

Books in the NPS Graduate Writing Center Collection at the Dudley Knox Library



Books in the NPS Graduate Writing Center Collection

First Floor, Dudley Knox Library

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Argumentation

A Brief Guide to Writing Academic Arguments

Stephen Wilhoit

New York: Pearson Longman, 2009

DKL Call # [PE1431 .W64 2009](#)

A Brief Guide to Writing Academic Arguments prepares the reader to read and write the types of argument-related, source-based writing they are most likely to encounter in college. (Source: Amazon.com)

The Craft of Research

Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams

Chicago: University of Chicago Press, 2008

DKL Call # [Q180.55.M4 B66 2008](#)

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. (Source: Amazon.com)

Critical Thinking Skills: Developing Effective Analysis and Argument, 2nd ed.

Stella Cottrell

New York: Palgrave Macmillan, 2011

DKL Call # [BF 441 .C68 2011](#)

See CRITICAL THINKING for description.

Essentials of Argument

Nancy V. Wood

Boston: Prentice Hall, 2011

DKL Call # [PN207 .W66 2011](#)

This concise argument text presents a broad range of rhetorical theory while providing the clear explanations and examples to make it accessible to an exceptionally wide range of students. *Essentials of Argument...* contains ten chapters, each accompanied by class exercises and writing assignments. Students using this text will learn to identify topics of personal and social consequence, to read and form opinions of their own, to analyze a potential audience, and to write persuasive argument papers. Research methods are introduced early, instructing students how to locate, print, and evaluate online materials and avoid plagiarism. Appendices teach MLA and APA styles and provide a synopsis of the major ideas about argument in unique Summary Charts. (Amazon.com)

Nonsense: Red Herrings, Straw Men and Sacred Cows: How We Abuse Logic in our Everyday Language

Robert J. Gula

Mt. Jackson, VA: Axios Press, 2007

DKL Call # [BF774 .G84 2007](#)

Nonsense is the best compilation and study of verbal logical fallacies available anywhere. It is a handbook of the myriad ways we go about being illogical—how we deceive others and ourselves, how we think and argue in ways that are disorderly, disorganized, or irrelevant. Nonsense is also a short course in nonmathematical logical thinking, especially important for students of philosophy and economics. A book of remarkable scholarship, *Nonsense* is unexpectedly relaxed, informal, and accessible. (Amazon.com)

A Rulebook for Arguments, 4th ed.

Anthony Weston

Indianapolis: Hackett Publishing, 2009

DKL Call # [BC177 .W47 2009](#)

A Rulebook for Arguments is a succinct introduction to the art of writing and assessing arguments, organized around specific rules, each illustrated and explained soundly but briefly. This widely popular primer--translated into eight languages--remains the first choice in all disciplines for writers who seek straightforward guidance about how to assess arguments and how to cogently construct them.

The fourth edition offers a revamped and more tightly focused approach to extended arguments, a new chapter on oral arguments, and updated examples and topics throughout. (Amazon.com)

The Tao of Research: A Path to Validity

Dana K. Keller and Mary Lou Casadevall-Keller

Los Angeles: Sage Publications, 2010

DKL Call # [Q180.55.M4 K445 2010](#)

Dana K. Keller and Mary Lou Casadevall-Keller provide readers with a highly accessible introduction to the fundamental concepts of research methods in *The Tao of Research: A Path to Validity*. This brief, engaging book approaches the topic of research through an exploration of the issues that threaten validity in the process of knowledge generation. (Amazon.com)

Thank You For Arguing:

What Aristotle, Lincoln, and Homer Simpson Can Teach Us About the Art of Persuasion

Jay Heinrichs

New York: Three Rivers Press, 2013

DKL Call # TBD

Whether you're an inveterate lover of language books or just want to win a lot more anger-free arguments on the page, at the podium, or over a beer, *Thank You for Arguing* is for you. Written by one of today's most popular language mavens, it's warm, witty, erudite, and truly enlightening. It not only teaches you how to recognize a *paralipsis* and a *chiasmus* when you hear them, but also how to wield such handy and persuasive weapons the next time you really, really want to get your own way. (Amazon.com)

They Say, I Say:

The Moves That Matter in Academic Writing

Gerald Graff and Cathy Birkenstein

New York: W.W. Norton & Company, 2010

DKL Call # [PE1431 .G73 2010](#)

The book that demystifies academic writing, teaching students to frame their arguments in the larger context of what else has been said about their topic and providing templates to help them make the key rhetorical moves. The best-selling new composition book published in this century, in use at more than 1,000 schools, *They Say / I Say* has essentially defined academic writing, identifying its key rhetorical moves; the most important of which is to summarize what others have said ("they say") to set up one's own argument ("I say"). The book also provides templates to help students make these key moves in their own writing. The Second Edition includes a new chapter on reading that shows students how to read for the larger conversation and two new chapters on the moves that matter in the sciences and social sciences. (Amazon.com)

Thinker's Guide to Fallacies: The Art of Mental Trickery and Manipulation

Richard Paul and Linda Elder

Tomales, CA: Foundation for Critical Thinking Press, 2006

DKL Call # [BC175 .P385 2012](#)

An original approach to the identification of fallacies focusing on their relationship to human self-deception, mental trickery, and manipulation. Introduces the concept of fallacies and details 44 foul ways to win an argument. (www.criticalthinking.org)

Business

Academic Writing: A Guide for Management Students and Researchers

Mathukutty M. Monippally and Badrinarayan Shankar Pawar

Los Angeles: SAGE Publications, 2010

DKL Call # [PE1408 .M594 2010](#)

This book addresses key features of the methodology involved in business and management academic writing. Characterizing academic writing as part of research, science and the knowledge generation process, it focuses on its three main aspects: understanding existing research, documenting and sharing the results of the acquired knowledge, and acknowledging the use of other people's ideas and works in the documentation. Written in lucid language, the authors use various examples of good as well as defective writing to help students understand the concepts. They describe in detail the structure and contents of academic papers, especially conceptual and empirical research papers for journals. This book will be a rich reference resource for researchers working in the fields of management, behavioral sciences, and communications and also graduate students engaged in academic writing and research documentation. (Amazon.com)

The AMA Handbook of Business Writing: The Ultimate Guide to Style, Grammar, Punctuation, Usage, Construction, and Formatting

Kevin Wilson and Jennifer Wauson

New York: American Management Association, 2010

DKL Call # [HF5726 .W55 2010](#)

Just because you're not a born writer doesn't mean you should settle for less than perfect business documents. After all, every piece you write reflects directly on the quality of the product or service your business offers. Now, this helpful guide takes the guesswork out of more than 50 commonly used business documents, including reports proposals, business plans, presentations, press releases, memos, email newsletters, collection letters, and sales materials. Arranged alphabetically and cross-referenced for easier use, the book presents clear examples of how to (and how not to) create winning materials every time. The authors' step-by-step instructions begin with an overview of the writing process, from preparation and research right through to final review and publication. Sample documents show you how your pieces should look and read, and close to 300 individual entries cover key points of grammar, style, and spelling and present strategies for writing more clearly, avoiding bias, eliminating clichés, and much more. (Amazon.com)

The Case Study Handbook: How to Read, Discuss, and Write Persuasively About Cases

William Ellet

Boston: Harvard Business School Press, 2007

DKL Call # [HD30.4 .E435 2007](#)

If you're enrolled in an executive education or MBA program, you've probably encountered a powerful learning tool: the business case. But if you're like many people, you may find interpreting and writing about cases mystifying, challenging, or downright frustrating. In "The Case Study Handbook," William Ellet presents a potent new approach for analyzing, discussing, and writing about cases. Early chapters show how to classify cases according to the analytical task they require (solving a problem, making a decision, or forming an evaluation) and quickly establish a base of knowledge about a case. Strategies and templates, in addition to several sample Harvard Business School cases, help you apply the author's framework. Later in the book, Ellet shows how to write persuasive case-analytical essays based on the process laid out earlier. Extensive examples of effective and ineffective writing further reinforce your learning. The book also includes a chapter on how to talk about cases more effectively in class. Any current or prospective MBA or executive education student needs to read this book. (Amazon.com)

Decision Making and Problem Solving in Management, 3rd ed.

Robert H. Vaughn

New York: Crown Publishing, 2007

DKL Call # [HD30.23 .V38 2007](#)

With its light touch and easy-to-follow style, this book can be used for training classes, as a reference for the practicing manager, or as a supplement to college-level supervision or principles of management courses. The book begins with a careful conceptual look at how decisions are made and problems are solved. Using a very practical focus, the first seven chapters introduce and support such topics as how to tap into your creativity to develop more options in problem solving, how to better analyze those alternatives, and how decision making is influenced by organizational, group and individual factors. There's also a chapter to help you design proposals to get your decisions implemented. The last four chapters provide over two dozen easy to use tools with specific, step-by-step directions and examples. *Decision Making and Problem Solving in Management* will become a well-used addition to your desktop reference library. (Amazon.com)

***Doing Your Dissertation in Business and Management:
The Reality of Researching and Writing***

Reva Berman Brown

London: SAGE Publications, 2006

DKL Call # [LB2369 .B73 2006](#)

This is a research book with a difference. It tells the truth about the research process. Each phase of a research project is addressed in the simultaneous order in which researchers often undertake them. Importantly, the book recognizes that writing up a research project is rarely organized in the form in which the dissertation is finally presented. Readers are given guidelines to help them assess the kind of researcher they are, and all the important questions of how to choose a research project are answered. The book is easy to read and covers an explanation of what lies behind the requirements that need to be met by a research proposal, what readers should expect from their supervisors and what the research organization might expect from readers, and

support for the confused and anxious student. This book will guide the student through a challenging time, giving quick and realistic support to enable a stress-free completion of their final dissertation and project write up. (Amazon.com)

The Fifth Discipline: The Art & Practice of the Learning Organization

Peter Senge

New York: Doubleday, 2006

DKL Call # [HD58.9 .S46 2006](#)

This revised edition of Peter Senge's bestselling classic, *The Fifth Discipline*, is based on fifteen years of experience in putting the book's ideas into practice. As Senge makes clear, in the long run the only sustainable competitive advantage is your organization's ability to learn faster than the competition. The leadership stories in the book demonstrate the many ways that the core ideas in *The Fifth Discipline*, many of which seemed radical when first published in 1990, have become deeply integrated into people's ways of seeing the world and their managerial practices.

In *The Fifth Discipline*, Senge describes how companies can rid themselves of the learning "disabilities" that threaten their productivity and success by adopting the strategies of learning organizations—ones in which new and expansive patterns of thinking are nurtured, collective aspiration is set free, and people are continually learning how to create results they truly desire.

The updated and revised Currency edition of this business classic contains over one hundred pages of new material based on interviews with dozens of practitioners at companies like BP, Unilever, Intel, Ford, HP, Saudi Aramco, and organizations like Roca, Oxfam, and The World Bank. It features a new Foreword about the success Peter Senge has achieved with learning organizations since the book's inception, as well as new chapters on Impetus (getting started), Strategies, Leaders' New Work, Systems Citizens, and Frontiers for the Future. (Amazon.com)

Critical Thinking

Most Popular

Critical Thinking Skills: Success in 20 Minutes a Day

Editors of Learning Express

New York: Learning Express, 2010

DKL Call # [LB1590.3 .S73 2010](#)

Become an effective critical thinker in just 20 minutes a day! Whether at work, at school, or at home, critical-thinking skills are essential for success. Learning to think critically will improve your decision-making and problem-solving skills, giving you the tools you need to tackle the tough decisions and choices you face. At School Learn about the standardized exams that test your critical-thinking skills. Learn the logical reasoning and deductive skills you need to eliminate At Work Solve problems intelligently by utilizing good troubleshooting techniques. Be informed when making big decisions by learning how to find the right resources At Home Make sound judgment calls on the many decisions you face daily Learn quickly with practical, everyday examples. How will *Critical Thinking Skills Success in 20 Minutes a Day* give you the edge? Our unique step-by-step approach is designed to help you: Diagnose your strengths and weaknesses - our 30 pretest helps you recognize where to concentrate your efforts, Recognize and define problems, and sort out unnecessary information before making an important decision. Improve your reasoning skills by mastering inductive and deductive reasoning techniques. Learn the techniques of effective persuasion, and recognize when they are being used on you. See the results for yourself - take our posttest after completing your lessons to measure your progress. Added Value: Practice Exercises Online! Visit Learning Express's Online Practice Center and use your unique access code to: Practice and improve your critical-thinking and logic skills online. Receive immediate scoring and detailed answer explanation for all questions. Benchmark your skills and focus your study with our customized diagnostic report. (Amazon.com)

Don't Believe Everything You Think: The 6 Basic Mistakes We Make in Thinking

Thomas Kida

Amherst, NY: Prometheus Books, 2006

DLK Call # [BF441 .K45 2006](#)

Do you believe that you can consistently beat the stock market if you put in the effort?...that some people have extrasensory perception...that crime and drug abuse in America are on the rise? Many people hold one or more of these beliefs although research shows that they are not true. This enlightening book discusses how to recognize faulty thinking and develop the necessary skills to become a more effective decision maker. Author Thomas Kida identifies a "six-pack of problems" that leads many of us to accept false ideas. The book vividly illustrates these tendencies with numerous eye-opening examples that demonstrate how easily we can be fooled into believing something that isn't true. (Amazon.com)

How to Have a Beautiful Mind

Edward De Bono

London: Random House, 2004

DKL Call # [BF441 .D43 2004](#)

Despite the modern day emphasis on physical appearance, there is an easier way to become a desirable person rather than dieting or buying expensive clothes. Regardless of outer appearance, if people have minds that are fascinating, creative, and exciting—if they are good thinkers—they can be beautiful. The clear, practical instructions in this guide demonstrate how applying lateral and parallel thinking skills to conversation can improve the mind. The greatest impact is made on others through speech, and by learning how to listen, make a point, and maneuver a discussion, anyone can become more imaginative, more engaging, and more beautiful. (Amazon.com)

Six Thinking Hats

Edward De Bono

Boston: Back Bay Books, 1999

DKL Call # [BF441 .D385 1999](#)

YOUR SUCCESS IN BUSINESS DEPENDS ON HOW WELL YOU THINK *Six Thinking Hats* can help you think better—with its practical and uniquely positive approach to making decisions and exploring new ideas. It is an approach that thousands of business managers, educators, and government leaders around the world have already adopted with great success. "The main difficulty of thinking is confusion," writes Edward de Bono, long recognized as the foremost international authority on conceptual thinking and on the teaching of thinking as a skill. "We try to do too much at once. Emotions, information, logic, hope, and creativity all crowd in on us. It is like juggling with too many balls." The solution? De Bono unscrambles the thinking process with his "six thinking hats": * WHITE HAT: neutral and objective, concerned with facts and figures * RED HAT: the emotional view * BLACK HAT: careful and cautious, the "devil's advocate" hat * YELLOW HAT: sunny and positive * GREEN HAT: associated with fertile growth, creativity, and new ideas * BLUE HAT: cool, the color of the sky, above everything else—the organizing hat Through case studies and real-life examples, Dr. de Bono reveals the often surprising ways in which deliberate role playing can make you a better thinker. He offers a powerfully simple tool that you—and your business, whether it's a start-up or a major corporation—can use to create a climate of clearer thinking, improved communication, and greater creativity. His book is an instructive and inspiring text for anyone who makes decisions, in business or in life. (Amazon.com)

You Are Not So Smart: Why You Have Too Many Friends on Facebook, Why Your Memory is Mostly Fiction, and 46 Other Ways You're Deluding Yourself

McRaney, David.

New York: Gotham Books, 2012

DKL # [BF441 .M427 2012](#)

Whether you're deciding which smartphone to purchase or which politician to believe, you think you are a rational being whose every decision is based on cool, detached logic. But here's the truth. You are not so smart. You're just as deluded as the rest of us—but that's ok, because being deluded is part of being human.

Growing out of David McRaney's popular blog, *You Are Not So Smart* reveals that every decision we make, every thought we contemplate, and every emotion we feel comes with a story we tell ourselves to explain them. But often these stories aren't true. Each short chapter—covering topics such as Learned Helplessness, Selling Out, and the Illusion of Transparency—is like a psychology course with all the boring parts taken out.

Bringing together popular science and psychology with humor and wit, *You Are Not So Smart* is a celebration of our irrational, thoroughly human behavior. (Amazon.com)

General

The 5 Elements of Effective Thinking

Edward B. Burger and Michael Starbird

Princeton: Princeton University Press, 2012

DKL Call # [BF441 .B9247 2012](#)

The 5 Elements of Effective Thinking presents practical, lively, and inspiring ways for you to become more successful through better thinking. The idea is simple: You can learn how to think far better by adopting specific strategies. Brilliant people aren't a special breed—they just use their minds differently. By using the straightforward and thought-provoking techniques in *The 5 Elements of Effective Thinking*, you will regularly find imaginative solutions to difficult challenges, and you will discover new ways of looking at your world and yourself—revealing previously hidden opportunities.

The book offers real-life stories, explicit action items, and concrete methods that allow you to attain a deeper understanding of any issue, exploit the power of failure as a step toward success, develop a habit of creating probing questions, see the world of ideas as an ever-flowing stream of thought, and embrace the uplifting reality that we are all capable of change. No matter who you are, the practical mind-sets introduced in the book will empower you to realize any goal in a more creative, intelligent, and effective manner. Filled with engaging examples that unlock truths about thinking in every walk of life, *The 5 Elements of Effective Thinking* is written for all who want to reach their fullest potential—including students, parents, teachers, businesspeople, professionals, athletes, artists, leaders, and lifelong learners.

Whenever you are stuck, need a new idea, or want to learn and grow, *The 5 Elements of Effective Thinking* will inspire and guide you on your way. (Amazon.com)

30 Days to Better Thinking and Better Living through Critical Thinking: A Guide for Improving Every Aspect of Your Life, Revised and Expanded

Linda Elder and Richard Paul

Upper Saddle River, NJ: Critical Thinking Press, 2013

DKL Call # [BF441 .E4 2013](#)

Better critical thinking can transform your life and help you improve every decision you make! Now, in just 30 days, master specific, easy-to-learn critical thinking techniques that help you cut through lies, gain insight, and make smarter choices in every area of your life—from work and money to intimate relationships. World-renowned critical thinking experts Dr. Linda Elder and Dr. Richard Paul show how to overcome poor thinking habits caused by self-delusion or out-of-control emotions—clarify what you really want...recognize what you don't know...ask better questions...resist brainwashing, manipulation, and hypocrisy...critically evaluate what you're told by advertisers, politicians, your boss, and even your family...avoid worrying, conformism, and blame. Every day, you'll focus on a specific thinking habit, mastering practical strategies for achieving results, tracking your progress, gaining confidence, and getting smarter! Expanded, improved, and easier to use, this edition offers today's most complete, practical plan for using critical thinking to build a better life. This edition adds five new "days" of critical thinking workouts, delivering even more powerful "life improvement" ideas. Brand-new illustrations and diagrams help you see the direct relevance of critical thinking in your own life, and you'll find a practical new introduction to the Paul-Elder Framework for Critical Thinking, which is now being used by critical thinkers worldwide! (Amazon.com)

Asking the Right Questions: A Guide to Critical Thinking, 9th ed.

M. Neil Browne and Stuart M. Keeley

Upper Saddle River, NJ: Prentice Hall, 2010

DKL Call # [PN83 .B785 2010](#)

Used in a variety of courses in various disciplines. *Asking the Right Questions* helps bridge the gap between simply memorizing or blindly accepting information, and the greater challenge of critical analysis and synthesis. Specifically, this concise text teaches how to think critically by exploring the components of arguments—issues, conclusions, reasons, evidence, assumptions, language—and on how to spot fallacies and manipulations and obstacles to critical thinking. (Amazon.com)

The Aspiring Thinker's Guide to Critical Thinking

Linda Elder and Richard Paul

Tomales, CA: Foundation for Critical Thinking, 2009

DKL Call # [BF441 .E375 2009](#)

This new Thinker's Guide was created specifically for the aspiring young learner, however the content and approach are applicable to students and people of all ages. This guide introduces critical thinking concepts and provides strategies for developing one's own critical thinking process. Its full color images and glossy format help capture the attention of the teenage or pre-teen student while focusing on the essence of critical thinking as it applies to today's world. The skills implicit in this guide apply to all subjects. Teachers can use it to design instruction, assignments and tests in any subject. Students can use it to improve their learning in any content area. (Amazon.com)

Being Logical: A Guide to Good Thinking

D.Q. McInerny

New York: Random House, 2005

DKL Call # [BC71 .M37 2004](#)

Whether regarded as a science, an art, or a skill—and it can properly be regarded as all three—logic is the basis of our ability to think, analyze, argue, and communicate. Indeed, logic goes to the very core of what we mean by human intelligence. In this concise, crisply readable book, distinguished professor D. Q. McInerny offers an indispensable guide to using logic to advantage in everyday life. Written explicitly for the layperson, McInerny's *Being Logical* promises to take its place beside Strunk and White's *The Elements of Style* as a classic of lucid, invaluable advice.

As McInerny notes, logic is a deep, wide, and wonderfully varied field, with a bearing on every aspect of our intellectual life. A mastery of logic begins with an understanding of right reasoning—and encompasses a grasp of the close kinship between logical thought and logical expression, a knowledge of the basic terms of argument, and a familiarity with the pitfalls of illogical thinking. Accordingly, McInerny structures his book in a series of brief, penetrating chapters that build on one another to form a unified and coherent introduction to clear and effective reasoning.

At the heart of the book is a brilliant consideration of argument—how an argument is founded and elaborated, how it differs from other forms of intellectual discourse, and how it critically embodies the elements of logic. McInerny teases out the subtleties and complexities of premises and conclusions, differentiates statements of fact from statements of value, and discusses the principles and uses of every major type of argument, from the syllogistic to the conditional. In addition, he provides an incisive look at illogical thinking and explains how to recognize and avoid the most common errors of logic. (Amazon.com)

Critical Thinking, 3rd ed.

Richard L. Epstein

Belmont, CA: Thomson/Wadsworth, 2006

DKL Call # [BF441 .E67 2006](#)

Critical thinking isn't as easy as it sounds. *Critical Thinking* shows you how decision-making errors are made, and how to avoid them. By combining simple explanations with time-tested theories, *Critical Thinking* helps you meet the challenges of life head-on. And because it includes over one thousand examples drawn from everyday life and tons of study tools, this textbook helps you get the grade you need. (Amazon.com)

Critical Thinking: A Student's Introduction, 5th ed.

Gregory Basham; William Irwin; Henry Nardone; James M. Wallace

New York: McGraw-Hill, 2012

DKL Call # [B809.2 .C745 2012](#)

Basham's popular text helps today's students bridge the gap between everyday culture and critical thinking. Using a proven step-by-step approach, this text covers all the basics of critical thinking in clear, reader-friendly language. The 5th edition has taken into account suggestions from users and reviewers of previous editions, and has added an Appendix, and new readings, exercises and examples throughout the text. (Amazon.com)

Critical Thinking: A User's Manual

Debra Jackson and Paul Newbury

Belmont, CA: Cengage Learning, 2012

DKL Call # [BF441 .J2693 2012](#)

Critical Thinking: A User's Manual offers an innovative skill-based approach to critical thinking that provides step-by-step tools for examining arguments. Students build a complete skill set by recognizing, analyzing, diagramming, and evaluating arguments; later chapters encourage application of the basic skills to categorical, truth-functional, analogical, generalization, and causal arguments as well as fallacies. The exercises throughout the text engage readers in active learning, integrate writing as part of the critical thinking process, and emphasize skill transference. A special feature, called Your Turn! encourages students to not just skim through the book's explanations, but stop, think, and apply what they are learning. (Amazon.com)

Critical Thinking: Tools for Taking Charge of Your Professional and Personal Life

Richard Paul and Linda Elder

Upper Saddle River, NJ: Pearson Education, 2014

DKL Call # [BF441 .P385 2014](#)

Use better thinking to empower yourself, discover opportunities, avoid disastrous mistakes, build wealth, and achieve your biggest goals! This is your complete, up-to-the-minute blueprint for assessing and improving the way you think about everything – from business decisions to personal relationships. Drs. Richard W. Paul and Linda Elder, of the Center for Critical Thinking, offer specific guidance for making more intelligent decisions, and overcoming the irrationalities and "sociocentric" limits we all face. Discover which of the "six stages" of thinking you're in and learn how to think with clarity, relevance, logic, accuracy, depth, significance, precision, breadth, and fairness. Master strategic thinking skills you can use everywhere and learn how to critically assess what experts tell you. Packed with new examples and exercises, this guide won't just help you think more effectively: it will help you use those skills to empower yourself, discover new opportunities, avoid disastrous mistakes, and grow your wealth. Above all, it will help you gain the confidence and clarity you need to pursue and achieve your most important goals in life – whatever they are! (Amazon.com)

Critical Thinking Skills: Developing Effective Analysis and Argument, 2nd ed.

Stella Cottrell

New York: Palgrave Macmillan, 2011

DKL Call # [BF441 .C68 2011](#)

The second edition of this leading guide helps students to develop reflective thinking skills, improve their critical analysis and construct arguments more effectively. Written by Stella Cottrell, a leader in the field with over 1/2 million book sales to date, this text breaks down a complex subject into easily understood blocks, providing easy-to-follow, step-by-step explanations and practice activities to develop understanding and practice your skills at each stage. Essential for students who are mystified by tutor comments such as 'more critical analysis needed', this is an invaluable tool for anyone wishing to develop advanced skills in this area and learn to apply them to tasks such as reading, writing, and note-taking.

Now in two-color, this edition has been fully revised and contains a brand new chapter on 'Critical Reflection' along with additional material on essays and referencing. (Amazon.com)

Hoaxes, Myths, and Manias: Why We Need Critical Thinking

Robert E. Bartholomew and Benjamin Radford

Amherst, NY: Prometheus Books, 2003

DKL Call # [BF441 .B297 2003](#)

Thinking is an innate ability that most people take for granted. But like writing well or speaking effectively before the public, thinking well is a skill that can be learned and improved with practice. In this unique introduction to critical thinking, Robert Bartholomew and Benjamin Radford first lay out the principles of critical thinking and then invite readers to put these principles to the test by examining a series of unusual and challenging case studies. Assembling a wide range of bizarre but actual incidents from many cultures and various time periods, they demonstrate how the tools of critical thinking can help to unravel alleged paranormal events and seemingly mysterious behavior. What factors led to the "Martian panic" of 1938? Why did many people conclude that an alien spaceship crashed in Roswell, New Mexico in 1947? How do we explain the panic

expressed by otherwise normal Southeast Asian men who came to believe that a contagious disease was causing their genitals to shrink, or the frenzied dance manias that captivated thousands of Europeans during the Middle Ages? Bartholomew and Radford show that reality is very much a social construction, that cultural assumptions play a large part in our judgments about what is normal and what is deviant, and that the use of critical reasoning is our best means of ensuring an objective perspective. (Amazon.com)

***Thinker's Guide to Analytic Thinking: How to Take Thinking Apart and
What to Look For When You Do***

Linda Elder and Richard Paul

Tomales, CA: Foundation for Critical Thinking, 2012

DKL Call # [BF441 .E4347 2012](#)

This guide focuses on the intellectual skills that enable one to analyze anything one might think about - questions, problems, disciplines, subjects, etc. It provides the common denominator between all forms of analysis. Why a Guide on Analytic Thinking? Analysis and evaluation are recognized as crucial skills for all students to master. And for good reason. These skills are required in learning any significant body of content in a non-trivial way. There are many varieties of analysis specific to particular disciplines and technical practices. These forms of analysis often require technical training of a specialized nature. For example, one cannot do qualitative analysis in chemistry without instruction in chemistry. What we have provided in this guide, however, is the common denominator between all forms of analysis because all forms require thoughtful application and all thought presupposes the elements of thought. For example, one cannot think analytically FOR NO PURPOSE. Or think analytically, with NO QUESTION in mind. In order to develop the analytic mind, there must be guidance, instruction, and practice in monitoring thinking using intellectual tools applicable to every discipline. Everyone needs to learn to question purposes, goals, problem definitions, information, concepts, etc. It is these interdisciplinary analytic tools that enable those skilled in them to understand and assess their analytic thinking, whether in a highly technical area or in an everyday personal application. It is these analytic tools that enable one to get at the most fundamental logic of any discipline, subject, problem, or issue. They provide the means for transfer of learning between and among subjects and disciplines. They enable motivated persons to gain an overview of their learning in any and every situation analyzed, to think their way into and out of various intellectual domains. This thinker's guide serves as a launching pad toward analytic proficiency. (Amazon.com)

Thinker's Guide to Ethical Reasoning

Richard Paul and Linda Elder

Tomales, CA: Foundation for Critical Thinking Press, 2013.

DKL Call # [BJ1031 .P38 2013](#)

This guide provides insights into the nature of ethical reasoning, why it is so often flawed, and how to avoid those flaws. It lays out: the function of ethics, its main impediments, the social counterfeits of ethics, the

elements of ethical reasoning, important ethical abilities and traits, the vocabulary of ethics, and the intellectual standards essential to the assessment of ethical reasoning. (Amazon.com)

Thinker's Guide to Fallacies: The Art of Mental Trickery and Manipulation

Richard Paul and Linda Elder

Tomales, CA: Foundation for Critical Thinking Press, 2006.

DKL Call # [BC175 .P385 2012](#)

See ARGUMENTATION for description.

Topical – Critical Thinking and Intelligence Analysis

Critical Thinking and Intelligence Analysis, 2nd ed.

David T. Moore

Washington: National Defense College, 2007

Call # [UB251.U5 M66 2007](#)

This National Defense Intelligence College publication defines critical thinking in the context of intelligence analysis, explains how it influences the entire intelligence process, explores how it toughens the art of intelligence analysis, suggests how it may be taught, and deduces how analysts can be persuaded to adopt this habit. "David Moore has added his powerful voice to those calling for America's intelligence analysts to be more self-conscious about their methods and more venturesome in applying more formal methods." - Gregory F. Treverton, Rand Corp. ". . . a valuable initiative on behalf of the Intelligence Community" - Francis J. Hughes, National Defense Intelligence College. (Amazon.com)

Critical Thinking for Strategic Intelligence

Katherine H. Pherson and Randolph H. Pherson

Thousand Oaks, CA: CQ Press, 2013.

DKLCall # [HD69.B87. P53 2013](#)

Critical Thinking for Strategic Analysis is organized around twenty key questions that all analysts should ask as they prepare to conduct research, draft papers, and present their analysis. We divided the twenty questions into four groups, focusing on the four stages of generating an analytic product: 1. How do I get started? 2. Where is the information I need? 3. What is my argument? 4. How do I convey my message most effectively?

We have long contended that the best way to learn is by doing. In writing this book, we choose to practice what we preach by including a set of case studies that the reader can use to reinforce understanding of the key points in the book. The case studies focus on a wide range of topics, covering political, economic, military, cyber, and health-related issues. At the end of each chapter, we provide a set of questions instructors and students can use

to test whether the key teaching points have been absorbed. Throughout the book, feature boxes will alert you to the need to stop and reflect, and identify what structured analytic techniques best support the activities discussed in that chapter. We also include some of our favorite quotations and a robust set of graphics and text boxes to illustrate key points. The back cover of the book includes a foldout graphic, the Analyst's Roadmap, that captures on one page key points made in the book. (Amazon.com)

Structured Analytic Techniques for Intelligence Analysis

Richard Heuer and Randolph H. Pherson

Thousand Oaks, CA: CQ Press, 2015

DKL Call # [JK468.I6 H478 2015](#)

This book showcases fifty-five structured analytic techniques - five new to this edition - that represent the most current best practices in intelligence, law enforcement, homeland security, and business analysis. With much more depth, detail, and utility than existing handbooks, each technique is clearly and systematically explained. Logically organized and richly illustrated, and with spiral binding and tabs that separate techniques into categories, this book is an easy-to-use, comprehensive reference. (Amazon.com)

A Tradecraft Primer:

Structured Analytic Techniques for Improving Intelligence Analysis

U.S. Government

Washington: Create Space Independent Publications, 2009

DKL Call # [JF1525.I6 T73 2009](#)

This primer highlights structured analytic techniques-some widely used in the private sector and academia, some unique to the intelligence profession. It is not a comprehensive overview of how intelligence officers conduct analysis. Rather, the primer highlights how structured analytic techniques can help one challenge judgments, identify mental mindsets, stimulate creativity, and manage uncertainty. In short, incorporating regular use of techniques such as these can enable one to structure thinking for wrestling with difficult questions. (Amazon.com)

Topical – Decision-Making

Decision Making and Problem Solving in Management, 3rd ed.

Robert H. Vaughn

New York: Crown Publishing, 2007

DKL Call # [HD30.23 .V38 2007](#)

See BUSINESS for description.

Everything is Obvious: How Common Sense Fails Us

Duncan J. Watts

New York: Crown Business, 2011

DKL Call # [BF441 .W347 2011](#)

Why is the Mona Lisa the most famous painting in the world? Why did Facebook succeed when other social networking sites failed? Did the surge in Iraq really lead to less violence? How much can CEOs impact the performance of their companies? And does higher pay incentivize people to work hard?

If you think the answers to these questions are a matter of common sense, think again. As sociologist and network science pioneer Duncan Watts explains in this provocative book, the explanations that we give for the outcomes that we observe in life—explanations that seem obvious once we know the answer—are less useful than they seem.

Drawing on the latest scientific research, along with a wealth of historical and contemporary examples, Watts shows how common sense reasoning and history conspire to mislead us into believing that we understand more about the world of human behavior than we do; and in turn, why attempts to predict, manage, or manipulate social and economic systems so often go awry.

It seems obvious, for example, that people respond to incentives; yet policy makers and managers alike frequently fail to anticipate how people will respond to the incentives they create. Social trends often seem to have been driven by certain influential people; yet marketers have been unable to identify these “influencers” in advance. And although successful products or companies always seem in retrospect to have succeeded because of their unique qualities, predicting the qualities of the next hit product or hot company is notoriously difficult even for experienced professionals.

Only by understanding how and when common sense fails, Watts argues, can we improve how we plan for the future, as well as understand the present—an argument that has important implications in politics, business, and marketing, as well as in science and everyday life. (Amazon.com)

Predictably Irrational:

The Hidden Forces that Shape Our Decisions, Revised and Expanded Edition

Dan Ariely

New York: Harper Perennial, 2010

DKL Call # [BF448 .A75 2010](#)

Why do our headaches persist after we take a one-cent aspirin but disappear when we take a fifty-cent aspirin? Why do we splurge on a lavish meal but cut coupons to save twenty-five cents on a can of soup? When it comes to making decisions in our lives, we think we're making smart, rational choices. But are we?

In this newly revised and expanded edition of the groundbreaking New York Times bestseller, Dan Ariely refutes the common assumption that we behave in fundamentally rational ways. From drinking coffee to losing weight, from buying a car to choosing a romantic partner, we consistently overpay, underestimate, and procrastinate.

Yet these misguided behaviors are neither random nor senseless. They're systematic and predictable—making us predictably irrational. (Amazon.com)

Thinking, Fast and Slow

Daniel Kahneman

New York: Farrar, Straus, and Giroux, 2011

DKL Call # [BF441 .K238 2011](#)

In the international bestseller, *Thinking, Fast and Slow*, Daniel Kahneman, the renowned psychologist and winner of the Nobel Prize in Economics, takes us on a groundbreaking tour of the mind and explains the two systems that drive the way we think. System 1 is fast, intuitive, and emotional; System 2 is slower, more deliberative, and more logical. The impact of overconfidence on corporate strategies, the difficulties of predicting what will make us happy in the future, the profound effect of cognitive biases on everything from playing the stock market to planning our next vacation—each of these can be understood only by knowing how the two systems shape our judgments and decisions.

Engaging the reader in a lively conversation about how we think, Kahneman reveals where we can and cannot trust our intuitions and how we can tap into the benefits of slow thinking. He offers practical and enlightening insights into how choices are made in both our business and our personal lives—and how we can use different techniques to guard against the mental glitches that often get us into trouble. (Amazon.com)

Thinking in Systems: A Primer

Donella H. Meadows

White River Junction, VT: Chelsea Green Publishing, 2008

DKL Call # [QA402 .M425 2008](#)

In the years following her role as the lead author of the international bestseller, *Limits to Growth*—the first book to show the consequences of unchecked growth on a finite planet— Donella Meadows remained a pioneer of environmental and social analysis until her untimely death in 2001.

Meadows' newly released manuscript, *Thinking in Systems*, is a concise and crucial book offering insight for problem solving on scales ranging from the personal to the global. Edited by the Sustainability Institute's Diana Wright, this essential primer brings systems thinking out of the realm of computers and equations and into the tangible world, showing readers how to develop the systems-thinking skills that thought leaders across the globe consider critical for 21st-century life.

Some of the biggest problems facing the world—war, hunger, poverty, and environmental degradation—are essentially system failures. They cannot be solved by fixing one piece in isolation from the others, because even seemingly minor details have enormous power to undermine the best efforts of too-narrow thinking.

While readers will learn the conceptual tools and methods of systems thinking, the heart of the book is grander than methodology. Donella Meadows was known as much for nurturing positive outcomes as she was for

delving into the science behind global dilemmas. She reminds readers to pay attention to what is important, not just what is quantifiable, to stay humble, and to stay a learner.

In a world growing ever more complicated, crowded, and interdependent, *Thinking in Systems* helps readers avoid confusion and helplessness, the first step toward finding proactive and effective solutions. (Amazon.com)

The Thinker's Toolkit: Fourteen Skills Techniques for Problem Solving

Morgan D. Jones

New York: Three Rivers Press, 1998

DKL Call # [HD30.23 .J66 1998](#)

An invaluable resource for any manager or professional, this book offers a collection of proven, practical methods for simplifying any problem and making faster, better decisions every time. (Amazon.com)

Why Decisions Fail: Avoiding the Blunders and Traps that Lead to Debacles

Paul C. Nutt

San Francisco: Berrett-Koehler Publishers, 2002

DKL Call # [HD30.23 .N883 2002](#)

Why Decisions Fail critiques 15 infamously bad decisions that became public debacles. The author examines how these mistakes could have been avoided and explains how any organization's decision-making process can be improved to prevent such failures.

Author Paul Nutt began by looking at 400 decisions made by top managers involving such topics as products and services, pricing and markets, personnel policy, technology acquisition, and strategic reorganization. Analyzing how each decision was made, he determined that two out of three decisions were based on failure prone or questionable tactics. He identifies these key errors and suggests alternatives that have proven successful. (Amazon.com)

Topical – History

Thinking in Time: The Uses of History for Decision-Makers

Richard Neustadt

New York: Free Press, 1968

DKL Call # [E743 .N378 1986](#)

Two noted professors offer easily remembered rules for using history effectively in day-to-day management of governmental and corporate affairs to avoid costly blunders. "An illuminating guide to the use and abuse of history in affairs of state." (Amazon.com)

Topical – Teaching Critical Thinking

Creating Significant Learning Experiences: An Integrated Approach to Designing College Courses

L. Dee Fink

San Francisco: Jossey-Bass, 2003

DKL Call # [LB2331 .F495 2003](#)

In this thoroughly updated edition of L. Dee Fink's bestselling classic, he discusses new research on how people learn, active learning, and the effectiveness of his popular model; adds more examples from online teaching; and further focuses on the impact of student engagement on student learning. The book explores the changes in higher education nationally and internationally since the publication of the previous edition, includes additional procedures for integrating one's course, and adds strategies for dealing with student resistance to innovative teaching. This edition continues to provide conceptual and procedural tools that are invaluable for all teachers when designing instruction. It shows how to use a taxonomy of significant learning and systematically combine the best research-based practices for learning-centered teaching with a teaching strategy in a way that results in powerful learning experiences for students. Acquiring a deeper understanding of the design process will empower teachers to creatively design courses that will result in significant learning for students. (Amazon.com)

Topical – Reading

The Complete Idiot's Guide to Critical Reading

Amy Wall and Regina Wall

New York: Penguin Books, 2005

DKL Call # [PE1408 .W313215 2005](#)

See READING for description.

Critical Reading and Writing for Postgraduates, 2nd ed.

Mike Wallace and Alison Wray

Thousand Oaks, CA: Sage Publications, 2011

DKL Call # [LB2395.3 .W35 2011](#)

See READING for description.

Critical Thinking: Introduction to Analytical Reading and Reasoning, 2nd ed.

Larry Wright

Oxford: Oxford University Press, 2013

DKL Call # [B809.2 .W75 2013](#)

See READING for description.

Critical Thinking, Reading, and Writing: A Brief Guide to Argument, 7th ed.

Sylvan Barnet and Hugo Bedau

New York: Bedford St Martin's, 2011

DKL Call # [PE1431 .C75 2011](#)

See READING for description.

Developing Critical Reading Skills, 9th ed.

Deanne Spears

Dubuque, IA: McGraw-Hill, 2013

DKL Call # [LB2395.3 .M55 2013](#)

See READING for description.

Engineering

ESL Resource Book for Engineers and Scientists

Elaine Campbell, PhD
New York: Wiley, 1995
DKL Call # [PE1128 .C333 1995](#)

See ENGLISH AS A SECOND LANGUAGE for description.

A Guide to Writing as an Engineer

David F. Beer and David McMurrey
Hoboken, NJ: Wiley, 2009
DKL Call # [T11 .B396 2009](#)

This invaluable resource guides engineers through the technical writing issues that they must know in order to succeed in the field. The third edition includes numerous new examples integrated throughout the chapters that illustrate content, organization, and format of different types of documents. New material on the useful aspects of passive voice is added, such as when the actor is known/obvious and when emphasis needs to be on the recipient of the action. Discussions are included on plagiarism, ethics, and citing material properly. In order to accomplish this, the IEEE system of documenting sources is presented. Engineers will also benefit from the startup help for using PowerPoint or other software for their presentations, as well as strategies for using such materials. (Amazon.com)

The Handbook of Technical Writing, 10th ed.

Gerald J. Alred, Charles T. Brusaw, and Walter E. Oliu
Boston: Bedford/St. Martins, 2012
DKL Call # [T11 .B78 2012](#)

See HANDBOOKS for description.

Scientists Must Write:

A Guide to Better Writing for Scientists, Engineers and Students

Robert Barrass
New York: Routledge, 2002
DKL Call # [T11 .B27 2002](#)

Good writing and communication skills are essential in many areas of science and engineering to help observation, thinking and remembering; to organize work; and to avoid stress. Written by a scientist for scientists, this book is much more than a textbook of English grammar – it is a valuable source of information for all aspects of writing in scientific and technical situations. The only book focusing on the ways in which writing is important to the scientific community, this book assists readers on how to write and [how to choose] words;

using numbers and illustrations; writing project reports, theses, and papers for publication; and giving a short talk or presentation. The new edition of *Scientists Must Write* has been fully revised and updated to take account of the changes in information and communications technology, including word processing and information storage and retrieval; new appendices on punctuation, spelling, and computers; and useful exercises to improve writing. This popular guide will be of great use to undergraduates, postgraduates, professional scientists, and engineers. (Amazon.com)

The Thinker's Guide to Engineering Reasoning, 2nd ed.

Richard Paul, Robert Niewoehner, and Linda Elde
Tomales, CA: Foundation for Critical Thinking Press, 2013

DKL Call # [T65 .P38 2013](#)

This thinker's guide is designed for administrators, faculty, and students. It contains the essence of engineering reasoning concepts and tools. For faculty, it provides a shared concept and vocabulary. For students, it is a thinking supplement to any textbook for any engineering course. Faculty can use it to design engineering instruction, assignments, and tests. Students can use it to improve their perspective in any domain of their engineering studies. (Amazon.com)

***Writing and Speaking in the Technology Professions:
A Practical Guide***

Edited by David F. Beer
New York: IEEE Press, 2003

DKL Call # [T11 .W75 2003](#)

Consider that 20 to 50 percent of a technology professional's time is spent communicating with others. Whether writing a memo, preparing a set of procedures, or making an oral presentation, effective communication is vital to your professional success. This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace. The revised and expanded second edition of this popular book completely updates the original, providing authoritative guidance on communicating via modern technology in the contemporary work environment. Two new sections on global communication and the Internet address communicating effectively in the context of increased e-mail and web usage. As in the original, David Beer's Second Edition discusses a variety of approaches, such as writing technical documents that are clear and effective, giving oral presentations more confidently, using graphics and other visual aids judiciously, holding productive meetings, and becoming an effective listener. (Amazon.com)

English as a Second Language

Academic Writing: A Handbook for International Students

Stephen Bailey

London & New York: Routledge, 2006

DKL Call # [PE1413 .B28 2006](#)

Most international students need to write essays and reports for exams and coursework. Yet writing good academic English is a demanding task. This new edition of *Academic Writing* has been fully revised to help students reach this goal. Clearly organized, the course explains the writing process from start to finish. Each stage is demonstrated and practiced, from selecting suitable sources, reading, note-making, and planning through to re-writing and proofreading. The book is divided into short sections, which contain examples, explanations, and exercises for use in the classroom or self-study. Cross-references allow easy access to relevant sections, and a full answer key is included. The Third Edition has been developed in response to suggestions from both students and teachers. Featuring a new website, there is increased coverage of plagiarism, argument, cause and effect, comparison, definitions, and academic style. Different forms of writing, including reports and literature reviews, are also covered. (Amazon.com)

Correct Your English Errors:

Avoid 99% of the Common Mistakes Made by Learners of English

Tim Collins, PhD

New York: McGraw-Hill, 2009

DKL Call # [PE1128 .C69385 2009](#)

Are you tired of making the same mistakes in English again and again? End the bad habits that can leave the people you talk to confused. *Correct Your English Errors* warns you of hundreds of typical errors learners make and explains the reasons behind the mistakes, so you can correct yourself in the future. Improve your English skills with this fun and comprehensive guide and avoid all the common mistakes, such as mispronouncing and misspelling words, applying your native language's grammar patterns to English, putting verbs in the wrong tense, using incorrect prepositions in expressions, [and] confusing subject-verb agreement. *Correct Your English Errors* offers exercises covering all parts of grammar and provides review passages to check that you are error-free. (Amazon.com)

ESL Resource Book for Engineers and Scientists

Elaine Campbell, PhD

New York: Wiley, 1995

DKL Call # [PE1128.C333 1995](#)

Quickly master the rules and conventions of effective technical communications for the North American workplace. This unique resource book was specially designed for engineers, scientists, and other technical

professionals for whom English is an adopted language. Its step-by-step guidelines, clear explanations, and carefully paced practice exercises will help you communicate more effectively... Numerous real-life examples make it easy for you to master the elements of English grammar, tone, and style, as well as the special formal requirements for writing clear and effective technical documentation... Important topics covered include general English language writing practices—a practical guide to the correct use of grammar, style, and tone; special requirements for procedures, specifications, technical documentation, activity reports, and other forms of technical communication—includes real-life examples from commercial, government, and nonprofit settings; how to listen and speak more effectively in the North American technical workplace; and how to understand idiomatic language and use it appropriately, whether writing or speaking. (Amazon.com)

Graphing and Making Arguments with Statistical Data

Creating More Effective Graphs: A Succinct and Highly Readable Guide to Creating Effective Graphs

Naomi B. Robbins

Wayne, NJ: Chart House, 2013

DKL Call # [HA31 .R535 2013](#)

The right graph can be a powerful tool for communicating information, improving a presentation, or conveying your point in print. If your professional endeavors call for you to present data graphically, here's a book that can help you do it more effectively. *Creating More Effective Graphs* gives you the basic knowledge and techniques required to choose and create appropriate graphs for a broad range of applications. Using real-world examples everyone can relate to, the author draws on her years of experience in graphical data analysis and presentation to highlight some of today's most effective methods... In no time, you'll graduate from bar graphs and pie charts to graphs that illuminate data, [such as] dot plots, box plots, scatterplots, linked micromaps, trellis displays, mosaic plots, month plots, and scatterplot matrices... Whether you're a novice at graphing or already use graphs in your work but want to improve them, *Creating More Effective Graphs* will help you develop the kind of clear, accurate, and well-designed graphs that will allow your data to be understood. (Amazon.com)

Information Graphics: A Comprehensive Illustrated Reference

Robert L. Harris

New York: Oxford University Press, 1999

DKL Call # [QA90 .H29 1999](#)

This beautifully illustrated book is the first complete handbook to visual information. Well-written, easy to use, and carefully indexed, it describes the full range of charts, graphs, maps, diagrams, and tables used daily to manage, analyze, and communicate information. It features over 3,000 illustrations, making it an ideal source for ideas on how to present information. It is an invaluable tool for anyone who writes or designs reports, whether for scientific journals, annual reports, or magazines and newspapers. (Amazon.com)

Show Me the Numbers: Designing Tables and Graphs to Enlighten

Stephen Few

Burlingame, CA: Analytics Press, 2012

DKL Call # [HF5718.22 .F49 2012](#)

We use tables and graphs to communicate quantitative information: the critical numbers that measure the health, identify the opportunities, and forecast the future of our organizations. Even the best information is useless, however, if its story is poorly told. This problem exists because almost no one has ever been trained to design tables and graphs for effective and efficient communication. *Show Me the Numbers: Designing Tables and Graphs to Enlighten* is the most accessible, practical, and comprehensive guide to table and graph design available. The second edition of *Show Me the Numbers* improves on the first by polishing the content

throughout (including updated figures) and adding 91 more pages of content, including: 1) a new preface; 2) a new chapter entitled "Silly Graphs That Are Best Forsaken," which alerts readers to some of the current misuses of graphs such as donut charts, circle charts, unit charts, and funnel charts; 3) a new chapter about quantitative narrative entitled "Telling Compelling Stories with Numbers"; and 4) new appendices entitled "Constructing Table Lens Displays in Excel," "Constructing Box Plots in Excel," and "Useful Color Palettes." (Amazon.com)

Statistical Reasoning for Everyday Life, 4th ed.

Jeffrey O. Bennett, William L. Briggs, and Mario F. Triola

Boston: Pearson Education, 2014

DKL Call # [QA276.12.B45 2014](#)

Statistical Reasoning for Everyday Life, Fourth Edition provides students with a clear understanding of statistical concepts and ideas so they can become better critical thinkers and decision makers, whether they decide to start a business, plan for their financial future, or just watch the news. The authors bring statistics to life by applying statistical concepts to the real world situations, taken from news sources, the internet, and individual experiences. (Amazon.com)

Turning Numbers into Knowledge: Mastering the Art of Problem Solving

Jonathan G. Koomey, PhD

Oakland, CA: Analytics Press, 2008

DKL Call # [QA63.K66 2008](#)

Full of tools, tricks, and tips for solving problems in the real world, this book serves as an ideal training manual for those who are new to or intimidated by quantitative analysis and acts as an excellent refresher for those who have more experience but want to improve the quality of their data, the clarity of their graphics, and the cogency of their arguments. In addition to containing numerous updates to the contents—references, URLs, and reading lists—this second edition includes a new foreword, revised chapters, and an epilogue. Mastering the art of problem solving takes more than proficiency with basic calculations; it requires understanding how people use information, recognizing the importance of ideology, learning the art of storytelling, and acknowledging the important distinction between facts and values. (Amazon.com)

What the Numbers Say: A Field Guide to Mastering Our Numerical World

Derrick Niederman and David Boyum

New York: Broadway Books, 2004

DKL Call # [QA276 .N455 2004](#)

Our society is churning out more numbers than ever before, whether in the form of spreadsheets, brokerage statements, survey results, or just the numbers on the sports pages. Unfortunately, people's ability to understand and analyze numbers isn't keeping pace with today's whizzing data streams. And the benefits of living in the Information Age are available only to those who can process the information in front of them. *What*

the Numbers Say offers remedies to this national problem. Through a series of witty and engaging discussions, the authors introduce original quantitative concepts, skills, and habits that reduce even the most daunting numerical challenges to simple, bite-sized pieces. Why do the nutritional values on a Cheerios box appear different in Canada than in the U.S.? How is it that top-performing mutual funds often lose money for the majority of their shareholders? Why was the scoring system for Olympic figure skating doomed even without biased judges? By anchoring their discussions in real-world scenarios, Derrick Niederman and David Boyum show that skilled quantitative thinking involves old-fashioned logic, not advanced mathematical tools. Useful in an endless number of situations, *What the Numbers Say* is the practical guide to navigating today's data-rich world. (Amazon.com)

Visual and Statistical Thinking: Displays of Evidence for Making Decisions

Edward R. Tufte

Cheshire, CT: Graphics Press, 1997

DKL Call # [QA276.3 .T83 1997](#)

This booklet, meant for students of quantitative thinking, reproduces chapter 2 of his other book *Visual Explanations*. Here we see two complex cases of the analysis and display of evidence--the celebrated investigation of a cholera epidemic by Dr. John Snow and the unfortunate decision to launch the space shuttle Challenger. (Amazon.com)

The Visual Display of Quantitative Information

Edward R. Tufte

Cheshire, CT: Graphics Press, 2001

DKL Call # [QA276.3 .T83 2001](#)

[This is] the classic book on statistical graphics, charts, tables. [It discusses] theory and practice in the design of data graphics; 250 illustrations of the best (and a few of the worst) statistical graphics, with detailed analysis of how to display data for precise, effective, quick analysis; design of high-resolution displays, small multiples; editing and improving graphics; the data-ink ratio; time-series, relational graphics, data maps, [and] multivariate designs; detection of graphical deception: design variation vs. data variation; sources of deception; [and] aesthetics and data graphical displays. This is the second edition of *The Visual Display of Quantitative Information*. Recently published, this new edition provides excellent color reproductions of the many graphics of William Playfair, adds color to other images, and includes all the changes and corrections accumulated during 17 printings of the first edition. (Amazon.com)

Handbooks

The Allyn & Bacon Guide to Writing

John D. Ramage, John C. Bean, and June Johnson

Boston: Longman, 2012

DKL Call # [PE1408 .R18 2012](#)

Solidly grounded in current theory and research, yet eminently practical and teachable, *The Allyn & Bacon Guide to Writing* has set the standard for first-year composition courses in writing, reading, critical thinking, and inquiry. (Amazon.com)

The Bedford Handbook, 8th ed.

Diana Hacker, Nancy Sommers, et al.

Boston: Bedford/St. Martins, 2010

DKL Call # [PE1408 .H277 2010](#)

The Bedford Handbook carries on the Hacker tradition by responding to student writers' needs and to the way students need their handbook to work. Still a full-size handbook that doubles as a reference, the *Handbook* features clear, straightforward advice, hand-edited sentences, a user-friendly index, and a handy format. The Eighth Edition combines classic Hacker usability with a next-generation focus on academic writing and research and new navigation that helps students pull together advice and models for each assignment. Developed with the help of students and teachers at more than 35 colleges and universities, the new edition reflects the ways students write and revise in their composition courses and beyond. What's more, *The Bedford Handbook* remains a portable size; it's still a comprehensive reference that's as easy to consult as it is to carry. (Amazon.com)

Chartbook: Understanding and Using English Grammar, 4th ed.

Betty S. Azar and Stacy A. Hagen

New York: Pearson Education ESL, 2009

DKL Call # TBD

The Chartbook contains all the grammar charts in the fourth edition of *Understanding and Using English Grammar*. Packed with easy-to-understand explanations and clear examples, the Chartbook is the perfect reference tool for students and teachers alike.

The Chicago Manual of Style, 16th ed.

University of Chicago Press Staff

Chicago: University of Chicago Press, 2010

DKL Call # [Z253 .U69 2010](#)

While digital technologies have revolutionized the publishing world in the twenty-first century, one thing still remains true: *The Chicago Manual of Style* is the authoritative, trusted source that writers, editors, and publishers turn to for guidance on style and process. For the Sixteenth Edition, every aspect of coverage has been reconsidered to reflect how publishing professionals work today. Though processes may change, the *Manual* continues to offer the clear, well-considered style and usage advice it has for more than a century. The sixteenth edition offers expanded information on producing electronic publications, including web-based content and e-books. An updated appendix on production and digital technology demystifies the process of electronic workflow and offers a primer on the use of XML markup, and a revised glossary includes a host of terms associated with electronic as well as print publishing. The Chicago system of documentation has been streamlined and adapted for a variety of online and digital sources. Figures and tables are updated throughout the book—including a return to the *Manual's* popular hyphenation table and new, comprehensive listings of Unicode numbers for special characters. With the wisdom of a hundred years of editorial practice and a wealth of industry expertise from both Chicago's staff and an advisory board of publishing professionals, *The Chicago Manual of Style*, 16th edition, is an invaluable resource in this rapidly changing world. (Amazon.com)

***The Elements of International English Style:
A Guide to Writing Correspondence, Reports, Technical
Documents, and Internet Pages for a Global Audience***

Edmond H. Weiss

Armonk, NY: M.E. Sharpe, 2005

DKL Call # [PE1421 .W39 2005](#)

Equally useful for students and professionals in business communication, marketing communication, and international business, *The Elements of International English Style* is filled with realistic examples, problems, and projects, including 57 specific tactics to internationalize one's English, hundreds of before-and-after comparisons showing the effects of editing for an international audience, models of international correspondence, practical discussion questions and work projects, and useful resources for further study. (Goodreads.com)

Garner's Modern American Usage, 3rd ed.

Bryan A. Garner

Oxford, UK: Oxford University Press, 2009

DKL Call # TBD

Since first appearing in 1998, *Garner's Modern American Usage* has established itself as the preeminent guide to the effective use of the English language. Brimming with witty, erudite essays on troublesome words and phrases, this book authoritatively shows how to avoid the countless pitfalls that await unwary writers and

speakers whether the issues relate to grammar, punctuation, word choice, or pronunciation.

Now in the third edition, readers will find the "Garner's Language-Change Index," which registers where each disputed usage in modern English falls on a five-stage continuum from nonacceptability (to the language community as a whole) to acceptability, giving the book a consistent standard throughout. *Garner's Modern American Usage, 3e* is the first usage guide ever to incorporate such a language-change index, and the judgments are based both on Garner's own original research in linguistic corpora and on his analysis of hundreds of earlier studies. Another first in this edition is the panel of critical readers: 120-plus commentators who have helped Garner reassess and update the text, so that every page has been improved. (Amazon.com)

Guide to Effective Military Writing, 3rd ed.

William A. McIntosh
Mechanicsburg, PA: Stackpole Books, 2003
DKL Call # TBD

With the advent of the Internet, servicemembers are writing more than ever. But are they writing effectively and persuasively? Many are not. This revised, updated edition provides the basics of correct and effective military communication, with emphasis on substance, organization of content, and style, along with editing techniques and military and civilian formats. (Amazon.com)

The Handbook of Technical Writing, 10th ed.

Gerald J. Alred, Charles T. Brusaw, and Walter E. Oliu
Boston: Bedford/St. Martins, 2012
DKL Call # [T11 .B78 2012](#)

Now in its tenth edition, this classic book remains the complete technical writing reference for students and professionals alike. Alphabetically organized and easy-to-use, its nearly 400 entries provide guidance for writing all the most common types of professional documents and correspondence, including reports, proposals, manuals, memos, and white papers. Abundant real-world sample documents and visuals throughout the book demonstrate effective technical communication, reflecting current practices for formatting documents and using email. In addition, advice for organizing, researching, writing, and revising complements thorough treatment of grammar, usage, style, and punctuation to provide comprehensive help with writing skills. This edition has been thoroughly revised to include updated advice for analyzing the context of different writing situations, using and integrating visuals, and dealing with ethical concerns in technical writing. Expanded coverage of the latest types of writing for the Web discusses FAQs and blogs as forms of collaborative writing and business promotion. New Digital Tips focus on using technology to assist with writing tasks, such as using wikis for collaborative documents. (Amazon.com)

***Learn English Paragraph Writing Skills:
ESL Paragraph Essentials for International Students, 2nd ed.***

Stephen E. Dew
CreateSpace Independent Publishing Platform, 2013
DKL Call # TBD

Learn English Paragraph Writing Skills is an academic writing skills guide for International ESL students. The book is the first in a series of academic writing handbooks for international undergraduates, graduates, high school students, and mature age students of English as a second language. It was designed as a supplementary guide to support IELTS and ESL students' regular English classes. (Amazon.com)

The Little, Brown Handbook

H. Ramsey Fowler and Jane E. Aaron
Boston: Pearson, 2012
DKL Call # [PE1112 .F64 2012](#)

The Little, Brown Handbook provides reliable and thorough coverage of handbook basics--the writing process, grammar and usage, research and documentation--while also giving detailed discussions of critical reading, academic writing, reading and writing arguments, writing in the disciplines, and public writing. Widely used by both experienced and inexperienced writers, *The Little, Brown Handbook* works as both a comprehensive classroom text and an accessible reference guide. (Amazon.com)

***A Manual for Writers of Research Papers, Theses, and Dissertations:
Chicago Style for Students and Researchers, 8th ed.***

Kate L. Turabian; revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Press editorial staff
Chicago: University of Chicago Press, 2013
DKL Call # [LB2369 .T87 2013](#)

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. (Amazon.com)

The Naval Institute Guide to Naval Writing, 3rd ed.

Robert Shenk

Annapolis, MD: Naval Institute Press, 2008

DKL Call # [VB255 .S54 2008](#)

Written by a naval officer who taught English at two service academies, this is the Third Edition of the premier guide to professional writing for the naval services. The book is widely used by officers, enlisted men and women, and civilians in both the Navy and Marine Corps. Shenk provides sound, practical advice on all common naval writing assignments. This third edition adds a new chapter on writing emails and updates the whole book to take account of the way naval writing is done in today's computer age. (Amazon.com)

NOTE: *Other handbooks articulate the requirements of academic writing.*

Publication Manual of the American Psychological Association, 6th ed.

American Psychological Association

Washington: American Psychological Association, 2010

DKL Call # [BF76.7 .P83 2010](#)

The *Publication Manual* is the style manual of choice for writers, editors, students, and educators. Although it is specifically designed to help writers in the behavioral sciences and social sciences, anyone who writes non-fiction prose can benefit from its guidance. The newly-revised Sixth Edition has not only been rewritten. It has also been thoroughly rethought and reorganized, making it the most user-friendly *Publication Manual* the APA has ever produced... When you need advice on how to present information, including text, data, and graphics, for publication in any type of format--such as college and university papers, professional journals, presentations for colleagues, and online publication--you will find the advice you're looking for in the *Publication Manual*. (Amazon.com)

The Scott, Foresman Handbook for Writers, 8th ed.

John Ruskiewicz, Christy E. Friend, et al.

Boston: Longman, 2011

DKL Call # [PE1408 .H2968 2011](#)

Known for innovation you can use, this comprehensive handbook leads the field in addressing research, argument, and the most current issues in composition. *The Scott Foresman Handbook* is designed to anticipate the questions of student writers and answer them clearly, fully, and imaginatively. It supports the multiple dimensions of a writer's work - including language, reading, argument, research, technology, visual learning, and

more. The Eighth Edition... continues to break new ground by thinking about how writers may respond to the emerging technologies and theories that impact communication. It is a valuable resource and the ideal guide to help students write in the college classroom and beyond. (Amazon.com)

Simon & Schuster Handbook for Writers, 10th ed.

Lynn Quitman Troyka and Douglas Hesse

New York: Pearson, 2012

DKL Call # [PE1408 .T696 2012](#)

The Simon & Schuster Handbook for Writers, from trusted authors Lynn Troyka and Doug Hesse, provides both composition students and instructors with the support they need to be successful. The handbook is available in an Annotated Instructor's Edition and has exercises and student samples throughout. *The Simon & Schuster Handbook for Writers* is also accompanied by MyCompLab, a valuable online tool featuring an online composing and portfolio space, interactive eBook, integrated learning resources, and tutoring services. The Troyka/Hesse family of handbooks provides the most balanced coverage of the writing process, grammar, research, and topics important to today's students. Both respected teachers and authors, Troyka and Hesse give practical advice to students about the writing they will do in composition courses, in other classes, and in the world beyond. (Amazon.com)

The Thinker's Thesaurus: Sophisticated Alternatives to Common Words, 3rd ed.

Peter E. Meltzer

New York: W. W. Norton and Company, 2015

DKL Call # [PE1408 .T696 2012](#)

This entertaining and informative reference features sophisticated and surprising alternatives to common words together with no-fail guides to usage. Avoiding traditional thesauruses' mundane synonym choices, Peter E. Meltzer puts each word—whether it's protreptic, apostrophize, iracund, or emulous—in context by using examples from a broad range of contemporary books, periodicals, and newspapers. His new introduction makes the case for why we should widen our vocabulary and use the one right word. This groundbreaking thesaurus remains a unique venture, one that enriches your writing while helping you find the perfect word.

Writing Matters: A Handbook for Writing and Research

Rebecca Moore Howard

New York: McGraw-Hill, 2014

DKL Call # [PE1408 .H685247 2014](#)

This comprehensive version of *Writing Matters* unites research, reasoning, documentation, grammar, and style into a cohesive whole, helping students see the conventions of writing as a network of responsibilities writers have ... to other writers. *Writing Matters* emphasizes the responsibility writers share, whether collaborating online in peer review or conducting research with digital and print sources, to treat information fairly and accurately and to craft writing that is unique and original—their own! ... to the audience. *Writing Matters*

emphasizes the need to use conventions appropriate to the readership, to write clearly, and to provide readers with the information and interpretation they need to make sense of a topic. ... to the topic. *Writing Matters* encourages writers to explore a topic thoroughly and creatively, to assess sources carefully, and to provide reliable information at a depth that does the topic justice. ... to themselves. *Writing Matters* encourages writers to take their writing seriously and to approach writing tasks as an opportunity to learn about a topic and to expand their scope as writers. Students are more likely to write well when they think of themselves as writers rather than as error-makers. (Amazon.com)

Literature Reviews

Conducting Research Literature Reviews: From the Internet to Paper, 3rd ed.

Arlene Fink

Thousand Oaks, CA: SAGE Publications, 2010

DKL Call # [Q180.55.M4 F56 2010](#)

The Third Edition of *Conducting Literature Reviews: From the Internet to Paper* provides readers with an accessible but in-depth look at how to synthesize research literature. Bestselling author Arlene Fink shows researchers how to justify the need for and significance of research and explain a study's findings. Key updates to the Third Edition: presents nearly a hundred new online examples and references from the social, behavioral, and health sciences; offers a revised and updated list of online articles databases; includes case studies in the use of major online databases; expands the exercises at the end of the chapter to include more online searching; clarifies some of the basic concepts of research that are essential in making judgments about the quality of research methods; incorporates more examples and clearer explanations of the differences between research design validity (internal and external) and measurement validity; introduces the major formal systems for evaluating the literature's methodological quality; provides more qualitative research examples and information on how to evaluate their quality; illustrates in greater detail how to write up reviews and how others have done it; [and] contains nearly 100 PowerPoint slides linked to each of the five chapters available at www.sagepub.com/fink3einstr. (Amazon.com)

Doing a Literature Review: Releasing the Social Science Research Imagination

Chris Hart

Thousand Oaks, CA: SAGE Publications, 2008

DKL Call # [H62 .H2566 2008](#)

"This book can provide an excellent framework for bolstering what is often an experiential process - doing a literature review. It is best seen alongside the supervisor, as a guide, through the multidimensional sea of academic literature." - *British Educational Research Journal* (Goodreads.com)

Doing Your Literature Review: Traditional and Systemic Techniques

Jill K. Jesson, Lydia Matheson, and Fiona M. Lacey

Thousand Oaks, CA: SAGE Publications 2011

DKL Call # [H62 .J44 2011](#)

This highly accessible book guides students through the production of either a traditional or a systematic literature review, clearly explaining the difference between the two types of review, the advantages and disadvantages of both, and the skills needed. It gives practical advice on reading and organizing relevant literature and critically assessing the reviewed field. Contents include using libraries and the Internet, note-making, presentation, critical analysis, referencing, plagiarism, and copyright. (Amazon.com)

Writing Literature Reviews: A Guide for Students of the Social and Behavioral Sciences

Jose L. Galvan

Glendale, CA: Pyczak Publishing, 2013

DKL Call # [H62 .G35 2013](#)

“Practical, how-to guide on writing lit reviews. The examples and activities make [application] easier. Would recommend it to any novice writer!” (Review on Amazon.com)

Writing with Sources: A Guide for Students, 2nd ed.

Gordon Harvey

Indianapolis, IN: Hackett Publishing Company, 2008

DKL Call # [PE1478 .H37 2008](#)

See PLAGIARISM for description.

Mathematics and Numbers

The Chicago Guide to Writing about Numbers

Jane E. Miller

Chicago: University of Chicago Press, 2004

DKL Call # [T11 .M485 2004](#)

The Chicago Guide to Writing about Numbers helps bridge the gap between good quantitative analysis and good expository writing. Field-tested with students and professionals alike, this book shows writers how to think about numbers during the writing process. Miller begins with twelve principles that lay the foundation for good writing about numbers. Conveyed with real-world examples, these principles help writers assess and evaluate the best strategy for representing numbers. She next discusses the fundamental tools for presenting numbers—tables, charts, examples, and analogies—and shows how to use these tools within the framework of the twelve principles to organize and write a complete paper. By providing basic guidelines for successfully using numbers in prose, *The Chicago Guide to Writing about Numbers* will help writers of all kinds clearly and effectively tell a story with numbers as evidence. (Amazon.com)

Handbook of Writing for the Mathematical Sciences, 2nd ed.

Nicholas J. Higham

Philadelphia: Society for Industrial and Applied Mathematics, 1998

DKL Call # [QA42 .H54 1998](#)

The subject of mathematical writing has been infused with life once again by Nick Higham as he follows up his successful *HWMS* volume with this much-anticipated second edition. As is Higham's style, the material is enlivened by anecdotes, unusual paper titles, and humorous quotations. This... volume provides even more information on the issues you will face when writing a technical paper or talk, from choosing the right journal in which to publish to handling your references. Its overview of the entire publication process is invaluable for anyone hoping to publish in a technical journal. The original book has been completely revised, making use of feedback from readers as well as Higham's own large file of ideas based on his experiences in reading, writing, editing, examining, and supervising theses. (Amazon.com)

Writing Math Research Papers: A Guide for Students and Instructors

Robert Gerver

Charlotte, NC: Information Age Publishing, 2013

DKL Call # [QA42 .G47 2013](#)

Mathematics research papers provide a forum for all mathematics enthusiasts to exercise their mathematical experience, expertise, and excitement. The research paper process epitomizes the differentiation of instruction, as each student chooses their own topic and extends it as far as their desire takes them. The features and

benefits of the research paper process offer a natural alignment with all eight Common Core State Standards for Mathematical Practice. *Writing Math Research Papers* serves both as a text for students and as a resource for instructors and administrators. It systematically describes the steps involved in creating a mathematics research paper and an oral presentation. The chapters offer tips on technical writing, formatting, and preparing visual aids. For instructors and administrators, the book covers the logistics necessary in setting up a mathematics research program in a high school setting. (Amazon.com)

Plagiarism

***Doing Honest Work in College:
How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success,
2nd ed.***

Charles Lipson

Chicago: University of Chicago Press, 2008

DKL Call # [PN171 .F56L56 2008](#)

Since its publication in 2004, *Doing Honest Work in College* has become an integral part of academic integrity and first-year experience programs across the country. This helpful guide explains the principles of academic integrity in a clear, straightforward way and shows students how to apply them in all academic situations—from paper writing and independent research to study groups and lab work. Teachers can use this book to open a discussion with their students about these difficult issues. Students will find a trusted resource for citation help whether they are studying comparative literature or computer science. Every major reference style is represented. Most important of all, many universities that adopt this book report a reduction in cheating and plagiarism on campus. For this second edition, Charles Lipson has updated hundreds of examples and included many new media sources. There is now a full chapter on how to take good notes and use them properly in papers and assignments. The extensive list of citation styles incorporates guidelines from the American Anthropological Association. The result is the definitive resource on academic integrity that students can use every day. (Amazon.com)

***Plagiarism:
A How-Not-To Guide for Students***

Barry Gilmore

Portsmouth, NH: Heinemann Publishing, 2009

DKL Call # [PN167 .G46 2009](#)

In *Plagiarism: A How-Not-To Guide for Students*, Barry Gilmore follows up on his teacher's guide *Plagiarism: Why It Happens How to Prevent It*. Gilmore doesn't sugarcoat plagiarism, but he offers writers reasoned and reasonable solutions. His savvy handbook speaks directly to students in lively language about what plagiarism is and how it happens, presents case studies drawn from real-world events as well as student examples, never talks down and invites students to think and talk about plagiarism, [and] outlines the consequences of plagiarism without resorting to fear or intimidation. Gilmore provides all the dos and don'ts students need. With his book, students will get explicit guidelines for MLA and APA citation, find out how to use search engines well and document their results appropriately, learn to properly summarize and paraphrase third-party material, [and] understand what is common knowledge and what isn't. (Amazon.com)

Plagiarism: Why It Happens, How to Prevent It

Barry Gilmore

Portsmouth, NH: Heinemann Publishing, 2008

DKL Call # [PN167 .G47 2008](#)

You dread confronting students who have plagiarized. But every year you have to. By the time you detect a simple citation mistake or a research misdemeanor, it's too late. The right prevention strategy can reduce or eliminate the incidence of plagiarism. And in Barry Gilmore's *Plagiarism*, you'll get classroom-tested prevention strategies and much more. Copycats aren't all the same. Some are dishonest, some merely confused. That's why Barry Gilmore... presents a full menu of strategies for prevention... Use *Plagiarism* to build students' understanding of plagiarism and set expectations for academic honesty. Use the *Plagiarism* Study Guide with colleagues to discuss and implement Gilmore's prevention techniques in your department... Watch how *Plagiarism*'s approach helps students detect plagiarism before you ever have to. And for those times when you must confront academic dishonesty, *Plagiarism* models effective detection and response. It tells you how to turn writing's worst offense into a powerful teaching moment. You'll help students understand the seriousness of the issue, learn prewriting and research strategies that encourage originality, [and] write in their own voices. (Amazon.com)

Preventing Plagiarism: Tips and Techniques

Laura Hennessey DeSena

Urbana, IL: National Council of Teachers of English, 2007

DKL Call # [PN167 .D47 2007](#)

For many teachers, identifying and combating plagiarism in students writing has become a frustrating and time-consuming process. In this practical guide, Laura Hennessey DeSena seeks to help alleviate some of this frustration by offering teachers effective strategies for heading off plagiarism at its sources. DeSena argues for creating assignments that emphasize students' original thinking, through free writing and the use of primary sources. In doing so, we can help build their confidence and critical thinking skills so that they are less likely to rely on online paper mills or copy and paste from other sources. In this book, you'll discover how to generate research topics across the content areas; identify electronic and print-based plagiarism in student papers; design a three-part research paper assignment that emphasizes the subjective eye/I in the research process; provide models of literary criticism that demonstrate how professionals use solid research and organization to support their arguments; [and] avoid plagiarism in a multicultural context, including strategies for working with second language students who may have been taught different approaches to composition and research writing. (Amazon.com)

Using Sources Effectively: Strengthening Your Writing and Avoiding Plagiarism

Robert A. Harris

Glendale, CA: Pyczak Publishing, 2011

DKL Call # [LB2369 .H324 2011](#)

"This book is useful for all. It walks the reader step by step through the entire process of putting together a

research paper, such as how to select a decent topic, how to find sources, how to evaluate the quality and validity of sources, how to use these sources with proper summaries and paraphrases, and how to cite these sources properly. If I return to teaching introduction to composition or even intro to writing at the graduate level, this book will be my main textbook.” (Review on Amazon.com)

What Every Student Should Know About Avoiding Plagiarism

Linda Stern

New York: Pearson/Longman, 2007

DKL Call # [PN167 .S74 2007](#)

Students will take plagiarism seriously and understand its consequences with this timely and effective supplement. Here, source usage methods -- summary, paraphrase, and quotation -- are explained with examples. The most common types of plagiarism are discussed, from simple mistakes such as forgetting to use quotation marks when using someone else's exact words, or failing to acknowledge another's thoughts and ideas, to wholesale fraudulence, such as purchasing student papers from online sites and claiming them as one's own work. A brief essential guide to citing sources using both MLA and APA documentation styles is also included. (Amazon.com)

Writing with Sources: A Guide for Students, 2nd ed.

Gordon Harvey

Indianapolis, IN: Hackett Publishing Company, 2008

DKL Call # [PE1478 .H37 2008](#)

Developed for Harvard University's Expository Writing Program, *Writing with Sources* describes the main principles and methods of integrating and citing sources in scholarly work and provides cogent guidance on avoiding the misuse of sources. The Second Edition of *Writing with Sources* is updated throughout and includes new material on the roles sources play in argument, on assessing the reliability of sources, and on attitudes about writing that can lead to plagiarism. (Amazon.com)

Politics and National Security

Political Science Research Methods, 7th ed.

Janet Buttolph Johnson and H. T. Reynolds

Los Angeles: CQ Press, 2012

DKL Call # [JA71 .J55 2012](#)

Political Science Research Methods set the standard for being relevant, comprehensive, and ever mindful of its student audience. With the seventh edition, the authors further refine their popular text... Updates to this new edition include new case studies of political science research in chapter 1 from causes of income inequality, to repression of human rights, to judicial decision making that serve as touch points throughout the book; updated discussion in chapter 2 about the empirical approach to political science; a heavily revamped chapter 3 with clearer guidance on how to develop research questions along with steps for doing a literature review... ; new extended case study on polling and the health care debate in chapter 7 on sampling; greater explanation of how to do content analysis in chapter 9 on document analysis; separate chapters for descriptive and inferential statistics... ; and a brand new annotated research article in chapter 15. (Amazon.com)

Writing Classified and Unclassified Papers in the Intelligence Community

James S. Major

Lanham, MD: Scarecrow Press, 2009

DKL Call # [JK468.I6 M3335 2009](#)

Since 9/11, the profession of intelligence has come under increased scrutiny. Written products have been criticized for lack of clarity or for unconvincing arguments. Nations have gone to war based on what was considered the best available intelligence, only to learn later that it had been flawed. A lack of standards for written products across the Intelligence Community has adversely impacted those products and those who depend upon them. *Writing Classified and Unclassified Papers for National Security* is designed to serve as a style guide for those in the intelligence profession and for those aspiring to that career and pursuing studies in intelligence, national security, homeland security, or homeland defense. It provides essential information and guidelines regarding the preparation of written products to satisfy the intended consumers. This desktop reference is essential for career intelligence professionals and as a reference book for students. (Amazon.com)

Writing a Research Paper in Political Science: A Practical Guide to Inquiry, Structure, and Methods

Lisa A. Baglione

Thousand Oaks, CA: CQ Press, 2012

DKL Call # [JA86 .B24 2012](#)

Even students capable of writing excellent essays still find their first major political science research paper an intimidating experience. Crafting the right research question, finding good sources [and] properly summarizing them, operationalizing concepts and designing good tests for their hypotheses, [and] presenting and analyzing quantitative as well as qualitative data are all tough-going without a great deal of guidance and encouragement.

This writing guide breaks down the research paper into its constituent parts and shows students what they need to do at each stage to successfully complete components until the paper is finished. Even writing an introduction, coming up with effective headings and titles, presenting a conclusion, and the important steps of editing and revising are covered with class-tested advice and know-how. (Amazon.com)

Reading Skills

The Complete Idiot's Guide to Critical Reading

Amy Wall and Regina Wall

New York: Penguin, 2005

DKL Call # [PE1408 .W313215 2005](#)

What students know about Shakespeare, Orwell, Dickens, and Twain is primarily what their instructors tell them. Here's a book that teaches the students how to move on to the next level—evaluate and read critically on their own, trust their own opinions, develop original ideas, analyze characters, and find a deeper appreciation for fiction, non-fiction, poetry, and more. (Amazon.com)

Critical Reading and Writing for Postgraduates, 2nd ed.

Mike Wallace and Alison Wray

Thousand Oaks, CA: SAGE Publications, 2011

DKL Call # [LB2395.3 .W35 2011](#)

In *Critical Reading and Writing for Postgraduates, Second Edition*, the authors show students how to read critically and how to write using critical techniques. This book is a 'must-have' resource for postgraduate students and early-career academics. It has been expanded and updated to include:

- A range of examples encompassing disciplinary areas including linguistics, education, business and management
- Commentaries on using e-resources and features of e-research
- New and additional material available online including access to journal articles

This book is for postgraduate students, methods course tutors and researchers. (Amazon.com)

Critical Thinking: An Introduction to Analytical Reading and Reasoning, 2nd ed.

Larry Wright

Oxford: Oxford University Press, 2012

DKL Call # [B809.2 .W75 2013](#)

Critical Thinking: An Introduction to Analytical Reading and Reasoning, Second Edition, provides a nontechnical vocabulary and analytic apparatus that guide students in identifying and articulating the central patterns found in reasoning and in expository writing more generally. Understanding these patterns of reasoning helps students to better analyze, evaluate, and construct arguments and to more easily comprehend the full range of everyday arguments found in ordinary journalism.

Critical Thinking, Second Edition, distinguishes itself from other texts in the field by emphasizing analytical

reading as an essential skill. It also provides detailed coverage of argument analysis, diagnostic arguments, diagnostic patterns, and fallacies.

Opening with two chapters on analytical reading that help students recognize what makes reasoning explicitly different from other expository activities, the text then presents an interrogative model of argument to guide them in the analysis and evaluation of reasoning. This model allows a detailed articulation of "inference to the best explanation" and gives students a view of the pervasiveness of this form of reasoning. The author demonstrates how many common argument types--from correlations to sampling--can be analyzed using this articulated form. He then extends the model to deal with several predictive and normative arguments and to display the value of the fallacy vocabulary.

Ideal for introductory courses in critical thinking, critical reasoning, informal logic, and inductive reasoning, *Critical Thinking*, Second Edition, features hundreds of exercises throughout and includes worked-out solutions and additional exercises (without solutions) at the end of each chapter. An Instructor's Manual--offering solutions to the text's unanswered exercises and featuring other pedagogical aids--is available on the book's Companion Website at www.oup.com/us/wright. (Amazon.com)

Critical Thinking, Reading, and Writing: A Brief Guide to Argument, 7th ed.

Sylvan Barnet and Hugo Bedau

New York: Bedford St. Martin's, 2011

DKL Call # [PE1431 .C75 2011](#)

Critical Thinking, Reading, and Writing is a compact but complete guide to critical thinking and argumentation. Comprising the text portion of the widely adopted Current Issues and Enduring Questions, it draws on the authors' dual expertise in effective persuasive writing and comprehensive rhetorical strategies to help students move from critical thinking to argumentative and researched writing. This extraordinarily versatile text includes comprehensive coverage of classic and contemporary approaches to argument, from Aristotelian to Toulmin, to a new chapter on rhetorical analysis of pop culture texts, as well as 35 readings (including e-Pages that allow students to take advantage of working with multimodal arguments on the Web), and a casebook on the state and the individual. This affordable guide can stand alone or supplement a larger anthology of readings. (Amazon.com)

Developing Critical Reading Skills, 9th ed.

Deanne Spears

New York: McGraw-Hill, 2013

DKL Call # [LB2395.3 .M55 2013](#)

Although the world has changed a lot since the first edition, the underlying premise of *Developing Critical Reading Skills* has not. The premise of the text is that good reading and clear thinking go hand in hand. For this reason, it emphasizes practice in sustained, analytical reading. Students first work with high-quality short passages before moving on to more substantive pieces of greater complexity. The readings explore diverse

subjects: anthropology, sports, human behavior, politics, social policy, education, ethics, autobiography, personal reminiscence, the minority and immigrant experience, humor, satire, and so forth. The passages also reflect diverse writing styles, thereby giving students the experience of reading high-level prose by its best practitioners.

This book succeeds when students become more self-assured about their reading and when they recognize that reading well—with confidence, fluency, and enjoyment—is a significant part of their emotional and academic lives. As the book’s epigram by Tobias Wolff says: “A true piece of writing is a dangerous thing. It can change your life.” Students will feel genuine excitement when they encounter a writer who shows them a new way of looking at their lives and at the world. It is this feeling—this inspiration—that Deanne Spears imparts. (Amazon.com)

How to Read a Book: The Classic Guide to Intelligent Reading, Rev. Ed.

Mortimer Adler and Charles Van Doren

New York: Simon & Schuster, 1972

DKL Call # [PN83 .A43 1972](#)

With half a million copies in print, *How to Read a Book* is the best and most successful guide to reading comprehension for the general reader, completely rewritten and updated with new material.

Originally published in 1940, this book is a rare phenomenon, a living classic that introduces and elucidates the various levels of reading and how to achieve them—from elementary reading, through systematic skimming and inspectional reading, to speed reading. Readers will learn when and how to “judge a book by its cover,” and also how to X-ray it, read critically, and extract the author’s message from the text.

Also included is instruction in the different techniques that work best for reading particular genres, such as practical books, imaginative literature, plays, poetry, history, science and mathematics, philosophy and social science works.

Finally, the authors offer a recommended reading list and supply reading tests you can use to measure your own progress in reading skills, comprehension, and speed. (Amazon.com)

Thinker’s Guide to How to Read a Paragraph: The Art of Close Reading, 2nd ed.

Richard Paul and Linda Elder

Tomales, CA: Foundation for Critical Thinking Press, 2014

DKL Call # [LB1050.45 .P38 2014](#)

Skilled readers do not read blindly, but purposely. They have an agenda, goal, or objective. Their purpose, together with the nature of what they are reading, determines how they read. They read in different ways in different situations for different purposes. Of course, reading has a nearly universal purpose: to figure out what an author has to say on a given subject. How you read should be determined in part by what you read. Reflective readers read a textbook, for example, using a different mindset than they use when reading an article in a

newspaper. Furthermore, reflective readers read a textbook in biology differently from the way they read a textbook in history. The reflective mind improves its thinking by reflectively thinking about it. Likewise, it improves its reading by reflectively thinking about how it is reading. It moves back and forth between the cognitive (thinking) and the meta-cognitive (thinking about thinking). It moves forward a bit, then loops back upon itself to check on its own operations. It checks its tracks. It makes good its ground. It rises above itself and exercises oversight on itself. One of the most important abilities that a thinker can have is the ability to monitor and assess his or her own thinking while processing the thinking of others. In reading, the reflective mind monitors how it is reading while it is reading. The foundation for this ability is knowledge of how the mind functions when reading well. Having recognized this, we should also recognize that there are core reading tools and skills for reading any substantive text. These tools and skills are the focus of this guide. (Amazon.com)

Sciences, General

The Chicago Guide to Communicating Science

Scott L. Montgomery

Chicago: University of Chicago Press, 2003

DKL Call # [T10.5 .M65 2003](#)

Whether you are a graduate student or a senior scientist, your reputation rests on the ability to communicate your ideas and data. In this straightforward and accessible guide, Scott L. Montgomery offers detailed, practical advice on crafting every sort of scientific communication, from research papers and conference talks to review articles, interviews with the media, e-mail messages, and more. Montgomery avoids the common pitfalls of other guides by focusing not on rules and warnings but instead on how skilled writers and speakers actually learn their trade - by imitating and adapting good models of expression. Moving step-by-step through samples from a wide variety of scientific disciplines, he shows precisely how to choose and employ such models, where and how to revise different texts, how to use visuals to enhance your presentation of ideas, why writing is really a form of experimentation, and more. (Amazon.com)

The Craft of Scientific Presentations: Critical Steps to Succeed and Critical Errors to Avoid, 2nd ed.

Michael Alley

New York: Springer, 2013

DKL Call # [Q223 .A38 2013](#)

The Craft of Scientific Presentations, 2nd edition aims to strengthen you as a presenter of science and engineering. The book does so by identifying what makes excellent presenters such as Brian Cox, Jane Goodall, Richard Feynman, and Jill Bolte Taylor so strong. In addition, the book explains what causes so many scientific presentations to flounder.

One of the most valuable contributions of this text is that it teaches the assertion-evidence approach to scientific presentations. Instead of building presentations, as most engineers and scientists do, on the weak foundation of topic phrases and bulleted lists, this assertion-evidence approach calls for building presentations on succinct message assertions supported by visual evidence. Unlike the commonly followed topic-subtopic approach that PowerPoint leads presenters to use, the assertion-evidence approach is solidly grounded in research.

By showing the differences between strong and weak presentations, by identifying the errors that scientific presenters typically make, and by teaching a much more powerful approach for scientific presentations than what is commonly practiced, this book places you in a position to elevate your presentations to a high level. In essence, this book aims to have you not just succeed in your scientific presentations, but excel. (Amazon.com)

The Craft of Scientific Writing

Michael Alley

New York: Springer, 1996

DKL Call # [T11 .A37 1996](#)

Designed to help both professional and student scientists and engineers write clearly and effectively, this text approaches the subject in a fresh way. Using scores of examples from a wide variety of authors and disciplines, the author - himself a writer and physicist - demonstrates the difference between strong and weak scientific writing and how to convey ideas to the intended audience. In addition, he gives advice on how to start writing and how to revise drafts, including many suggestions about approaching a wide variety of tasks - from laboratory reports to grant proposals, from internal communications to press releases - as well as a concise guide to appropriate style and usage. (Amazon.com)

Enjoy Writing Your Science Thesis or Dissertation!

A Step by Step Guide to Planning and Writing Dissertations and Theses for Undergraduate and Graduate Science Students

Daniel Holtom and Elizabeth Fisher

River Edge, NJ: World Scientific Publishing Company, 1999

DKL Call # [T11 .H582 1999](#)

A guide to good dissertation and thesis writing [that] is written in an accessible style with cartoons and real-life anecdotes. It outlines the rules and conventions of scientific writing - particularly for dissertations and theses - and gives the reader practical advice about planning, writing, editing, presenting, and submitting a successful dissertation or thesis. The book can be used either as a guide from day one of a degree course or as a quick reference when deadlines are looming. (Amazon.com)

ESL Resource Book for Engineers and Scientists

Elaine Campbell, PhD

New York: Wiley, 1995

DKL Call # [PE1128 .C333 1995](#)

Quickly master the rules and conventions of effective technical communications for the North American workplace. This unique resource book was specially designed for engineers, scientists, and other technical professionals for whom English is an adopted language. Its step-by-step guidelines, clear explanations, and carefully paced practice exercises will help you communicate more effectively... Numerous real-life examples make it easy for you to master the elements of English grammar, tone, and style, as well as the special formal requirements for writing clear and effective technical documentation... Important topics covered include general English language writing practices—a practical guide to the correct use of grammar, style, and tone; special requirements for procedures, specifications, technical documentation, activity reports, and other forms of technical communication—includes real-life examples from commercial, government, and nonprofit settings; how to listen and speak more effectively in the North American technical workplace; and how to understand idiomatic language and use it appropriately, whether writing or speaking. (Amazon.com)

The Handbook of Technical Writing, 10th ed.

Gerald J. Alred, Charles T. Brusaw, and Walter E. Oliu
Boston: Bedford/St. Martins, 2012
DKL Call # [T11 .B78 2012](#)

Now in its tenth edition, this classic book remains the complete technical writing reference for students and professionals alike. Alphabetically organized and easy-to-use, its nearly 400 entries provide guidance for writing all the most common types of professional documents and correspondence, including reports, proposals, manuals, memos, and white papers. Abundant real-world sample documents and visuals throughout the book demonstrate effective technical communication, reflecting current practices for formatting documents and using email. In addition, advice for organizing, researching, writing, and revising complements thorough treatment of grammar, usage, style, and punctuation to provide comprehensive help with writing skills. This edition has been thoroughly revised to include updated advice for analyzing the context of different writing situations, using and integrating visuals, and dealing with ethical concerns in technical writing. Expanded coverage of the latest types of writing for the Web discusses FAQs and blogs as forms of collaborative writing and business promotion. New Digital Tips focus on using technology to assist with writing tasks, such as using wikis for collaborative documents. (Amazon.com)

How to Write and Publish a Scientific Paper

Robert A. Day and Barbara Gastel
Santa Barbara, CA: Greenwood Press, 2011
DKL Call # [T11 .D33 2011](#)

To be useful, scientific research needs to be explained clearly to others -- to colleagues, to administrators, to foundations and governmental bodies, and to the public. This thoroughly revised edition of the classic *How to Write and Publish a Scientific Paper* gives beginning scientists and experienced researchers alike practical advice on writing about their work and publishing what they write. The core of the book consists of a how-to guide to writing and publishing research articles for scientific journals, explaining every step of the process, from choosing a suitable journal for your work to presenting the results and citing references. *How to Write and Publish a Scientific Paper* is the essential guide every scientist needs to achieve success in today's competitive environment. (Amazon.com)

Research Methods for Science

Michael P. Marder
Cambridge: Cambridge University Press, 2011
DKL Call # [Q180.55.M4 .M32 2011](#)

A unique introduction to the design, analysis, and presentation of scientific projects, this is an essential textbook for students in science and mathematics. The textbook gives an overview of the main methods used in scientific research, including hypothesis testing, the measurement of functional relationships, and observational research. It describes important features of experimental design, such as the control of errors, instrument calibration,

data analysis, laboratory safety, and the treatment of human subjects. Important concepts in statistics are discussed, focusing on standard error, the meaning of p values, and use of elementary statistical tests. The textbook introduces some of the main ideas in mathematical modeling, including order-of-magnitude analysis, function fitting, Fourier transforms, recursion relations, and difference approximations to differential equations. It also provides guidelines on accessing scientific literature, and preparing scientific papers and presentations. (Amazon.com)

***Scientists Must Write:
A Guide to Better Writing for Scientists, Engineers and Students, 2nd ed.***

Robert Barrass

London; New York: Routledge, 2002

DKL Call # [T11 .B27 2002](#)

Good writing and communication skills are essential in many areas of science and engineering to help observation, thinking and remembering; to organize work; and to avoid stress. Written by a scientist for scientists, this book is much more than a textbook of English grammar – it is a valuable source of information for all aspects of writing in scientific and technical situations. The only book focusing on the ways in which writing is important to the scientific community, this book assists readers on how to write and [how to choose] words; using numbers and illustrations; writing project reports, theses, and papers for publication; and giving a short talk or presentation. The new edition of *Scientists Must Write* has been fully revised and updated to take account of the changes in information and communications technology, including word processing and information storage and retrieval; new appendices on punctuation, spelling, and computers; and useful exercises to improve writing. This popular guide will be of great use to undergraduates, postgraduates, professional scientists, and engineers. (Amazon.com)

***Writing Science:
How to Write Papers that Get Cited and Proposals that Get Funded***

Joshua Schimel

New York: Oxford University Press, 2012

DKL Call # [T11 .S35 2012](#)

As a scientist, you are a professional writer: your career is built on successful proposals and papers. Success isn't defined by getting papers into print, but by getting them into the reader's consciousness. *Writing Science* is built upon the idea that successful science writing tells a story. It uses that insight to discuss how to write more effectively. Integrating lessons from other genres of writing with those from the author's years of experience as author, reviewer, and editor, the book shows scientists and students how to present their research in a way that is clear and that will maximize reader comprehension. The book takes an integrated approach, using the principles of story structure to discuss every aspect of successful science writing, from the overall structure of a paper or proposal to individual sections, paragraphs, sentences, and words. It begins by building core arguments, analyzing why some stories are engaging and memorable while others are quickly forgotten, and proceeds to the elements of story structure, showing how the structures scientists and researchers use in papers and proposals fit into classical models. The book targets the internal structure of a paper, explaining how to

write clear and professional sections, paragraphs, and sentences in a way that is clear and compelling. The ideas within a paper should flow seamlessly, drawing readers along. The final section of the book deals with special challenges, such as how to discuss research limitations and how to write for the public. *Writing Science* is a much-needed guide to succeeding in modern science. Its insights and strategies will equip science students, scientists, and professionals across a wide range of scientific and technical fields with the tools needed to communicate effectively. (Amazon.com)

Writing Science in Plain English

Anne E. Greene

Chicago: University of Chicago Press, 2013

DKL Call # [T11 .G6814 2013](#)

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. (Amazon.com)

Writing for Science

Robert Goldbort

New Haven, CT: Yale University Press, 2006

DKL Call # [T11 .G626 2006](#)

This exceptional book encompasses the entire range of writing skills that today's experimental scientist may need to employ. Detailed chapters cover every type of science writing, from routine forms, such as laboratory notes, abstracts, and memoranda, to the more complex writing required in dissertations, journal articles, and grant proposals. Using numerous extended examples, the book offers students and professionals alike the thorough, practical advice they need to optimize the effectiveness of their written communications... For working scientists, those seeking employment in the sciences, students taking on writing assignments or oral presentations, and professionals who hope to publish or acquire funding, this volume is an essential resource. (Amazon.com)

Writing and Speaking in the Technology Professions: A Practical Guide, 2nd ed.

Edited by David F. Beer
New York: IEEE Press, 2003
DKL Call # [T11 .W75 2003](#)

Consider that 20 to 50 percent of a technology professional's time is spent communicating with others. Whether writing a memo, preparing a set of procedures, or making an oral presentation, effective communication is vital to your professional success. This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace. The revised and expanded second edition of this popular book completely updates the original, providing authoritative guidance on communicating via modern technology in the contemporary work environment. Two new sections on global communication and the Internet address communicating effectively in the context of increased e-mail and web usage. As in the original, David Beer's Second Edition discusses a variety of approaches, such as writing technical documents that are clear and effective, giving oral presentations more confidently, using graphics and other visual aids judiciously, holding productive meetings, and becoming an effective listener. (Amazon.com)

Social Sciences, General

Doing a Literature Review: Releasing the Social Science Research Imagination

Chris Hart

London: SAGE Publications, 2008

DKL Call # [H62 .H2566 2008](#)

See LITERATURE REVIEW for description.

Historians' Fallacies: Toward a Logic of Historical Thought

David Hackett Fischer

New York: Harper & Row, 1970

DKL Call # [H62 .B2 2007](#)

"If one laughs when David Hackett Fischer sits down to play, one will stay to cheer. His book must be read three times: the first in anger, the second in laughter, the third in respect....The wisdom is expressed with a certain ruthlessness. Scarcely a major historian escapes unscathed. Ten thousand members of the American Historical Association will rush to the index and breathe a little easier to find their names absent." (Amazon.com)

The Practice of Social Research

Earl Babbie

Belmont, CA: Thomson Wadsworth, 2007

DKL Call # [H62 .B2 2007](#)

This thorough revision of Babbie's standard-setting book for the course (known as the "Bible of Social Research Methods") offers students a comprehensive, straightforward introduction to the field of research methods as practiced by sociologists and other social scientists. Emphasizing the importance of the research process, the book shows students how social scientists design research studies, introduces the variety of observation modes used by sociologists, and covers the "how-to's" and "whys" of social research. (Amazon.com)

Real World Research, 4th Ed.

Colin Robson and Kieran McCartan

Hoboken, NJ: Wiley, 2016

DKL Call # TBD

Real World Research provides a clear route-map of the various steps needed to carry out a piece of applied research to a high professional standard. It is accessible to those without a social science background while providing rigorous and fully up-to-date coverage of contemporary issues and debates. It brings together materials and approaches from different social science disciplines, seeing value in both quantitative and qualitative approaches, as well as their combination in mixed-method designs. (Amazon.com)

***Surviving Your Dissertation:
A Comprehensive Guide to Content and Process, 3rd ed.***

Kjell Erik Rudestam and Rae R. Newton
Thousand Oaks, CA: SAGE Publications, 2007

DKL Call # [LB2369 .R83 2007](#)

Like the previous editions of this bestselling text, *Surviving Your Dissertation: A Comprehensive Guide to Content and Process*, Third Edition offers readers guidance that other dissertation guides often miss, from ways to improve one's writing, to identifying one's learning preferences, to dealing with emotional blocks. Using examples from a wide range of disciplines, the authors give readers expert advice on the entire dissertation process: selecting a suitable topic; conducting a literature review; managing data overload; building an argument; presenting the material, data, and results; and working with faculty committees. The entire text has been updated and fresh examples have been added to it... The authors have expanded their coverage of qualitative work and added information about the use of mixed methods to the book. (Amazon.com)

Understanding Research

W. Lawrence Neuman

Boston: Pearson, 2009

DKL Call # [H62 .N3882 2009](#)

Understanding Research is an accessible and visually-appealing introduction to research across a wide range of academic fields and applied professions. It builds a broad foundation that will prepare you for more advanced courses in research and statistics; shows you how to evaluate and understand the significance of published studies; and illustrates the usefulness of research in a variety of real settings... [It] covers all major social research concepts. (Amazon.com)

***Writing Literature Reviews:
A Guide for Students of the Social and Behavioral Sciences***

Jose L. Galvan

Glendale, CA: Pyczak Publishing, 2013

DKL Call # [H62 .G35 2013](#)

See LITERATURE REVIEW for description.

Style

Adios, Strunk and White: A Handbook for the New Academic Essay, 5th ed.

Gary Hoffman and Glynis Hoffman

Huntington Beach, CA: Verve Press, 2011

DKL Call # [PE1408 .H656 2011](#)

The book explains the writing tools strong writers know but never talk about. For professional writers, college students and professors, K-12 teachers, and self-taught writers. Style for business, academic, scientific, and creative writing through concepts that appeal to our rhythmic, spatial sensitivities. Ways to develop a distinct voice, merge style with critical thinking, logic, and research. Everything explained with verve. The Hoffmans practice what they preach. (Amazon.com)

Getting the Words Right: 39 Ways to Improve Your Writing, 2nd ed.

Theodore A. Rees Cheney

Cincinnati: Writer's Digest Books, 2005

DKL Call # [PN162 .C38 2005](#)

When asked by the *Paris Review* what compelled him to rewrite the ending of *A Farewell to Arms* 39 times, Ernest Hemingway replied, "Getting the words right." His answer echoes what every successful writer knows: The secret to all good writing is revision. For more than twenty years, *Getting the Words Right* has helped writers from all professions rewrite, revise, and refine their writing. In this new edition, author Theodore Cheney offers 39 targeted ways you can improve your writing, including how to create smooth transitions between paragraphs; correct the invisible faults of inconsistency, incoherence, and imbalance; overcome problems of shifting point of view and style; [and] express your ideas clearly by trimming away weak or extra words. You'll strengthen existing pieces and every future work by applying the three simple principles—reduce, rearrange, and reword. (Amazon.com)

Elements of Style

William Strunk, Jr.

Radford, VA: Wilder Publications, 2008

DKL Call # [PE1408 .S772 2008](#)

The Elements of Style (1918), by William Strunk, Jr. and E.B. White, is an American English writing style guide. It is the best-known, most influential prescriptive treatment of English grammar and usage and often is required reading and usage in U.S. high school and university composition classes. This edition of *The Elements of Style* details eight elementary rules of usage, ten elementary principles of composition, "a few matters of form," and a list of commonly misused words and expressions. (Goodreads.com)

Rhetorical Grammar: Grammatical Choices, Rhetorical Effects, 8th ed.

Martha J. Kolln and Loretta S. Gray

London: Pearson, 2016

DKL Call # TBD

Rhetorical Grammar encourages writers to recognize and use the grammatical and stylistic choices available to them, and to understand the rhetorical effects of those choices on their readers. Kolln and Gray ask students to regard sentence structure as a toolkit – and its application an artful way to elicit a desired emotion or reaction – rather than a list of tedious rules to remember. In this way, grammar is defined as an intellectual exercise that opens students' minds to the versatility, beauty, and possibilities of language. (Amazon.com)

Style: The Basics of Clarity and Grace, 4th ed.

Joseph M. Williams; rev. by Gregory G. Colomb

Boston: Longman, 2012

DKL Call # [PE1421 .W5455 2012](#)

Style: The Basics of Clarity and Grace reflects the wisdom and clear authorial voice of Williams' best-selling book, *Style: Lessons in Clarity and Grace*, while streamlining every chapter to create a very brief, yet powerfully direct guide to writing with style. The concise clarity of this book makes it a handy reference for anyone interested in good writing. (Amazon.com)

Stylish Academic Writing

Helen Sword

Cambridge, MA: Harvard University Press, 2012

DKL Call # TBD

Elegant data and ideas deserve elegant expression, argues Helen Sword in this lively guide to academic writing. For scholars frustrated with disciplinary conventions, and for specialists who want to write for a larger audience but are unsure where to begin, here are imaginative, practical, witty pointers that show how to make articles and books a pleasure to read—and to write.

Dispelling the myth that you cannot get published without writing wordy, impersonal prose, *Stylish Academic Writing* shows how much journal editors and readers welcome work that avoids excessive jargon and abstraction. Sword's analysis of more than a thousand peer-reviewed articles across a wide range of fields documents a startling gap between how academics typically describe good writing and the turgid prose they regularly produce.

Stylish Academic Writing showcases a range of scholars from the sciences, humanities, and social sciences who write with vividness and panache. Individual chapters take up specific elements of style, such as titles and headings, chapter openings, and structure, and close with examples of transferable techniques that any writer can master. (Amazon.com)

Theses/Dissertations

***The Clockwork Muse:
A Practical Guide to Writing Theses, Dissertations, and Books***

Eviatar Zerubavel

Cambridge, MA: Harvard University Press, 1999

DKL Call # [PN145 .Z47 1999](#)

For anyone who has blanched at the uphill prospect of finishing a long piece of writing, this book holds out something more practical than hope: it offers a plan. *The Clockwork Muse* is designed to help prospective authors develop a workable timetable for completing long and often formidable projects. The idea of dashing off a manuscript in a fit of manic inspiration may be romantic, but it is not particularly practical. Instead, Eviatar Zerubavel, a prolific and successful author, describes how to set up a writing schedule and regular work habits that will take most of the anxiety and procrastination out of long-term writing and even make it enjoyable. The dreaded "writer's block" often turns out to be simply a need for a better grasp of the temporal organization of work. (Amazon.com)

Dissertations and Project Reports: A Step-by-Step Guide.

Cottrell, Stella.

New York: Palgrave Macmillan, 2014

DKL Call # [LB2369 .C68 2014](#)

Tapping into her tried and tested formula for learning, bestselling author of *The Study Skills Handbook*, Stella Cottrell, takes you step-by-step through the key stages of planning, developing, researching, and writing up your dissertation or project report. Whether you are an undergraduate or a postgraduate, this guide:

- Offers comprehensive coverage of the major components essential to producing strong dissertations and project reports
- Gives unique emphasis to the importance of project management skills
- Gets you involved through interactive activities, checklists, and engaging student examples.

Most importantly, it offers the support you need at every stage and will help ensure that the creation of your academic masterpiece is an enjoyable and rewarding experience. (Amazon.com)

***Enjoy Writing Your Science Thesis or Dissertation!
A Step by Step Guide to Planning and Writing Dissertations and Theses for
Undergraduate and Graduate Science Students***

Daniel Holtom and Elizabeth Fisher

River Edge, NJ: World Scientific Publishing Company, 1999

DKL Call # [T11 .H582 1999](#)

See SCIENCE section for description.

***Introducing Research Methodology:
A Beginner's Guide to Doing a Research Project***

Uwe Flick

Thousand Oaks, CA: SAGE Publications, 2011

DKL Call # [H62 .F45713 2011](#)

What makes this guide special is the way in which it is structured and the style used for explanations and clarifications... The book enjoys the benefits of Flick's personal research experience, but also his personal experience in teaching research methodology and supervising students' research projects. The book is addressed to young researchers at the beginning of their career. It represents a clear overview of the main approaches used in social research. Even though research methodology specific to social sciences can be seen as overwhelming in the eyes of the beginners, this book manages to overcome this drawback and create positive orientation for readers to learn. It offers logical and clear guidance, revealing the route that any high quality research needs to follow. (Sorana Saveanu, *Journal of Social Research and Policy*)

Research Methodology: From Philosophy of Science to Research Design

Alexander M. Novikov and Dmitri A. Novikov

Boca Raton, FL: CRC Press, 2013

DKL Call # [Q180.55.M4 N68 2013](#)

This book distinguishes itself from many other works devoted to research methodology and the philosophy of science in its integrated approach towards scientific research, which is regarded as the scientific project on all levels – from philosophy of science to research design. This work studies the basics of the methodology of scientific research and the organization of scientific activity from the viewpoint of systems science and system analysis. The book discusses the basics of the methodology including philosophical, psychological, epistemological and ethical/aesthetical foundations, the characteristics of scientific activity, including principles of scientific cognition, the means and methods of scientific research, the organization of a research implementation process and its chronological structure and finally, the organization of a collective scientific research design. The work should be of interest to researchers, students and professionals in the fields of systems science, cybernetics, systems engineering, philosophy of science and project management, as well as to specialists of applied activity in the fields of operations research, programming, mathematical modeling of decision-making in organizations and economics. (Amazon.com)

***Writing Your Dissertation in Fifteen Minutes a Day:
A Guide to Starting, Revising, and Finishing Your Doctoral Thesis***

Joan Bolker

New York: H. Holt, 1998

DKL Call # [LB2369 .B57 1998](#)

Dissertation writers need strong, practical advice, as well as someone to assure them that their struggles aren't unique. Joan Bolker, midwife to more than one hundred dissertations and co-founder of the Harvard Writing Center, offers invaluable suggestions for the graduate-student writer. Using positive reinforcement, she begins

by reminding thesis writers that being able to devote themselves to a project that truly interests them can be a pleasurable adventure. She encourages them to pay close attention to their writing method in order to discover their individual work strategies that promote productivity; to stop feeling fearful that they may disappoint their advisors or family members; and to tailor their theses to their own writing style and personality needs. Using field-tested strategies, she assists the student through the entire thesis-writing process, offering advice on choosing a topic and an advisor, on disciplining one's self to work at least fifteen minutes each day, [on] setting short-term deadlines, on revising and defining the thesis, and on life and publication after the dissertation. Bolker makes writing the dissertation an enjoyable challenge. (Amazon.com)

How to Write a Better Thesis

David Evans, Paul Gruba, and Justin Zobel
Carlton, Victoria: Melbourne University Press, 2011
DKL Call # [LB2369 .E92 2011](#)

This concise guide emphasizes clear and logical structure as the key to a well-written thesis. The book uses a direct and conversational tone while offering concrete examples of common structural problems and the numerous devices, tricks, and tests for avoiding them. It proves that the astute researcher must no longer regard writing as the last chore but rather as a crucial part of the research process. This updated edition demonstrates how computer software can be advantageous and includes a checklist to keep students organized. (Amazon.com)

How to Write a Master's Thesis

Yvonne N. Bui
Thousand Oaks, CA: SAGE Publications, 2014
DKL Call # [LB2369 .B75 2014](#)

Yvonne N. Bui's *How to Write a Master's Thesis* is a step-by-step guidebook that demystifies a process that can often prove to be overwhelming and confusing to graduate students. The tone and format of this applied book is reader-friendly and includes practical suggestions that go beyond informing what "should" be done. It is chock full of detailed explanations, examples, and supplemental materials that have been used successfully in advising students in completing their master's theses. (Amazon.com)

The Portable Dissertation Advisor

Miles T. Bryant
Thousand Oaks, CA: Corwin Press, 2004
DKL Call # [LB1742 .B79 2004](#)

Written for the doctoral graduate student, this book gives you the vital support to write your dissertation when you can't be on campus full-time! (Amazon.com)

***Surviving Your Dissertation:
A Comprehensive Guide to Content and Process, 3rd ed.***

Kjell Erik Rudestam and Rae R. Newton
Thousand Oaks, CA: SAGE Publications, 2007
DKL Call # [LB2369.R83 2007](#)

See SOCIAL SCIENCE, GENERAL for description.

How to Write a Paragraph: The Art of Substantive Writing

Richard Paul and Linda Elder
Tomales, CA: Foundation for Critical Thinking Press, 2013
DKL Call # [PE1439 .P375 2013](#)

Writing is essential to learning. One cannot be educated and yet unable to communicate one's ideas in written form. But, learning to write can occur only through a process of cultivation requiring intellectual discipline. As with any set of complex skills, there are fundamentals of writing that must be internalized and then applied using one's thinking. This guide focuses on the most important of those fundamentals.

***Writing the Successful Thesis and Dissertation:
Entering the Conversation***

Irene L. Clark
Upper Saddle River, NJ: Prentice Hall, 2007
DKL Call # [LB2369 .C52 2007](#)

Every year, thousands of graduate students face the daunting—sometimes terrifying— challenge of writing a thesis or dissertation. But most of them have received little or no instruction on doing it well. This book shows them how in ways no other book does. It combines the practical guidance and theoretical understanding students need to complete their theses or dissertations with maximum insight and minimum stress. Drawing on her extensive research and experience advising hundreds of graduate students, Dr. Irene Clark presents a solid overview of the writing process. Clark shows how to apply innovative theories of process and genre and understand the writing process for what it is: your entrance into a conversation with the scholarly community... This book offers useful strategies for each phase of the process, from choosing advisors and identifying topics through writing, revision, and review. Coverage includes getting started: overcoming procrastination and writer's block; understanding the genre of the thesis or dissertation; speaking the "language of the academy"; writing compelling proposals; developing and revising drafts; constructing effective literature reviews; working with tables, graphs, and other visual materials; working with advisors and dissertation committees; [and] avoiding inadvertent plagiarism. (Amazon.com)

Visual Presentations

Information Visualization: Perception for Design

Colin Ware

Waltham, MA: Morgan Kaufmann, 2012

DKL Call # [BF241 .W34 2013](#)

Most designers know that yellow text presented against a blue background reads clearly and easily, but how many can explain why and what really are the best ways to help others and ourselves clearly see key patterns in a bunch of data? When we use software, access a website, or view business or scientific graphics, our understanding is greatly enhanced or impeded by the way the information is presented. This book explores the art and science of why we see objects the way we do. Based on the science of perception and vision, the author presents the key principles at work for a wide range of applications--resulting in visualization of improved clarity, utility, and persuasiveness. The book offers practical guidelines that can be applied by anyone: interaction designers, graphic designers of all kinds (including web designers), data miners, and financial analysts. (Amazon.com)

The Non-Designer's Design Book: Design and Typographic Principles for the Visual Novice, 3rd ed.

Robin Williams

San Francisco: Peachpit Press, 2008

DKL Call # [Z246 .W634 2008](#)

A lot has happened in the world of digital design since the first edition of this title was published, but one thing remains true: There is an ever-growing number of people attempting to design pages with no formal training. This book is the one place they can turn to find quick, non-intimidating, excellent design help from trusted design instructor Robin Williams. This revised classic--now in full color--includes a new section on the hot topic of Color itself. In *The Non-Designer's Design Book*, 3rd Edition, Robin turns her attention to the basic principles that govern good design. Readers who follow her clearly explained concepts will produce more sophisticated and professional pages immediately. Humor-infused, jargon-free prose interspersed with design exercises, quizzes, and illustrations make learning a snap--which is just what audiences have come to expect from this best-selling author. (Amazon.com)

Slide:ology: The Art and Science of Creating Great Presentations

Nancy Duarte

Sebastopol, CA: O'Reilly Media, 2008

DKL Call # [HF5718.22 .D83 2008](#)

Written by Nancy Duarte, President and CEO of Duarte Design, the firm that created the presentation for Al Gore's Oscar-winning film, *An Inconvenient Truth*, this book is full of practical approaches to visual story

development that can be applied by anyone. The book combines conceptual thinking and inspirational design with insightful case studies from the world's leading brands. With *Slide:ology*, you'll learn to connect with specific audiences, turn ideas into informative graphics, use sketching and diagramming techniques effectively, create graphics that enable audiences to process information easily, develop truly influential presentations, [and] utilize presentation technology to your advantage... *Slide:ology* will challenge your traditional approach to creating slides by teaching you how to be a visual thinker. And it will help your career by creating momentum for your cause. (Amazon.com)

***Student Successes with Thinking Maps:
School-Based Research, Results, and Models for Achievement
Using Visual Tools, 2nd ed.***

David Hyerle and Lawrence S. Alper
Thousand Oaks, CA: Corwin Press, 2011
DKL Call # [LB1067.5 .S78 2011](#)

This new edition presents eight powerful visual models that boost all learners' metacognitive and critical thinking skills. Updates include new research, examples, and applications. (Amazon.com)

Thinking with Data: How to Turn Information into Insights

Max Shron
Sebastapol, CA: O'Reilly Media, 2014
DKL Call # [Q365 .S57 2014](#)

Many analysts are too concerned with tools and techniques for cleansing, modeling, and visualizing datasets and not concerned enough with asking the right questions. In this practical guide, data strategy consultant Max Shron shows you how to put the why before the how, through an often-overlooked set of analytical skills.

Thinking with Data helps you learn techniques for turning data into knowledge you can use. You'll learn a framework for defining your project, including the data you want to collect, and how you intend to approach, organize, and analyze the results. You'll also learn patterns of reasoning that will help you unveil the real problem that needs to be solved.

- Learn a framework for scoping data projects
- Understand how to pin down the details of an idea, receive feedback, and begin prototyping
- Use the tools of arguments to ask good questions, build projects in stages, and communicate results
- Explore data-specific patterns of reasoning and learn how to build more useful arguments
- Delve into causal reasoning and learn how it permeates data work
- Put everything together, using extended examples to see the method of full problem thinking in action.

(Amazon.com)

Visual Tools for Transforming Information into Knowledge, 2nd ed.

David Hyerle

Thousand Oaks, CA: Corwin Press, 2009

DKL Call # [LB1067.5 .H94 2009](#)

Featuring new research and examples, this practical resource focuses on brainstorming webs, graphic organizers, and concept maps to improve instruction and enhance students' cognitive development. (Amazon.com)

Writing Process

The 7 Secrets of the Prolific: The Definitive Guide to Overcoming Procrastination, Perfectionism, and Writer's Block

Hillary Rettig; illustrations by Barry Deutsch

Infinite Art, 2011

DKL Call # [PN171 .W74R48 2011](#)

Author, coach, and workshop leader Hillary Rettig characterizes, in great detail and depth, the major causes of under-productivity, including procrastination, perfectionism, resource scarcity, time scarcity, an ineffective writing process, bias, ambivalence, internalized oppression, traumatic rejection, and exploitative career paths. Then she tells you how to conquer each. The solutions are: 1. identify and overcome perfectionism, 2. abundantly resource yourself, 3. manage your time, 4. optimize your writing process, 5. understand and claim your identity as a writer, 6. cultivate resilience in the face of rejection and harsh criticism, and 7. create a liberated career. Those are the 7 Secrets of the prolific. (Amazon.com)

Academic Writing for Graduate Students: Essential Tasks and Skills, 2nd ed.

John W. Swales and Christine B. Feak

Ann Arbor: University of Michigan Press, 2004

DKL Call # [PE1408 .S7836 2004](#)

The second edition of this successful guide to writing for graduate-and undergraduate-students has been modified to include updates and replacements of older data sets; an increased range of disciplines with tasks such as nursing, marketing, and art history; discussions of discourse analysis; and a broader discussion of e-mail use that includes current e-mail practices. (Abbreviated, from Amazon.com)

Becoming an Academic Writer: 50 Exercises for Paced, Productive, and Powerful Writing

Patricia Goodson

Thousand Oaks, CA: SAGE Publications, 2013

DKL Call # [PE1408 .G585 2013](#)

This book helps academic writers gain control over writing and publishing, master specific aspects of academic writing, and improve their productivity. Patricia Goodson offers weekly exercises and tools to achieve these goals. The exercises are theoretically-grounded and empirically-based, comprising a set of behavioral principles (e.g., writing regularly, separating generating from editing) and specific practices (weekly exercises) which ensure success. The author draws on research on writing and productivity in college settings, together with insights into the practice patterns of elite performers (such as Olympic athletes), to develop a set of key principles. This book uniquely combines these successful principles with a set of original exercises applicable to the writing needs of college professors and students. (Amazon.com)

***Commentary for Academic Writing for Graduate Students:
Essential Tasks and Skills, 3rd ed.***

John M. Swales and Christine B. Feak

Ann Arbor: University of Michigan Press, 2012

DKL Call # [PE1408 .S78363 2012](#)

The commentary for the Third Edition of this successful guide to writing has been revised and expanded in many ways to provide more support for instructors; this includes additional tasks for Units Two and Four to supplement the main text. However, the collegial tone established in previous commentaries between Swales and Feak and instructors has been retained... The format for each unit includes a summary of the main points of the unit along with a list of topics covered; a synopsis of activities, divided into Language Focus sections and description of tasks; some general notes designed to capture the character of the unit, to indicate alternative activities, or to anticipate problems that may arise; [and] detailed commentary and discussion of individual tasks, including model or sample answers where possible. (Goodreads.com)

Guide to Rapid Revision

Daniel D. Pearlman and Paula R. Pearlman

New York: Longman, 2003

DKL Call # [PE1460 .P37 2003](#)

The *Guide to Rapid Revision* gives students immediate answers to specific problems, offers sufficient information to solve them, and does so with extreme brevity and clarity. With a table of correction symbols that doubles as a table of contents, and extensive cross-referencing, students can easily find answers to specific problems or grammatical queries. Instructors can use the added, topically organized table of contents as an aid to focusing on certain topics (such as punctuation) during the semester. The book is alphabetized according to common correction symbols, setting it apart from all other handbooks that are designed to help students in revising. (Amazon.com)

Models for Writers: Short Essays for Composition, 12th ed.

Alfred Rosa and Paul Eschholz

New York: Bedford/St. Martin's, 2012

DKL Call # TBD

Models for Writers is a best-selling book with a simple yet effective combination that has worked for thousands of instructors and millions of students: short, accessible essays and helpful, thorough writing instruction. *Models* continues to offer thought-provoking readings organized to demonstrate not only the rhetorical strategies that students will use in their own essays but also the elements and language that will make those essays effective—trustworthy coverage you won't find anywhere else. Also unique to *Models* is its versatility and flexibility: it works in a wide range of courses and at various levels. (Amazon.com)

Understanding Writing Blocks

Keith Hjortshoj

New York: Oxford University Press, 2001

DKL Call # [PE1404.H58 2001](#)

This book demystifies the causes of writing blocks, which are often ignored, misunderstood, or attributed to obscure psychological disorders. Hjortshoj examines blocks instead as real writing problems arising from specific misconceptions, writing behaviors, and rhetorical factors present at different stages of the writing process... Although appropriate for any writing course, *Understanding Writing Blocks* targets advanced composition students and graduate writers who are most likely to encounter immobilizing obstacles and whose experience supports the author's assertion that a writing block is usually "an affliction of the good writer." Hjortshoj draws his material and evidence from extensive research, interviews, and consultations with blocked writers from his twenty-five years of teaching. Especially helpful to students working on dissertations and other complex projects, *Understanding Writing Blocks* illuminates the factors that undermine writing ability in a wide range of endeavors. (Amazon.com)

Writing for Academic Success: A Postgraduate Guide

Gail Craswell

Thousand Oaks, CA: SAGE Publications, 2005

DKL Call # LB2369 .C73 2005

Writing for Academic Success is an excellent practical guide for any student entering into postgraduate study, providing a comprehensive coverage of academic writing skills and communication techniques. From initial time-management strategies to detailed tips on thesis and exam writing, Craswell helps postgraduate students to develop their own effective communication methods. Further sections on doing a presentation and cogent advice on how to get articles published ensure that Craswell provides the widest coverage of all aspects of writing and academic communication. (Amazon.com)

Writing the Natural Way

Gabrielle Rico

Los Angeles: Targer, 1983

DKL Call # TBD

Writing the Natural Way, first published fifteen years ago, has shown hundreds of thousands of readers how to turn the task of writing into the joy of writing. Completely revised, newly illustrated, and with a wealth of updated, field-tested exercises, this popular classic will help unlock natural writing styles and storytelling abilities. (Amazon.com)

Writing Under Pressure: The Quick Writing Process

Sanford Kaye

New York: Oxford University Press, 1989

DKL Call # [PN151 .K38 1989](#)

In *Writing Under Pressure*, Sanford Kaye, a renowned expert on the subject, presents a system he calls the Quick Writing Process (QWP) that focuses on real-world writing tasks and demonstrates how to produce the clearest, most honest, most powerful work possible under the constraints of time and space. A writing instructor with twenty-five years of experience teaching students and professionals in business and government, Kaye tells writers how to budget their time and how to use this time efficiently. (Amazon.com)

Writing with Power: Techniques for Mastering the Writing Process

Peter Elbow

New York: Oxford University Press, 1998

DKL Call # [PE1408 .E39 1998](#)

Here, Peter Elbow emphasizes that the essential activities underlying good writing and the essential exercises promoting it are really not difficult at all. Employing a cookbook approach, Elbow provides the reader (and writer) with various recipes for getting words down on paper, for revising, for dealing with an audience, for getting feedback on a piece of writing, and still other recipes for approaching the mystery of power in writing. In a new introduction, he offers his reflections on the original edition, discusses the responses from people who have followed his techniques, how his methods may differ from other processes, and how his original topics are still pertinent to today's writer. By taking risks and embracing mistakes, Elbow hopes the writer may somehow find a hold on the creative process and be able to heighten two mentalities--the production of writing and the revision of it. (Amazon.com)