

indirect quotation: According to Kerman, the organs in Baroque German churches were a source of special pride (148). OR The organs in Baroque German churches were a source of special pride. (Kerman: 162).

8) In research papers, it is standard procedure to supplement such citations in the text with a list of books (or other reference materials) at the end of your essay. Please use this format:

Kerman, Joseph and Gary Tomlinson. *Listen*, Brief Fifth Edition (Boston: Bedford/St. Martin's, 2004).

9) While we do not encourage it, you may wish to cite a source found on the Internet. If so, include the title of the entry and try to secure the author's name (which often appears at the very end). In addition, you must cite URL (the address of the Internet source).

Norriah, Michael. *Beethoven*, in *Biographies of Classical Composers*,
<http://www.cl.cam.ac.uk/users/mn200/music/composers.html>.

10) A word of caution on plagiarism: Using the words **or ideas** of another person without attribution is plagiarism (in other words, the theft of intellectual property). Please remember, there is nothing wrong with quoting or citing a source; what is wrong is NOT citing the source. MIT has a strict policy on plagiarism; instances of plagiarism are investigated and punished at the Institute level. **In addition, plagiarism will mean automatic failure in this class.**

11) For the sake of clarity, use italics for titles of musical works.

Beethoven's *Symphony No. 3 in E-flat Major, "Eroica"*
Brahms's *Tragic Overture*
Coltrane's version of *My Favorite Things*

But if you are citing a portion of a larger work, such as a song, it's OK to use quotation marks.

"My Favorite Things" first appeared in the Broadway musical *The Sound of Music*.
Sting's "Every Breath You Take" was first released on the album *Synchronicity*.
My favorite segment of Schumann's *Carnaval* is "Eusebius."

12) The first paper **must** be revised. The second and third may be revised for a higher grade. **The original graded paper must be handed in with its revision.**

Need a good writing manual?

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th edition (Chicago: Chicago University Press, 1996), the traditional standard with very specific guidelines and directions on formatting, punctuation and style

Strunk, William Jr., and E. B. White. *The Elements of Style*, 4th ed. (New York: Longman, 2000), this is a little gem of a book (95pp.) on style and usage (no formatting instructions) that should be a part of every person's library; one reading will change your writing!

Need feedback on your writing?

Take your paper or a draft to the Writing Center: <http://web.mit.edu/writing/>
