

Thorndike Library Guide to . . .

Grammar & Style

Attention Students!

Use *only* the writing style and format required by your instructor when writing a paper for your class. For answers to basic writing questions, use Rules for Writers by Diana Hacker. This book is recommended by the Writing Center.

Selected Library Resources about Grammar and Style

The Thorndike Library collection can provide further enrichment about topics related to writing. Listed below are some of the library's grammar, style format, and word history books; dictionaries; and thesauri. Call numbers are shown in parentheses. Some NetLibrary EBOOKS and internet writing sites are also included.

WRITING & GRAMMAR BOOKS

- **Rules for Writers** by D. Hacker, 5th ed. (REF PE 1408 .H277 2004) – concise explanations with many examples and comments about grammar, punctuation, and usage; discusses document design, research papers, and provides hints for those with English as a second language; includes online writing resources; has a companion website (www.bedfordstmartins.com)
- **A Writer's Reference** by D. Hacker, 5th ed. (PE 1408 .H2778 2003) – sections on composition, punctuation, sentence structure, documentation, word choice, and grammar
- **The Elements of Style** by Strunk and White, 4th ed. (REF PE 1408 .S772 1999) – classic “little book” of elementary rules of grammar and usage; includes commonly misused words and expressions
- **The Gregg Reference Manual** by W. Sabin, 9th ed. (REF PE 1479 .B87 S23 2001) – comprehensive book about basic writing rules and word processing information
- **Write Right!: A Desktop Digest of Punctuation, Grammar, and Style** by J. Venolia, 4th ed. (REF PE 1112 .V4 2001) – short book on grammar basics, punctuation, and copyediting

- **A Dictionary of Modern American Usage** by Garner (REF PE 2827 .G37 1998) – contemporary usage dictionary; discusses usage and style of both words and phrases; advises writers on which words to avoid

STYLE MANUALS

Some publishers and organizations require their authors to follow specific grammar, punctuation, style, and usage rules. The following are common style manuals.

- **The Associated Press Guide to Punctuation** (REF PE 1450 .C36 2003) – style used by many journalists
- **The Chicago Manual of Style**, 15th ed. (REF PE 1408 .C57 2003) – “house style” of the University of Chicago Press; covers manuscript publication and editing, proofs, copyright law, rules for tables, illustrations; good index
- **MLA Handbook for Writers of Research Papers**, 6th ed. (REF LB 2369 .G53 2003) – Modern Language Association style book covers research and writing, plagiarism, mechanics of writing, formatting papers, documentation of works cited; widely adopted for use by high school and college students
- **Publication Manual of the American Psychological Association**, 5th ed. (REF BF 76.7 .P83 2001) – style manual of choice for writers and editors in the social sciences; comprehensive coverage includes presentation of statistics, mathematics, tables, and figures; formatting guidelines for word processing software; instructions for manuscript submission and preparation
- **Scientific Style and Format: the CBE Manual for Authors, Editors, and Publishers**, 6th ed. (REF T 11 .S386 1994) – Council of Biology Editors authoritative manual recommended for publications in biology, medicine, and other sciences; special sections on scientific conventions such as chemical names and formulas, bacteria and viruses, and plants

DICTIONARIES AND WORD FINDERS

- **Random House Webster’s College Dictionary** (PE 1628 R28 2001)
- **Webster’s New World College Dictionary** (REF PE 1628 .W5629 2001) (REF PE 1628 .W5629 2001)
- **Roget’s International Thesaurus**, 6th ed. (REF PE 1591 .R73 2001) - includes synonyms and antonyms; words are arranged in broad

concepts and then grouped by the ideas they convey; many cross-references, but no definitions in the usual way; alphabetical index

- **Webster's New World Roget's A-Z thesaurus**, 4th ed. (REF PE 1591 .L27 1999) – main section includes synonyms for 30,000 words arranged alphabetically like a dictionary; also contains a thematic index that starts with broad categories
- **Dictionary of Foreign Terms** by C. Mawson, 2nd ed. (REF PE 1670 .M3 1975) – 15,000 words and phrases from 50 languages (ancient to modern)
- **Partridge's Concise Dictionary of Slang and Unconventional English** (REF PE 3721 .P3 1990) – only terms known to have arisen in the 20th century are included; mostly British, not American slang
- **The Word Finder** by J. Rodale (REF PE 1680 .R63 1987) – more than a thesaurus; provides adjectives, adverbs, and verbs to enhance an idea
- **Random House Word Menu** by S. Glazier (REF PE 1680 .G58 1992) – a combined dictionary, thesaurus, glossary, and reverse dictionary; 75,000 entries arranged in seven broad categories: nature, science & technology, domestic life, institutions, arts & leisure, language, and the human condition
- **The Dictionary of Concise Writing: 10,000 Alternatives to Wordy Phrases** by R. Fiske (REF PE 1464 .F57 2002)
- **The Dimwit's Dictionary: 5,000 Overused Words and Phrases and Alternatives to Them** by R. Fiske (PE 1591 .F566 2002) – “battles nonstandard, careless English and embraces clean, expressive English”

WORD HISTORIES

- **The Oxford English Dictionary**, 13 volumes (REF PE 1625 .N53 1970) – premier source for etymology; provides the history of English words and meanings in use since 1150, includes all relevant facts about word origin, derivatives, and history with illustrative quotations
- **The Oxford Dictionary of English Etymology** by C. Onions (REF PE 1580 .O5 1966) – traces common English words back to Indo-European roots
- **The Story Behind the Word** by M. Freeman (PE 1580 .F74 1985) – romantic word origins and folk etymologies

- **Everyday Phrases: Their Origins and Meanings** by N. Ewart (PE 1571 .E9 1983) – includes 400 phrases such as running the gauntlet, Achilles heel, and Artful Dodger
- **Grand Allusions: A Lively Guide to Those Expressions, Terms, and References You Ought to Know But Might Not** by Webber and Feinsilber (REF PE 1580 .W33 1990)

EBOOKS & WEB SITES (EBOOKS available from ThornCat)

Style and Writing Guides

- **501 Grammar and Writing Questions** (EBOOK) – readers learn by answering questions in six broad areas: mechanics (capitalization and punctuation), grammar, sentence structure, paragraph development, putting it all together, and essay questions
- **www.bedfordstmartins.com** -- companion website to **Rules for Writers** by Diana Hacker
- **www.aresearchguide.com/styleguides.html** -- provides links to research, writing and style guides, including APA, Chicago, MLA, and CBE
- **http://www.ipl.org/div/subject/browse/ref73.00.00/** -- Internet Public Library's list of links to style and writing guides

Citing Electronic Sources

- **www.ipl.org/div/farq/netciteFARQ.html** -- Internet Public Library links to sites about citing electronic sources

Dictionaries/Thesauri/Word Histories

- **http://www.bartleby.com** -- includes the **American Heritage Dictionary of the English Language** with sound files for pronunciation of many words; Roget's Thesauri, several usage guides including Strunk's **The Elements of Style**, and several quotation sources including Bartlett's
- **www.merriam-webster.com/** -- based on Webster's Collegiate dictionary; includes a thesaurus and **sound files for pronunciation of words**
- **www.etymonline.com/** -- used to find the origin of everyday words
- **The Browser's Dictionary of Foreign Words and Phrases** by M. Varchaver (EBOOK) – guide to common phrases found in periodicals or heard on television; pronunciation guide uses ordinary English

Online Writing Lab

- **<http://owl.english.purdue.edu>** -- comprehensive, easy-to-use site from Purdue University contains tutorials, about 200 handouts, many links to dictionaries/style manuals/grammar handbooks, and links to other online writing labs
- **<http://www.wisc.edu/writing>** – writing center at the University of Wisconsin at Madison, an online writer's handbook includes information on the writing process, grammar, citations, etc; links to other online writing labs