

Scope	Arrangement	Depth of Treatment	Special Features
subjects covered, geographical and chronological limits. You should check the title and subtitle, preface, introduction, foreword, table of contents, and inside cover for this information.	alphabetical, topical, chronological, comparative. Students believe that an alphabetically arranged book is the easiest to use. Alphabetical books, however, often do not include an index, which makes the use of correct subject headings vital. You must use cross references, which maybe located within, between, or at the end of articles.	length of entries. This information will be useful if you are seeking a specific type of information. Definitions will not be helpful if you need statistics, examples, or an overview.	illustrations, unusual indexes, charts, graphs, tables, bibliographies, appendices, glossaries. Special features (especially prevalent in reference books) increase the value of a resource. Unless you are made aware of the features, you may often miss the useful information included there.