

## The Chicago Guide To Writing About Multivariate Analysis Second Edition Chicago Guides To Writing Editing And Publishing

Over three and a half decades, Ted Conover has ridden the rails with hoboes, crossed the border with Mexican immigrants, guarded prisoners in Sing Sing, and inspected meat for the FDAand lived not only to tell the tales, but to write about them. His books and articlesincluding Newjack: Guarding Sing Sing, winner of the 2000 National Book Critics Circle Awardhave made him one of the premier practitioners of immersion reporting, in which a writer becomes part of a specific world for a time to better understand and explain it to readers. This book distills the knowledge he has gained from his own immersion experiences for the benefit of writers at all levels undertaking similar projects. It also incorporates insights from other well-known writers in this genre, including Alex Kotlowitz, Anne Fadiman, and Sebastian Junger. The book covers such topics as how to get into a community, how to conduct oneself once inside, and how to shape and structure the stories that emerge from immersion, and it concludes with an annotated bibliography of exemplary immersive writing.”

With more than three-quarters of a million copies sold since its first publication, The Craft of Research has helped generations of researchers at every level—from first-year undergraduates to advanced graduate students to research reporters in business and government—learn how to conduct effective and meaningful research. Conceived by seasoned researchers and educators Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, this fundamental work explains how to find and evaluate sources, anticipate and respond to reader reservations, and integrate these pieces into an argument that stands up to reader critique. The fourth edition has been thoroughly but respectfully revised by Joseph Bizup and William T. Fitzgerald. It retains the original five-part structure, as well as the sound advice of earlier editions, but reflects the way research and writing are taught and practiced today. Its chapters on finding and engaging sources now incorporate recent developments in library and Internet research, emphasizing new techniques made possible by online databases and search engines. Bizup and Fitzgerald provide fresh examples and standardized terminology to clarify concepts like argument, warrant, and problem. Following the same guiding principle as earlier editions—that the skills of doing and reporting research are not just for elite students but for everyone—this new edition retains the accessible voice and direct approach that have made The Craft of Research a leader in the field of research reference. With updated examples and information on evaluation and using contemporary sources, this beloved classic is ready for the next generation of researchers.

How to Write a BA Thesis is the only book that directly addresses the needs of undergraduate students writing a major paper. This book offers step-by-step advice on how to move from early ideas to finished paper. It covers choosing a topic, selecting an advisor, writing a proposal, conducting research, developing an argument, writing and editing the thesis, and making through a defense. Lipson also acknowledges the challenges that arise when tackling such a project, and he offers advice for breaking through writer’s block and juggling school-life demands. This is a must-read for anyone writing a BA thesis, or for anyone who advises these students.

The authoritative guide to using the English language effectively, from “the greatest writer on grammar and usage that this country has ever produced” (David Yerkes, Columbia University). The author of The Chicago Manual of Style’s popular “Grammar and Usage” chapter, Bryan A. Garner is renowned for explaining the vagaries of English with absolute precision and utmost clarity. With The Chicago Guide to Grammar, Usage, and Punctuation, he has written the definitive guide for writers who want their prose to be both memorable and correct. Garner describes standard literary English—the forms that mark writers and speakers as educated users of the language. He also offers historical context for understanding the development of these forms. The section on grammar explains how the canonical parts of speech came to be identified, while the section on syntax covers the nuances of sentence patterns as well as both traditional sentence diagramming and transformational grammar. The usage section provides an unprecedented trove of empirical evidence in the form of Google Ngrams, diagrams that illustrate the changing prevalence of specific terms over decades and even centuries of English literature. Garner also treats punctuation and word formation, and concludes the book with an exhaustive glossary of grammatical terms and a bibliography of suggested further reading and references. The Chicago Guide to Grammar, Usage, and Punctuation is a magisterial work, the culmination of Garner’s lifelong study of the English language. The result is a landmark resource that will offer clear guidelines to students, writers, and editors alike. “A manual for those of us laboring to produce expository prose: nonfiction books, journalistic articles, memorandums, business letters. The conservatism of his advice pushes you to consider audience and occasion, so that you will understand when to follow convention and when you can safely break it.”—John E. McIntyre, Baltimore Sun

Listening to People

The Business of Being a Writer

A Fortable Mentor for Scholars from Graduate School through Tenure

The Essential Guide for Writers, Editors, and Publishers

Occupational Outlook Handbook

The Chicago Guide to Fact-Checking

Editing is an invisible art where the very best work goes undetected. Editors strive to create books that are enlightening, seamless, and pleasurable to read, all while giving credit to the author. This makes it all the more difficult to truly understand the range of roles they inhabit while shepherding a project from concept to publication. In What Editors Do, Peter Ginna gathers essays from twenty-seven leading figures in book publishing about their work. Representing both large houses and small, and encompassing trade, textbook, academic, and children’s publishing, the contributors make the case for why editing remains a vital function to writers—and readers—everywhere. Ironically for an industry built on words, there has been a scarcity of written guidance on how to actually approach the work of editing. This book will serve as a compendium of professional advice and will be a resource both for those entering the profession (or already in it) and for those outside publishing who seek an understanding of it. It sheds light on how editors acquire books, what constitutes a strong author–editor relationship, and the editor’s vital role at each stage of the publishing process—a role that extends far beyond marking up the author’s text. This collection treats editing as both art and craft, and also as a career. It explores how editors balance passion against the economic realities of publishing. What Editors Do shows why, in the face of a rapidly changing publishing landscape, editors are more important than ever.

Legendary writing coach Jack Hart spent twenty-six years at the Oregonian and has taught students and professionals of all stripes, including bloggers, podcasters, and more than one Pulitzer Prize winner. Good writing, he says, has the same basic attributes regardless of genre or medium. Wordcraft shares Hart’s techniques for achieving those attributes in one of the most broadly useful writing books ever written. Originally published in 2006 as A Writer’s Coach, the book has been updated to address the needs of writers well beyond print journalists. Hart breaks the writing process into a series of manageable steps, from idea to polishing. Filled with real-world examples, both good and bad, Wordcraft shows how to bring such characteristics as force, brevity, clarity, rhythm, and color to any kind of writing. Wordcraft now functions as a set with the second edition of Hart’s book Storycraft, on the art of storytelling, also available from Chicago.

Since 2001 William Germano’s Getting It Published has helped thousands of scholars develop a compelling book proposal, find the right academic publisher, evaluate a contract, handle the review process, and, finally, emerge as published authors. But a lot has changed in the past seven years. With the publishing world both more competitive and mor...

Every book has a story of its own, a path leading from the initial idea that sparked it to its emergence into the world in published form. No two books follow quite the same path, but all are shaped by a similar array of market forces and writing craft concerns as well as by a cast of characters stretching beyond the author. Behind the Book explores how eleven contemporary first-time authors, in genres ranging from post-apocalyptic fiction to young adult fantasy to travel memoir, navigated these pathways with their debut works. Based on extensive interviews with the authors, it covers the process of writing and publishing a book from beginning to end, including idea generation, developing a process, building a support network, revising the manuscript, finding the right approach to publication, building awareness, and ultimately moving on to the next project. It also includes insights from editors, agents, publishers, and others who helped to bring these projects to life. Unlike other books on writing craft, Behind the Book looks at the larger picture of how an author’s work and choices can affect the outcome of a project. The authors profiled in each story open up about their challenges, mistakes, and successes. While their paths to publication may be unique, together they offer important lessons that authors of all types can apply to their own writing journeys.

The Chicago Manual of Style

From Dissertation to Book, Second Edition

A Manual for Research and Writing with Library and Internet Materials

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

The Craft of Research, Third Edition

Cite Right, Second Edition

Many different people, from social scientists to government agencies to business professionals, depend on the results of multivariate models to inform their decisions. Researchers use these advanced statistical techniques to analyze relationships among multiple variables, such as how exercise and weight relate to the risk of heart disease, or how unemployment and interest rates affect economic growth. Yet, despite the widespread need to plainly and effectively explain the results of multivariate analysis to varied audiences, few are properly taught this critical skill. The Chicago Guide to Writing about Multivariate Analysis is the book researchers turn to when looking for guidance on how to clearly present statistical results and break through the jargon that often clouds writing about applications of statistical analysis. This new edition features even more topics and real-world examples, making it the most relevant resource for anyone who needs to communicate complex research results. For this second edition, Jane E. Miller includes four new chapters that cover writing about interactions, writing about multilevel models, and the “Goldilocks principle” for choosing the right size chart for interpreting results for different variables. In addition, she has updated or added numerous examples, while retaining her clear voice and focus on writers thinking critically about their intended audience and objective. Online podcasts, templates, and an updated study guide will help readers apply skills from the book to their own projects and courses. This continues to be the only book that brings together all of the steps involved in communicating findings based on multivariate analysis—finding data, creating variables, estimating statistical models, calculating overall effects, organizing ideas, designing tables and charts, and writing prose—in a single volume. When aligned with Miller’s twelve fundamental principles for quantitative writing, this approach will empower readers—whether students or experienced researchers—to communicate their findings clearly and effectively.

“Tell me all about your trip!” It’s a request that follows travelers as they head out into the world, and one of the first things they hear when they return. When we leave our homes to explore the wider world, we feel compelled to capture the experiences and bring the story home. But for those who don’t think of themselves as writers, putting experiences into words can be more stressful than inspirational. Writing Abroad is meant for travelers of all backgrounds and writing levels: a student embarking on overseas study; a retiree reading a dream of seeing China; a Peace Corps worker in Kenya. All can benefit from documenting their adventures, whether on paper or online. Through practical advice and adaptable exercises, this guide will help travelers hone their observational skills, conduct research and interviews, choose an appropriate literary form, and incorporate photos and videos into their writing. Writing about travel is more than just safeguarding memories—it can transform experiences and tease out new realizations. With Writing Abroad, travelers will be able to deepen their understanding of other cultures and write about that new awareness in clear and vivid prose.

This book is a comprehensive guide to scientific communication that has been used widely in courses and workshops as well as by individual scientists and other professionals since its first publication in 2002. This revision accounts for the many ways in which the globalization of research and the changing media landscape have altered scientific communication over the past decade. With an increased focus throughout on how research is communicated in industry, government, and non-profit centers as well as in academia, it now covers such topics as the opportunities and perils of online publishing, the need for translation skills, and the communication of scientific findings to the broader world, both directly through speaking and writing and through the filter of traditional and social media. It also offers advice for those whose research concerns controversial issues, such as climate change and emerging viruses, in which clear and accurate communication is especially critical to the scientific community and the wider world.

Is a career as a professor the right choice for you? If you are a graduate student, how can you clear the hurdles successfully and position yourself for academic employment? What’s the best way to prepare for a job interview, and how can you maximize your chances of landing a job that suits you? What happens if you don’t receive an offer? How does the tenure process work, and how do faculty members cope with the multiple and conflicting day-to-day demands? With a perennially tight job market in the traditional academic fields, the road to an academic career for many aspiring scholars will often be a rocky and frustrating one. Where can they turn for good, frank answers to their questions? Here, three distinguished scholars—with more than 75 years of combined experience—talk openly about what’s good and what’s not so good about academia, as a place to work and a way of life. Written as an informal conversation among colleagues, the book is packed with inside information—about finding a mentor, avoiding pitfalls when writing a dissertation, negotiating the job listings, and much more. The three authors’ distinctive opinions and strategies offer the reader multiple perspectives on typical problems. With rare candor and insight, they talk about such tough issues as departmental politics, dual-career marriages, and sexual harassment. Rounding out the discussion are short essays that offer the “inside track” on financing graduate education, publishing the first book, and leaving academia for the corporate world. This helpful guide is for anyone who has ever wondered what the fascinating and challenging world of academia might hold in store. Part I - Becoming a Scholar \* Deciding on an Academic Career \* Entering Graduate School \* The Mentor \* Writing a Dissertation \* Landing an Academic Job Part II - The Academic Profession \* The Life of the Assistant Professor \* Teaching and Research \* Tenure \* Competition in the University System and Outside Offers \* The Personal Side of Academic Life

A Writer’s Guide to Going Deep

The Craft of Research, Fourth Edition

The Art, Craft, and Business of Book Editing

The Complete Guide to Clear, Powerful Writing

A Guide for Scholars and Anyone Else Serious about Serious Books

Immersion

Writing about multivariate analysis is a surprisingly common task. Researchers use these advanced statistical techniques to examine relationships among multiple variables, such as exercise, diet, and heart disease, or to forecast information such as future interest rates or unemployment. Many different people, from social scientists to government agencies to business professionals, depend on the results of multivariate models to inform their decisions. At the same time, many researchers have trouble communicating the purpose and findings of these models. Too often, explanations become bogged down in statistical jargon and technical details, and audiences are left struggling to make sense of both the numbers and their interpretation. Here, Jane Miller offers much-needed help to academic researchers as well as to analysts who write for general audiences. The Chicago Guide to Writing about Multivariate Analysis brings together advanced statistical methods with good expository writing. Starting with twelve core principles for writing about numbers, Miller goes on to discuss how to use tables, charts, examples, and analogies to write a clear, compelling argument using multivariate results as evidence. Writers will repeatedly look to this book for guidance on how to express their ideas in scientific papers, grant proposals, speeches, issue briefs, chartbooks, posters, and other documents. Communicating with multivariate models need never appear so complicated again.

Institutions have regimes—policies that typically come from the top down and are meant to align the efforts of workers with the goals and mission of an institution. Institutions also have practices—day-to-day behaviors performed by individual workers attempting to interpret the institution ’s missives. Taken as a whole, these form a company ’s memory regime, and they have a significant effect on how employees analyze, mix, translate, sort, filter, and repurpose everyday information in order to meet the demands of their jobs, their customers, their colleagues, and themselves. In Rhetorical Memory, Stewart Whittemore demonstrates that strategies we use to manage information—techniques often acquired through trial and error, rarely studied, and generally invisible to us—are as important to our success as the end products of our work. First, he situates information management within the larger field of rhetoric, showing that both are tied to purpose, audience, and situation. He then dives into an engaging and tightly focused workplace study, presenting three cases from a team of technical communicators making use of organizational memory during their everyday work. By examining which techniques succeed and which fail, Whittemore illuminates the challenges faced by technical communicators. He concludes with a number of practical strategies to better organize information, that will help employees, managers, and anyone else suffering from information overload.

For more than fifteen years, the manuscript editing department of the Press has overseen online publication of the monthly “Chicago Manual of Style” Q&A, choosing interesting questions from a steady stream of publishing-related queries from “Manual” users and providing thoughtful and/or humorous answers in a smart, direct, and occasionally cheeky voice. More than 28,000 followers have signed up to receive e-mail notification when new Q&A content is posted monthly, and the site receives well over half a million visitors annually. “But Can I Start a Sentence with But ?” pulls from the extensive Q&A archive a small collection of the most helpful and humorous of the postings and provides a brief foreword and chapter introductions. The material is organized into seven chapters that cover matters of editorial style, capitalization, grammar and usage, citation and quotation, formatting and other non-language issues, and a final chapter of miscellaneous items. Together they offer an informative and amusing read for editors, other publishing professionals, and language lovers of all stripes.

With more than 400,000 copies now in print, The Craft of Research is the unrivaled resource for researchers at every level, from first-year undergraduates to research reporters at corporations and government offices. Seasoned researchers and educators Gregory G. Colomb and Joseph M. Williams present an updated third edition of their classic handbook, whose first and second editions were written in collaboration with the late Wayne C. Booth. The Craft of Research explains how to build an argument that motivates readers to accept a claim; how to anticipate the reservations of readers and to respond to them appropriately; and how to create introductions and conclusions that answer the most demanding question, “So what?” The third edon includes an expanded discussion of the essential early stages of a research task: planning and drafting a paper. The authors have revised and fully updated their section on electronic research, emphasizing the need to distinguish between trustworthy sources (such as those found in libraries) and less reliable sources found with a quick Web search. A chapter on warrants has also been thoroughly reviewed to make this difficult subject easier for researchers Throughout, the authors have preserved the amiable tone, the reliable voice, and the sense of directness that have made this book indispensable for anyone undertaking a research project.

A Practical Guide to Interviewing, Participant Observation, Data Analysis, and Writing It All Up

The Chicago Guide to Communicating Science

A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition

The Chicago Guide to Collaborative Ethnography

The Only Writing That Counts

Writing Abroad

Collaboration between ethnographers and subjects has long been a product of the close, intimate relationships that define ethnographic research. But increasingly, collaboration is no longer viewed as merely a consequence of fieldwork; instead collaboration now preconditions and shapes research design as well as its dissemination. As a result, ethnographic subjects are shifting from being informants to being consultants. The emergence of collaborative ethnography highlights this relationship between consultant and ethnographer, moving it to center stage as a calculated part not only of fieldwork but also of the writing process itself. The Chicago Guide to Collaborative Ethnography presents a historical, theoretical, and practice-oriented road map for this shift from incidental collaboration to a more conscious and explicit collaborative strategy. Luke Eric Lassiter charts the history of collaborative ethnography from its earliest implementation to its contemporary emergence in fields such as feminism, humanistic anthropology, and critical ethnography. On this historical and theoretical base, Lassiter outlines concrete steps for achieving a more deliberate and overt collaborative practice throughout the processes of fieldwork and writing. As a participatory action situated in the ethical commitments between ethnographers and consultants and focused on the co-construction of texts, collaborative ethnography, argues Lassiter, is among the most powerful ways to press ethnographic fieldwork and writing into the service of an applied and public scholarship. A comprehensive and highly accessible handbook for ethnographers of all stripes, The Chicago Guide to Collaborative Ethnography will become a fixture in the development of a critical practice of anthropology, invaluable to both undergraduates, graduate students, and faculty alike.

Since 1995, more than 150,000 students and researchers have turned to The Craft of Research for clear and helpful guidance on how to conduct research and report it effectively. Now, master teachers Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams present a completely revised and updated version of their classic handbook. Like its predecessor, this new edition reflects the way researchers actually work: in a complex circuit of thinking, writing, revising, and rethinking. It shows how each part of this process influences the others and how a successful research report is an orchestrated conversation between a researcher and a reader. Along with many other topics, The Craft of Research explains how to build an argument that motivates readers to accept a claim; how to anticipate the reservations of thoughtful yet critical readers and to respond to them appropriately; and how to create introductions and conclusions that answer that most demanding question, “So what?” Celebrated by reviewers for its logic and clarity, this popular book retains its five-part structure. Part I provides an orientation to the research process and begins the discussion of what motivates researchers and their readers. Part 2 focuses on finding a topic, planning the project, and locating appropriate sources. This section is brought up to date with new information on the role of the Internet in research, including how to find and evaluate sources, avoid their misuses, and test their reliability. Part 3 explains the art of making an argument and supporting it. The authors have extensively revised this section to present the structure of an argument in clearer and more accessible terms than in the first edition. New distinctions are made among reasons, evidence, and reports of evidence. The concepts of qualifications and rebuttals are recast as acknowledgment and response. Part 4 covers drafting and revising, and offers new information on the visual representation of data. Part 5 concludes the book with an updated discussion of the ethics of research, as well as an expanded bibliography that includes many electronic sources. The new edition retains the accessibility, insights, and directness that have made The Craft of Research an indispensable guide for anyone doing research, from students in high school through advanced graduate study to businesspeople and government employees. The authors demonstrate convincingly that researching and reporting skills can be learned and used by all who undertake research projects. New to this edition: Extensive coverage of how to do research on the internet, including how to evaluate and test the reliability of sources New information on the visual representation of data Expanded bibliography with many electronic sources

Jack Hart, master writing coach and former managing editor of the Oregonian, has guided several Pulitzer Prize–winning narratives to publication. Since its publication in 2011, his book Storycraft has become the definitive guide to crafting narrative nonfiction. This is the book to read to learn the art of storytelling as embodied in the work of writers such as David Grann, Mary Roach, Tracy Kidder, and John McPhee. In this new edition, Hart has expanded the book’s range to delve into podcasting and has incorporated new insights from recent research into storytelling and the brain. He has also added dozens of new examples that illustrate effective narrative nonfiction. This edition of Storycraft is also paired with Wordcraft, a new incarnation of Hart’s earlier book A Writer’s Coach, now also available from Chicago.

A little more than seventy-five years ago, Kate L. Turabian drafted a set of guidelines to help students understand how to write, cite, and formally submit research writing. Seven editions and more than nine million copies later, the name Turabian has become synonymous with best practices in research writing and style. Her Manual for Writers continues to be the gold standard for generations of college and graduate students in virtually all academic disciplines. Now in its eighth edition, A Manual for Writers of Research Papers, Theses, and Dissertations has been fully revised to meet the needs of today’s writers and researchers. The Manual retains its familiar three-part structure, beginning with an overview of the steps in the research and writing process, including formulating questions, reading critically, building arguments, and revising drafts. Part II provides an overview of citation practices with detailed information on the two main scholarly citation styles (notes-bibliography and author-date), an array of source types with contemporary examples, and detailed guidance on citing online resources. The final section treats all matters of editorial style, with advice on punctuation, capitalization, spelling, abbreviations, table formatting, and the use of quotations. Style and citation recommendations have been revised throughout to reflect the sixteenth edition of The Chicago Manual of Style. With an appendix on paper format and submission that has been vetted by dissertation officials from across the country and a bibliography with the most up-to-date listing of critical resources available. A Manual for Writers remains the essential resource for students and their teachers.

The Craft of Research, 2nd edition

The Chicago Guide to Writing about Multivariate Analysis, Second Edition

But Can I Start a Sentence with “But”?

A Guide for Travelers

Storycraft, Second Edition

Student’s Guide to Writing College Papers

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.

Scientific writing is often dry, wordy, and difficult to understand. But, as Anne E. Greene shows in Writing Science in Plain English, writers from all scientific disciplines can learn to produce clear, concise prose by mastering just a few simple principles. This short, focused guide presents a dozen such principles based on what readers need in order to understand complex information, including concrete subjects, strong verbs, consistent terms, and organized paragraphs. The author, a biologist and an experienced teacher of scientific writing, illustrates each principle with real-life examples of both good and bad writing and shows how to revise bad writing to make it clearer and more concise. She ends each chapter with practice exercises so that readers can come away with new writing skills after just one sitting. Writing Science in Plain English can help writers at all levels of their academic and professional careers—undergraduate students working on research reports, established scientists writing articles and grant proposals, or agency employees working to follow the Plain Writing Act. This essential resource is the perfect companion for all who seek to write science effectively.

Writing in academe is a difficult and often thankless task. In academe, scholars are struggling to fulfill their writing goals. A finished book—or even steady journal articles—may seem like an impossible dream. But, as Joli Jensen proves, it really is possible to write happily and productively in academe. Jensen begins by busting the myth that universities are supportive writing environments. She points out that academia, an arena dedicated to scholarship, offers pressures that actually prevent scholarly writing. She shows how to acknowledge these less-than-ideal conditions, and how to keep these circumstances from draining writing time and energy. Jensen introduces tools and techniques that encourage frequent, low-stress writing. She points out common ways writers stall and offers workarounds that maintain productivity. Her focus is not on content, but on how to overcome whatever stands in the way of academic writing. Write No Matter What draws on popular and scholarly insights into the writing process and stems from Jensen’s experience designing and directing a faculty writing program. With more than three decades as an academic writer, Jensen knows what really helps and hinders the scholarly writing process for scholars in the humanities, social sciences, and sciences. Cut down the academic sword of Damocles, Jensen advises. Learn how to write often and effectively, without pressure or shame. With her encouragement, writers of all levels will find ways to create the writing support they need and deserve.

This is an accessible, one-stop guide to the why, what, and how of contemporary fact-checking. Brooke Borel, an experienced fact-checker, draws on the expertise of more than 200 writers, editors, and fellow checkers representing the New Yorker, Popular Science, This American Life, Vogue, and many other outlets. She covers best practices for fact-checking in a variety of media - from magazine articles, both print and online, to books and documentaries - and from the perspective of both in-house and freelance checkers. She also offers advice on navigating relationships with writers, editors, and sources; considers the realities of fact-checking on a budget and checking one’s own work; and reflects on the place of fact-checking in today’s media landscape

Second Edition

Indexing Books, Second Edition

Advice from the Chicago Style Q&A

A Manual for Writers of Dissertations

On Revision

Behind the Book

A trusted editor turns his attention to the most important part of writing: revision. So you’ve just finished writing something? Congratulations! Now revise it. Because revision is about getting from good to better, and it’s only finished when you decide to stop. But where to begin? In On Revision, William Germano shows authors how to take on the most critical stage of writing anything: rewriting it. For more than twenty years, thousands of writers have turned to Germano for his insider’s take on navigating the world of publishing. A professor, author, and veteran of the book industry, Germano knows what editors want and what writers need to know: Revising is not just correcting typos. Revising is about listening and seeing again. Revising is a rethinking of the principles from the ground up to understand why the writer is doing something, why they’re going somewhere, and why they’re taking the reader along with them. On Revision steps back to take in the big picture, showing authors how to hear their own writing voice and how to reread their work as if they didn’t write it. On Revision will show you how to know when your writing is actually done—and, until it is, what you need to do to get it there.

Quotation Marks -- The Question Mark -- The Exclamation Mark -- The Period -- Brackets -- The Slash (Virgule) -- Bullets -- Ellipsis Dots -- Select Glossary -- Sources for Inset Quotations -- Select Bibliography -- Acknowledgments -- Word Index -- General Index -- Pronunciation Guide

“A column by Glenn Garvin on Dec. 20 stated that the National Science Foundation ‘funded a study on Jell-O wrestling at the South Pole.’ That is incorrect. The event took place during off-duty hours without NSF permission and did not involve taxpayer funds.” Corrections such as this one from the Miami Herald have become a familiar sight for readers, especially as news cycles demand faster and faster publication. While some factual errors can be humorous, they nonetheless erode the credibility of the writer and the organization. And the pressure for accuracy and accountability is increasing at the same time as in-house resources for fact-checking are dwindling. Anyone who needs or wants to learn how to verify names, numbers, quotations, and facts is largely on their own. Enter The Chicago Guide to Fact-Checking, an accessible, one-stop guide to the why, what, and how of contemporary fact-checking. Brooke Borel, an experienced fact-checker, draws on the expertise of more than 200 writers, editors, and fellow checkers representing the New Yorker, Popular Science, This American Life, Vogue, and many other outlets. She covers best practices for fact-checking in a variety of media—from magazine articles, both print and online, to books and documentaries—and from the perspective of both in-house and freelance checkers. She also offers advice on navigating relationships with writers, editors, and sources; considers the realities of fact-checking on a budget and checking one’s own work; and reflects on the place of fact-checking in today’s media landscape. “If journalism is a cornerstone of democracy, then fact-checking is its building inspector,” Borel writes. The Chicago Guide to Fact-Checking is the practical—and thoroughly vetted—guide that writers, editors, and publishers need to maintain their credibility and solidify their readers’ trust.

A down-to-earth, practical guide for interview and participant observation and analysis. In-depth interviews and close observation are essential to the work of social scientists, but inserting one’s researcher—self into the lives of others can be daunting, especially early on. Esteemed sociologist Annette Lareau is here to help. Lareau’s clear, insightful, and personal guide is not your average methods text. It promises to reduce researcher anxiety while illuminating the best methods for first-rate research practice. As the title of this book suggests, Lareau considers listening to be the core element of interviewing and observation. A researcher must listen to people as she collects data, listen to feedback as she describes what she is learning, listen to the findings of others as they delve into the existing literature on topics, and listen to herself in order to sift and prioritize some aspects of the study over others. By listening in these different ways, researchers will discover connections, reconsider assumptions, catch mistakes, develop and assess new ideas, weigh priorities, ponder new directions, and undertake numerous adjustments—all of which will make their contributions clearer and more valuable. Accessibly written and full of practical, easy-to-follow guidance, this book will help both novice and experienced researchers to do their very best work. Qualitative research is an inherently uncertain project, but with Lareau’s help, you can alleviate anxiety and focus on success.

A Practical Guide from Your First Ideas to Your Finished Paper

The Complete Guide to Writing Narrative Nonfiction

How to Write a BA Thesis, Second Edition

A Field Guide for Writers

The Chicago Guide to Writing about Multivariate Analysis

Writing Your Journal Article in Twelve Weeks

Since 1994, Nancy Mulvaney’s Indexing Books has been the gold standard for hundreds of professional indexers, editors, and authors. This long-awaited second edition, expanded and completely updated, will be equally revered. Like its predecessor, this edition of Indexing Books offers comprehensive, reliable treatment of indexing principles and practices relevant to authors and indexers alike. In addition to practical advice, the book presents a big-picture perspective on the nature and purpose of indexes and their role in published works. New to this edition are discussions of “information overload” and the role of the index, open-system versus closed-system indexing, electronic submission and display of indexes, and trends in software development, among other topics. Mulvaney is equally comfortable focusing on the nuts and bolts of indexing—how to determine what is indexable, how to decide the depth of an index, and how to work with publisher instructions—and broadly surveying important sources of indexing guidelines such as The Chicago Manual of Style, Sun Microsystems, Oxford University Press, NISO TR03, and ISO 999. Authors will appreciate Mulvaney’s in-depth consideration of the costs and benefits of preparing one’s own index versus hiring a professional, while professional indexers will value Mulvaney’s insights into computer-aided indexing. Helpful appendices include resources for indexers, a worksheet for general index specifications, and a bibliography of sources to consult for further information on a range of topics. Indexing Books is both a practical guide and a manifesto about the vital role of the human-crafted index in the Information Age. As the standard indexing reference, it belongs on the shelves of everyone involved in writing and publishing nonfiction books.

Earning praise from scientists, journalists, faculty, and students, The Chicago Guide to Writing about Numbers has helped thousands of writers communicate data clearly and effectively. Its publication offered a much-needed bridge between good quantitative analysis and clear expository writing, using straightforward principles and efficient prose. With this new edition, Jane Miller draws on a decade of additional experience and research, expanding her advice on reaching everyday audiences and further integrating non-print formats. Miller, an experienced teacher of research methods, statistics, and research writing, opens by introducing a set of basic principles for writing about numbers, then presents a toolkit of techniques that can be applied to prose, tables, charts, and presentations. Throughout the book, she emphasizes flexibility, showing writers that different approaches work for different kinds of data and different types of audiences. The second edition adds a chapter on writing about numbers for lay audiences, explaining how to avoid overwhelming readers with jargon and technical issues. Also new is an appendix comparing the contents and formats of speeches, research posters, and papers, to teach writers how to create all three types of communication without starting each from scratch. An expanded companion website includes new multimedia resources such as slide shows and podcasts that illustrate the concepts and techniques, along with an updated study guide of problem sets and suggested course extensions. This continues to be the only book that brings together all the tasks that go into writing about numbers, integrating advice on finding data, calculating statistics, organizing ideas, designing tables and charts, and writing prose all in one volume. Field-tested with students and professionals alike, this holistic book is the go-to guide for everyone who writes or speaks about numbers.

When a dissertation crosses my desk, I usually want to grab it by its metaphorical lapels and give it a good shake. “You know something!” I would say if it could hear me. “Now tell it to us in language we can understand!” Since its publication in 2005, From Dissertation to Book has helped thousands of young academic authors get their books beyond the thesis committee and into the hands of interested publishers and general readers. Now revised and updated to reflect the evolution of scholarly publishing, this edition includes a new chapter arguing that the future of academic writing is in the hands of young scholars who must create work that meets the broader expectations of readers rather than the narrow requirements of academic committees. At the heart of From Dissertation to Book is the idea that revising the dissertation is fundamentally a process of shifting its focus from the concerns of a narrow audience—a committee or advisors—to those of a broader scholarly audience that wants writing to be both informative and engaging. William Germano offers clear guidance on how to do this, with advice on such topics as rethinking the table of contents, taming runaway footnotes, shaping chapter length, and confronting the limitations of jargon, alongside helpful timetables for light or heavy revision. Germano draws on his years of experience in both academia and publishing to show writers how to turn a dissertation into a book that an audience will actually enjoy, rather than reading on a page or a screen. Germano also acknowledges that not all dissertations can or even should become books and explores other, often overlooked, options, such as turning them into journal articles or chapters in an edited work. With clear directions, engaging examples, and an eye for the idiosyncrasies of academic writing, From Dissertation to Book reveals to recent PhDs the secrets of careful and thoughtful revision—a skill that will be truly invaluable as they add “author” to their curriculum vitae.

Today’s researchers have access to more information than ever before. Yet the new material is both overwhelming in quantity and variable in quality. How can scholars survive these twin problems and produce groundbreaking research using the physical and electronic resources available in the modern university research library? In Digital Paper, Andrew Abbott provides some much-needed answers to that question. Abbott tells what every senior researcher knows: that research is not a mechanical, linear process, but a thoughtful and adventurous journey through a nonlinear world. He breaks library research down into seven basic and simultaneous tasks: design, search, scanning/browsing, reading, analyzing, filing, and writing. He moves the reader through the phases of research, from confusion to organization, from vague ideas to polished result. He teaches how to evaluate data and prior research; how to follow a trail to elusive treasures; how to organize a project; when to start over; when to ask for help. He shows how an understanding of scholarly values, a commitment to hard work, and the flexibility to change direction combine to enable the researcher to turn a daunting mass of found material into an effective paper or thesis. More than a mere how-to manual, Abbott’s guidebook helps teach good habits for acquiring knowledge, the foundation of knowledge worth knowing. Those looking for ten easy steps to a perfect paper may want to look elsewhere. But serious scholars, who want their work to stand the test of time, will appreciate Abbott’s unique, forthright approach and relish every page of Digital Paper.

The Art of Creative Research

Digital Paper

Eleven Authors on Their Path to Publication

Rhetorical Memory

What Editors Do

#### Wordcraft

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

High school students, two-year college students, and university students all need to know how to write a well-reasoned, coherent research paper—and for decades Kate Turabian’s Student’s Guide to Writing College Papers has helped them to develop this critical skill. In the new fourth edition of Turabian’s popular guide, the team behind Chicago’s widely respected The Craft of Research has reconceived and renewed this classic for today’s generation. Designed for less advanced writers than Turabian’s Manual of Writers of Research Papers, Theses, and Dissertations, Seventh Edition, Gregory G. Colomb and Joseph M. Williams here introduce students to the art of defining a topic, doing high-quality research with limited resources, and writing an engaging and solid college paper. The Student’s Guide is organized into three sections that lead students through the process of developing and revising a paper. Part 1, “Writing Your Paper,” guides students through the research process with discussions of choosing and developing a topic, validating sources, planning arguments, writing drafts, avoiding plagiarism, and presenting evidence in tables and figures. Part 2, “Citing Sources,” begins with a succinct introduction to why citation is important and includes sections on the three major styles students might encounter in their work—Chicago, MLA, and APA—all with full coverage of electronic source citation. Part 3, “Style,” covers all matters of style important to writers of college papers, from punctuation to spelling to presenting titles, names, and numbers. With the authority and clarity long associated with the name Turabian, the fourth edition of Student’s Guide to Writing College Papers is both a solid introduction to the research process and a convenient handbook to the best practices of writing college papers. Classroom tested and filled with relevant examples and tips, this is a reference that students, and their teachers, will turn to again and again.

‘A comprehensive, well-written and beautifully organized book on publishing articles in the humanities and social sciences that will help its readers write forward with a first-rate guide as good company.’ - Joan Bolker, author of Writing Your Dissertation in Fifteen Minutes a Day ‘Humorous, direct, authentic ... a seamless weave of experience, anecdote, and research.’ - Kathleen McHugh, professor and director of the UCLA Center for the Study of Women Wendy Laura Belcher’s Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success is a revolutionary approach to enabling academic authors to overcome their anxieties and produce the publications that are essential to succeeding in their fields. Each week, readers learn a particular feature of strong articles and work on revising theirs accordingly. At the end of twelve weeks, they send their article to a journal. This invaluable resource is the only guide that focuses specifically on publishing humanities and social science journal articles.

A fully revised and updated edition of the bible of the newspaper industry

The Chicago Guide to Your Academic Career

A Study of Technical Communication and Information Management

Write No Matter What

The Associated Press Stylebook 2015

Advice for Academics

Fourth Edition

Writers talk about their work in many ways: as an art, as a calling, as a lifestyle. Too often missing from these conversations is the fact that writing is also a business. The reality is, those who want to make a full- or part-time job out of writing are going to have a more positive and productive career if they understand the basic business principles underlying the industry. The Business of Being a Writer offers the business education writers need but so rarely receive. It is meant for early-career writers looking to develop a realistic set of expectations about making money from their work or for working writers who want a better understanding of the industry. Writers will gain a comprehensive picture of how the publishing world works—from queries and agents to blogging and advertising—and will learn how they can best position themselves for success over the long term. Jane Friedman has more than twenty years of experience in the publishing industry, with an emphasis on digital media strategy for authors and publishers. She is encouraging without sugarcoating, blending years of research with practical advice that will help writers market themselves and maximize their writing-related income. It will leave them empowered, confident, and ready to turn their craft into a career.

Everyone who writes a novel, a poem, or a memoir almost certainly conducts research along the waywhether to develop a story idea, or to capture the voice, the speech patterns, or the exact words of a character, or to ensure authenticity or accuracy of detail in describing a person, a place, an object, a setting. This kind of experiential research is an art form of its own, and this book is the first to treat it as such. Addressing writers of fiction, poetry, and nonfiction, Philip Gerard covers all the different kinds of archives that might inform creative work, including historical documents, site visits, interviews, and memory. He offers practical tips for drawing on these different types of sources, including such mundane matters as planning and budgeting for travel costs, arranging access in advance, and troubleshooting when plans go awry. And he illustrates how the insights gleaned from research can be incorporated into stories, poems, and nonfiction using examples from a wide range of writers.”

Chicago Style for Students and Researchers

The Chicago Guide to Writing about Numbers, Second Edition

Writing Science in Plain English

Getting It Published

The Chicago Guide to Grammar, Usage, and Punctuation

A Guide to Academic Publishing Success