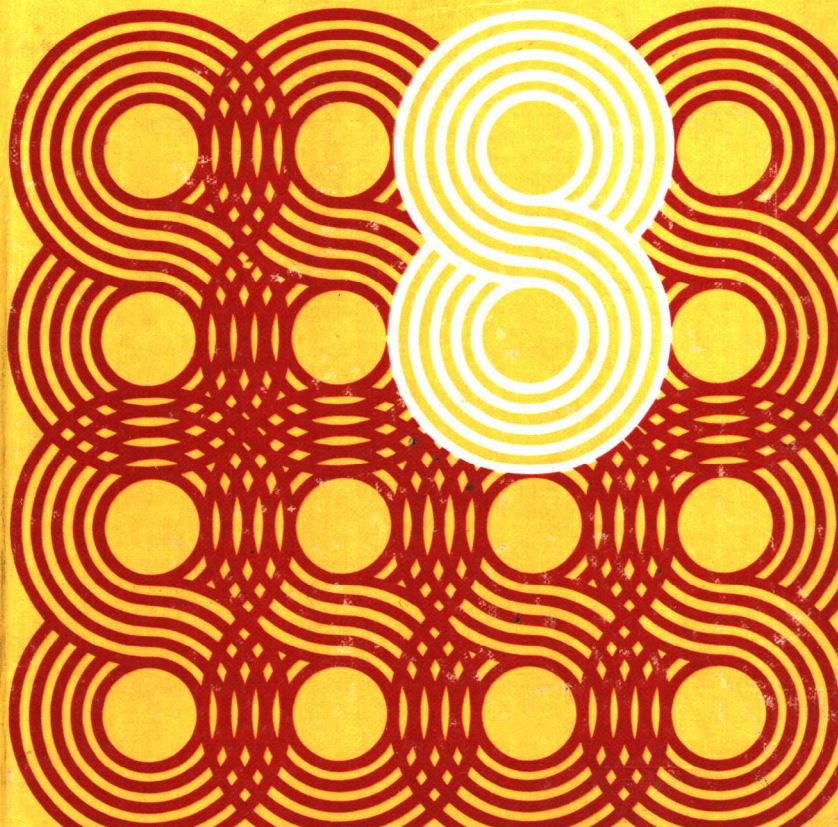
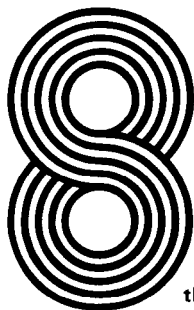


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HARBRACE  
COLLEGE  
HANDBOOK





th edition

# HARBRACE COLLEGE HANDBOOK

**John C. Hodges**

*late of The University of Tennessee*

*and*

**Mary E. Whitten**

*Texas State University*



**Harbrace Jovanovich, Inc.**  
New York / Chicago / San Francisco / Atlanta

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Library of Congress Catalog Card Number: 76-19902

ISBN: 0-15-531824-1

Printed in the United States of America

## To the Instructor

The *Harbrace College Handbook* is both a guide for the individual writer and a textbook for use in class. The Eighth Edition has been thoroughly revised and updated, in keeping with the spirit of its predecessors. Although shorter than the Seventh Edition, the Eighth still covers all the basic principles of effective writing to which instructors usually refer, as shown by a comprehensive examination of student papers. This edition retains the thirty-four major sections. The book begins with a section on **Sentence Sense** and ends with a **Glossary of Grammatical Terms**. The former may be used, whenever needed, as an introduction to the other sections; the latter may be used for reference throughout the course. Some instructors may wish to begin with Section **32, Planning and Writing the Whole Composition**. Others may prefer to begin with Section **31, The Paragraph**, or with Sections **19–30**.

Exercises are provided for every section of the book. The number, the scope, and the variety of these exercises make it possible for instructors to select those activities that best suit the needs of their students. (Additional exercises keyed to this handbook are provided in the *Harbrace College Workbook* by Sheila Y. Graham.)

John C. Hodges originated this handbook in 1941. He died soon after its sixth edition was published in 1967. The basic approach of the *Harbrace College Handbook* is his.

## To the Instructor

Colleagues who have offered suggestions for making this edition more usable are Robert L. Banks, Amanda H. Blackman, Johnnye Louise Cope, and Diana Sims, all of North Texas State University, and Sue E. Coffman, of Western Texas College. Others who have read the manuscript and have made valuable suggestions for its improvement are Celia M. Millward, Boston University; Joanne H. McCarthy, Tacoma Community College; Roberta S. Matthews, Fiorello H. LaGuardia Community College; and Sheila Y. Graham, North Carolina State University.

Special thanks go to Garrett Ballard, North Texas State University, and to John J. Minter, Texas Woman's University, who prepared bibliographic materials; to Irene Pavitt, Susan Joseph, William A. Pullin, Marilyn Marcus, and Stephen O. Saxe, of Harcourt Brace Jovanovich, who contributed significantly to the quality of the book; as well as to Robert M. Howe III, who supplied the new library paper; and to Audrey Ann Welch, who assisted in the revision of the manuscript.

To Bain Tate Stewart, of the University of Tennessee, and to Karen H. Kirtley, of Portland, Oregon, is due continuing appreciation for contributions to the book in earlier editions.

# To the Student

**Contemporary Usage** / The Eighth Edition of the *Harbrace College Handbook* attempts to describe the usual practice of good contemporary writers and to state that practice as simply as possible. The rules given in color are to be interpreted as descriptions of usage, and they have authority only to the extent that they describe usage. In your reading you should observe the practices of good writers so that you may gain the confidence that comes from firsthand knowledge of what good writing is.

**Numbers or Symbols** / A number or a symbol written in the margin of your paper indicates a need for correction or improvement and calls for revision. If a number is used, turn directly to the corresponding number at the top of the page in the handbook. If a symbol is used, first consult the alphabetical list of symbols inside the front cover to find the number of the section to which you should turn. An appropriate letter after a number or symbol (such as **2c** or **frag/c**) will refer you to a specific part of a section.

**References** / Your instructor will ordinarily refer you to the number or symbol (**2** or **frag**, **9** or **cap**, **18** or **sp**, **28** or **ref**) appearing at the head of one of the thirty-four sections

## To the Student

of the handbook. The rule given in color at the beginning of each section covers the whole section. One of the more specific rules given within the section will usually be needed to guide you in revision. Study the section to which you have been referred—the whole of the section if necessary—and master the specific part of the section that applies to your writing.

**Additional Help** / The general section on **Sentence Sense** at the beginning of the book may provide the background you need to understand later sections of the book. If you do not understand any grammatical term used in the text, consult the **Glossary of Grammatical Terms** at the end of the book.

**Correction and Revision** / After you have studied the rules called to your attention, revise your paper carefully, as directed by your instructor. One method of revision is explained and illustrated in Section 8, page 84.

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