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Finding What You Need

The handbook provides many ways to reach its information:

Use a table of contents

Inside the front cover, a brief contents gives an overview of the handbook. Inside the back cover, a detailed outline lists all the book's topics.

Use the index

At the end of the book (p. 286), this alphabetical list includes all topics, terms, and problem words and expressions.

Use the glossaries

"Commonly Misused Words" (p. 261) clarifies words and expressions that are often misused or confused. "Grammar Terms" (p. 272) defines grammatical terms, including all terms marked ° in the text.

Use a list

"ESL Guide" (pp. 310–11) pulls together the book's material for students using English as a second language. "Editing Symbols" inside the back cover explains abbreviations often used to mark papers.

Use the elements of the page

The diagram illustrates the layout of a handbook page, with callouts identifying key elements:

- Header showing topic being discussed:** Points to the page header "The Colon 95".
- Examples, always indented, often showing revision:** Points to the examples under "Semicolons between series items" and "No semicolon before a series".
- Page tab containing the code of the last heading on the page (25a):** Points to the page tab "25a".
- Chapter number and title:** Points to the section title "25 The Colon".
- Section title, a main convention or topic labelled with the heading code 25a: the chapter number (25) and heading letter (a):** Points to the section title "25 The Colon".
- Section subheading:** Points to the subheading "25a Colon for introduction".
- Small raised circles indicating terms defined in "Grammar Terms" (p. 272):** Points to the raised circles in the text "Teachers have heard all sorts of reasons why students do poorly; psychological problems, family illness, too much work, too little time." and "The colon ends a main clause° and introduces various additions: The first warm days of spring, followed by cool nights, send".

Page Content:

Header The Colon 95

24c Semicolons with series

Semicolons between series items

Use semicolons (rather than commas) to separate items in a series when the items contain commas.

The custody case involved Amy Dalton, the child; Ellen and Mark Dalton, the parents; and Ruth and Hal Blum, the grandparents.

No semicolon before a series

Do not use a semicolon to introduce a series. (Use a colon or a dash instead.)

Not Teachers have heard all sorts of reasons why students do poorly; psychological problems, family illness, too much work, too little time.

But Teachers have heard all sorts of reasons why students do poorly; psychological problems, family illness, too much work, too little time.

25 The Colon

The colon is mainly a mark of introduction, but it has a few other conventional uses as well.

25a Colon for introduction

Colon at the end of a main clause

The colon ends a **main clause**° and introduces various additions:

The first warm days of spring, followed by cool nights, send

JANE E. AARON ✻ ELAINE BANDER

**THE LITTLE,
BROWN
ESSENTIAL
HANDBOOK**

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Preface

This small book contains essential information about academic writing, the writing process, usage, grammar, punctuation, research writing, and source citation—all in a convenient, accessible format. With its cross-curricular outlook, easy-to-use format, and assumption of little or no experience with writing or handbooks, *The Little, Brown Essential Handbook* helps students with varying interests and skills, in or out of school.

The following description highlights as **New** the most significant additions and changes to this edition of *The Little, Brown Essential Handbook*.

A guide to academic writing

The handbook introduces the goals and requirements of academic writing, emphasizing the writing situation, thesis and organization, revision, evidence, synthesis, and use of sources.

- **New** Genre joins subject, purpose, and audience as a key element in every writing situation.
- **New** Expanded coverage of revising stresses whole-essay concerns.
- **New** Academic integrity, including responsible use of sources, is presented as a feature of general academic writing as well as research writing.
- **New** A revised chapter on presenting writing provides information on how to format print and electronic documents.

A guide to research writing and documentation

The handbook helps students find sources; manage information; evaluate, synthesize, and cite sources; and avoid plagiarism.

- **New** A new chapter on tracking sources emphasizes accurate record keeping and offers practical tips for handling sources responsibly.
- **New** Updated advice on using the library's Web portal covers research guides and centralized search engines and also updates the material on databases.
- **New** Expanded discussions of finding and evaluating Web sources—websites, social-networking sites, blogs, wikis, and multimedia—help students discern purposes and distinguish reliable from unreliable sources.
- **New** The revised chapter on avoiding plagiarism gives more examples of deliberate and careless plagiarism, new examples of material that must be cited, and updated advice about avoiding plagiarism with online sources.

- **New** A new chapter on documenting sources discusses principles of documentation as well as bibliography software.
- **New** Updated, annotated samples of key source types show students how to find the bibliographical information to cite each type.
- **New** Updated and extensive chapters cover documentation in MLA, APA, Chicago, and CSE styles, with new models for how to cite social-networking posts, tweets, and electronic books.

A uniquely accessible reference handbook

The book includes numerous features designed to help students find what they need and then use what they find.

- **New** “Essential” learning objectives opening each of parts one to six give students an overview of key content.
- Explanations use minimal grammar terminology: needless terms are omitted, and essential terms, marked°, are defined in the glossary “Grammar Terms” (pp. 272–83).
- Examples use colour annotations and underlining or highlighting to connect instruction and application.
- Highlighting on documentation models makes authors, titles, dates, and other citation elements easy to grasp.
- Material especially for writers using English as a second language, integrated throughout the handbook, is marked **ESL** and indexed at the back of the book (pp. 310–11).
- Dictionary-style headers in the index make it easy to find entries.

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