

Download Ebook Intellect S Style Guide Read Pdf Free

The Chicago Manual of Style Microsoft Manual of Style Web Style Guide Advanced R Rules for Compositors and Readers ... at the University Press, Oxford Eats, Shoots & Leaves The Sense of Style Suggestions to Medical Authors and A.M.A. Style Book Details Men's Style Manual The New York Times Manual of Style and Usage, 5th Edition The Videogame Style Guide and Reference Manual Read Me First! A Style Guide for the Computer Industry The Subversive Copy Editor The Blue Book of Grammar and Punctuation S Is for Style A Manual for Writers of Dissertations The Elements of Style The New York Times Manual of Style and Usage The Yahoo! Style Guide The Supreme Court's Style Guide Style Guide for Technical Publications Guardian Style The Chicago Guide to Grammar, Usage, and Punctuation The Christian Writer's Manual of Style The Solicitor General's Style Guide MLA Style Manual and Guide to Scholarly Publishing Style Guide (mechanical) for Technical Writers The Elements of Style California Style Manual The ACS Style Guide Style The Gregg Reference Manual The Solicitor General's Style Guide American Sociological Association Style Guide Fucking Apostrophes Publication Manual of the American Psychological Association The Elements of Style Publication Manual of the American Psychological Association The Great Chicago-Style Pizza Cookbook The Lawyer's Style Guide

Thank you unconditionally much for downloading **Intellect s Style Guide**. Most likely you have knowledge that, people have look numerous times for their favorite books with this Intellect s Style Guide, but end happening in harmful downloads.

Rather than enjoying a good PDF next a mug of coffee in the afternoon, otherwise they juggled with some harmful virus inside their computer. **Intellect s Style Guide** is straightforward in our digital library an online entry to it is set as public hence you can download it instantly. Our digital library saves in fused countries, allowing you to acquire the most less latency time to download any of our books taking into account this one. Merely said, the Intellect s Style Guide is universally compatible similar to any devices to read.

Yeah, reviewing a books **Intellect s Style Guide** could add your near contacts listings. This is just one of the solutions for you to be successful. As understood, achievement does not recommend that you have fantastic points.

Comprehending as competently as concurrence even more than extra will manage to pay for each success. adjacent to, the statement as without difficulty as acuteness of this Intellect s Style Guide can be taken as capably as picked to act.

Right here, we have countless book **Intellect s Style Guide** and collections to check out. We additionally have the funds for variant types and then type of the books to browse. The standard book, fiction, history, novel, scientific research, as well as various other sorts of books are readily easily reached here.

As this Intellect s Style Guide, it ends stirring subconscious one of the favored books Intellect s Style Guide collections that we have. This is why you remain in the best website to look the unbelievable book to have.

Thank you very much for downloading **Intellect s Style Guide**. Maybe you have knowledge that, people have search hundreds times for their favorite novels like this Intellect s Style Guide, but end up in harmful downloads.

Rather than enjoying a good book with a cup of coffee in the afternoon, instead they are facing with some infectious virus inside their computer.

Intellect s Style Guide is available in our digital library an online access to it is set as public so you can download it instantly.

Our digital library spans in multiple countries, allowing you to get the most less latency time to download any of our books like this one.

Kindly say, the Intellect s Style Guide is universally compatible with any devices to read

The premier source for journalists, now revised and updated for 2015. Does the White House tweet? Or does the White House post on Twitter? Can "text" be a verb and also a noun? When should you link? For anyone who writes--short stories or business plans, book reports or news articles--knotty choices of spelling, grammar, punctuation and meaning lurk in every line: Lay or lie? Who or whom? That or which? Is Band-Aid still a trademark? It's enough to send you in search of a Martini. (Or is that a martini?) Now everyone can find answers to these and thousands of other questions in the handy alphabetical guide used by the writers and editors of the world's most authoritative news organization. The guidelines to hyphenation, punctuation, capitalization and spelling are crisp and compact, created for instant reference in the rush of daily deadlines. The 2015 edition is a revised and condensed version of the classic guide, updated with solutions to problems that plague writers in the Internet age: · How to cite links and blogs · How to handle tweets, hashtags and other social-media content · How to use current terms like "transgender," or to choose thoughtfully between "same-sex marriage" and "gay marriage" With wry wit, the authors have created an essential and entertaining reference tool. Since its publication in 1985, the "MLA Style Manual" has been the standard guide for graduate students, teachers, and scholars in the humanities and for professional writers in many fields. Extensively reorganized and revised, the new edition contains several added sections and updated guidelines on citing electronic works--including materials found on the World Wide Web. First published in 1918, William Strunk Jr.'s The Elements of Style is a guide to writing in American English. The book outlines eight "elementary rules of usage", ten "elementary principles of composition", "a few matters of form", a list of 49 "words and expressions commonly misused", and a list of 57 "words often misspelled". A later edition, enhanced by E B White, was named by Time magazine in 2011 as one of the 100 best and most influential books written in English since 1923. The authoritative guide to using the English language effectively, from "the greatest writer on grammar and usage that this country has ever produced" (David Yerkes, Columbia University). The

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

Are you "High Style" or "Boho," or maybe "Happy Modern" or "Trad with a Twist"? The legendary fabrics and wallpapers house of Schumacher shows how you can use their iconic prints and patterns to create a variety of beautiful, chic interiors in the style that most suits you. ***This book is being published with three uniquely patterned covers. Customers will be shipped any of these three different covers at random*** With a focus on Schumacher's greatest contemporary patterns--everything from classic stripes and exuberant florals to edgy animal prints--this accessible and highly useful style guide is organized thematically by chapters such as "Sensual & Spare"; "Preppy"; "Ladylike"; "Exuberant"; and "Opulent," with each featuring a stunning selection of patterns along with inspiring interiors designed in the same spirit. To help readers better understand their style preferences, every chapter begins with a questionnaire, for example: "Are You an Acolyte of High Style?" "Do You Prefer a Midnight Supper to a Power Lunch?"; "Consider Jewel Tones Neutral?"; "Think Champagne Is Not Just for Special Occasions?" Page after page after page of lavish imagery and pattern details are juxtaposed alongside beautiful interiors designed by such luminaries as Miles Redd, Tom Scheerer, Amanda Lindroth, Celerie Kemble, Veere Grenney, and Mark D. Sikes, to name a few, illustrating how Schumacher's iconic patterns can be integrated into a wide range of chic and stylish room designs. The texts provide insights and tips on how patterns can be used in your decor, along with guidance for deciding what style is best for you and your home. Full of inspiring design ideas, as well as an unparalleled resource of prints and patterns, *S Is for Style* is a visual feast of interior design for all styles and tastes.

The Classic. The Elements of Style by William Strunk, Jr. and E. B. White. *The Elements of Style* is a prescriptive American English writing style guide in numerous editions. The original was composed by William Strunk Jr., in 1918, and published by Harcourt, in 1920, comprising eight "elementary rules of usage", ten "elementary principles of composition", "a few matters of form", a list of 49 "words and expressions commonly misused", and a list of 57 "words often misspelled". E. B. White greatly enlarged and revised the book for publication by Macmillan in 1959. That was the first edition of the so-called "Strunk & White", which *Time* named in 2011 as one of the 100 best and most influential books written in English since 1923. *The Publication Manual of the American Psychological Association* is the style manual of choice for writers, editors, students, and educators in the social and behavioral sciences, nursing, education, business, and related disciplines. An essential tool for writers, editors, proofreaders, designers, copywriters, production managers, and marketers too. *The Christian Writer's Manual of Style* is an essential tool not only for writers of religious materials, but for their editors, proofreaders, designers, copywriters, production managers, and even marketers. Rather than simply repeating style information commonly available in standard references, this newly updated and expanded edition includes points of grammar, punctuation, usage, book production and design, and written style that are often overlooked in other manuals. It focuses on information relating to the unique needs and demands of religious publications, such as discussions on how to correctly quote the Bible, how to capitalize and use common religious terms, and how to abbreviate the books of the Bible and other religious words. Also included are rarely found items such as:

- an author's guide to obtaining permissions
- guidelines for using American, British, and Mid-Atlantic styles
- discussions of inclusive language, profanity, and ethnic sensitivities
- discussions of Internet and computer-related language style
- a list of problem words
- style issues regarding words from major world religions
- a discussion of handling brand names in text
- a list of common interjections
- issues of type design, paper, copy-fit

This edition has been completely updated since the 1988 edition and contains more than twice as much information as the previous edition. This is the most detailed and comprehensive guide of its kind. The definitive reference for technical writers, editors, and documentation managers, *Read Me First! A Style Guide for the Computer Industry, Third Edition*, has been revised and updated to cover everything from creating screencasts and referencing web sites to writing for wikis. This award-winning guide to creating clear, consistent, and easy-to-understand documentation covers everything from grammar and writing style to typographic and legal guidelines. The authors, who are senior editors and writers at Sun Microsystems, share their extensive experience and provide practical tips and recommendations, including guidance on hiring writers, working with illustrators, managing schedules and workflow, and more. The third edition of *Read Me First* features new chapters on: Writing for wikis and encouraging wiki collaboration Creating screencasts, using screencast terminology, and guidelines for writing narration Creating alternative text for nontext elements such as screen captures, multimedia content, illustrations, and diagrams It also includes new tables for symbol name conventions, for common anthropomorphisms, and for common idioms and colloquialisms. An updated and expanded recommended reading list suggests additional resources. Available to the public for the first time, "The Solicitor General's Style Guide" consists of three manuals used by the United States Office of the Solicitor General in preparing briefs to be filed in the Supreme Court of the United States: Office of the Solicitor General Citation Manual, Office of the Solicitor General Supplement to the Supreme Court Rules, and Office of the Solicitor General Writing Preferences. Supreme Court Justice Scalia and legal writing guru Bryan Garner have extolled the Solicitor General's briefs as models for other lawyers to follow. Now the citation and style secrets behind those briefs are available to lawyers and fans of the Solicitor General and the Supreme Court. In "The Solicitor General's Style Guide" you will learn gems like: What term did Solicitor General Charles Fried consider a "barbarism," ordering its "total extirpation" from the Solicitor General's briefs? What punctuation does the Office consider "ugly"? How does the Solicitor General decide whether to form the possessive of a word ending in "s" by adding just an apostrophe or an apostrophe "s"? When does the Solicitor General use *ibid.* instead of *id.*? And much more "The Solicitor General's Style Guide" cannot help you write like the Solicitor General, but now you can cite like the Solicitor General Praise for *The Solicitor General's Style Guide*: "As U2 might say, Jack Metzler's version of the Solicitor General's Style Guide is even better than the real thing. It is, in essence, a Bluebook for Supreme Court practitioners, touching all things style and citation as they relate to briefs filed at the Court - tremendously useful for the lawyers who practice there." - Tom Goldstein, Supreme Court expert and publisher of SCOTUSblog. "No wonder the writing standards of the Solicitor General's office are held in such high regard The Solicitor General is the only Justice Department official required by statute to be "learned in the law." This style manual shows how seriously the holders of that office take that responsibility. Forget the Bluebook - the Solicitor General's common-sense rules of punctuation, citation, capitalization, and italicization are now public, and all lawyers need to pay heed." - Tony Mauro, Supreme Court correspondent of *The National Law Journal*, has covered the Supreme Court for 33 years. We all know the basics of punctuation. Or do we? A look at most neighborhood signage tells a different story. Through sloppy usage and low standards on the internet, in email, and now text messages, we have made proper punctuation an endangered species. In *Eats, Shoots & Leaves*, former editor Lynne Truss dares to say, in her delightfully urbane, witty, and very English way, that it is time to look at our commas and semicolons and see them as the wonderful and necessary things they are. This is a book for people who love punctuation and get upset when it is mishandled. From the invention of the question mark in the time of Charlemagne to George Orwell shunning the semicolon, this lively history makes a powerful case for the preservation of a system of printing conventions that is much too subtle to be mucked about with. 'At last, a book that tells you exactly where to stick your apostrophe ... funny and useful, the perfect stocking filler.' David Marsh, *Guardian* Apostrophes are a pain. The rules about how to use them are complicated, and have evolved haphazardly. Originally written as advice by a copywriter for designers - wont to insert and remove apostrophes at will, for visual effect - this is a light-hearted pocket-sized guide to getting the things right. Simon

Griffin lets off steam so that we don't have to, showing precisely why 'Rhianna and Jennifer's photos were all over the internet' is quite different to 'Rhianna's and Jennifer's photos' or what words apostrophes are replacing in sentences such as 'He'd like you to buy him some cocaine', or 'They've got it all on camera.' Elegantly produced, this is the perfect gift for any pedant, as well as an indispensable guide in all our moments of grammar-related frustration. Guidelines from ACS to help authors and editors in preparing scientific texts. This book demonstrates the step-by-step process involved in designing a Web site. Readers are assumed to be familiar with whatever Web publishing tool they are using. The guide gives few technical details but instead focuses on the usability, layout, and attractiveness of a Web site, with the goal being to make it as popular with the intended audience as possible. Considerations such as graphics, typography, and multimedia enhancements are discussed. Engaging and direct, *Style: Lessons in Clarity and Grace* is the guidebook for anyone who wants to write well. Williams' and Bizup's clear, accessible style models the kind of writing that audiences—both in college and after—will admire. The principles offered here help writers understand what readers expect and encourage writers to revise to meet those expectations more effectively. This book is all you need to understand the principles of effective writing. "Charming and erudite," from the author of *Rationality and Enlightenment Now*, "The wit and insight and clarity he brings . . . is what makes this book such a gem." —Time.com Why is so much writing so bad, and how can we make it better? Is the English language being corrupted by texting and social media? Do the kids today even care about good writing—and why should we care? From the author of *The Better Angels of Our Nature* and *Enlightenment Now*. In this entertaining and eminently practical book, the cognitive scientist, dictionary consultant, and New York Times–bestselling author Steven Pinker rethinks the usage guide for the twenty-first century. Using examples of great and gruesome modern prose while avoiding the scolding tone and Spartan tastes of the classic manuals, he shows how the art of writing can be a form of pleasurable mastery and a fascinating intellectual topic in its own right. The *Sense of Style* is for writers of all kinds, and for readers who are interested in letters and literature and are curious about the ways in which the sciences of mind can illuminate how language works at its best. Is it Web site, website or web site? What's the best on-screen placement for a top story? How can I better know my site's audience? The rapid growth of the Web has meant having to rely on style guides that are intended for print publishing and do not address writing for the Internet. The *Yahoo! Style Guide* does. Writers and programmers at Yahoo!, faced with a lack of industry guidance fifteen years ago, began creating a set of guidelines for web writing. The seeds of *The Yahoo! Style Guide* were planted with their first in-house reference, which has been added to ever since, making it the go-to manual inside Yahoo! Polished and expanded for its public debut, this resource will cover the basics of grammar and punctuation as well as Web-specific ways to perfect a site. It includes: identifying the audience and making the site accessible to everyone; constructing a clear and compelling story; developing a site's unique voice; streamlining text for mobile devices; optimizing webpages to increase the chances of appearing in search results; streamlining text so it can be read at Internet speed. The bestselling workbook and grammar guide, revised and updated! Hailed as one of the best books around for teaching grammar, *The Blue Book of Grammar and Punctuation* includes easy-to-understand rules, abundant examples, dozens of reproducible quizzes, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This updated 12th edition reflects the latest updates to English usage and grammar, and includes answers to all reproducible quizzes to facilitate self-assessment and learning. Clear and concise, with easy-to-follow explanations, offering "just the facts" on English grammar, punctuation, and usage Fully updated to reflect the latest rules, along with even more quizzes and pre- and post-tests to help teach grammar Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, *The Blue Book of Grammar and Punctuation* offers comprehensive, straightforward instruction. Offers comprehensive, up-to-date guidance on grammar, usage, style, and format for a wide variety of business and academic documents. A completely revised and updated edition of the *Guardian's* indispensable guide to good style, used by journalists at one of the world's most stylishly written and edited newspapers Maximize the impact and precision of your message! Now in its fourth edition, the *Microsoft Manual of Style* provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the *Microsoft Manual of Style* is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media. An Essential Reference for Intermediate and Advanced R Programmers *Advanced R* presents useful tools and techniques for attacking many types of R programming problems, helping you avoid mistakes and dead ends. With more than ten years of experience programming in R, the author illustrates the elegance, beauty, and flexibility at the heart of R. The book develops the necessary skills to produce quality code that can be used in a variety of circumstances. You will learn: The fundamentals of R, including standard data types and functions Functional programming as a useful framework for solving wide classes of problems The positives and negatives of metaprogramming How to write fast, memory-efficient code This book not only helps current R users become R programmers but also shows existing programmers what's special about R. Intermediate R programmers can dive deeper into R and learn new strategies for solving diverse problems while programmers from other languages can learn the details of R and understand why R works the way it does. Clarity and precision in legal writing are essential skills in the practice and study of law. This book offers a straightforward, practical guide to effective legal style from a world-leading expert. The book is thoughtfully structured to explain the elements of good legal writing and its most effective use. It catalogues all aspects of legal style, topic by topic, phrase by phrase, usage by usage. It scrutinises them all, suggesting improvements. Its 'dictionary' arrangement makes it easy to navigate. Topics range as widely as ambiguity, definitions, provisos, recitals, simplified outlines, terms of art, tone, and the various principles of legal interpretation. Words and phrases deal with legal expressions that non-lawyers find opaque and obscure. The purpose is to show that you can usually substitute a plain-English equivalent. Usage entries include matters such as abbreviations, acronyms, active and passive voice, brackets, bullet points, citation methods, cross-referencing, deeds, fonts, document design, footnotes, gender-neutral language, numbering systems, plain language, punctuation, the use of Latin, structures for legal advices and documents, and techniques for editing and proofreading. With an emphasis on technical effectiveness and understanding, the book is required reading for all those engaged in the practice and study of law. Completely updated in 2018! Now in its third edition, *The Solicitor General's Style Guide* contains the manual used by the Office of the Solicitor General in preparing briefs to be filed in the Supreme Court. It contains three separate guides: Office of the Solicitor General Citation Manual, Office of the Solicitor General Supplement to the Supreme Court Rules, and Office of the Solicitor General Writing Preferences. Supreme Court Justice Scalia and legal writing guru Bryan Garner have extolled the Solicitor General's briefs as models for other lawyers to follow. Now the citation and style secrets behind those briefs are available to lawyers and fans of the Solicitor General and the Supreme Court. The Third Edition contains new information or preferences for 38 rules, new examples for 25 rules, and 14 never-before-seen rules. Journalists, stop playing guessing games! Inside the answers to your most pressing questions await: Videogame, one word or two? Xbox, XBox or X-box? What defines a good game review? Fitting neatly between *The AP Stylebook* and *Wired Style*, *The Videogame Style Guide and Reference Manual* is the ultimate resource for game journalists and the first volume to definitively catalogue the breathtaking multibillion-dollar game industry from A to Z. Includes official International Game Journalists Association rules for grammar, spelling, usage, capitalization and abbreviations, plus proven tips and guidelines for producing polished, professional prose about the world's most exciting entertainment biz. Exploring the field from yesterday's humble origins to tomorrow's hottest trends, *The Videogame Style Guide and Reference Manual* contains all the tools you need to realize a distinguished career in game journalism. Each year writers and editors submit over three thousand grammar and style questions to the Q&A page at *The Chicago Manual of Style Online*. Some are arcane, some simply hilarious—and one editor, Carol Fisher Saller, reads every single one of them. All too often she notes a classic author-editor standoff, wherein both parties refuse to compromise on the "rights" and "wrongs" of prose styling: "This author is giving me a fit." "I wish that I could just DEMAND the use of the serial comma at all times." "My author wants his preface to come at the end of the book. This just seems ridiculous to me. I mean, it's not a post-face." In *The Subversive Copy Editor*, Saller casts aside this adversarial view and suggests new strategies for keeping the peace. Emphasizing habits of

carefulness, transparency, and flexibility, she shows copy editors how to build an environment of trust and cooperation. One chapter takes on the difficult author; another speaks to writers themselves. Throughout, the focus is on serving the reader, even if it means breaking "rules" along the way. Saller's own foibles and misadventures provide ample material: "I mess up all the time," she confesses. "It's how I know things." Writers, Saller acknowledges, are only half the challenge, as copy editors can also make trouble for themselves. (Does any other book have an index entry that says "terrorists. See copy editors"?) The book includes helpful sections on e-mail etiquette, work-flow management, prioritizing, and organizing computer files. One chapter even addresses the special concerns of freelance editors. Saller's emphasis on negotiation and flexibility will surprise many copy editors who have absorbed, along with the dos and don'ts of their stylebooks, an attitude that their way is the right way. In encouraging copy editors to banish their ignorance and disorganization, insecurities and compulsions, the Chicago Q&A presents itself as a kind of alter ego to the comparatively staid Manual of Style. In *The Subversive Copy Editor*, Saller continues her mission with audacity and good humor. At last—a sophisticated wardrobe guide for men from a respected authority, *Details* magazine, offering head-to-toe advice for choosing the right look, the right fit, and the right style for every situation, from boardroom pitches to casual Saturday nights. Each month, *Details* magazine keeps hundreds of thousands of men up-to-date on the most current trends and tips for looking sharp. Now the editors of these award-winning pages give every man the wardrobe wisdom he needs in order to reach both his professional and personal goals. Making sense out of the shifting protocols in menswear, *Details Men's Style Manual* offers a sleek lifeline, including:

- How to dress an item up or down
- Full-color illustrations of dozens of outfits, with complete explanations of what works and why
- A piece-by-piece evaluation of everything from button-down shirts and every type of jacket to shoes, suits, ties, and more
- Commentary from icons of contemporary male style
- How to choose the best clothes for your shape

A man's wardrobe is one of his single most valuable assets, conveying the image he presents to the world. Infusing style with eye-catching design, this refreshing guide blows the dust off staid rulebooks and delivers a thoroughly contemporary, individual look for each reader. Produced by the same team as the smash success *The Lucky Shopping Manual*, *Details Men's Style Manual* will be on the wish list of every man who's ready for a confident new sense of style. More than the Supreme Court's Bluebook. The Supreme Court's Style Guide contains the style preferences of the Supreme Court, used by its Reporter of Decisions when preparing the Court's official opinions and the published United States Reports. This guide has never before been made available to the public. Essential for any judge, court, or attorney, the Supreme Court's Style Guide is destined to become the authority in legal style. "A fun cookbook for any audience." --Booklist Classic recipes for deep-dish, stuffed, thin-crust, and vegetarian variations. The *Publication Manual of the American Psychological Association* is the style manual of choice for writers, editors, students, and educators in the social and behavioral sciences. It provides invaluable guidance on all aspects of the writing process, from the ethics of authorship to the word choice that best reduces bias in language. Well-known for its authoritative and easy-to-use reference and citation system, the *Publication Manual* also offers guidance on choosing the headings, tables, figures, and tone that will result in strong, simple, and elegant scientific communication. "The guidelines to correct hyphenation, punctuation, capitalization and foreign and English spelling are crisp and compact, created for instant reference in the rush of deadlines. Rewritten for the first time in twenty-three years and greatly expanded since the last edition, the manual tackles issues that will follow writers into the new century: how to respect the equality of the sexes without self-conscious devices such as "he or she"; how to choose thoughtfully between terms like African-American and black; Hispanic and Latino; American Indian and Native American; and how to translate the vocabulary of e-mail and cyberspace for everyday readers, and how to cope with the eccentric capitalization and punctuation of Internet company names and Web site addresses." "The authors also offer a thumbnail guide to newsroom ethics and standards in their entries on anonymous sources, attribution, fairness and obscenity. And they seed the rules with wry humor." "For writers, editors, students, researchers and all who love language *The New York Times Manual of Style and Usage* is an entertaining tool as well as an essential reference."--BOOK JACKET. Title Summary field provided by Blackwell North America, Inc. All Rights Reserved *The Elements of Style* ("Strunk & White") is an American English writing style guide. It is one of the most influential and best-known prescriptive treatments of English grammar and usage in the United States. This book aims to give in brief space the principal requirements of plain English style. It aims to lighten the task of instructor and student by concentrating attention on a few essentials, the rules of usage and principles of composition most commonly violated. In accordance with this plan it lays down three rules for the use of the comma, instead of a score or more, and one for the use of the semicolon, in the belief that these four rules provide for all the internal punctuation that is required by nineteen sentences out of twenty. Similarly, it gives in Chapter III only those principles of the paragraph and the sentence which are of the widest application. The book thus covers only a small portion of the field of English style. The experience of its writer has been that once past the essentials, students profit most by individual instruction based on the problems of their own work, and that each instructor has his own body of theory, which he may prefer to that offered by any textbook. Searchable electronic version of print product with fully hyperlinked cross-references.