language" search engine that allowed searchers to ask
questions and responded with what seemed to be the right
answer in most cases. In actuality, 100 editors monitored the
search logs, and then located what seemed to be the best web
sites to match the most popular queries. Ask Jeeves now
depends on crawler-based technology to provide results to
Internet users.

HotBot

http://www.hotbot.com

This service provides easy access to the web's four major
 crawler-based search engines: AllTheWeb, Google, Inktomi and
 Teoma. However, unlike the "meta-search engines", it cannot
 blend the results from all of these crawlers together. It
 remains a fast and easy way to get different web search
 opinions in one place, and has a strong following among

serious searchers for the quality and comprehensiveness of its crawler-based results.

Dogpile

  http://www.dogpile.com

A popular metasearch site that sends a search to a customizable list of search engines, directories and specialty search sites, then displays results from each search engine individually.

2. Tips for Using Search Engines

When using search engines, always check the "help" links and carefully review the results of searches. For example, in AltaVista, keep in mind that it uses free-text-indexing, which means that when a search term is entered, the term can appear anywhere in all documents found. As a result, you may retrieve hundreds or thousands of documents that may have very little or no relevancy for your search.

3. Search Features:

Search Engine Math Commands are as follows:

Command	Key	Supported By
Must include term	+	All engines
Must exclude term	-	All engines
Must include phrase	" "	All engines

Match all terms	Automatic	All engines
	Via Advanced Search	AllTheWeb AltaVista Google Yahoo
Match any Terms	OR	Alta Vista Ask Jeeves Google HotBot Yahoo AllTheWeb

Hint: Be specific. Tell a search engine exactly what you are looking for. For example, imagine you want to find pages that have references to both music and improvisation on the same page. You can use the addition symbol (+):

+music+improvisation

This will limit the search to pages that contain both words, music and improvisation.

To further limit results, additional terms can be added to the search statement, such as follows:

+jazz+music+improvisation

The results of this search include pages which include all three of the terms. This approach is helpful in narrowing or refining your search.

You may want to use Quotation marks, " "

to group terms and isolate concepts. This is called a phrase search, and

retrieves only pages that have all the
words in the exact order you want.
For example,

"jazz improvisation techniques"

will retrieve pages that use "jazz improvisation
 techniques"   in that exact order.

Power Searching Commands

Command	How	Supported by
Title Search	title:	AltaVista AllTheWeb
	intitle:	Google Teoma
	allintitle:	Google
Site Search	host:	AltaVista
	site:	Google Yahoo
	url.host: domain	AllTheWeb HotBot
	none:	HotBot Yahoo
URL Search	url:	AltaVista
	url.all:	AllTheWeb
	Allinurl: inurl	Google
	u: none:	Yahoo HotBot

link:	AltaVista		
		Google	
Link Search			
	linkdomain:	HotBot	
	linkall:	AllTheWeb	
	none:	HotBot	
	Yahoo		

	Yahoo		
	?	AOL	
Wildcard			
Search	%	Northern	
			Lights
	none:	AllTheWeb	
		Google	
		Hotbot	

Anchor	none:	Google
Search		HotBot

---

4. Types of Web Sites

The Internet offers a vast number of web sites that
provide varied information such as news, weather,
advertisements, company and product information,
educational and research information, entertainment,
and much more, in text and/or audio/visual formats.
You can distinguish the nature of web sites by
the URL domain that is assigned to each site.
URL stands for Uniform Resource Locator, an Internet
address which tells a browser where to find a specific
Internet site.
For example, the URL for your library is

http://www.tnstate.edu/library

There are four commonly used URL domains for web sites.
They are:

Educational institution
Domain: .edu   (http://www.tnstate.edu)

Government site
Domain: .gov   (http://www.senate.gov)

Organizations or associations
Domain: .org   (http://www.afm.org)

Commercially based sites
Domain: .com   (http://www.motown.com)

* Categories of Information on the Internet

1. Free Web Sites with Valuable Information

It is recommended that you should begin your research by using your
library's electronic and print resources accessible from the
Library's web page. However, you may find some valuable information
on the web in the areas listed below:

Current Company Information- You can read information about a
company from its web site. However, the information you obtain may
be slanted to favor that company. You can use the search engines or
directories on the Internet to find the information you need. Always
keep in mind that your library has pertinent and unbiased
information available for you via electronic and print resources.

For example, you can use the search engine Google to look up
information about Sony Music. You will find 2,660,000 hits or
results. If you look up Universal Music via the same search engine,
you will find 2,240,000 hits.

Current Events or Topics- Web is very useful in finding information
about current events because it provides immediate information on
very recent events. For example, you can find the most recent
pictures of NASA experiments on the web before the print version
arrives.

State and Federal Government Information- Most state and government
agencies have their own web sites that provide information about
their offices, policies, census data, congressional hearings and
others. For example, you can find information on an agency like

Tennessee Performing Arts Center by either looking for it via a search engine on the Internet or via your library's web site under Tennessee Resources. If you need information about the Federal Government, you can either search via a search engine or you can go to your library's web site and look under U.S. Government Resources.

Information About and From Associations, Organizations and Others- If you are looking for information about an association pertaining to contact information, or share information, you may find the web site and get in touch with the organization.

For example, you may be interested in information provided by the American Federation of Musicians. Begin a search for their official web site via Google or another search engine. When you locate the site, you can access the following additional information:

Current news and history of the organization, information about the music industry/profession, calendar, advertising, networking and professional activities, contact persons, resources for musicians, public service and international activities, membership services, public policy, publications, and marketing.

The URL for the organization is http://www.afm.org

* WWW Resources at TSU-

1.   Virtual Reference

        The virtual reference link from the TSU Library homepage
        provides access to Internet resources in 88 areas of
        interest, including music. Web sites have been reviewed
        and/or recommended for addition to this collection of
        resources by the Library Webmaster, librarians, faculty,
        scholars, and others with expertise to ensure the quality
        of information made available to our users.

2.   Tennessee Resources

        Links to a number of state resources are provided here,
        including state agencies, boards and commissions, cities
        and counties, government and history, judiciary and courts,
        law and law enforcement, legislative system, museums,
        professional organizations and associations, publications,
        and tourism.

3.   Government Resources

Access to a wide variety of information from the Federal
Government is provided from this link. Several specific
online databases and the TSU government documents website
can also be used to locate music-related resources such as
the U.S. Copyright Office in the Library of Congress.

*   Selected Web Sites in Music

From the Virtual Reference Desk link on the TSU Library
Homepage, select music from the subject categories listed.
Selected web sites covering diverse styles of music such as
blues, classical, jazz, reggae, and rock are accessible from
this service. As mentioned previously, search engines such
as Google, Yahoo, and others will provide access to information
in all aspects of music, from artists' personal/official web
sites to major performing arts organizations, record companies,
music publishers, music societies, universities, and schools of
music.

VI. Evaluate Research Materials

* Criteria to Evaluate Research Materials in Music

After you have located various materials on your topic, you should evaluate them to determine their usefulness, quality and authority. Keep in mind that evaluating information is an essential component of the library/research process. In all areas of study, including music, the following criteria should be considered:

1.   Author's qualifications or credentials

      Is the author practicing in the field? Is (s)he an authority in the field? How many   articles or books has (s)he written on the topic?

2.   Timeliness of publication

      Is the information timely or out-of-date for your topic? Refer to and verify publication dates, as well as the frequency of the source. Some information sources are updated daily, some weekly and monthly.

      Is the information still valid for your topic? If you need the most current information, then timeliness is important. However, if you are looking for historical perspectives on your topic, then the date of the information can vary.

3.   Accurate/Factual Information Supported by Evidence

      Does the information located and retrieved come from authoritative sources? If it is from a database, is it from a magazine or a scholarly journal? Most scholarly journals or publications contain information That is reviewed by several experts in the field before it is approved for publication. These sources are called refereed or peer-reviewed publications. If possible, also locate reviews of books and other items to determine quality before using as resources.

      How thoroughly is the information edited and presented by the author(s)? If you obtained the information from a web site, how stable or permanent is the information? Some types and sources of information will remain accessible and more valid over time than other items.

      Is the coverage of your topic adequate for the level of research? The item's table of contents, index, abstract or summary, and its notes/works cited/bibliography are other indicators of the quality and accuracy of the information.

4.   Primary vs. Secondary Sources

In general, information comes from two types of sources:

Primary Sources: These are the first-hand or eye-witness accounts of an event. They include, personal interviews, news articles, reviews of performances, recordings, government documents, letters, and autobiographies.

For example, the liner notes (written information included with a recording)for the classic Miles Davis jazz album "Kind of Blue", written by the pianist Bill Evans, one of the performers on the recording; and Sideman, an autobiography written by musician and TSU professor William Oscar Smith.

Secondary Sources: These are the sources that analyze, relate, evaluate or criticize based on information gathered from primary sources. For example, Jazz, the documentary series by Ken Burns, which aired on the Public Broadcasting System, and is now available in book, videocassette, and compact disc formats.

5.   Reputation of the Publisher

The publisher of the source is another indicator as to the quality of the information. For example, a university press generally publishes scholarly material, while a vanity publisher will produce based on an author's ability to pay publication costs. Many of the largest book publishers are owned by corporations which may have interests in areas unrelated to books, media, and other forms of information and communication.

Some reputable publishers include Cambridge University Press, Oxford University Press, Columbia University Press, Macmillan, Random House, and McGraw-Hill. Leading music publishers include Da Capo Press, G. Schirmer, Kjos, Hal Leonard Corporation, and others.

6.   Type of Publication

Sources can be scholarly, popular, trade, or government publications, to name a few examples. The distinction must be made for research purposes, as these types of resources reflect different levels of complexity in presenting ideas and information.

Scholarly Journals

Webster's Third International Dictionary definition of a scholarly journal is a publication that is concerned with academic study, especially research; exhibits methods, attitudes and the manners of scholarship. Articles and documents may also contain various graphs, charts, and statistical information in addition to written text. Other research is always cited through footnotes, endnotes, and/or bibliographies. The authors of articles are scholars, experts, and/or researchers in in the subject area. The language used is discipline- related, which affects the tone and writing style.

Scholarly journals report on original and modified research, its application, and disseminate it to add to the knowledge base in the subject area, stimulating additional research by other scholars.

Examples of scholarly journals in music include Journal of the American Musicological Society, Journal of Music Therapy, and Journal of Research in Music Education.

General Interest and News Publications

These publications appear in journal or newspaper formats. The articles contained in these sources may be written by editorial staff, scholars, or free-lance writers. The language style is suitable for the general public. Publishers of these sources include commercial entities, individuals, and/or professional organizations.

The aim of these sources is to attract the attention of and provide information to a broad audience, and are supported by commercial advertisements and sales to individuals and institutions such as libraries.

General interest publications in music include Billboard,Clavier, Down Beat, Instrumentalist, Musician, and Opera News.

Popular Journals

These sources are also general interest publications, but they may also be targeted to specific groups of readers. Visual information (photography and/or illustrations, on the covers and throughout issues) highlights personalities and subjects along with the text/articles. Information may be from primary (interviews) or secondary sources.

The purpose and intent is to entertain readers, sell products, and/or promote celebrities, lifestyles, and viewpoints.

Some examples of popular journals with a music focus include Entertainment, Gospel Today, People Weekly, Rolling Stone, and Vibe.

Tabloid Publications

These sources use sensational headlines and bizarre photography to attract attention and arouse curiosity. Most, if not all of the information included is questionable and unreliable, and should not be considered in legitimate research. Some examples in this category include National Inquirer, Globe, and Star.

* Criteria to Evaluate Web Resources

As in the examples given above, not all Internet resources are equally valuable or even reliable. The researcher must sift through the vast amount of information and pinpoint those sources that are relevant for the area of study. As a rule, web pages in some designated domains present factual information. For example, the web pages with URL addresses that end with .edu or .gov provide reliable information since they are sponsored by educational institutions or government agencies. Pages with .org, .net, and .com domains include both reputable and questionable organizations and companies; even in the case of .edu, it is wise to determine if the educational institution is well-established and accredited.

You may consider the following points in evaluating web sources:

1. Scope

   How complete is the information presented? Is the information
    general and broad in scope, or comprehensive/more specific?

2. Content

   Is the information accurate/factual, with documentation from
   other sources, or does it only reflect the personal opinion of
   the author? Does the author list his/her sources for verification?
   Is the information biased? Does the information provide the name(s)
   of person(s) or organization(s)responsible for the content of
   the information? Is the author qualified to provide the information?
   How current is the information? Are dates of publication given, and
   as well as any indicators of revision or updating of older data?
   Are there links to other related resources? If so, are these items
   up-to-date? Is the text well written and communicated clearly?

3. Graphics/Multimedia Design

Is the page creative in design and use of other technology applicat?

4. Navigation

Is the web resource easy to use (user-friendly)? Can you access the resource via standard computer equipment and software, or is other specialized hardware/software needed?

VII. Writing the Research Paper

1. Organization of Information

Now that you have gathered the pertinent information for a research topic, the next step is to organize the material. In writing a research paper, information can be grouped according to subject. For example, in using the Internet/web to gather information, may bookmark them under a concept. One of the best ways to organize information is to create an outline, a framework for development of the topic. In an outline information is arranged by hierarchy and sequence. This is done by an introduction and identification of main topics, subtopics, detailed information under subtopics, a conclusion, and citing of research sources. An outline can also include a preface or foreword and table of contents.

A sample outline may look like this:

I. Main Topic
    A. Sub-Topic
      1. Detail
      2. Detail
      3. Detail
    B. Sub-Topic
      1. Detail
      2. Detail
      3. Detail
    C. Sub-Topic
      1. Detail
      2. Detail
      3. Detail

For example, the book titled The History of Music in Performance, by Frederick Dorian is outlined in the following way:

Foreword by Eugene Ormandy

Introductory Note and Acknowledgements

Prologue – Interpretation: Applied Musicology

Part I: The Birth of Modern Interpretation

    Chapter 1 From Renaissance to Baroque
    Chapter 2 The Baroque
    Chapter 3 Rococo and Enlightenment

Part II: Classicism: the Script Becomes Binding

Part III: Romanticism

Part IV: The Objective Present

Epilogue

Bibliography and References

Index

In this example, the author organized the information into four Main Topics (Parts I-IV). The chapters under each part can be considered as sub-topics, with chapters 1-3 under Part I; 4-6 under Part II; 7-11 under Part III; and 12-15 under Part IV. An example of further detail is "Jazz: a Return to Improvisation", specifically discussed in Chapter 15.

2.   Citing Sources and Ethical Issues

In writing a research paper, outside support is needed to support the thesis or point of view being presented. The information and work from other scholars, researchers, experts, and other sources is used for this purpose. As a result, when someone else's ideas or material is incorporated into new research, it is expected that credit be given to the original author(s).

This is done by citing or documenting other authors' works in the text of the research paper.

These citations should be as complete as possible and conform to the designated standards for the type of research being presented. The failure to cite materials from other sources is unethical and is known as plagiarism.

A variety of formats are used, depending on the subject matter, preferences, and/or standards of places where research is submitted and presented. Formats used in academic and research settings include the following:
Science - CBE (Council of Biology Editors)

Social Sciences - APA (American Psychological Association)

Humanities - MLA (Modern Language Association)

History – University of Chicago Manual of Style*

(*Note: The (Kate L.)Turabian Manual for Writers of Term Papers, Theses, and Dissertations is also preferred by some professors and institutions, and is similar to the University of Chicago style.)

Print copies for most of these style manuals are available in the Reference Department, 2nd Floor, Brown-Daniel Library, Main Campus and/or the Avon Williams Campus Library.

Internet/Web searches by titles of style manuals will retrieve many useful links to information on the various citation formats, some with detailed examples.

The following examples are from two style formats commonly used at TSU:

American Psychological Association (APA)

Book

Porter, E. C. (2002). What is this thing called jazz?: African American musicians as artists, critics, and activists. Berkeley, CA: University of California Press.

Journal

Bastien, David, and Hostager, T.

(1992, Summer). Cooperation as communicative accomplishment: a symbolic interaction analysis of an improvised jazz concert. Communication Studies, 43 (2), 92-104.

Modern Language Association (MLA)

Book

Alexander, J. Heywood. To Stretch Our Ears: A Documentary History of America's Music. New York: W.W. Norton, 2002.

Journal (scholarly)

Allen, Geri. "The Art of Jazz and the Creative Process." International Jazz Archives Journal 1.3 (1995): 88-92.

In music, as it other subject areas, research information will come from other formats (recordings, reviews, interviews, audiovisual and multimedia formats, electronic resources, etc.). Please consult the appropriate style manual for specifics in citing these sources.