

**College-Conservatory of Music
University of Cincinnati
Division of Composition, Musicology, and Theory**

Diagnostic Exam in Graduate Research and Writing Methods (“Bibliography”)

What is the purpose of the exam? This diagnostic examination is to determine whether entering graduate students *who have already taken a graduate level music research and writing (“bibliography”) course* need to take the CCM course “Graduate Research and Writing” (16-HILT-821). AD students are not required to take this exam.

Must I take the exam? Entering graduate students *who have already taken a graduate level music research and writing (“bibliography”) course* and wish to place out of the CCM course “Graduate Research and Writing” (16-HILT-821) may take this exam. Any student who *has not* taken a graduate level music research and writing (“bibliography”) course *may not* take this diagnostic exam and *must* take Graduate Research and Writing.

Students who have completed the CCM course “Graduate Research and Writing” (16-HILT-821) within the last seven years are exempt from this examination. Students who completed a graduate degree at CCM and are returning for an additional degree after more than seven years have lapsed since completing the coursework must retake the diagnostic exam.

When do I take the exam? Students must take the diagnostic exam before beginning any coursework at CCM. Students entering CCM in the Fall quarter will take the exam during orientation week in September according to the schedule provided by the Admissions Office. Students entering CCM in Winter, Spring, or Summer quarter will take it on the first day of the quarter. Students matriculating in Summer quarter may request to take the examination during Fall orientation, but may not take any courses during the summer for which HILT-821 is a prerequisite. Students may not retake the diagnostic exam. Results are final.

What is the format of the exam and how can I prepare for it?

Questions cover all types of music reference and resource materials (indexes, dictionaries, periodicals, collected works, electronic databases, etc.) as well as bibliographic format, basic English grammar, and writing style. The recommended preparation for the examination is a study of standard reference materials such as may be found in Crabtree and Foster, *Sourcebook for Research in Music* (Indiana University Press, 1993), followed by a visit to a comprehensive music library to inspect both printed and electronic sources. In addition, the student should review the rules for “Bibliography Style” (also known as “Chicago Style”) footnotes and bibliographies found in Chapters 16 and 17 of Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. (University of Chicago Press, 2007). If the test results are unsatisfactory, the student will be required to complete “Graduate Research and Writing” (16-HILT-821) and will be granted degree credit for the course (Turabian is a distillation of the *Chicago Manual of Style*).