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Cite Right, Second Edition

A Quick Guide to Citation Styles--MLA, APA, Chicago, the Sciences, Professions, and More

University of Chicago Press Explains the importance of using citations; outlines the various styles, including APA, MLA, and Chicago; and offers examples for each from a wide range of sources.

A Manual for Writers of Dissertations

MLA Style Manual and Guide to Scholarly Publishing

Modern Language Assn of Amer Provides information on stylistic aspects of research papers, theses, and dissertations, including sections on writing fundamentals, MLA documentation style, and copyright law

The Copyeditor's Handbook

A Guide for Book Publishing and Corporate Communications

University of California Press Unstuffy, hip, and often funny, The Copyeditor's Handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting. This fourth edition incorporates the latest advice from language authorities, usage guides, and new editions of major style manuals, including The Chicago Manual of Style. It registers the tectonic shifts in twenty-first-century copyediting: preparing text for digital formats, using new technologies, addressing global audiences, complying with plain language mandates, ensuring accessibility, and serving self-publishing authors and authors writing in English as a second language. The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers, such as a brief history of punctuation marks that didn't make the grade, the strange case of razbliuto, and a few Easter eggs awaiting discovery by keen-eyed readers. The fourth edition features updates on the transformation of editorial roles in today's publishing environment new applications, processes, and protocols for on-screen editing major changes in editorial resources, such as online dictionaries and language corpora, new grammar and usage authorities, online editorial communities, and web-based research tools When you're ready to test your mettle, pick up The Copyeditor's Workbook: Exercises and Tips for Honing Your Editorial Judgment, the essential new companion to the handbook.

Globalization, Lifelong Learning and the Learning Society

Sociological Perspectives

Routledge This book critically assesses the learning that is required and provided within a learning society and gives a detailed sociological analysis of the emerging role of lifelong learning with examples from around the globe. Divided into three clear parts the book: looks at the development of the knowledge economy provides a critique of lifelong learning and the learning society focuses on the changing nature of research in the learning society. The author, well-known and highly respected in this field, examines how lifelong learning and the learning society have become social phenomena across the globe. He argues that the driving forces of globalisation are radically changing lifelong learning and shows that adult education/learning only gained mainstream status because of these global changes and as learning became more work orientated.

The Chicago Manual of Style

The Essential Guide for Writers, Editors, and Publishers

Searchable electronic version of print product with fully hyperlinked cross-references.

The Dissertation Journey

A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation

Corwin Press It's an uphill climb—but the view from the top makes it all worthwhile. A dissertation can be challenging, but this informative book helps you overcome the obstacles along the way. Using graphics, checklists, and sample forms, this guide readies you for each step of the process, including selecting the committee, getting acclimated to academic writing, preparing for your oral defense, and publishing your research. New features include: A chapter on ethical considerations Expanded coverage of digital data collection and the Internet More detailed information on conducting the literature review A discussion of how to develop a theoretical or conceptual framework

Scientific English: A Guide for Scientists and Other Professionals, 3rd Edition

A Guide for Scientists and Other Professionals, Third Edition

ABC-CLIO This entertaining and highly readable book gives anyone writing in the sciences a clear and easy-to-follow guide to the English language. • Includes cartoons and humorous illustrations that help reinforce important concepts • Provides a glossary that allows readers to easily reference the meanings of grammatical terms used in the book • Incorporates a wide variety of quotations to provide humor, make points, or reinforce key concepts • Includes an entire chapter on electronic media as well as new material on self-editing

MLA Style Manual and Guide to Scholarly Publishing

Modern Language Assn of Amer Provides information on stylistic aspects of research papers, theses, and dissertations, including sections on writing fundamentals, MLA documentation style, and copyright law.

Completing Your Qualitative Dissertation: A Road Map From Beginning to End

A Road Map From Beginning to End

SAGE This book fills a gap in the qualitative research literature by addressing one of the key challenges facing doctoral students: writing a dissertation. Authors Linda Dale Bloomberg and Marie Volpe distill years of experience into a first-of-its-kind, highly practical resource for graduate students. Blending the conceptual, theoretical, and practical, the book becomes a dissertation in action—a logical and cohesive explanation and illustration of content and process. This Second Edition offers doctoral students comprehensive guidance and accessible, practical tools for navigating each step of the qualitative dissertation journey. While key features that distinguish the book's unique approach are maintained, this edition responds to recent developments in the field. Elements new to the second edition include

A Strategic Guide to Technical Communication - Second Edition (US)

Broadview Press A Strategic Guide to Technical Communication incorporates useful and specific strategies for writers, to enable them to create aesthetically appealing and usable technical documentation. These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions. The second edition adds a chapter on business communication, reworks the discussion on technical style, and expands the information on visual communication and ethics into free-standing chapters. The text is accompanied by a passcode-protected website containing materials for instructors (PowerPoint lectures, lesson plans, sample student work, and helpful links).

Suggestions to Medical Authors and A.M.A. Style Book

With a Guide to Abbreviation of Bibliographic References ; for the Guidance of Authors, Editors, Compositors, and Proofreaders

Writing about Quantitative Research in Applied Linguistics

Springer With increasing pressure on academics and graduate students to publish in peer reviewed journals, this book offers a much-needed guide to writing about and publishing quantitative research in applied linguistics. With annotated examples and useful resources, this book will be indispensable to graduate students and seasoned researchers alike.

APA/MLA Guidelines: Concise Guide to APA and MLA Styles

Updated for the APA Manual (7th edition) and MLA Handbook (9th edition)

Appearance Publishers "APA/MLA Guidelines: Concise Guide to APA and MLA Styles" was written specifically for the updated edition of the American Psychological Association Publication Manual (APA 7th edition) and MLA Handbook (MLA 9th edition) and includes 80+ examples of different references for each style. The guide consists of 2 parts: --- Concise Guide to APA Manual (7th Edition) --- Concise Guide to MLA Handbook (9th Edition) Concise Guide to APA Manual (7th Edition) Revised according to the 7th edition of the APA Manual, this guide is offering general format and examples of APA: - paper layout - title page - abstract - contents - headings - in-text citations - quotations - reference list - footnotes - lists - tables and figures - notes - appendices, etc. among others including - APA Student Sample Paper and - APA Professional Sample Paper. Concise Guide to MLA Handbook (9th Edition) With this guide, you will be able to format your paper according to the MLA style right away thanks to its easy-to-navigate structure and step-by-step guidelines on setting up research papers in MLA format. Revised according to the 9th edition of the MLA Handbook, this guide is offering general format and examples of MLA: - paper layout - title page - running head, headings, lists - tables, figures, and examples - in-text citations - quotations, paraphrases, making changes to quotations - Works Cited list - footnotes and endnotes - text styling (spelling, punctuation, capitalization, italics, numbers) and - abbreviations, etc. among others including - MLA-formatted Sample Paper. Learn more about spelling, punctuation, capitalization, italics, abbreviations, numbers, etc. This student guide reflects the newest version of the APA Manual and MLA Handbook and will address the vast majority of questions about using APA 7th edition and MLA 9th edition correctly with 80+ examples of references.

Curriculum Development and Online Instruction for the 21st Century

IGI Global The world of education has undergone major changes within the last year that have pushed online instruction to the forefront of learning. Thanks to the COVID-19 pandemic, online learning has become paramount to the continued and uninterrupted teaching of students and has forced students and teachers alike to adjust to an online learning environment. Though some have already returned to the traditional classroom, or plan to very soon, others have begun to appreciate the value of online education - initiatives that had previously been discussed but never acted upon as they have been in the past year. With plenty of positive and negative aspects, online learning is a complex issue with numerous factors to consider. It is an issue that must be studied and examined in order to improve in the future. Curriculum Development and Online Instruction for the 21st Century examines the issues and difficulties of online teaching and learning, as well as potential solutions and best practices. This book includes an examination on the value of teaching fully via the internet as well as the challenges inherent in the training of teachers to teach in online environments. While addressing key elements of remote learning, such as keeping student data safe, as well as methods in which to engage students, this book covers topics that include assessment tools, teaching deaf students, web technology, and standardized curricula. Ideal for K-12 teachers, college faculty, curriculum developers, instructional designers, educational software developers, administrators, academicians, researchers, and students, this book provides a thorough overview of online education and the benefits and issues that accompany it.

Touching Feeling

Affect, Pedagogy, Performativity

Duke University Press DIVA collection of essays examining theories of affect and how they relate to issues of performance and performativity./div

Skills for Academic and Career Success

Pearson Higher Education AU Skills for Academic and Career Success focuses on the essential skills you need to be successful in your studies and in your future career. This original textbook aims to improve and enhance your study skills; it also introduces some important aspects of business and professional communication. An integrated approach is used to bring together these key fields of academic skills and business communication competency. The emphasis throughout the book is on practical, applied learning. It has been developed to complement Australian tertiary education curricula in the areas of study skills and professional communication and is designed to enhance learning outcomes for students within the Australian and Pan-Asian context.

Information Resources in the Humanities and the Arts, 6th Edition

Libraries Unlimited This familiar guide to information resources in the humanities and the arts, organized by subjects and emphasizing electronic resources, enables librarians, teachers, and students to quickly find the best resources for their diverse needs.

Writing and Developing Your College Textbook

A Comprehensive Guide to Textbook Authorship and Higher Education Publishing

Atlantic Path Publishing This is the comprehensively revised second edition of a popular professional book on textbook writing and finding one's way in the higher education publishing world—for academic authors and editors, college instructors, and instructional designers. The second edition has two new chapters on the latest industry trends—such as the pricing revolt, open access movement, and wiki-textbook phenomenon, and on the use of learning objectives to structure textbook package development. Every chapter features new sections, links, forms, models, or examples from an even greater range of college courses. Contains updated and expanded appendices, glossary entries, references, bibliography entries, and index. BISAC: Language Arts & Disciplines/Authorship and Publishing

Proofread Like a Pro

Briefings Media Group

The Post-Traumatic Stress Disorder Sourcebook

A Guide to Healing, Recovery, and Growth

McGraw Hill Professional The Definitive Resource for Trauma Survivors, Their Loved Ones, and Helpers Trauma can take many forms, from witnessing a violent crime or surviving a natural disaster to living with the effects of abuse, rape, combat, or alcoholism. Deep emotional wounds may seem like they will never heal. However, with The Post-Traumatic Stress Disorder Sourcebook, Dr. Glenn Schiraldi offers a remarkable range of treatment alternatives and self-management techniques, showing survivors that the other side of pain is recovery and growth. Live your life more fully—without fear, pain, depression, or self-doubt Identify emotional triggers—and protect yourself from further harm Understand the link between PTSD and addiction—and how to break it Find the best treatments and techniques that are right for you This updated edition covers new information for war veterans and survivors with substance addictions. It also explores mindfulness-based treatments, couples strategies, medical aids, and other important treatment innovations.

MHRA Style Guide

A Handbook for Authors, Editors, and Writers of Theses

MHRA Now in its second edition, the MHRA Style Guide is an indispensable tool for authors and editors of scholarly books, contributors to academic publications, and students preparing theses. The Style Guide succeeds the best-selling MHRA Style Book, five editions of which were published from 1971 to 1996. Though originally designed for use in connection with the publications of the Modern Humanities Research Association, the Style Book became a standard book of reference, particularly in the humanities, and has been adopted by many other authors, editors, and publishers. This new edition of the Style Guide has been revised and updated by a subcommittee of the MHRA. It provides comprehensive guidance on the preparation of copy for publication and gives clear and concise advice on such matters as spelling (including the spelling of proper names and the transliteration of Slavonic names), abbreviations, punctuation, the use of capitals and italics, dates and numbers, quotations, notes, and references. Chapters on indexing, the preparation of theses and dissertations, and proof correcting are also included

The Handbook of Journal Publishing

Cambridge University Press An up-to-date and comprehensive handbook written by experienced professionals, covering all aspects of journal publishing, both online and in print.

Cite Right, Third Edition

A Quick Guide to Citation Styles--MLA, APA, Chicago, the Sciences, Professions, and More

University of Chicago Press Cite Right is the perfect guide for anyone who needs to learn a new citation style or who needs an easy reference to Chicago, MLA, APA, AMA, and other styles. Each chapter serves as a quick guide that introduces the basics of a style, explains who might use it, and then presents an abundance of examples. This edition includes updates reflecting the most recent editions of The Chicago Manual of Style and the MLA Handbook. With this book, students and researchers can move smoothly among styles with the confidence they are getting it right.

A Style and Usage Guide to Writing About Music

Scarecrow Press In A Style and Usage Guide to Writing About Music, Thomas Donahue presents a collection of guidelines to help express through the written word the special notations, terms, and concepts found in the discipline of music. It concentrates on questions of style and format in the interest of good formal writing within the context of United-States English, so that writers may communicate their ideas clearly and effectively. While compiling the guidelines, Donahue reviewed content from many other music and general guides. He documented the most common formats in order to assist the writer in selecting an appropriate format for the given circumstance when more than one may apply. The book draws on profuse musically-oriented examples and is arranged by topics both musical and typographic, such as the proper use and spelling of composer names and musical concepts; the use of notes, pitches, and octave delineations; letters and numbers employed to describe form and harmony; when, where, and how to apply compound words and hyphenation of terms and names; and the proper citation of musical and audiovisual sources. The book concludes with a glossary of typographic terms, a bibliography, and a comprehensive index, making this a valuable resource for students, scholars, teachers, and writers.

MLA Handbook

Modern Language Association of America Teaching and learning MLA style is about to get easier. Forthcoming April 2021

4 in 1: APA + MLA + HARVARD + CMOS (Chicago) Practical Guidelines in Tables

A Pocket Style Manual – Quick Academic Citing and Formatting

CreativeCloud Publications 4 in 1 formatting styles for students. Quick and easy to understand guidelines on APA / MLA / HARVARD / CHICAGO (CMOS) formatting in tables for students. Quick reference and formatting tables can speed up your academic writing process allowing you to focus on the quality of the paper to succeed in studying. Guidelines include introduction to APA / MLA / HARVARD / CHICAGO (CMOS) styles, general rules, headers, cover page, body (introduction, discussion, conclusion), headings, tables and figures, abbreviations, in-text citations / footnotes / endnotes, and reference / bibliography list general formatting guidelines with examples including paper layout example in every style.

Words for working

Professional and Academic English for International Business and Economics

Universitat de València Words for Working ofereix una revisió actualitzada de conceptes, competències, habilitats comunicatives i recursos essencials per a l'aprenentatge i ús efectiu de l'anglès professional i acadèmic a l'entorn de l'economia i l'empresa internacional. El volum facilita als lectors el coneixement i el domini de la variació lingüística existent dins del llenguatge especialitzat (variació intercultural, geogràfica, textual, etc.), així com del seu funcionament en àrees de comunicació professional fonamentals en aquest àmbit (anglès empresarial, econòmic, financer, jurídic, etc.). El seu contingut inclou estratègies comunicatives i activitats didàctiques pràctiques tant per a la llavor professional com per a l'estudi i la investigació en anglès dins d'aquestes disciplines en el nou Espai Europeu d'Educació Superior.

The Copyeditor's Workbook

Exercises and Tips for Honing Your Editorial Judgment

University of California Press The Copyeditor's Workbook—a companion to the indispensable Copyeditor's Handbook, now in its fourth edition—offers comprehensive and practical training for both aspiring and experienced copyeditors. Exercises of increasing difficulty and length, covering a range of subjects, enable you to advance in skill and confidence. Detailed answer keys offer a grounding in editorial basics, appropriate usage choices for different contexts and audiences, and advice on communicating effectively with authors and clients. The exercises provide an extensive workout in the knowledge and skills required of contemporary editors. Features and benefits Workbook challenges editors to build their skills and to use new tools. Exercises vary and increase in difficulty and length, allowing users to advance along the way. Answer keys illustrate several techniques for marking copy, including marking PDFs and hand marking hard copy. Book includes access to online exercises available for download.

Copy(write)

Intellectual Property in the Writing Classroom

Parlor Press LLC Brings together stories, theories, and research that can further inform the ways in which writing teachers situate and address intellectual property issues in writing classrooms. The essays in the collection identify and describe a wide range of pedagogical strategies, consider theories, present research, explore approaches, and offer both cautionary tales and local and contextual successes.

Tribal Libraries, Archives, and Museums

Preserving Our Language, Memory, and Lifeways

Scarecrow Press Hundreds of tribal libraries, archives, and other information centers offer the services patrons would expect from any library: circulation of materials, collection of singular items (such as oral histories), and public services (such as summer reading programs). What is unique in these settings is the commitment to tribal protocols and expressions of tribal lifeways—from their footprints on the land to their architecture and interior design, institutional names, signage, and special services, such as native language promotion. This book offers a collection of articles devoted to tribal libraries and archives and provides an opportunity for tribal librarians to share their stories, challenges, achievements, and aspirations with the larger professional community. Part one introduces the tribal community library, providing context and case studies for libraries in California, Alaska, Oklahoma, Hawai'i, and in other countries. The role of tribal libraries and archives in native language recovery and revitalization is also addressed in this section. Part two features service functions of tribal information centers, addressing the library facility, selection, organization, instruction, and programming/outreach. Part three includes a discussion of the types of records that tribes might collect, legal issues, and snapshot descriptions of noteworthy archival collections. The final part covers strategic planning, advice on working in the unique environments of tribal communities, advocacy and marketing, continuing education plans for library staff, and time management tips that are useful for anyone working in a small library setting.

Introducing the IB Diploma Programme

Cambridge University Press An ideal reference guide to introducing the IB Diploma in your school.

The 99% Invisible City

A Field Guide to the Hidden World of Everyday Design

Houghton Mifflin A beautifully designed guidebook to the unnoticed yet essential elements of our cities, from the creators of the wildly popular 99% Invisible podcast

The Academic Writer's Toolkit

A User's Manual

Routledge Berger's slim, user-friendly volume on academic writing is a gift to linguistically-stressed academics. Author of 60 published books, the author speaks to junior scholars and graduate students about the process and products of academic writing. He differentiates between business writing skills for memos, proposals, and reports, and the scholarly writing that occurs in journals and books. He has suggestions for getting the "turgid" out of turgid academic prose and offers suggestions on how to best structure various forms of documents for effective communication. Written in Berger's friendly, personal style, he shows by example that academics can write good, readable prose in a variety of genres.

Uncertain Archives

Critical Keywords for Big Data

MIT Press Scholars from a range of disciplines interrogate terms relevant to critical studies of big data, from abuse and aggregate to visualization and vulnerability. This pathbreaking work offers an interdisciplinary perspective on big data, interrogating key terms. Scholars from a range of disciplines interrogate concepts relevant to critical studies of big data--arranged glossary style, from from abuse and aggregate to visualization and vulnerability--both challenging conventional usage of such often-used terms as prediction and objectivity and introducing such unfamiliar ones as overfitting and copynorm. The contributors include both leading researchers, including N. Katherine Hayles, Johanna Drucker and Lisa Gitelman, and such emerging agenda-setting scholars as Safiya Noble, Sarah T. Roberts and Nicole Starosielski.

EndNote 1 - 2 - 3 Easy!

Reference Management for the Professional

Springer Science & Business Media Endnote Made Easy: Reference Management for the Professional is intended for healthcare professionals (physicians, nurses, managers, etc.) and biomedical researchers engaged in writing scientific manuscripts. It aids readers in gaining an understanding of the effective use of information technology in storing, managing, retrieving, and citing references in scientific writings. It also provides step by step instruction on using Endnote, a popular reference management software.

The Palgrave Handbook of Digital Russia Studies

Springer Nature This open access handbook presents a multidisciplinary and multifaceted perspective on how the 'digital' is simultaneously changing Russia and the research methods scholars use to study Russia. It provides a critical update on how Russian society, politics, economy, and culture are reconfigured in the context of ubiquitous connectivity and accounts for the political and societal responses to digitalization. In addition, it answers practical and methodological questions in handling Russian data and a wide array of digital methods. The volume makes a timely intervention in our understanding of the changing field of Russian Studies and is an essential guide for scholars, advanced undergraduate and graduate students studying Russia today.

The Wadsworth Guide to Research

Cengage Learning Develop the research skills you need for success in academic, career, and everyday situations with THE WADSWORTH GUIDE TO RESEARCH. Recognizing that technology is a part of your daily life, the authors will show you how to apply the research skills you use every day (buying a car, choosing a movie, etc.) to academic and professional settings. Annotated student samples, research scenarios, and Techno Tips show you the how and why of researching and the key research technologies important to success. Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Lean UX

"O'Reilly Media, Inc." Lean UX is synonymous with modern product design and development. By combining human-centric design, agile ways of working, and a strong business sense, designers, product managers, developers, and scrum masters around the world are making Lean UX the leading approach for digital product teams today. In the third edition of this award-winning book, authors Jeff Gothelf and Josh Seiden help you focus on the product experience rather than deliverables. You'll learn tactics for integrating user experience design, product discovery, agile methods, and product management. And you'll discover how to drive your design in short, iterative cycles to assess what works best for businesses and users. Lean UX guides you through this change--for the better. Facilitate the Lean UX process with your team with the Lean UX Canvas Ensure every project starts with clear customer-centric success criteria Understand the role of designer on a agile team Write and contribute design and experiment stories to the backlog Ensure that design work takes place in every sprint Build product discovery into your team's "velocity"

A Practical Writing Guide for Academic Librarians

Keeping It Short and Sweet

Elsevier Mastering the skills necessary for clear, effective writing can make writing tasks flow more easily. This book helps academic librarians who are new to the profession or new to a supervisory or management position, as well as those who want to be more productive and make their writing for work go more smoothly. From progress reports to project plans, cover letters to case studies and book reviews to blogging, readers will find examples and how-tos for most of the types of writing they need to do in their academic library careers. Discusses the importance of style and audience Analyzes and guides the reader through the types of writing that academic librarians use in their everyday work Includes information on presenting data: specifically, tables, graphs and charts