



**Simon & Schuster**

# Quick Access



**REFERENCE FOR WRITERS**

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**Second Edition**

**Lynn Quitman Troyka**



SIMON & SCHUSTER

# Quick Access



Reference for Writers  
Second Edition



Lynn Quitman Troyka



Prentice Hall  
Upper Saddle River,  
New Jersey 07458



Library of Congress Cataloging-in-Publication Data

Troyka, Lynn Quitman

Simon & Schuster quick access reference for writers / Lynn Quitman

Troyka.—2nd ed.

p. cm.

Includes index.

ISBN 0-13-621541-6

1. English language—Rhetoric—Handbooks, manuals, etc.
  2. English language—Grammar—Handbooks, manuals, etc.
  3. Report writing—Handbooks, manuals, etc. I. Simon and Schuster, Inc.
- II. Title.

PE1408.T6964 1997

808'.042—dc21

97-14280

CIP

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This book was set in 10/12 Palatino by Prentice Hall Production Services and printed and bound by Banta, Inc. The cover was printed by Banta, Inc.

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Published by Prentice-Hall, Inc.

Simon & Schuster / A Viacom Company

Upper Saddle River, NJ 07458

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Printed in the United States of America

10 9 8 7 6 5 4 3 2

ISBN 0-13-621541-6

Prentice-Hall International (UK) Limited, London

Prentice-Hall of Australia Pty. Limited, Sydney

Prentice-Hall Canada Inc., Toronto

Prentice-Hall Hispanoamericana, S.A., Mexico

Prentice-Hall of India Private Limited, New Delhi

Prentice-Hall of Japan, Inc., Tokyo

Simon & Schuster Asian Pte. Ltd., Singapore

Editora Prentice-Hall do Brasil, Ltda., Rio de Janeiro



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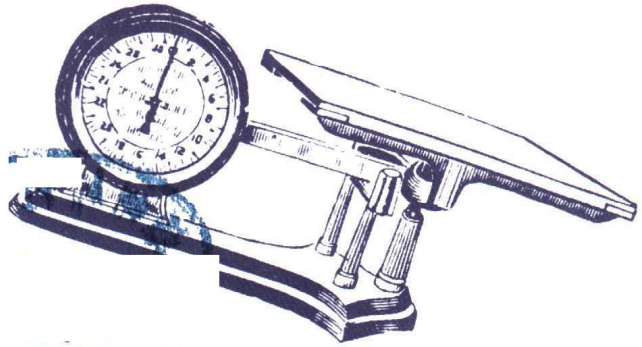
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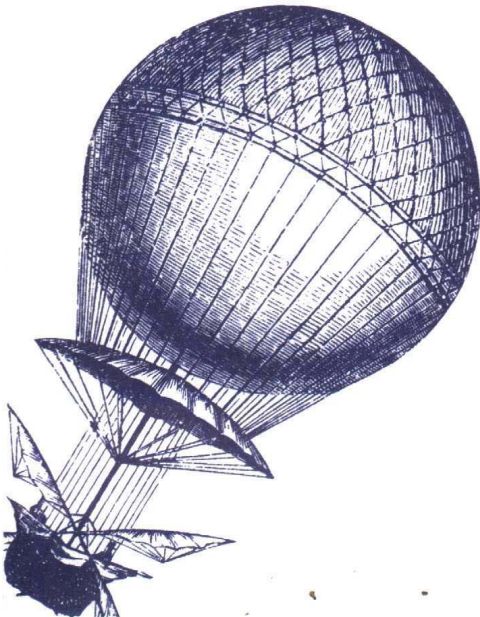
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FOR DAVID,  
WHO MAKES IT ALL GREAT FUN

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# Preface

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Welcome to the second edition of the *Simon & Schuster Quick Access Reference for Writers*. It has a jaunty nickname, the result of the first edition's becoming so popular and widely used. The nickname is *Quick Access*. (Some people have even shortened it to two letters: *QA*). This nickname pleases me greatly because the words *quick access* precisely capture my intent as I was writing the book for you.

My goal is to help you as a writer find information you need fast and easily. Each element in *Quick Access* works toward that goal. Also, I hope you hear in this book, as in my comprehensive *Simon & Schuster Handbook for Writers*, a supportive voice that expresses how strongly I respect and admire students. *Quick Access* gives you answers for questions about writing that students ask most often.

## Here's a preview of *Quick Access*

### Quick Access to Contents

Open the front cover for the Divider Directory, a listing of the book's twelve parts. • *New for this edition:* You can see the entire Divider Directory immediately upon opening the front cover. This makes it easy to glance over the contents of all twelve major parts of your book. • Also, when you open the back fold-out cover, the Capsule Contents displays the book's contents in greater detail so you can scan it by looking over one large sheet. The standard table of contents begins on page vii.

### Quick Access to Each Major Part

*Quick Access's* twelve dividers correspond to its twelve major parts. • *New for this edition:* Four new parts give easier access to ESL issues and add much more about basic grammar; an entirely new part on reading, thinking, and synthesizing; and an entirely new part on how to use *Quick Access* successfully. Also, to help you find your way quickly, a letter tied to each part's content identifies the part (for example, W for Writing Process, G for Grammar Basics) and is very visible on the dividers—front, back, and tab. •

### Quick Access to Every Chapter and Its Sections

Each part's chapters and sections are listed on the back of that part's divider, so that you can locate what you want instantly. • *New for this edition:* The letter identifying a part combines with a number to

identify each chapter in that part. For example, **C** Correct Sentences has as its first chapter **C1** Sentence Fragments, and its second chapter is **C2** Comma Splices and Fused Sentences. Each section in a chapter has an identifying letter-number-letter code. For example, the first section in **C1** is **C1.a**, and the second section is **C1.b**. For more about using codes for quick access to information, see **H** How to Use Your Quick Access. •

### **Quick Access to Every Page**

The spiral binding allows *Quick Access* to open flat, fold over flat, and stay open at any page. • *New for this edition:* Each divider tab lists inclusive page numbers for that part, so that locating information by page numbers is now as easy as locating information by codes. •

### **Quick Access to Every Element on Each Page**

• *New for this edition:* At the upper outside corner of each page, a “data cluster” contains all location information. In the blue block, you can find the codes for the sections on each page. Beside the blue block, you can find titles—on left pages the letter and title of the part, and on right pages the letter-number and title of the chapter. Under the titles, you can find the page number. • In the “access area” at the edge of each page, you can find the code for each section starting on the page; blue flags with the numbers of QA Boxes; and large exclamation points to alert you to Alerts—special reminders so that you do not forget smaller, related details in context.

### **Quick Access to QA Boxes**

QA Boxes summarize and distill important information, giving quick answers and clear models. A list of all 64 QA Boxes appears on the first two pages after the Divider Directory.

### **Quick Access to Learning About *Quick Access***

• *New for this edition:* The book’s first part, **H** How to Use Your *Quick Access*, explains how to use this book, with 10 pages to familiarize you with strategies for finding information. To cement your learning, exercises, and activities give you valuable practice. •

### **Quick Access to MLA, APA, CM, and CBE Documentation**

Thorough coverage of four major styles of documentation includes MLA, APA, CM, and CBE styles. At divider **M** MLA Documentation, *Quick Access* has 24 in-text citations and 71 Works Cited models. At divider **A** APA, CM, CBE Documentation, *Quick Access* has 18 in-text citations and 54 References models in APA style; 54 bibliographic note models for Chicago Manual (CM) style; and 27 References models for Council of Biology Editors (CBE) style. Detailed instructions for laying

out the information needed to tell your reader about your sources appear in QA Boxes, one for each of the four documentation styles.

### Quick Access to ESL Information

• *New for this edition:* ESL information is easy to find because it now has its own divider. • **F** Focus on ESL is based on the highly praised ESL chapters in the fourth edition of my *Simon & Schuster Handbook for Writers*.

### Quick Access to Help with Usage Rules and with Grammatical Terms

The extensive Usage Glossary lists words and terms to use and to avoid, with many examples of preferred usage. The Terms Glossary provides definitions of all terms shown in small capital letters—for example, GERUND—throughout *Quick Access*.

I hope that while you are using this book you will realize that you, the student, were in my mind's eye as I wrote and revised. The controlling conviction behind *Quick Access* is that knowledge empowers students, for it frees us all to enjoy the pleasures of language and to fulfill, with energy and joy, our potentials as writers.

### Acknowledgments

I am deeply grateful to students, colleagues, friends, and family who give generously of their suggestions and warmth. Each person shares in my writing by transforming my intensely personal activity into occasions of interaction.

All students and colleagues whom I have had the pleasure of acknowledging in three editions of the *Simon & Schuster Handbook for Writers* influenced me very directly as I made the choices necessary for this briefer *Simon & Schuster Quick Access Reference for Writers*. In addition, I heartily thank the members of the *Southeast Regional Editorial Advisory Board for Prentice Hall and Lynn Troyka*: Peggy Jolly, University of Alabama, Birmingham; Steve Prewitt, David Lipscomb University; Maryanne Reis, Elizabethtown Community College; Mike Thro, Tidewater Community College, Virginia Beach; and Sally Young, University of Tennessee, Chattanooga. Similarly, I am grateful to the members of the *Southwest Regional Editorial Advisory Board for Prentice Hall and Lynn Troyka*: Jon Bentley, Technical-Vocational Institute; Kathryn Fitzgerald, University of Utah, Salt Lake City; Maggie Smith, University of Texas, El Paso; Martha Smith, Brookhaven College; and Donnie Yeilding, Central Texas College.

Others who influenced my thinking about what to include in a brief book and how to make the information optimally accessible include Alan Baxter, Technical Careers Institute, New York City; Tommy J. Boley, University of Texas, El Paso; Ann Boyle, Wake Forest University; Richard Burt, Oakland Community College; Philip



Cooksey, Rose State College; Thomas K. Dean, Cardinal Stritch College; Betty Dietz, De Anza College; Robert M. Esch, University of Texas, El Paso; Martha French, Fairmont State College; Judith E. Funston, State University of New York, College at Potsdam; Raymond C. Hayes, Wingate College; Will Hochman, University of Southern Colorado, Pueblo; Julia Innis, Ohio University; B. W. Keene, University of Tennessee, Martin; Barbara McClure, Santa Rosa Junior College; Eileen Moeller, Syracuse University; Cheryl Mott, Delgado Community College; David Mulry, New Mexico Highlands University; Elizabeth Mahn Nollen, West Chester University; Beverly Wilson Palmer, Pomona College; Margaret M. Panos, University of Massachusetts, Dartmouth; J. Michael Pilz, Bucks County Community College; Maureen Potts, University of Texas, El Paso; Paul W. Ranieri, Ball State University; Laura Renick-Butera, DeVry Technical Institute, Woodbridge; Paul W. Rogalus, Plymouth State College; Donna Selby, Towson State University; Beverly J. Slaughter, Brevard Community College; Alison Smith, University of Illinois, Urbana-Champaign; Neal Snidow, Butte College; J. Maurice Thomas, Wingate College; Linda Warwick, Portland Community College; James D. Williams, University of North Carolina, Chapel Hill; and Carole Yee, New Mexico Institute of Mining and Technology.

At Prentice Hall/Simon & Schuster, many people helped me to fulfill my vision for *Quick Access*. Above all, Joyce F. Perkins, who served as development editor for my *Simon & Schuster Handbook for Writers*, first, third, and fourth editions, is central to *Quick Access* because she immersed herself in every page with detailed, astute attention. Joyce Perkins brings to her project far more than her years of developing college English texts; as all authors who have worked with her know, she brings an incredibly keen eye for what's essential in delivering useful information, in writing with clarity and grace, and in nurturing the creativity of a writer. Gina Sluss, Director of Marketing for Humanities and Social Sciences, and Rob Mejia, Marketing Manager for English, served informally but crucially as part of the editorial team.

When the focus switched to book production, Shelly Kupperman, Senior Production Editor, Bonnie Biller, Senior Managing Editor, and Lori Clinton, Supervisor of Production Services, brought their intensity, perfectionism, and bracing skill to each aspect of the project. Leslie Osher, Creative Design Director, and especially Carole Anson, Art Director, are responsible for the best design yet. Ximena Tamvakopoulos, artist and designer, created the charming designs for covers and dividers. Also in important roles were Phil Miller, President, Humanities and Social Sciences, and Barbara Kittle, Director of Production and Manufacturing.

My family and friends nourish my spirit and enrich my days. With love, I salute Susan Bartlestone; Kristen Black, along with Dan, Lindsey, and Ryan Black; Rita and Hy Cohen; Alan, Lynne, Adam, and Joshua Furman; Elaine Gilden Dushoff; Elliott Goldhush; Warren Herendeen; Edith Klausner, my sister; Myra Kogen; Jo Ann Lavery; Lisa Lavery; Jerrold Nudelman; my mother, Belle F. Quitman and the late Sidney L. Quitman, my father; Betty Renshaw; Magdalena Rogalskaja; Shirley and Don Stearns; Marilyn and Ernest Sternglass; Muriel Wolfe; and Gideon and Tzila Zwas. Most of all, my husband and sweetheart, David Troyka, blesses my life with his strength, good sense, laughter, and love.

Lynn Quitman Troyka  
New York, 1998

# About the Author

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Lynn Quitman Troyka earned her Ph.D. at New York University and taught for many years at the City University of New York (CUNY), including Queensborough Community College, the Center for Advanced Studies in Education at the Graduate School, and in the graduate program in Language and Literacy at City College. She served also as Senior Research Associate in the Instructional Resource Center, CUNY.

Dr. Troyka is an author in composition/rhetoric for the *Encyclopedia of English Studies and Language Arts*, Scholastic, 1993, and in basic writing for the *Encyclopedia of Rhetoric*, 1994. Former editor of the *Journal of Basic Writing* (1985–88), she has published in journals such as *College Composition and Communication*, *College English*, and *Writing Program Administration* and in books from Southern Illinois Press, Random House, the National Council of Teachers of English (NCTE), and Heineman/Boynnton/Cook. She has lectured at hundreds of colleges and universities and at national and international meetings.

Dr. Troyka is the author of the *Simon & Schuster Handbook for Writers*, Fourth Edition, Prentice Hall, 1996; the *Simon & Schuster Concise Handbook*, Prentice Hall, 1992; and *Structured Reading*, Fourth Edition, Prentice Hall, 1995. She is co-author (with Richard Lloyd-Jones, John Gerber, et al.) of *A Checklist and Guide for Reviewing Departments of English*, Modern Language Association (MLA); and of *Steps in Composition*, Sixth Edition (with Jerrold Nudelman), Prentice Hall, 1994.

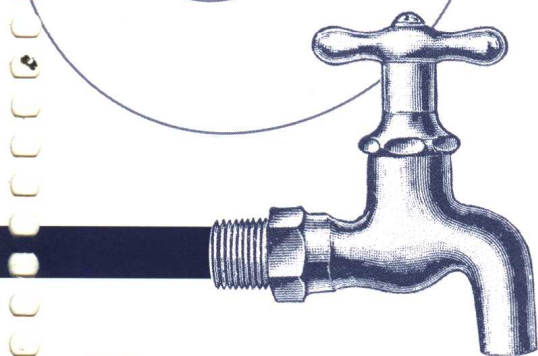
Dr. Troyka currently serves as Chair of the Two-Year College Association (TYCA) of the NCTE. She is a past chair of the Conference on College Composition (CCCC), of the College Section of NCTE, and of the Writing Division of MLA. She was named Rhetorician of the Year in 1993, was given the Nell Ann Pickett Award for Service in 1995 by CCCC and TYCA, and chaired the 1995–96 Task Force on the Future of CCCC.

"All this information," says Dr. Troyka, "tells what I've done, not who I am. I am a teacher. Teaching is my life's work, and I love it."



# How to Use Your *Quick Access*

**H** | How to Use Your *Quick Access*  
pages xxxi-xl



**! Alert**

**Usage  
Glossary**

**H1**

*Terms  
Glossary*

**Index**



**QA BOX**

**tutorial**

## **H HOW TO USE YOUR *QUICK ACCESS***

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# H1 What's in This Book

I wrote this book, *Quick Access*, to help you with writing: writing essays and research papers for your college courses, writing essay exams, writing anything you expect others to read.

The words *Quick Access* precisely capture my intent as I was writing the book for you. I want you as a writer to find whatever information you need fast and easily. I know you can use the book successfully because I have built into it so many ways for you to find information.

To help you become familiar with the way *Quick Access* works, I explain and illustrate here the major features that make your book easy to use. At the end of this part you will find questions and answers to get you moving around in *Quick Access*, looking for the kinds of information you likely will need in your own writing.

## Using dividers to help you get information

H1.a

*Quick Access* has 12 dividers to separate major parts. The dividers tell you where to look for information. A part's page numbers are given on the tab of its divider. The descriptions below can help you get to the right divider.

- **H How to Use Your *Quick Access*** (first divider) You are here now. Look here for answers to your questions about how to find information in your handbook and for guided practice in using the book.
- **W Writing Process** (second divider) Look here for answers to your questions about writing essays and essay exams successfully.
- **T Thinking and Reading Critically** (third divider) Look here for answers to your questions about effective processes for reading and thinking.
- **G Grammar Basics** (fourth divider) Look here for answers to your questions about English grammar (parts of speech, especially verbs and pronouns, and sentence structures).
- **C Correct Sentences** (fifth divider) Look here for answers to your questions about sentence errors (sentence fragments, comma splices, and much more).
- **E Effective Sentences and Words** (sixth divider) Look here for answers to your questions about ways to develop your own writing style.