Recent Research on **Subject Here**

Your Name

DON’T FORGET TO REMOVE THE UNDERLINE ON YOUR SUBJECT.

Your first paragraph will explain your topic and a give summary of what the major issues are. This will be descriptive of the issues rather than your personal interests or experience. This introduction is NOT in The *Reader’s Guide* example. You should keep self-references (words like “I” or “me”) out of this paper. After your introduction give the bibliographic entries for AT LEAST 12 items for the final version. Music history uses the Chicago format style, also referred to as Turabian. You can just hit “return” after the bibliography items and you will automatically get a properly formatted bibliography entry. The formats of other printed bibliographies (including the *Reader’s Guide*) do not always conform to Chicago formats so do not simply copy a printed entry. Other details on formatting musical sources can be found in Holoman’s *Writing about Music: A Style Guide*. Remember that Bibliographies are listed ALPHABETICALLY (from A to Z).

**BIBLIOGRAPHY**

Bibl Format. Hanging indent .5 inch. Format automatically adds a blank line before the entry. There is no added line after paragraph.

———. For multiple entries by a single author, after the FIRST entry, replace the name with three “em-dashes” (symbols). There is no added line after paragraph.

Bibl Format. Hanging indent .5 inch. Format automatically adds a blank line before the entry. There is no added line after paragraph.

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You can then proceed to summarize the items in your bibliography. Annotation paragraphs should be about 1/2 a page long, double space. They should name the authors clearly, summarize their arguments, and give the most important evidence that supports those arguments. Author ABC states, “Each annotation must include one direct quote with a footnote.”1 The comments or annotations on your research should include not only summaries of ideas and arguments, but also other useful aspects of the research such as the use of musical examples, tables, charts, images or other non-prose materials. The annotation should explain the title of the work, especially if the title is trying to be clever or asks a question. It is easier to cut things out of an annotation than to imagine what is not there.

A good bibliography presents a coherent organization of your research, rather than an odd collection. Your organization may be by such things as topics, debates, chronology or some combination of these ideas. “Each annotation must include one direct quote with a footnote.”2 You can cite the items in your essay by the author’s last name or a combination of author’s name and short title (if a writer has more than one item in your bibliography). The Reader’s Guide uses ALL CAPITALS for references to authors in the

1 First name Last name, “Article title,” Journal title vol, no. (Year): page.
2 First name Last name, Book title (City: Publisher, year), page.
bibliography, but you do not need to do that. A strong annotated bibliography will draw connections between the introductory paragraph and the summaries of each item as well as connections between items.

A “healthy” bibliography has a variety of sources: encyclopedias, journals, books, dissertations, scores, or recordings. Citing the author by name, “Each annotation must include one direct quote with a footnote.” You should have about 10-12 items of recent publication so preference should be given to scholarship created in your lifetime.

QUOTES OF OVER FIVE LINES OF TEXT use what is called a “block quote.” Single space, narrower margins, and normal space both before and after. Since the block quote is WITHIN a paragraph you must use the “flush left” version of the paragraph style afterward. Note that the block format makes it clear it is quote so NO QUOTE marks at start and end.4 Since the block quotes are often PART of the idea, use Bib Paragraph Flush Left after a quote if it is not the end of the paragraph.

Question the usefulness of any source more than 50 years old. Strong bibliographies draw the reader to connections between the works, explains to the reader how the item clarifies or explains the main topic of the bibliography, and points out to the reader how the item can lead to future work on the topic.

Your final paragraph must suggest how your work on this topic can go forward based on the work you have done. As you are not writing a full paper on this topic, you must propose what a full paper could like based on what you have learned over the semester or what questions you would ask now that you know all this information.

__________________________

4 Block quote footnote
Remember that historians do not only uncover FACTS but their job is to create a clear NARRATIVE on the facts and that may require some SPECULATION. In other words, speculation is NOT bad history—it is exactly what historians do. There are better and worse speculations, but all history involves some sort of going beyond the basic facts to create a clear narrative.

Dr. Balensuela has a few pet peeves in writing that you might want to consider to avoid a bad grade. A few are listed below.

(1) Mixing quotation marks. Your word processor will probably use “curved” quotation marks. If you cut and paste materials from the web they are usually "straight." Having both in the paper indicates a lack of careful proofreading.

(2) Only use URL or DOI links for items that are ONLY on the web. For things that were physically printed (books, articles, dissertations) give only the print information.

(3) Avoid anonymous quotes. All quotes should be clearly linked to the author in the prose of the text—don’t rely on the footnote. Tell the reader who is talking in the paragraph.

(4) Punctuation within quotes. “When you have a quotation, the punctuation falls within the quote marks and before the footnote.”

(5) Avoid Dangling comparisons. Saying “Bach uses more virtuosity” makes the reader as “More than…?” Avoid these dangling comparisons.

Sample footnote here.
(6) Only one space after a period. You may have been taught that there should be two spaces after a period. That’s only if you’re using a manual typewriter. On computers just use ONE space.