

Prentice Hall Reference Guide

Tenth Edition

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Preface

This book is the result of many years of field testing. With every edition of this reference guide, we've kept in mind the students we've worked with and the countless papers we've read. We've included here advice we've passed along to writers in our classes and tutorials, emphasized topics we know are major sources of confusion, and included strategies we know students find useful. We have also included valuable hints, strategies, and feedback our students have shared with us.

What's New in This Edition?

Prentice Hall Reference Guide has been extensively revised in order to provide the most updated and easiest-to-use writing instruction. We've happily responded to your feedback, adding and integrating coverage of critical reading—essential for under-served students and useful for all—and including more real examples of interactions with texts, student writing, and explanatory graphics. In addition, we have bolstered the student-centered approach to writing. Finally, this edition features a new easy-to-read layout, graphics, and style throughout the entire book.

This edition continues to introduce students to the “big-picture” processes and genres of writing first, now weaving in the importance of critical thinking and critical reading, and then covers sentence-level concerns before moving on to the complexities of doing research and documenting sources. Tabs that divide the major sections for easy reference contain questions with corresponding pages to turn to for answers. The following tabs contain new material:

Reading and Writing Processes (Tab 2)

- New material on the interconnections between critical thinking, reading, and writing
 - New sections on critical reading and active reading strategies
 - New material discussing active engagement with reading material to enhance memory of its content
 - New focus on reading and writing for the rhetorical situation
- New section on genre and its relationship to purpose and audience
- New section on context and its importance in evaluating rhetorical situations
- New material on habits of mind for successful college work
- New visual illustrating effective notetaking strategies
- Updated student examples of paragraph organization strategies, featuring a variety of popular culture topics

Reading and Writing for College and Career (Tab 3)

- New focus on reading and writing in academic disciplines and professional work
- New discussion on notetaking strategies for lectures in multiple academic subjects
- New material on email etiquette and composing tactful email messages to professors

Research (Tab 10)

- New focus on the connections between critical reading strategies and research writing
- New easy-to-follow checklist for evaluating the credibility of source materials
- New graphic illustrating how to map out the use of multiple source materials within a paper outline
- New example of how to quote a source accurately and credibly

Documentation (Tabs 11–12)

- Extensive update to the entire MLA chapter reflecting changes and coverage in the new *MLA Handbook*, 8th edition
 - Updated material describing changes to in-text citations and long quotation formats
 - New Quick Guide offering step-by-step guidelines on formatting elements of Works Cited entries
 - New easy-to-follow graphics illustrating MLA's new container system for Works Cited entries
 - New images and sourcemaps demonstrating how to cite a variety of sources
- New sample pages of a CMOS-formatted student paper
- Updated CSE chapter reflecting coverage in CSE's *Scientific Style and Format*, 8th edition
- Updated examples of MLA, APA, CMOS, and CSE reference entries

Supplements

The following supplements accompany the tenth edition of *Prentice Hall Reference Guide*:

Strategies and Resources for Teaching Writing with Prentice Hall Reference Guide, Tenth Edition, is an instructor's manual that offers advice on planning and teaching composition. In addition, it provides instructors with a guide to the special features of the handbook and offers strategies for encouraging students to use them.

An *Online Answer Key* for *Prentice Hall Reference Guide*, Tenth Edition, is available for download by instructors from the Instructor Resource Center at www.pearsonhighered.com.

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This book first took shape in the mind of Phil Miller, when he was an English editor in the Humanities and Social Sciences division at Prentice Hall and patiently listened to my griping about composition handbooks that are not easy for students to use. His quiet wisdom and persistent challenge to me—to write a book that answered all my complaints about composition handbooks—worked to bring this book into existence. As the book progressed into this tenth edition, we were incredibly fortunate to have as our editors Joe Opiela and Anne Stameshkin, as well as Cynthia Cox and Emily Biberger at Ohlinger Publishing Services, who all worked closely with us.

We greatly appreciate their skills and dedication to ensuring that this edition is even more readable, useful, and student-friendly.

I am grateful for Jennifer Kunka's assistance in working on this edition of *Prentice Hall Reference Guide*. She brings her skills as a teacher and tutor of writing as well as her knowledge of the technology that has become an integral part of learning to write in this digital age. I am also indebted to student writers who, over the years, have patiently listened to my attempts to help them by means of my endless questions, doodles, diagrams, handouts, and bits of advice. They have honed my perceptions of what can and does help writers compose their documents. Watching them gain confidence in their writing skills reminds me why the teaching of writing skills is so rewarding and why writing is and should be an enjoyable experience for everyone. In addition, I'd like to thank Kim Ballard and Franklin K. Cline, both of Western Michigan University, for their assistance.

As for my husband, Samuel, and our children—Bekki, her husband, Daniel, and their children, Hannah and Eytan; and our son, David, and his wife, Megan—I prefer to think that my deep and abiding love and appreciation for them and what they mean to me is evident in our lives, not on pages of books.

Muriel Harris

Like Mickey (Muriel) Harris, I am thankful for the many student writers with whom I have worked over the years. Their questions about and successes in writing have shaped my contributions to this book. I especially thank the students in my composition courses at Francis Marion University who have tested this material and provided me with valuable feedback on this edition. I am also particularly thankful to the wonderful cast of writing center tutors who have informed and challenged me over the years to think about the best ways to help student writers. I give special thanks to all who have contributed or assisted with the writing samples in this edition, including Sydney Cumbie, Jennifer Coker, Corey Lee Hayes, Rachael Horne, Melody Pritchard, Tiara Felder, Justin McGee, Brooke Rogers, Joshua Knight, Staci Connor Poston, Christina Xan, Joseph M. Liethen, and tutors in the FMU Writing Center. I give enormous thanks to the wonderful Anne Stameshkin, our development editor, who went above and beyond in her assistance with this edition. I also thank those who provided support and feedback through the writing of this text, including Joe Opiela, Cynthia Cox, Emily Biberger, Joe Croscup, Karen Berry, Christopher Johnson, Beckie Flannagan, Lynn Hanson, Meredith Reynolds, and the English Department faculty, library staff, and administration at Francis Marion University. I sincerely thank Muriel Harris and am delighted we have been able to continue our collaborations on writing through the pages of this book. Thanks to my parents, Robert and Kathleen Liethen, for their continued encouragement. And to my husband, Andrew J. Kunka, thank you as always for your love, support, advice, and patience.

Jennifer Kunka