

**Revised Twelfth Edition  
with updated  
MLA and APA styles**

HARBRACE  
COLLEGE  
HANDBOOK

T W E L F T H   E D I T I O N

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# COLLEGE

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# HANDBOOK

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R E V I S E D  
T W E L F T H E D I T I O N

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## PREFACE

**T**he *Harbrace College Handbook* is a compact yet comprehensive guide for writers. Its approach is practical, its advice is clearly and concisely stated, and its purpose is to help students become more effective writers. Abundant, specific examples throughout the book demonstrate the principles of writing that are applicable to both coursework and professional tasks.

The Twelfth Edition is a complete revision of the Eleventh. To make the handbook even more helpful to students, we have followed several principles:

1. To emphasize revision rather than correction, we have reworded some chapter titles and many section rules.
2. We have explained, whenever possible, the reasons or purposes for specific elements of grammar and punctuation. Students learn faster and write better when they understand the reasons for the rules in the handbook.
3. We have updated and freshened the explanations and examples throughout, making sure to balance the representation of men and women and of ethnic and racial groups.

4. To reflect the changing demographics of composition students, we have addressed *in context* the writing difficulties common to dialect interference and ESL.
5. We have extensively revised the exercises by increasing the number that encourage students to write or revise in context; by making many exercises the focus of class discussion, thereby encouraging students to collaborate; and by providing exercises that give students more writing practice.
6. In many chapters we have created checklists of topics that students often need to glance at.

Further, we have carefully reorganized some chapters, adding some sections and deleting or combining others to address the current needs of students. For example, chapters **1** and **7** have been adjusted to clarify concepts that have proved difficult for students, chapters **8** and **18** emphasize with suitable cautions the word-processing technology now available to most students, and chapter **19** contains a new section on sexist language.

The Glossary of Usage (formerly **19i**) is now a separate glossary at the back of the book, and the Record of Revisions (formerly **8f**) and the list of Commonly Misspelled Words (formerly **18e**) are now located in the Instructor's Manual.

We have also clarified some terminology. For example, to follow current linguistic practice, and to avoid the confusion that many students experience with the terms *main* and *dependent*, we pair the term *independent clause* with *subordinate clause*.

We have reinforced the process orientation of chapters **31–35**. An expanded chapter **31** discusses critical reading within a framework of logical thinking, which are vital skills for chapters **32–35** and for other college and work assignments. As the new title suggests, chapter **34** emphasizes that researched papers must be written and not simply compiled. Chapter **34** also features an expanded discussion of plagiarism and greater coverage of both MLA and APA documentation styles, which

are now called out by new color tabs and running heads. Further, because chapter **35** now includes a researched paper about literature, the new MLA style paper in chapter **34** provides a model for a short, persuasive essay of a type often expected of students in writing courses. Of the six student papers in the handbook, four are new to the Twelfth Edition.

To reinforce the handbook's function as a reference tool, we have also significantly revised the backmatter. We have expanded and updated the **Glossary of Usage** and, as noted earlier, moved it from **19i** to the back of the book to make it easier to find. The **Glossary of Terms** has been renamed to encompass computer words and phrases that are common in composition today. In addition to a detailed general index, which identifies issues common in dialect interference, we have included specific, color-coded ESL, MLA, and APA indexes for quick reference.

Like the Eleventh Edition, the four-color design displays the rules and the main structural elements of each chapter in red; the notes, cautions, and exceptions in yellow to alert the student; and the exercise directions in green. This color format allows the reader to locate the needed information quickly and to differentiate key points from finer points.

These additions to the Twelfth Edition of the handbook do not overshadow the solid, proven coverage of previous editions. The time-tested organization of the handbook, which allows instructors maximum flexibility in teaching the chapters, is still the same. We believe that the revisions demonstrate that the *Harbrace College Handbook* responds to the changing needs of instructors and students by reflecting the best of current research in rhetoric and composition.

## Ancillaries

- Instructor's Manual by Mary Lee Donahue
- *The Resourceful Writer*, Third Edition (and its Instructor's Manual), by Suzanne S. Webb

- *Harbrace College Workbooks* (and their accompanying Instructor's Editions): Form 12A, "Diversity of Writers in America," by Larry G. Mapp; Form 12B, "Exploring the Cosmos," by Larry G. Mapp (available in 1995); Form 12C, "Writing for the World of Work," by Melissa Barth (available in 1995); and the *Harbrace ESL Workbook*, Second Edition, by Charles Hall and Jeffrey Gross
- Correction Chart
- Harbrace Instructor's Resource Package
- Harbrace Test Package, print and computerized versions, which include diagnostic tests as well as CLAST and TASP guidelines
- Harbrace software, which includes *Harbrace Online*, *PC-Write Lite* word-processing software, *Writing Tutor* for IBM and Macintosh, *GramPop* and *DocuPop* reference software, *ExamRecord* grade book

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For over half its history, Mary E. Whitten labored lovingly to keep the *Harbrace College Handbook* current and authoritative. Just as she continued the work of John Hodges in the Fifth through Tenth Editions, we have strived to continue her work in the Eleventh and in this Twelfth Edition.

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