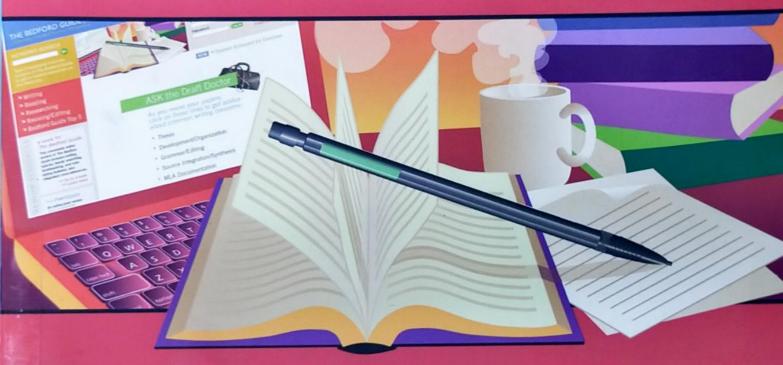
EIGHTH EDITION

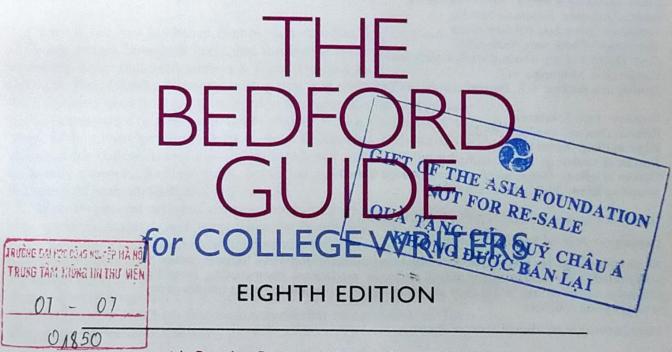
BEDFORD GUIDE for COLLEGE WRITERS

with Reader, Research Manual, and Handbook



X. J. Kennedy • Dorothy M. Kennedy Marcia F. Muth

X. J. KENNEDY • DOROTHY M. KENNEDY MARCIA F. MUTH



with Reader, Research Manual, and Handbook



FOR BEDFORD/ST. MARTIN'S

Developmental Editors: Beth Castrodale, Christina Gerogiannis

Senior Production Editor: Deborah Baker Senior Production Supervisor: Joe Ford

Senior Marketing Manager: Karita dos Santos

Editorial Assistant: Stephanie Naudin Copyeditor: Mary Lou Wilshaw-Watts Text Design: Claire Seng-Niemoeller

Cover Design and Art: Hannus Design Associates

Composition: Monotype, LLC

Printing and Binding: R.R. Donnelley & Sons Company

President: Joan E. Feinberg

Editorial Director: Denise B. Wydra Editor in Chief: Karen S. Henry

Director of Marketing: Karen Melton Soeltz

Director of Editing, Design, and Production: Marcia Cohen

Managing Editor: Elizabeth M. Schaaf

Library of Congress Control Number: 2007927473

Copyright © 2008 by Bedford/St. Martin's

All rights reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, except as may be expressly permitted by the applicable copyright statutes or in writing by the Publisher.

Manufactured in the United States of America.

2 1 0 9 8 f e d c b

For information, write: Bedford/St. Martin's, 75 Arlington Street, Boston, MA 02116 (617-399-4000)

ISBN-10: 0-312-45279-9 ISBN-13: 978-0-312-45279-7 (Instructor's Annotated Edition)
ISBN-10: 0-312-45277-2 ISBN-13: 978-0-312-45277-3 (hardcover Student Edition)
ISBN-10: 0-312-45278-0 ISBN-13: 978-0-312-45278-0 (paperback Student Edition)

ACKNOWLEDGMENTS

Michael Abernethy, "Male Bashing on TV." First published on PopMatters.com, January 9, 2003. Copyright © 2003 by PopMatters.com. Reprinted with permission of PopMatters Media, Inc.

Russell Baker, "The Art of Eating Spaghetti" from pp. 186–89 of Growing Up by Russell Baker. Copyright © 1982 by Russell Baker. Published by Congdon and Weed/Contemporary Publishing. Reprinted by permission of Don Congdon Associates, Inc.

John Barbieri, "Save Hydrogen for Later; Ethanol Power Is the Viable Option for Now" from the Amherst Student, April 19, 2006. Copyright © 2006. Reprinted with the permission of the Amherst Student.

Dave Barry, "From Now On, Let Women Kill Their Own Spiders." First published in the Miami Herald, February 12, 1999. Copyright © 1999 by Dave Barry. Reprinted with the permission of the author.

Sam Benen, "A Royal Mess: How Online Poker Has Enraptured Today's College Student" from *Business Today Online Journal*, November 13, 2006. Reprinted with the permission of the Federation for Student Communication.

Linn Bourgeau, from "Crucial Choices: Who Will Save the Wetlands If Everyone Is at the Mall?" Reprinted with the permission of the author.

Judy Brady, "I Want a Wife." First published in Ms. magazine, December 1971. Copyright © 1970 by Judy Brady. Reprinted with the permission of the author.

Suzanne Britt, "Neat People vs. Sloppy People" from Show and Tell (Raleigh, North Carolina: Morning Owl Press, 1982). Copyright © 1982 by Suzanne Britt. Reprinted with the permission of the author.

Acknowledgments and copyrights are continued at the back of the book on pages A-67-70, which constitute an extension of the copyright page. It is a violation of the law to reproduce these selections by any means whatsoever without the written permission of the copyright holder.

Preface: To the Instructor

When it was first published twenty years ago, The Bedford Guide for College Writers brought a lively and innovative approach to the teaching of writing. Since that time, authors X. J. and Dorothy M. Kennedy have won praise for their friendly, engaging writing style and their remarkable sense of what students need to know to succeed in the composition course. More recently, experienced teacher and writer Marcia F. Muth joined the author team, adding more practical advice to help all students, even those underprepared for college, become successful academic writers. The result is an unusually thorough and accessible book that continues to evolve to meet the needs of both students and instructors.

With its process-oriented rhetoric, provocative thematic reader, up-to-date research manual, and comprehensive handbook, *The Bedford Guide* gives students all the tools they need to succeed as writers. And now this new edition does even more to build essential academic writing skills, with expanded coverage of source-based writing, audience analysis, argumentation and reasoning, and more. Additionally, an expanded array of innovative student and instructor resources ensures that you and your students are supported every step of the way.

Everything You Need

The eighth edition of *The Bedford Guide for College Writers* continues to offer four coordinated composition books integrated into one convenient text—all of them now even better resources for students. *The Bedford Guide* is available in two other versions as well: as three books in one, without a handbook, and as two books in one, comprising a rhetoric and a reader. An e-book version is also available. (For more details on the e-book and other exciting new resources accompanying *The Bedford Guide*, see pp. xi–xiv.)

BOOK ONE: A Writer's Guide

This uniquely accessible—yet thorough—process-oriented rhetoric with readings helps students become better writers, regardless of their skill level. Addressing all the assignments and topics typically covered in the first-year writing course, it is divided into four parts.

Part One, "A College Writer's Processes," introduces students to the interconnected processes of writing (Chapter 1), reading (Chapter 2), and critical thinking (Chapter 3). In Chapter 3, coverage of logic and reasoning, expanded in this edition, helps students become better thinkers and writers.

Contents

Preface: To the Instructor v

How to Use The Bedford Guide for College Writers xxi			
Rhetorical Contents xl			
A WRITER'S GUIDE			
Introduction: Writing in College 3			
PART ONE A College Writer's Processes			
Introduction 7			
1. Writing Processes 8 Writing, Reading, and Critical Thinking 8 A Process of Writing 9 Getting Started 9 Generating Ideas 10 Planning, Drafting, and Developing 11 Revising and Editing 12 Activity: Describing Your Writing Process 13 Purpose and Audience 14 Writing for a Reason 14 Activity: Considering Purpose 14 Writing for Your Audience 15 Activity: Considering Audience 17 Targeting a College Audience 17 Activity: Considering a College Audience 18 What Matters Most 19			
2. Reading Processes 21 A Process of Critical Reading 21 Activity: Describing Your Own Reading			

Process 22

Getting Started 22
Preparing to Read 22
Responding to Reading 23 Activity: Annotating a Passage 25
Reading on Literal and Analytical
Levels 25
Activity: Reading Analytically 27
Generating Ideas from Reading 27
Activity: Reading Critically 29
 Jeffery M. Leving and Glenn Sacks, Women Don't Want Men? Ha! 30
Critical Thinking Processes 33
A Process of Critical Thinking 33
Activity: Thinking Critically to Solve a Campus
Problem 33
Getting Started 34
Activity: Thinking Critically to Explore an Issue 35
Applying Critical Thinking to Academic
Problems 35
Activity: Thinking Critically to Respond to an Academic Problem 37
Supporting Critical Thinking with
Evidence 37
Types of Evidence 37
Activity: Looking for Evidence 39
Testing Evidence 39
Using Evidence to Appeal to Your
Audience 40 Logical Appeal (Logos) 40
Emotional Appeal (Pathos) 41
Ethical Appeal (Ethos) 41
Activity: Identifying Types of Appeals 42
Presenting Your Critical Thinking 42
Avoiding Faulty Thinking 46
Activity: Analyzing Reasoning 47
Al Knight, Perhaps We Should Move to Save Dogs
from Their Owners 48

Letter from an Irate Dog Owner 49

3.

PART TWO	7. Comparing and Contrasting 10
A Writer's Situations 51	Learning from Other Writers 105
Introduction 53	 Suzanne Britt, Neat People vs. Sloppy People 105 Student Essay: Tim Chabot, Take Me Out to the Ball Game, but Which One? 108
4. Recalling an Experience 55	
Learning from Other Writers 56 Russell Baker, The Art of Eating Spaghetti 56 Student Essay: Robert G. Schreiner, What Is a Hunter? 59 Learning by Writing 62 The Assignment: Recalling a Personal Experience 62 Generating Ideas 63 Planning, Drafting, and Developing 65 Revising and Editing 66 Other Assignments 68 Applying What You Learn: Some Uses of Recalling Experience 69 5. Observing a Scene 71	Learning by Writing III The Assignment: Comparing and Contrasting 111 Generating Ideas 111 Planning, Drafting, and Developing 114 Revising and Editing 117 Other Assignments 119 Applying What You Learn: Some Uses of Comparing and Contrasting 120 8. Explaining Causes and Effects 121 Learning from Other Writers 122 • William Severini Kowinski, Kids in the Mall: Growing U Controlled 122
	Student Essay: Yun Yung Choi, Invisible Women 127
Learning from Other Writers 72 • Eric Liu, The Chinatown Idea 73	Learning by Writing 129
Student Essay: Michael Coil, Communications 75	The Assignment: Explaining Causes and Effects 129
Learning by Writing 78 The Assignment: Observing a Scene 78 Generating Ideas 79 Planning, Drafting, and Developing 81 Revising and Editing 81 Other Assignments 84 Applying What You Learn: Some Uses of	Generating Ideas 130 Planning, Drafting, and Developing 132 Revising and Editing 134 Other Assignments 137 Applying What You Learn: Some Uses of Explaining Causes and Effects 137
Observing a Scene 85	9. Taking a Stand 139
6. Interviewing a Subject 87 Learning from Other Writers 88 • Elaina Richardson, Bono-Fire: U2's Brilliant Front Man Rocks Convention 88 • Student Essay: Dawn Kortz, Listen 92 Learning by Writing 94 The Assignment: Interviewing 94 Generating Ideas 95 Planning, Drafting, and Developing 98 Revising and Editing 100 Other Assignments 102 Applying What You Learn: Some Uses of	Learning from Other Writers 140 • Suzan Shown Harjo, Last Rites for Indian Dead 140 • Student Essay: Sam Benen, A Royal Mess 143 Learning by Writing 147 The Assignment: Taking a Stand 147 Generating Ideas 148 Planning, Drafting, and Developing 156 Revising and Editing 158 DRAFT DOCTOR: Strengthening Suppport for a Stand 160 Recognizing Logical Fallacies 162 Other Assignments 164 Applying What You Learn: Some Uses of
Writing from an Interview 103	Taking a Stand 164

10. Proposing a Solution 166

Learning from Other Writers 167

- Wilbert Rideau, Why Prisons Don't Work 168
- Student Essay: John Barbieri, Save Hydrogen for Later;
 Ethanol Power Is the Viable Option for Now 170

Learning by Writing 173

The Assignment: Proposing a Solution 173
Generating Ideas 173
Planning, Drafting, and Developing 175
Revising and Editing 178
Other Assignments 180

Applying What You Learn: Some Uses of Proposals 181

11. Evaluating 183

Learning from Other Writers 184

- · Seth Stevenson, Wham! Bam! Buy a VW, Ma'am! 184
- Student Essay: Dennis O'Neil, Katrina Documentary Gives Voice to Survivors 187

Learning by Writing 190

The Assignment: Writing an Evaluation 190 Generating Ideas 190 Planning, Drafting, and Developing 193 Revising and Editing 194 Other Assignments 196

Applying What You Learn: Some Uses of Evaluating 197

12. Supporting a Position with Sources 199

Learning from Other Writers 200

- · David Callahan, A Question of Character 201
- Student Essay: Melissa Lamberth, Overworked! 205

Learning by Writing 208

The Assignment: Supporting a Position with Sources 208

Generating Ideas 209

Planning, Drafting, and Developing 213
The Academic Exchange 216

Revising and Editing 223

DRAFT DOCTOR: Integrating Source Information
 Effectively 228

Other Assignments 231

Applying What You Learn: Some Uses of Position Papers Supported by Sources 231

PART THREE Special Writing Situations

233

Introduction 235

13. Responding to Literature 236

Literary Analysis 236

Learning from Other Writers 236

- · Shirley Jackson, The Lottery 237
- Student Essay: Jonathan Burns, The Hidden Truth: An Analysis of Shirley Jackson's "The Lottery" 246
 A Glossary of Terms for Literary Analysis 248

Learning by Writing 250

Strategies for Writing about Literature: Synopsis and Paraphrase 256

Learning from Other Writers: Synopsis 256

 Student Example: Jonathan Burns, A Synopsis of "The Lottery" 257

Learning by Writing: Synopsis 258

Kate Chopin, The Story of an Hour 259
 Learning by Writing: Paraphrase 261

Other Assignments for Writing about Literature 261

14. Writing in the Workplace 263

Guidelines for Writing in the Workplace 263

Know Your Purpose 264
Keep Your Audience in Mind 264
Use an Appropriate Tone 265

Present Information Carefully 265

Business Letters 266
Format for Business Letters 267

Memoranda 270

Format for Memoranda 270

E-Mail 270

Format for E-Mail 272

Résumés and Application Letters 272

Résumés 272 Application Letters 275

15. Writing for Assessment 277

Essay Examinations 277

Preparing for the Exam 277 Learning from Another Writer 278 Generating Ideas 279

Restarting 335

Planning for Typical Exam Questions 280	Paragraphing 336
Drafting: The Only Version 282	Using Topic Sentences 337
Revising: Rereading and Proofing 283	Writing an Opening 340
Short-Answer Examinations 284	Writing a Conclusion 343
Timed Writings 284	Achieving Coherence 346
Writing for Portfolio Assessment 286 Understanding Portfolio Assessment 286 Tips for Keeping a Portfolio 288	19. Strategies for Developing 350 Giving Examples 351
PART FOUR	Providing Details 353
A Writer's Strategies 291	Defining 356
	Reasoning Inductively and Deductively 357
Introduction 293	Analyzing a Subject 360
16. Strategies for Generating	Analyzing a Process 362
Ideas 294	Dividing and Classifying 364
Finding Ideas 294	Comparing and Contrasting 366
Building from Your Assignment 294 Brainstorming 296	Identifying Causes and Effects 369
Freewriting 298 Doodling or Sketching 299	20. Strategies for Revising and Editing 371
Mapping 301	Re-viewing and Revising 372
Imagining 302	Revising for Purpose and Thesis 372
Asking a Reporter's Questions 303 Seeking Motives 305	Revising for Audience 374
Keeping a Journal 306	Revising for Structure and Support 374
Getting Ready 308	Working with a Peer Editor 376
Setting Up Circumstances 308	Revising for Emphasis, Conciseness, and Clarity 376
Preparing Your Mind 309	Stressing What Counts 378
17. Strategies for Stating a Thesis and	Cutting and Whittling 379
Planning 310	Keeping It Clear 381
Shaping Your Topic for Your Purpose	Editing and Proofreading 384
and Your Audience 310	Editing 385 Proofreading 386
Stating and Using a Thesis 312	Prooficating 500
How to Discover a Working Thesis 313	21. Strategies for Designing Your
How to State a Thesis 315	Document 389
How to Improve a Thesis 318 How to Use a Thesis to Organize 318	Understanding Four Basic Principles of
	Document Design 392
Organizing Your Ideas 319 DRAFT DOCTOR: Building a Stronger Thesis 320	Principle 1: Know Your Audience 392
Grouping Your Ideas 322	Principle 2: Satisfy Your Audience's Expectations 393
Outlining 325	Principle 3: Consider Your Audience's
18. Strategies for Drafting 334	Constraints 395
	Principle 4: Remember Your Purpose 395
Making a Start Enjoyable 334	Creating an Effective Design for Your

Document 396

Using a Prominent Element 396
Choosing Fonts 396
Preparing Lists 401
Using White Space Strategically 402
Using Headings and Alignment 405
Using Repetition Purposefully 409
Using Color Effectively 410

Using Visuals to Reinforce Your Content 410
Adding Visuals 411
Crediting Sources 415
Arranging Visuals and Text in Your
Document 415

22. Strategies for Understanding Visual Representations 418

Using Strategies for Visual Analysis 419 Level One: Seeing the Big Picture 420

Purpose and Audience 420 Prominent Element 420 Focal Point 421

Level Two: Observing the Characteristics of an Image 421

Cast of Characters 423 Story of the Image 423 Design and Arrangement 424 Artistic Choices 426

Level Three: Interpreting the Meaning of an Image 429

General Feeling or Mood 429 Sociological, Political, Economic, or Cultural Attitudes 430 Language 431 Signs and Symbols 432 Themes 432

A WRITER'S READER



Introduction: Reading to Write 439

23. Families 440

 Christy De'on Miller, Give Me Five More Minutes 441

The mother of an American marine killed in Iraq reflects on her loss.

Amy Tan, Mother Tongue 445

A Chinese American writer examines the effects of her mother's imperfect English on her own experience as a daughter and a writer.

- Anna Quindlen, Evan's Two Moms 451
 A Pulitzer Prize-winning columnist examines the controversy surrounding same-sex marriages.
- Anjula Razdan, What's Love Got to Do with It? 453

The author asks whether arranging marriages might be better than choosing mates based on romantic attraction.

Danzy Senna, The Color of Love 458
 The daughter of a white mother and a black father explores the complexities — racial and otherwise — of her relationship with her grandmother.

PAIRED ESSAYS

E. B. White, Once More to the Lake 463

The author reflects on the impact of taking his son to visit a favorite scene from his own childhood.

Nancy Gibbs, Free the Children 470

A mother writes in favor of giving her children the freedom to savor summer days.

24. Men and Women 474

 Robert Jensen, The High Cost of Manliness 475

The author calls for abandoning the prevailing definition of masculinity, arguing that it is "toxic" to both men and women.

 Brent Staples, Black Men and Public Space 479

A black man writes about how his presence affects other pedestrians at night.

 Barbara Ehrenreich, Guys Just Want to Have Fun 482

Although women are now more likely than men to earn a college degree, a shift in corporate culture is continuing to favor men in the business world, the author argues.

 Dave Barry, From Now On, Let Women Kill Their Own Spiders 485

By identifying with the frustrations of both men and women, this humor columnist pokes fun at the inevitable miscommunication between the genders.

Evelyn F. Murphy, Why Not a Dollar? 488
 Women's earnings aren't catching up to men's; in

fact, the gender wage gap is actually widening, the author contends.

PAIRED ESSAYS

Noel Perrin, A Part-Time Marriage 494

This writer takes a wry look at post-divorce arrangements and current ideas about marriage.

Judy Brady, I Want a Wife 497

Considering the hard work of a wife leads the author to an unusual conclusion.

25. Popular Culture 501

- Tara Parker-Pope, Custom-Made 502
 The author analyzes how global brands adapt their products to suit local tastes worldwide.
- Ruth La Ferla, Latino Style Is Cool. Oh, All Right: It's Hot 506

A reporter explores the proud expression of Latino heritage and culture through fashion.

- Stephen King, Why We Crave Horror Movies 512
 A popular horror fiction writer examines why people enjoy being frightened.
- Michael Abernethy, Male Bashing on TV 515
 This television critic finds that the increasingly negative portrayal of men on sitcoms and commercials is no laughing matter.

PAIRED ESSAYS

James Poniewozik, Why Reality TV Is Good for Us 520

The author extols the virtues of this oftencriticized but popular television genre.

Terry Golway, A Nation of Idol-Worshipers 525

The writer laments America's obsession with the cult of celebrity, which is fueled in large part by shows like American Idol.

26. E-Technology 529

- Harvard Magazine, Creating Community, Online and Off 530
 - Blogging builds community among a university's students and faculty, according to the institution's alumni magazine.
- David Gelernter, Computers Cannot Teach Children Basic Skills 536

A prominent computer scientist challenges the widely held view that computers are always a "godsend" in the classroom.

- Steven Levy, From The Perfect Thing 540
 The author asks, "Has the iPod destroyed the social fabric?"
- Merrill Markoe, Who Am 1? 542
 A comedy writer and author offers a humorous take on online personality quizzes.

PAIRED ESSAYS

Alex Koppelman, MySpace or OurSpace? 546

A journalist reports on privacy concerns raised by cases in which students have been suspended from school or arrested based on their postings to social networking Web sites.

Sherry Turkle, How Computers Change the Way We Think 552

A psychologist explores how technologies such as online chat, PowerPoint, word processors, and simulation games are radically affecting our "habits of mind."

27. Education 560

- Tamara Draut, What's a Diploma Worth, Anyway? 561
 - In today's economy, a bachelor's degree doesn't mean what it used to, the author argues.
- Susan Brady Konig, They've Got to Be Carefully Taught 564

An event at her daughter's school prompts the author to question the emphasis that many schools place on teaching cultural diversity.

- William Zinsser, The Right to Fail 567
 As much as society does not want to admit it, failure is an important aspect of human experience, the author argues.
- Richard Rodriguez, Public and Private Language 571

The author, the son of Spanish-speaking Mexican American parents, recounts the origin of his complex views of bilingual education.

PAIRED ESSAYS

Annie Dillard, From An American Childhood 577

A poet and essayist recalls a childhood epiphany that guided her throughout her education.

Carl T. Rowan, Unforgettable Miss Bessie 580

A journalist tells the story of a teacher who had a lasting impact on his life and on his view of himself.

A WRITER'S RESEARCH MANUAL



Introduction: The Nature of

Research

587

28. Planning and Managing Your Research Project 589

Beginning Your Inquiry 590
The Assignment: Writing from Sources 590

Generating Ideas and Asking a Research Question 590

Choosing Your Territory 592
Taking an Overview 592
Turning a Topic into a Question 593
Surveying Your Resources 596
Using Keywords and Links 597

Managing Your Project 598 Creating a Schedule 599 Recording Information 600 Starting a Research Archive 601

29. Working with Sources 603

Starting a Working Bibliography 603

Drawing the Details from Your Sources 604

- SOURCE NAVIGATOR: Article in a Magazine 606
- SOURCE NAVIGATOR: Article in a Scholarly Journal from a Database 608
- SOURCE NAVIGATOR: Book 610
- SOURCE NAVIGATOR: Page from a Web Site 612
- SOURCE NAVIGATOR: Notes for a Field Source 614

Capturing Information by Quoting, Paraphrasing, and Summarizing in Your Notes 615

Quoting 617 Paraphrasing 617 Summarizing 618

Developing an Annotated Bibliography 621

30. Finding Sources in the Library, on the Internet, and in the Field 624

Searching the Online Library Catalog 624
Becoming a Flexible Searcher 624
Looking for Resources Grouped by Field 628

Searching Databases: Periodical Indexes and Bibliographies 631

Using Periodical Indexes 631 Finding Bibliographies 633

Using Other Library Resources 634
Consulting Reference Materials 634

Locating Special Materials 636

Using the Internet for Research 637

Finding Recommended Internet Resources 638 Selecting Search Engines 639 Conducting Advanced Electronic Searches 639 Finding Specialized Online Materials 643

Finding Sources in the Field 644

Interviewing 644
Observing 645
Using Questionnaires 646
Corresponding 648
Attending Public and Online Events 649

31. Evaluating Sources 650

Who Is the Author? 653
Who Else Is Involved? 654
What Is the Purpose? 655
When Was the Source Published? 656
Where Did You Find the Source? 656
Why Would You Use This Source? 656
How Would This Source Contribute to Your Paper? 656

Evaluating Field Sources 657
Reconsidering Your Purpose and Your Thesis 662

32. Integrating Sources 663

Using Sources Ethically 663
Capturing, Launching, and Citing Evidence from Sources 666
Quoting and Paraphrasing Accurately 667
Summarizing Concisely 669
Avoiding Plagiarism 670

Avoiding Plagiarism 670 Launching Source Material 672

 DRAFT DOCTOR: Integrating and Synthesizing Sources 674
 Citing Each Source Clearly 676

Synthesizing Ideas and Sources 676

33. Writing Your Research Paper

Planning and Drafting 677
Using Your Sources to Support Your Ideas 678
Launching and Citing Your Sources as You Draft 680
Beginning and Ending 680

Revising and Editing 681

Documenting Sources 683 Other Assignments 683

Applying What You Learn: Some Uses of Research 684

34. Documenting Sources 686

Understanding MLA Style 687

Citing Sources in MLA Style 689 Who Wrote It? 689

DRAFT DOCTOR: Citing and Listing Sources
 Accurately in MLA Style 690
 What Type of Source Is It? 693
 How Are You Capturing the Source
 Material? 693

Listing Sources in MLA Style 696 Who Wrote It? 697 What Type of Source Is It? 698

A Sample MLA Research Paper 707

 Maegan Kinkelaar, Higher Education Pricey or Priceless? 710

Understanding APA Style 718

Citing Sources in APA Style 719
Who Wrote It? 720
What Type of Source is It? 721
How Are You Capturing the Source
Material? 723

Listing Sources in APA Style 725 Who Wrote It? 726 What Type of Source Is It? 727

Selections from a Sample APA Research Paper 733

 Linn Bourgeau, Crucial Choices: Who Will Save the Wetlands If Everyone Is at the Mall? 734

A WRITER'S HANDBOOK



H-3

Introduction: Grammar, or The Way Words Work

35. Grammatical Sentences H-5

- 1. Sentence Fragments H-5
- Comma Splices and Fused
 Sentences H-10
- 3. Verbs H-14
- 4. Subject-Verb Agreement H-32
- 5. Pronoun Case H-36
- 6. Pronoun Reference H-40
- 7. Pronoun-Antecedent Agreement H-44
- 8. Adjectives and Adverbs H-46
- 9. Shifts H-51

36. Effective Sentences H-58

- 10. Misplaced and Dangling Modifiers H-58
- 11. Incomplete Sentences H-61
- 12. Mixed Constructions and Faulty Predication H-65
- 13. Parallel Structure H-69
- 14. Coordination and Subordination H-72
- 15. Sentence Variety H-78

37. Word Choice H-81

- 16. Appropriateness H-81
- 17. Exact Words H-85
- 18. Bias-Free Language H-90
- 19. Wordiness H-94

38. Punctuation H-96

- 20. End Punctuation H-96
- 21. Commas H-98
- 22. Semicolons H-108
- 23. Colons H-110
- 24. Apostrophes H-113
- 25. Quotation Marks H-116
- 26. Dashes H-120
- 27. Parentheses, Brackets, and Ellipses H-122

39. Mechanics H-127

- 28. Abbreviations H-127
- 29. Capital Letters H-130
- 30. Numbers H-134
- 31. Italics H-136
- 32. Hyphens H-139
- 33. Spelling H-142

APPENDICES

Quick Research Guide

- A. Defining Your Quest A-2
- B. Searching for Recommended Sources A-7
- C. Evaluating Possible Sources A-9
- D. Capturing, Launching, and Citing Evidence Added from Sources A-13
- E. Citing and Listing Sources in MLA or APA Style A-18

Quick Editing Guide

- A. Editing for Common Grammar Problems
- B. Editing to Ensure Effective Sentences
- C. Editing for Common Punctuation Problems A-40
- D. Editing for Common Mechanics and Format Problems A-45

A Glossary of Troublemakers A-54

Answers for Lettered Exercises A-61

Index 1-1