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

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.

An immersive account of the New Deal project that created state-by-state guidebooks to America, in the midst of the Great Depression—and employed some of the biggest names in American letters The plan was as idealistic as it was audacious—and utterly unprecedented. Take thousands of broke writers and put them to work charting a country on the brink of social and economic collapse, with the aim of producing a rich and beguiling series of guidebooks to the forty-eight states. There would be hundreds of other publications dedicated to cities, regions, and towns, plus voluminous collections of folklore, ex-slave narratives, and even recipes, all of varying quality, each revealing distinct sensibilities. All this fell within the singular purview of the Federal Writers' Project—a division of the Works Progress Administration founded to employ jobless writers, from bestselling novelists and acclaimed poets to the more dubiously qualified. It was a predictably eclectic organization, directed by an equally eccentric man, Henry Alsberg—a disheveled Manhattanite and "philosophical anarchist" who was prone to fits of melancholy as well as bursts of inspiration. Under Alsberg's direction, the FWP took up the lofty goal of rediscovering America, and soon found itself embroiled in the day's most heated arguments regarding literary representation, radical politics, and racial inclusion—forcing it to reckon with the promises and failures of both the New Deal and the American experiment itself. Scott Borchert's Republic of Detours tells the story of this raucous and remarkable undertaking by delving into the stories of several key figures and tracing the FWP from its optimistic early days to its dismemberment by the House Committee on Un-American Activities. Along with Alsberg and a cast of New Dealers, we meet Vardis Fisher, the cantankerous Western novelist whose presence on the project proved to be a blessing and a curse; Nelson Algren, broke and smarting from the failure of his first novel, whose job saved him from a potentially grim fate; Zora Neale Hurston, the most published Black woman in the country, whose talents were sought by the FWP's formally segregated Florida office; and Richard Wright, who arrived in the chaotic New York City office on an upward career trajectory, courtesy of the WPA. Meanwhile, Ralph Ellison, Margaret Walker, John Cheever, and many other future literary stars found sustenance when they needed it. By way of these and a multitude of other stories, Borchert illuminates an essentially noble enterprise that sought to create a broad, inclusive, and collective self-portrait of America at a time when the nation's very identity and future were thrown into question. As the United States enters a new era of economic distress, political strife, and culture-industry turmoil, this book's lessons are urgent and strong.

`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.

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.

All writers conduct research. For some this means poring over records and combing, archives but for many creative writers research happens in the everyday world—when they scribble an observation on the subway, when they travel to get the feel for a city, or when they strike up a conversation with an interesting stranger. The Art of Creative Research helps writers take this natural inclination to explore and observe and turn it into a workable—and enjoyable—research plan. It shows that research shouldn't be seen as a dry, plodding aspect of writing. Instead, it's an art that all writers can master, one that unearths surprises and fuels imagination. This lends authenticity to fiction and poetry as well as nonfiction. Philip Gerard distills the process into fundamental questions: How do you conduct research? And what can you do with the information you gather? He covers both in-person research and work in archives and illustrates how the different types of research can be incorporated into stories, poems, and essays using examples from a wide range of writers in addition to those from his own projects. Throughout, Gerard brings knowledge from his seasoned background into play, drawing on his experiences as a reporter and a writer of both fiction and nonfiction. His enthusiasm for adventure is infectious and will inspire writers to step away from the keyboard and into the world. "Research can take you to that golden intersection where the personal meets the public, the private crosses the universal, where the best literature lives," Gerard writes. With his masterly guidance, anyone can become an expert in artful investigation.

"For more than 30 years, Writing for Social Scientists has offered readers a powerful reassurance: academic writing is difficult, and even accomplished scholars like Howard S. Becker struggle with it. Becker, the consummate sociologist, both analyzes how the professional context of academia contributes to writing problems and offers concrete advice, based on his own experiences and those of his students and colleagues, for overcoming them and gaining confidence as a writer. While the underlying challenges have remained the same over the years, the context in which academic writers work has changed dramatically, thanks to technology and new institutional pressures. This new edition has been updated throughout to reflect these changes, offering a new generation of scholars and students encouragement to write about society or any other scholarly topic clearly and persuasively"--

Since 1994, Nancy Mulvany's Indexing Books has been the gold standard for thousands 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. Mulvany 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 Mulvany's in-depth consideration of the costs and benefits of preparing one's own index versus hiring a professional, while professional indexers will value Mulvany's insights into computer-aided indexing. Helpful appendixes 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.

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.

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, whether 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.

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 analyses 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 must-have 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 event history analysis, writing about multilevel models, and the "Goldilocks principle" for choosing the right size contrast 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.

Editing is a tricky business. It requires analytical flair and creative panache, the patience of a saint and the vision of a writer. Transforming a manuscript into a book that edifies, inspires, and sells? That's the job of the developmental editor, whose desk is the first stop for many manuscripts on the road to bookdom—a route ably mapped out in the pages of Developmental Editing. Author Scott Norton has worked with a diverse range of authors, editors, and publishers, and his handbook provides an approach to developmental editing that is logical, collaborative, humorous, and realistic. He starts with the core tasks of shaping the proposal, finding the hook, and building the narrative or argument, and then turns to the hard work of executing the plan and establishing a style. Developmental Editing includes detailed case studies featuring a variety of nonfiction books—election-year polemic, popular science, memoir, travel guide—and authors ranging from first-timer to veteran, journalist to scholar. Handy sidebars offer advice on how to become a developmental editor, create effective illustration programs, and adapt sophisticated fiction techniques (such as point of view, suspense, plotting, character, and setting) to nonfiction writing. Norton's book also provides freelance copyeditors with a way to earn higher fees while introducing more creativity into their work lives. It gives acquisitions, marketing, and production staff a vocabulary for diagnosing a manuscript's flaws and techniques for transforming it into a bestseller. And perhaps most importantly, Developmental Editing equips authors with the concrete tools they need to reach their audiences.

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.

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.

"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.

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.

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

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 perpetually 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

Students and researchers all write under pressure, and those pressures—most lamentably, the desire to impress your audience rather than to communicate with them—often lead to pretentious prose, academic posturing, and, not infrequently, writer's block. Sociologist Howard S. Becker has written the classic book on how to conquer these pressures and simply write. First published nearly twenty years ago, Writing for Social Scientists has become a lifesaver for writers in all fields, from beginning students to published authors. Becker's message is clear: in order to learn how to write, take a deep breath and then begin writing. Revise. Repeat. It is not always an easy process, as Becker wryly relates. Decades of teaching, researching, and writing have given him plenty of material, and Becker neatly exposes the foibles of academia and its "publish or perish" atmosphere. Wordiness, the passive voice, inserting a "the way in which" when a simple "how" will do—all these mechanisms are a part of the social structure of academic writing. By shrugging off such impediments—or at the very least, putting them aside for a few hours—we can reform our work habits and start writing lucidly without worrying about grades, peer approval, or the "literature." In this new edition, Becker takes account of major changes in the computer tools available to writers today, and also substantially expands his analysis of how academic institutions create problems for them. As competition in academia grows increasingly heated, Writing for Social

Scientists will provide solace to a new generation of frazzled, would-be writers.

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 that most demanding question, "So what?" The third edition 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.

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.

With growing academic responsibilities, family commitments, and inboxes, 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.

In this insightful guide, more than 30 members of writing groups explain how and why they found a group to join or established their own, how they have kept their group flourishing, and what it has enabled them to accomplish—from simple self-expression to a lifetime of published work. Poets, playwrights, screenwriters, fiction and nonfiction writers, memoirists, and children's writers share advice on how to give constructive critiques, manage difficult members, delegate responsibilities for maintaining the group, and keep meetings productive. Online groups, international groups, and women-only groups are represented, and a resource section details ways to market and sell finished work and how to parlay one success into a writing career.

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.

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.

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.

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.

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

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

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 1 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 misuse, 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

"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 realizing 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.

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 ? "culls 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, punctuation, 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."

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.

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.

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.

More than 250,000 copies sold! A creative writer's shelf should hold at least three essential books: a dictionary, a style guide, and Writing Fiction. Janet Burroway's best-selling classic is the most widely used creative writing text in America, and for more than three decades it has helped hundreds of thousands of students learn the craft. Now in its tenth edition, Writing Fiction is more accessible than ever for writers of all levels—inside or outside the classroom. This new edition continues to provide advice that is practical, comprehensive, and flexible. Burroway's tone is personal and nonprescriptive, welcoming learning writers into the community of practiced storytellers. Moving from freewriting to final revision, the book addresses "showing not telling," characterization, dialogue, atmosphere, plot, imagery, and point of view. It includes new topics and writing prompts, and each chapter now ends with a list of recommended readings that exemplify the craft elements discussed, allowing for further study. And the examples and quotations throughout the book feature a wide and diverse range of today's best and best-known creators of both novels and short stories. This book is a master class in creative writing that also calls on us to renew our love of storytelling and celebrate the skill of writing well. There is a very good chance that one of your favorite authors learned the craft with Writing Fiction. And who knows what future favorite will get her start reading this edition?

The Chicago Guide to Writing about Numbers, Second EditionUniversity of Chicago Press

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 more confusing - especially given the increased availability of electronic resources - this second edition of Germano's best-selling guide has arrived at just the right

moment. As he writes in a new chapter, the "via electronica" now touches every aspect of writing and publishing. And although scholars now research, write, and gain tenure in a digital world, they must continue to ensure that their work meets the requirements of their institutions and the needs of their readers. Germano, a veteran editor with experience in both the university press and commercial worlds, knows this audience. This second edition will teach readers how to think about, describe, and pitch their manuscripts before they submit them. They'll discover the finer points of publishing etiquette, including how to approach a busy editor and how to work with other publishing professionals on matters of design, marketing, and publicity. In a new afterword, they'll also find helpful advice on what they can - and must - do to promote their work. A true insider's guide to academic publishing, the second edition of Getting It Published will help authors understand what to expect from the publishing process, from manuscript to finished book and beyond.

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.

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