

Chicago Manual Of Style

“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.

Provides information on manuscript preparation, punctuation, spelling, quotations, captions, tables, abbreviations, references, bibliographies, notes, and indexes, with sections on journals and electronic media.

The second part of a biography of the African American author and scholar chronicles the flowering of the Harlem Renaissance, Du Bois's battle for equality and justice for African Americans, and his self-exile in Ghana.

The story of the Salem Witch Trials told through the lives of six women *Six Women of Salem* is the first work to use the lives of a select number of representative women as a microcosm to illuminate the larger crisis of the Salem witch trials. By the end of the trials, beyond the twenty who were executed and the five who perished in prison, 207 individuals had been accused, 74 had been "afflicted," 32 had officially accused their fellow neighbors, and 255 ordinary people had been inexorably drawn into that ruinous and murderous vortex, and this doesn't include the religious, judicial, and governmental leaders. All this adds up to what the Rev. Cotton Mather called "a desolation of names." The individuals involved are too often reduced to stock characters and stereotypes when accuracy is sacrificed to indignation. And although the flood of names and detail in the history of an extraordinary event like the Salem witch trials can swamp the individual lives involved, individuals still deserve to be remembered and, in remembering specific lives, modern readers can benefit from such historical intimacy. By examining the lives of six specific women, Marilynne Roach shows readers what it was like to be present throughout this horrific time and how it was impossible to live through it

unchanged.

My purpose in writing this book has been to present in as clear and understandable form as possible the important facts about ceramic materials and their use in pottery. The ceramic medium has a rich potential. It is so various and adaptable that each culture and each succeeding generation finds in it a new means of expression. As a medium, it is capable of great beauty of form, color, and texture, and its expressions are unique not only for variety but for permanence and utility as well. To make full use of the medium, the ceramist or potter not only needs skill, imagination, and artistic vision, but he also needs to have a sound knowledge of the technical side of the craft. This knowledge has not been easy to come by, and many of those seriously engaged in pottery have learned through endless experimentation and discouraging failures. It is hoped that the present work will enable the creative worker to go more directly to his goal in pottery, and that it will enable him to experiment intelligently and with a minimum of lost effort. While technical information must not be considered as an end in itself, it is a necessary prerequisite to a free and creative choice of means in ceramics. None of the subjects included are dealt with exhaustively, and I have tried not to overwhelm the reader with details. The information given is presented in as practical form as possible, and no more technical data or chemical theory is given than has been thought necessary to clarify the subject. This work is organized as follows: Part One—Clay Chapter 1. Geologic Origins of Clay Chapter 2. The Chemical Composition of Clay Chapter 3. The Physical Nature of Clay Chapter 4. Drying and Firing Clay Chapter 5. Kinds of Clay Chapter 6. Clay Bodies Chapter 7. Mining and Preparing Clay Part Two—Glazes Chapter 8. The Nature of Glass and Glazes Chapter 9. Early Types of Glazes Chapter 10. The Oxides and Their Function in Glaze Forming Chapter 11. Glaze Materials Chapter 12. Glaze Calculations, Theory and Objectives Chapter 13. Glaze Calculation Using Materials Containing More Than One Oxide Chapter 14. Calculating Glaze Formulas from Batches or Recipes Chapter 15. Practical Problems in Glaze Calculation Chapter 16. The Composition of Glazes Chapter 17. Types of Glazes Chapter 18. Originating Glaze Formulas Chapter 19. Fritted Glazes Chapter 20. Glaze Textures Chapter 21. Sources of Color in Glazes Chapter 22. Methods of Compounding and Blending Colored Glazes Chapter 23. Glaze Mixing and Application Chapter 24. Firing Glazes Chapter 25. Glaze Flaws Chapter 26. Engobes Chapter 27. Underglaze Colors and Decoration Chapter 28. Overglaze Decoration Chapter 29. Reduction Firing and Reduction Glazes Chapter 30. Special Glazes and Glaze Effects

One of TIME's 100 Must Read Books of 2020 and one of Good Housekeeping's Best Books of the Year “One of the smartest young writers of her generation.”—Book Riot Featuring a new afterword from the author, Morgan Jerkins' powerful story of her journey to understand her northern and southern roots, the Great Migration, and the displacement of black people across America. Between 1916 and 1970, six million black Americans left their rural homes in the South for jobs in cities in the North, West, and Midwest in a movement known as The Great Migration. But while this event transformed the complexion of America and provided black people with new economic opportunities, it also disconnected them from their roots, their land, and their sense of identity, argues Morgan Jerkins. In this fascinating and deeply personal exploration, she recreates her ancestors' journeys across America, following the migratory routes they took from Georgia and South Carolina to Louisiana, Oklahoma, and California.

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Following in their footsteps, Jerkins seeks to understand not only her own past, but the lineage of an entire group of people who have been displaced, disenfranchised, and disrespected throughout our history. Through interviews, photos, and hundreds of pages of transcription, Jerkins braids the loose threads of her family's oral histories, which she was able to trace back 300 years, with the insights and recollections of black people she met along the way—the tissue of black myths, customs, and blood that connect the bones of American history. Incisive and illuminating, *Wandering in Strange Lands* is a timely and enthralling look at America's past and present, one family's legacy, and a young black woman's life, filtered through her sharp and curious eyes. "The first great rock 'n' roll novel in the English language." --*The Times* On Valentine's Day, 1989, Vina Apsara, a famous and much-loved singer, disappears in a devastating earthquake. Her lover, the singer Ormus Cama, cannot accept that he has lost her, and so begins his eternal quest to find her and bring her back. His journey takes him across the globe and through cities pulsating with the power of rock 'n' roll, to Bombay, London and New York. But around the star-crossed lover and his quest, the uncertain world itself is beginning to tremble and break. Cracks and tears are appearing in the very fabric of reality, and exposing the abyss beyond. And Ormus has to confront just how far he is willing to go for love. In this epic romance that stretches across whole lives, and even beyond death, Salman Rushdie's most accessible novel is also a vivid account of the intimate, flawed encounter between East and West, a remaking of the myth of Orpheus, and an exploration of the extremities of comedy, culture and desire. *The Ground Beneath Her Feet* is a gripping story that encapsulates the history, dreams and passions of the last half century as no other novel has done.

This volume contains all the material from *The Chicago Manual of Style*, 16th Edition that relates to indexes and the work of indexing. Thoroughly updated to reflect current accepted practices, it is an indispensable guide for anyone preparing an index. A major new account of the Northern movement to establish African Americans as full citizens before, during, and after the Civil War *In More Than Freedom*, award-winning historian Stephen Kantrowitz offers a bold rethinking of the Civil War era. Kantrowitz show how the fight to abolish slavery was always part of a much broader campaign by African Americans to claim full citizenship and to remake the white republic into a place where they could belong. *More Than Freedom* chronicles this epic struggle through the lives of black and white abolitionists in and around Boston, including Frederick Douglass, Senator Charles Sumner, and lesser known but equally important figures. Their bold actions helped bring about the Civil War, set the stage for Reconstruction, and left the nation forever altered.

Canada was a different place in 1939: steak was 29 cents a pound and the king and queen of Britain crossed the Atlantic to entrance the entire country during a pivotal year when Canada wavered on the doorstep of a clouded future.

Each year writers and editors submit over three thousand grammar and style questions to the Q&A page at *The Chicago Manual of Style Online*. Some are arcane, some simply hilarious—and one editor, Carol Fisher Saller, reads every single one of them. All too often she notes a classic author-editor standoff, wherein both parties refuse to compromise on the "rights" and "wrongs" of prose styling: "This author is giving me a fit." "I wish that I could just DEMAND the use of the serial comma at all times." "My author

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wants his preface to come at the end of the book. This just seems ridiculous to me. I mean, it's not a post-face." In *The Subversive Copy Editor*, Saller casts aside this adversarial view and suggests new strategies for keeping the peace. Emphasizing habits of carefulness, transparency, and flexibility, she shows copy editors how to build an environment of trust and cooperation. One chapter takes on the difficult author; another speaks to writers themselves. Throughout, the focus is on serving the reader, even if it means breaking "rules" along the way. Saller's own foibles and misadventures provide ample material: "I mess up all the time," she confesses. "It's how I know things." Writers, Saller acknowledges, are only half the challenge, as copy editors can also make trouble for themselves. (Does any other book have an index entry that says "terrorists. See copy editors"?) The book includes helpful sections on e-mail etiquette, work-flow management, prioritizing, and organizing computer files. One chapter even addresses the special concerns of freelance editors. Saller's emphasis on negotiation and flexibility will surprise many copy editors who have absorbed, along with the dos and don'ts of their stylebooks, an attitude that their way is the right way. In encouraging copy editors to banish their ignorance and disorganization, insecurities and compulsions, the Chicago Q&A presents itself as a kind of alter ego to the comparatively staid *Manual of Style*. In *The Subversive Copy Editor*, Saller continues her mission with audacity and good humor.

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

Should you always "think about it"? Are you "only as good as your last game"? Is it just a matter of "keeping your eye on the ball"? The answer to these questions is no, and to help you steer a course through the many challenges of a sporting career this second edition of *Pure Sport* sets out, in everyday language, the lessons you can take from contemporary sport psychology – helping you recognise what works and what doesn't when it comes to improving performance. As the title suggests, *Pure Sport* goes back to basics by highlighting practical concerns for those involved with competitive sport at every age and level – from junior club members to Olympic athletes. Drawing on their considerable experience as both applied sport psychologists and academics, the authors present practical advice and a powerful array of techniques for channelling and harnessing mental skills with the goal of improving sporting performance. Drawing on the international popularity of the first edition, in this fully updated second edition the authors have taken the opportunity to revamp chapters with colour photographs, contemporary examples, and sporting anecdotes, and the book is now even more accessible for those without a formal background in psychology. *Pure Sport, Second Edition* is essential reading for anyone with an active involvement or interest in sport, it will help students, coaches, teams, and sportsmen and women to sharpen their mental edge and so realise their true potential in sport and through sport.

This volume examines what positive psychology offers to our understanding of key issues in working life today. The chapters focus on such topics as strengths, leadership, human resource management, employee engagement, communications, well-being, and work-life balance.

When that research paper comes due and you've forgotten your style manual, get the guidance you need quickly with the Chicago Manual of

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Style QuickStudy guide. Based on the 16th edition of CMS, this handy, easy-to-carry three-panel guide contains the information you need for writing academic papers to CMS specifications, pared down to the essentials, including common, real-world sample references for both CMS citation formats so that you can be sure you are giving appropriate credit where credit is due.

A single-volume reference for professional writers provides rules for all major styles including AP, MLA, APA and Chicago Manual of Style while offering an A-to-Z section explaining commonly confused terms. Original. 10,000 first printing.

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.

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

A collection of specially-commissioned essays, enabling readers to explore Frost's art and thought.

This collection of specially commissioned essays provides the first social history of masculinity in the 'long eighteenth century'. Drawing on diaries, court records and prescriptive literature, it explores the different identities of late Stuart and Georgian men. The heterosexual fop, the homosexual, the polite gentleman, the blackguard, the man of religion, the reader of erotica and the violent aggressor are each examined here, and in the process a new and increasingly important field of historical enquiry is opened up to the non-specialist reader. The book opens with a substantial introduction by the Editors. This provides readers with a detailed context for the chapters which follow. The core of the book is divided into four main parts looking at sociability, virtue and friendship, violence, and sexuality. Within this framework each chapter forms a self-contained unit, with its own methodology, sources and argument. The chapters address issues such as the correlations between masculinity and Protestantism; masculinity, Englishness and taciturnity; and the impact of changing representations of homosexual desire on the social organisation of heterosexuality. Misogyny, James Boswell's self-presentation, the literary and metaphorical representation of the body, the roles of gossip and violence in men's lives, are each addressed in individual chapters. The volume is concluded by a wide-ranging synoptic essay by John Tosh, which sets a new agenda for the history of masculinity. An extensive guide to further reading is also provided. Designed for students, academics and the general reader alike, this collection of essays provides a wide-ranging and accessible framework within which to understand eighteenth-century men. Because of the variety of approaches and conclusions it contains, and because this is the first attempt to bring together a comprehensive set of writings on the social history of eighteenth-century masculinity, this volume does something quite new. It de-centres and problematises the male 'standard' and explores the complex and disparate masculinities enacted by the men of this period. This will be essential reading for anyone interested in eighteenth-century British social history.

This concise, easy-to-navigate guide presents the key principles and usage rules promoted in the current edition of The Chicago Manual of Style. Essential for any course requiring CMS documentation style, Pocket Guide is a convenient, portable reference that helps students write

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properly documented papers.

For two decades, essayist John D'Agata has been exploring the contours of the essay through a series of innovative, informative, and expansive anthologies that have become foundational texts in the study of the genre. The breakthrough first volume, *The Next American Essay*, highlighted major work from 1974 to 2003, while the second, *The Lost Origins of the Essay*, showcased the essay's ancient and international forebears. Now, with *The Making of the American Essay*, D'Agata concludes his monumental tour of this inexhaustible form, with selections ranging from Anne Bradstreet's secular prayers to Washington Irving's satires, Emily Dickinson's love letters to Kenneth Goldsmith's catalogues, Gertrude Stein's portraits to James Baldwin's and Norman Mailer's meditations on boxing. Across the anthologies, D'Agata's introductions to each selection—intimate and brilliantly provocative throughout—serve as an extended treatise, collectively forming the backbone of the trilogy. He uncovers new stories in the American essay's past, and shows us that some of the most fiercely daring writers in the American literary canon have turned to the essay in order to produce our culture's most exhilarating art. *The Making of the American Essay* offers the essay at its most varied, unique, and imaginative best, proving that the impulse to make essays in America is as old and as original as the nation itself.

A “fascinating” (The Economist) dive into the world of linguistics that is “part travelogue, part science lesson, part intellectual investigation...an entertaining, informative survey of some of the most fascinating polyglots of our time” (The New York Times Book Review). In *Babel No More*, Michael Erard, “a monolingual with benefits,” sets out on a quest to meet language superlearners and make sense of their mental powers. On the way he uncovers the secrets of historical figures like the nineteenth-century Italian cardinal Joseph Mezzofanti, who was said to speak seventy-two languages, as well as those of living language-superlearners such as Alexander Arguelles, a modern-day polyglot who knows dozens of languages and shows Erard the tricks of the trade to give him a dark glimpse into the life of obsessive language acquisition. With his ambitious examination of what language is, where it lives in the brain, and the cultural implications of polyglots' pursuits, Erard explores the upper limits of our ability to learn and use languages and illuminates the intellectual potential in everyone. How do some people escape the curse of Babel—and what might the gods have demanded of them in return?

Dewey. Bellow. Strauss. Friedman. The University of Chicago has been the home of some of the most important thinkers of the modern age. But perhaps no name has been spoken with more respect than Turabian. The dissertation secretary at Chicago for decades, Kate Turabian literally wrote the book on the successful completion and submission of the student paper. Her *Manual for Writers of Research Papers, Theses, and Dissertations*, created from her years of experience with research projects across all fields, has sold more than seven million copies since it was first published in 1937. Now, with this seventh edition, Turabian's *Manual* has undergone its most extensive revision, ensuring that it will remain the most valuable handbook for writers at every level—from first-year undergraduates, to dissertation writers apprehensively submitting final manuscripts, to senior scholars who may be old hands at research and writing but less familiar with new media citation styles. Gregory G. Colomb, Joseph M. Williams, and the late Wayne C. Booth—the gifted team behind *The Craft of Research*—and the University of Chicago Press Editorial Staff combined their wide-ranging expertise to remake this classic resource. They preserve Turabian's clear and practical advice while fully embracing the new modes of research, writing, and source citation brought about by the age of the Internet. Booth, Colomb, and Williams significantly expand the scope of previous editions by creating a guide, generous in length and tone, to the art of research and writing. Growing out of the authors' best-selling *Craft of Research*, this new section provides students with an overview of every step of the research and writing process, from formulating the right questions to reading critically to

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building arguments and revising drafts. This leads naturally to the second part of the Manual for Writers, which offers an authoritative overview of citation practices in scholarly writing, as well as detailed information on the two main citation styles (“notes-bibliography” and “author-date”). This section has been fully revised to reflect the recommendations of the fifteenth edition of The Chicago Manual of Style and to present an expanded array of source types and updated examples, including guidance on citing electronic sources. The final section of the book treats issues of style—the details that go into making a strong paper. Here writers will find advice on a wide range of topics, including punctuation, table formatting, and use of quotations. The appendix draws together everything writers need to know about formatting research papers, theses, and dissertations and preparing them for submission. This material has been thoroughly vetted by dissertation officials at colleges and universities across the country. This seventh edition of Turabian’s Manual for Writers of Research Papers, Theses, and Dissertations is a classic reference revised for a new age. It is tailored to a new generation of writers using tools its original author could not have imagined—while retaining the clarity and authority that generations of scholars have come to associate with the name Turabian. Whether the issue is the rise of religiously inspired terrorism, the importance of faith based NGOs in global relief and development, or campaigning for evangelical voters in the U.S., religion proliferates in our newspapers and magazines, on our radios and televisions, on our computer screens and, increasingly, our mobile devices. Americans who assumed society was becoming more and more secular have been surprised by religions' rising visibility and central role in current events. Yet this is hardly new: the history of American journalism has deep religious roots, and religion has long been part of the news mix. Providing a wide-ranging examination of how religion interacts with the news by applying the insights of history, sociology, and cultural studies to an analysis of media, faith, and the points at which they meet, The Oxford Handbook of Religion and the American News Media is the go-to volume for both secular and religious journalists and journalism educators, scholars in media studies, journalism studies, religious studies, and American studies. Divided into five sections, this handbook explores the historical relationship between religion and journalism in the USA, how religion is covered in different media, how different religions are reported on, the main narratives of religion coverage, and the religious press.

Veteran editor Don McNair lays out an easy-to-follow and systematic method for clearing up foggy writing--writing that's full of extra, misused, and overused words--in this guide to producing sparkling copy that attracts readers, agents, editors, and sales. McNair explains the common mistakes made by most writers and shows how eliminating unnecessary words strengthens action, shorten sentences, and makes writing crackle with life. Containing 21 simple, straightforward principles, ""Editor-Proof Your Writing"" teaches how to edit weak verb forms, strip away author intrusions, ban redundancies, eliminate foggy phrases, correct passive-voice sentences, slash misused and overused words, and fix other writing mistakes. A superb addition to any writer's toolkit, this book will not only make writing clearer and more grammatical, it will also make it more concise, entertaining, and appealing to publishers.

Provides guidelines and examples for handling research, outlining, spelling, punctuation, formatting, and documentation.

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

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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

Academy Award–winning producer Brian Grazer and an acclaimed business journalist examine the weekly “curiosity conversations” that have inspired Grazer to create some of America's favorite and iconic movies and television shows—from *24* to *A Beautiful Mind*.

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.

A collection of previously unpublished correspondence between Harry S. Truman and Eleanor Roosevelt offers insight into their deep and sometimes turbulent friendship as it occurred against a backdrop of the Cold War, the rebuilding of postwar Europe, and the early Civil Rights movement. Reprint.

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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. Provides information on manuscript preparation, punctuation, spelling, quotations, captions, tables, abbreviations, references, bibliographies, notes, and indexes

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