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Clarity and precision in legal writing are essential skills in the practice and study of law. This book offers a straightforward, practical guide to effective legal style from a world-leading expert. The book is thoughtfully structured to explain the

elements of good legal writing and its most effective use. It catalogues all aspects of legal style, topic by topic, phrase by phrase, usage by usage. It scrutinises them all, suggesting improvements. Its 'dictionary' arrangement makes it easy to navigate. Topics range as widely as ambiguity, definitions, provisos, recitals, simplified outlines, terms of art, tone, and the various principles of legal interpretation. Words and phrases deal with legal expressions that non-lawyers find opaque and obscure. The purpose is to show that you can usually substitute a plain-English equivalent. Usage entries include matters such as abbreviations, acronyms, active and passive voice, brackets, bullet points, citation methods, cross-referencing, deeds, fonts, document design, footnotes, gender-neutral language, numbering systems, plain language, punctuation, the use of Latin, structures for legal advices and documents, and techniques for editing and proofreading. With an emphasis on technical effectiveness and understanding, the book is required reading for all those engaged in the practice and study of law. Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media. In the time since the second edition of The ACS Style Guide was published, the rapid growth of electronic communication has dramatically changed the scientific, technical,

and medical (STM) publication world. This dynamic mode of dissemination is enabling scientists, engineers, and medical practitioners all over the world to obtain and transmit information quickly and easily. An essential constant in this changing environment is the requirement that information remain accurate, clear, unambiguous, and ethically sound. This extensive revision of The ACS Style Guide thoroughly examines electronic tools now available to assist STM writers in preparing manuscripts and communicating with publishers. Valuable updates include discussions of markup languages, citation of electronic sources, online submission of manuscripts, and preparation of figures, tables, and structures. In keeping current with the changing environment, this edition also contains references to many resources on the internet. With this wealth of new information, The ACS Style Guide's Third Edition continues its long tradition of providing invaluable insight on ethics in scientific communication, the editorial process, copyright, conventions in chemistry, grammar, punctuation, spelling, and writing style for any STM author, reviewer, or editor. The Third Edition is the definitive source for all information needed to write, review, submit, and edit scholarly and scientific manuscripts. The premier source for journalists, now revised and updated for 2015. Does the White House tweet? Or does the White House post on Twitter? Can "text" be a verb and also a noun? When should you link? For anyone who writes--short stories or business plans, book reports or news articles--knotty choices of spelling, grammar, punctuation and meaning lurk in every line: Lay or lie? Who or whom? That or which? Is Band-Aid still a trademark? It's enough to send you in search of a Martini. (Or is that a martini?) Now everyone can find answers to these and thousands of other questions in the handy alphabetical guide used by the writers and editors of the world's most authoritative news organization. The guidelines to hyphenation, punctuation, capitalization and spelling are crisp and compact, created for instant reference in the rush of daily

deadlines. The 2015 edition is a revised and condensed version of the classic guide, updated with solutions to problems that plague writers in the Internet age: · How to cite links and blogs · How to handle tweets, hashtags and other social-media content · How to use current terms like "transgender," or to choose thoughtfully between "same-sex marriage" and "gay marriage" With wry wit, the authors have created an essential and entertaining reference tool. Maximalism, or the "more is more" world of decorating, is here! The style that embraces the all-out-beautiful color palettes, luxurious textiles, patterns, and embellishment--has made a comeback. Maximalism is the epitome of passion, one in which Scandi-style, stripped bare, and pared-back interiors have no place. Abigail Ahern guides us through the change in the world of interiors as the pendulum swings away from minimalism and over to our increasing desire for self-expression and optimism. Readers will learn how to break the "rules" of interior design, play fast and loose with different periods in a single room, and have fun. Maximalism allows us to dip into color palettes and any decade or style, with the effect of stirring up emotions and creating a bedazzling space we never want to leave. Much more than a grammar and punctuation handbook, this renowned guide helps users produce documents that reflect quality writing standards. It offers access to more than 110 topics. The CD-ROM contains more than 30 model documents, including letters, memos, and resumes. This detailed, example-driven guide illustrates how much technical communicators can do to make written texts more suitable for a global audience. You'll find dozens of guidelines that you won't find in any other source, along with thorough explanations of why each guideline is useful. The NASA Graphics Standards Manual, by Richard Danne and Bruce Blackburn, is a futuristic vision for an agency at the cutting edge of science and exploration. Housed in a special anti-static package, the book features a foreword by Richard Danne, an essay by Christopher Bonanos, scans of the original manual (from

Danne's personal copy), reproductions of the original NASA 35mm slide presentation, and scans of the Managers Guide, a follow-up booklet distributed by NASA. Now in its second edition, the MHRA Style Guide is an indispensable tool for authors and editors of scholarly books, contributors to academic publications, and students preparing theses. The Style Guide succeeds the best-selling MHRA Style Book, five editions of which were published from 1971 to 1996. Though originally designed for use in connection with the publications of the Modern Humanities Research Association, the Style Book became a standard book of reference, particularly in the humanities, and has been adopted by many other authors, editors, and publishers. This new edition of the Style Guide has been revised and updated by a subcommittee of the MHRA. It provides comprehensive guidance on the preparation of copy for publication and gives clear and concise advice on such matters as spelling (including the spelling of proper names and the transliteration of Slavonic names), abbreviations, punctuation, the use of capitals and italics, dates and numbers, quotations, notes, and references. Chapters on indexing, the preparation of theses and dissertations, and proof correcting are also included. A classic reference book on user interface design and graphic design for web sites, updated to reflect a rapidly changing market. Consistently praised as the best volume on classic elements of web site design, *Web Style Guide* has sold many thousands of copies and has been published around the world. This new revised edition confirms *Web Style Guide* as the go-to authority in a rapidly changing market. As web designers move from building sites from scratch to using content management and aggregation tools, the book's focus shifts away from code samples and toward best practices, especially those involving mobile experience, social media, and accessibility. An ideal reference for web site designers in corporations, government, nonprofit organizations, and academic institutions, the book explains established design principles and covers all

aspects of web design--from planning to production to maintenance. The guide also shows how these principles apply in web design projects whose primary concerns are information design, interface design, and efficient search and navigation.

The first menswear book to go in search of the finest clothes, accessories, and brands in the world, and to explain the craft which makes them the best of the best With impeccable taste and an unerring eye for quality, connoisseur Simon Crompton seeks out the world's most beautifully crafted contemporary menswear, item by item, from the Panama hat to the Milanese buttonhole. In profiles of fourteen distinguished companies that design, make, and sell their own products, Crompton tells the story of how each luxury item is crafted, explaining the subtle but crucial difference a hand-stitched seam, perfectly cut sleeve, or screen-printed silk can make. Augmented by extensive, specially commissioned photographs, *The Finest Menswear in the World* delves into every element of the well-dressed man's wardrobe, both business and casual, from shirts to shoes, suits to scarves, and bags to umbrellas. With Crompton's expert guidance, the discerning gentleman can dress himself head to toe in the finest menswear in the world.

This third edition of the *OECD Style Guide* is designed to help draft and organise published material so that readers can easily navigate, understand and access OECD analysis, statistics and information. WWW may be an acronym for the World Wide Web, but no one could fault you for thinking it stands for wild, wild West. The rapid growth of the Web has meant having to rely on style guides intended for print publishing, but these guides do not address the new challenges of communicating online. Enter *The Yahoo! Style Guide*. From Yahoo!, a leader in online content and one of the most visited Internet destinations in the world, comes the definitive reference on the essential elements of Web style for writers, editors, bloggers, and students. With topics that range from the basics of grammar and punctuation to Web-specific ways to improve your

writing, this comprehensive resource will help you: - Shape your text for online reading - Construct clear and compelling copy - Write eye-catching and effective headings - Develop your site's unique voice - Streamline text for mobile users - Optimize webpages to boost your chances of appearing in search results - Create better blogs and newsletters - Learn easy fixes for your writing mistakes - Write clear user-interface text

This essential sourcebook—based on internal editorial practices that have helped Yahoo! writers and editors for the last fifteen years—is now at your fingertips. Searchable electronic version of print product with fully hyperlinked cross-references. A classic reference book on user interface design and graphic design for web sites, updated to reflect a rapidly changing market

Consistently praised as the best volume on classic elements of web site design, *Web Style Guide* has sold many thousands of copies and has been published around the world. This new revised edition confirms *Web Style Guide* as the go-to authority in a rapidly changing market. As web designers move from building sites from scratch to using content management and aggregation tools, the book's focus shifts away from code samples and toward best practices, especially those involving mobile experience, social media, and accessibility. An ideal reference for web site designers in corporations, government, nonprofit organizations, and academic institutions, the book explains established design principles and covers all aspects of web design—from planning to production to maintenance. The guide also shows how these principles apply in web design projects whose primary concerns are information design, interface design, and efficient search and navigation.

Elements of Indigenous Style offers Indigenous writers and editors—and everyone creating works about Indigenous Peoples—the first published guide to common questions and issues of style and process. Everyone working in words or other media needs to read this important new reference, and to keep it nearby while they're working. This guide features: -

Twenty-two succinct style principles. - Advice on culturally appropriate publishing practices, including how to collaborate with Indigenous Peoples, when and how to seek the advice of Elders, and how to respect Indigenous Oral Traditions and Traditional Knowledge. - Terminology to use and to avoid. - Advice on specific editing issues, such as biased language, capitalization, and quoting from historical sources and archives. - Case studies of projects that illustrate best practices. The official style guide followed by The Times and The Sunday Times. Uncover the rules, conventions and policies on spelling, grammar and usage followed by the journalists, contributors and editors working on the Times and Sunday Times newspapers. Now updated with all the latest policy decisions. Provides information on stylistic aspects of research papers, theses, and dissertations, including sections on writing fundamentals, MLA documentation style, and copyright law. An Essential Reference for Intermediate and Advanced R Programmers Advanced R presents useful tools and techniques for attacking many types of R programming problems, helping you avoid mistakes and dead ends. With more than ten years of experience programming in R, the author illustrates the elegance, beauty, and flexibility at the heart of R. The book develops the necessary skills to produce quality code that can be used in a variety of circumstances. You will learn: The fundamentals of R, including standard data types and functions Functional programming as a useful framework for solving wide classes of problems The positives and negatives of metaprogramming How to write fast, memory-efficient code This book not only helps current R users become R programmers but also shows existing programmers what's special about R. Intermediate R programmers can dive deeper into R and learn new strategies for solving diverse problems while programmers from other languages can learn the details of R and understand why R works the way it does. Previously published as part of The Yahoo! Style Guide. WWW may be an acronym for the World Wide

Web, but no one could fault you for thinking it stands for wild, wild West. The rapid growth of the Web has meant having to rely on style guides intended for print publishing, but these guides do not address the new challenges of communicating online. Enter The Yahoo! Style Guide to Writing for an Online Audience, from Yahoo!, a leader in online content and one of the most visited Internet destinations in the world. Full of Web-specific ways to improve your writing, this guide will help you: - Shape your text for online reading. - Identify your audience. - Define your voice. - Write clear, compelling copy. This style guide is a product of the voting system standards and test methods research at NIST. The most recent version of the tech. standard, the Voluntary Voting System Guidelines of Aug. 2007, contains requirements for the usability of documentation used by poll workers and election support staff. The approach to testing these requirements has two components: (1) Style guide incorporating best practices for voting system documentation; (2) Test protocol for voting system test labs. to use to measure the usability of instructions supplied by voting system manufacturers for election workers. This style guide sets out guidelines for voting system manufacturers to use to implement best practices in their documentation for poll workers and election support staff. NEW YORK TIMES BESTSELLER

Celebrity model Inès de la Fressange shares the well-kept secrets of how Parisian women maintain effortless glamour and a timeless allure. Inès de la Fressange—France’s icon of chic—shares her personal tips for living with style and charm, gleaned from decades in the fashion industry. She offers specific pointers on how to dress like a Parisian, including how to mix affordable basics with high-fashion touches, and how to accessorize. Her step-by-step do’s and don’ts are accompanied by fashion photography, and the book is personalized with her charming drawings. Inès also shares how to bring Parisian chic into your home, and how to insert your signature style into any space—even the office. The ultrachic volume is wrapped with a

three-quarter-height removable jacket and features offset aquarelle paper and a ribbon page marker. Complete with her favorite addresses for finding the ultimate fashion and decorating items, this is a must-have for any woman who wants to add a touch of Paris to her own style. Sparkling waterways, world-famous interiors and friendly well-dressed people on bicycles-welcome to Copenhagen, capital of Denmark, and home to the Danes, the happiest people on earth. Copenhagen effortlessly combines the latest trends in fashion, design, furnishings and architecture with a refreshingly relaxed approach to life. And, while this is a city that enjoys an international reputation for culinary excellence, dining out can be as inexpensive as it is thrilling, if you follow some insider tips. Authors Anna Peuckert and Soren Jepsen share the secrets of their spectacular city: the shops, cafes, restaurants, galleries and hotels that exude a uniquely Danish sense of style and serenity. Copenhagen Style Guide is an indispensable companion for both visitors who prefer to stray from the well-trodden tourist paths and locals looking for that unique insight or special view of their home. Eat. Sleep. Shop. Love it. This book is a combination and expansion of my previous guides to help new authors. It has a primary focus on the writing of fiction stories. It starts with what you need to consider before you start to write. It doesn't cover all the aspects of grammar, only those where you need to vary from the English grammar used in business or formal English. The guide covers the areas where I've had the most problems in the past, and seen other authors have issues with the existing style guides for business and academic works. This book of 42,500 words replaces my previous three guides - Writer Guide, Fiction Style Guide, and Make a Good E-pub. It also includes some instruction on how to make a good HTML file from your story. Includes a new expanded CSS style sheet and creating an e-pub from html page. A little more than seventy-five years ago, Kate L. Turabian drafted a set of guidelines to help students understand how to write, cite, and

formally submit research writing. Seven editions and more than nine million copies later, the name Turabian has become synonymous with best practices in research writing and style. Her *Manual for Writers* continues to be the gold standard for generations of college and graduate students in virtually all academic disciplines. Now in its eighth edition, *A Manual for Writers of Research Papers, Theses, and Dissertations* has been fully revised to meet the needs of today's writers and researchers. The Manual retains its familiar three-part structure, beginning with an overview of the steps in the research and writing process, including formulating questions, reading critically, building arguments, and revising drafts. Part II provides an overview of citation practices with detailed information on the two main scholarly citation styles (notes-bibliography and author-date), an array of source types with contemporary examples, and detailed guidance on citing online resources. The final section treats all matters of editorial style, with advice on punctuation, capitalization, spelling, abbreviations, table formatting, and the use of quotations. Style and citation recommendations have been revised throughout to reflect the sixteenth edition of *The Chicago Manual of Style*. With an appendix on paper format and submission that has been vetted by dissertation officials from across the country and a bibliography with the most up-to-date listing of critical resources available, *A Manual for Writers* remains the essential resource for students and their teachers. "Demystifies object-oriented programming, and lays out how to use it to design truly secure and performant applications." —Charles Soetan, Plum.io Key Features Dozens of techniques for writing object-oriented code that's easy to read, reuse, and maintain Write code that other programmers will instantly understand Design rules for constructing objects, changing and exposing state, and more Examples written in an instantly familiar pseudocode that's easy to apply to Java, Python, C#, and any object-oriented language Purchase of the print book includes

a free eBook in PDF, Kindle, and ePub formats from Manning Publications. About The Book Well-written object-oriented code is easy to read, modify, and debug. Elevate your coding style by mastering the universal best practices for object design presented in this book. These clearly presented rules, which apply to any OO language, maximize the clarity and durability of your codebase and increase productivity for you and your team. In Object Design Style Guide, veteran developer Matthias Noback lays out design rules for constructing objects, defining methods, and much more. All examples use instantly familiar pseudocode, so you can follow along in the language you prefer. You'll go case by case through important scenarios and challenges for object design and then walk through a simple web application that demonstrates how different types of objects can work together effectively. What You Will Learn Universal design rules for a wide range of objects Best practices for testing objects A catalog of common object types Changing and exposing state Test your object design skills with exercises This Book Is Written For For readers familiar with an object-oriented language and basic application architecture. About the Author Matthias Noback is a professional web developer with nearly two decades of experience. He runs his own web development, training, and consultancy company called "Noback's Office." Table of Contents: 1 | Programming with objects: A primer 2 | Creating services 3 | Creating other objects 4 | Manipulating objects 5 | Using objects 6 | Retrieving information 7 | Performing tasks 8 | Dividing responsibilities 9 | Changing the behavior of services 10 | A field guide to objects 11 | Epilogue The IBM Style Guide distills IBM wisdom for developing superior content: information that is consistent, clear, concise, and easy to translate. The IBM Style Guide can help any organization improve and standardize content across authors, delivery mechanisms, and geographic locations. This expert guide contains practical guidance on topic-based writing, writing content for different media types, and writing for global

audiences. Throughout, the authors illustrate the guidance with many examples of correct and incorrect usage. Writers and editors will find authoritative guidance on issues ranging from structuring information to writing usable procedures to presenting web addresses to handling cultural sensitivities. The guidelines cover these topics: Using language and grammar to write clearly and consistently Applying punctuation marks and special characters correctly Formatting, organizing, and structuring information so that it is easy to find and use Using footnotes, cross-references, and links to point readers to valuable, related information Presenting numerical information clearly Documenting computer interfaces to make it easy for users to achieve their goals Writing for diverse audiences, including guidelines for improving accessibility Preparing clear and effective glossaries and indexes

The IBM Style Guide can help any organization or individual create and manage content more effectively. The guidelines are especially valuable for businesses that have not previously adopted a corporate style guide, for anyone who writes or edits for IBM as an employee or outside contractor, and for anyone who uses modern approaches to information architecture. New diversity style guide helps journalists write with authority and accuracy about a complex, multicultural world A companion to the online resource of the same name, The Diversity Style Guide raises the consciousness of journalists who strive to be accurate. Based on studies, news reports and style guides, as well as interviews with more than 50 journalists and experts, it offers the best, most up-to-date advice on writing about underrepresented and often misrepresented groups. Addressing such thorny questions as whether the words Black and White should be capitalized when referring to race and which pronouns to use for people who don't identify as male or female, the book helps readers navigate the minefield of names, terms, labels and colloquialisms that come with living in a diverse society. The Diversity Style Guide comes in two parts. Part One

offers enlightening chapters on Why is Diversity So Important; Implicit Bias; Black Americans; Native People; Hispanics and Latinos; Asian Americans and Pacific Islanders; Arab Americans and Muslim Americans; Immigrants and Immigration; Gender Identity and Sexual Orientation; People with Disabilities; Gender Equality in the News Media; Mental Illness, Substance Abuse and Suicide; and Diversity and Inclusion in a Changing Industry. Part Two includes Diversity and Inclusion Activities and an A-Z Guide with more than 500 terms. This guide: Helps journalists, journalism students, and other media writers better understand the context behind hot-button words so they can report with confidence and sensitivity Explores the subtle and not-so-subtle ways that certain words can alienate a source or infuriate a reader Provides writers with an understanding that diversity in journalism is about accuracy and truth, not "political correctness." Brings together guidance from more than 20 organizations and style guides into a single handy reference book

The Diversity Style Guide is first and foremost a guide for journalists, but it is also an important resource for journalism and writing instructors, as well as other media professionals. In addition, it will appeal to those in other fields looking to make informed choices in their word usage and their personal interactions. Style guides come in many shapes and sizes, usually focused toward scientific or academic use only. However, business writing is a space occupied by many individuals that has not been given the attention it deserves. The Style Guide for Business Writing, Second Edition, is designed specifically to assist business writers in both the public and private sector, including those publishing with English as a second language; authors of academic papers; business book authors; financial journalists; and writers of reports, proposals or even just e-mail and memoranda. This book provides a comprehensive guide to clear and precise writing that will help develop basic communication skills for the beginner, and refresh the basics for

the experienced business writer. Major topics are arranged alphabetically and the cross references and index enable quick and easy access to information. Michael C. Thomsett is a market expert, author, speaker, and coach. His many books include *Stock Market Math*, *Candlestick Charting*, *The Mathematics of Options*, and *A Technical Approach to Trend Analysis*. *Straight from IBM: complete, proven guidelines for writing consistent, clear, concise, consumable, reusable, and easy to- translate content* Brings together everything IBM has learned about writing outstanding technical and business content. This book demonstrates the step-by-step process involved in designing a Web site. Readers are assumed to be familiar with whatever Web publishing tool they are using. The guide gives few technical details but instead focuses on the usability, layout, and attractiveness of a Web site, with the goal being to make it as popular with the intended audience as possible. Considerations such as graphics, typography, and multimedia enhancements are discussed. "AP Style Guide Simplified: Associated Press Style Manual" contains an overview of the most common AP rules and adheres to the newest version of *The Associated Press Stylebook* and *Webster's New World College Dictionary* as a secondary source. This guide offers standards and guidelines of news writing, editing, and common usage for students in classrooms and experienced writers and editors in newsrooms. This is a must-have tool designed for quick access for: - Students in communications, media and journalism - Professional writers and editors at magazines and newspapers Includes EXAMPLES and SELF-TEST for the best learning experience. *AP Quick Study Concise Guide* will help you master the AP style's principles and rules on: - Grammar - Capitalization - Punctuation - Spelling - Abbreviations and acronyms - Formal titles - Names - Age - Numbers - Dates and times - Datelines - Money - Addresses - States and Cities - Language - Styling - Lists - Symbols - Terminology, etc. The book consists of the following chapters that address the vast majority

of questions about AP style: - Introduction to AP Style - Punctuation - Common Style Guidelines - Statement of News Values and Principles - Broadcast News Writing Style - Editing Marks - Self-Test (NEW: Check your knowledge) This guide will assist you to learn AP style and write with clarity and professionalism. This expanded twelfth edition of the bestselling guide to style is based on the Economist's own updated house style manual, and is an invaluable companion for everyone who wants to communicate with the clarity, style and precision for which the Economist is renowned. As the introduction says, 'clarity of writing usually follows clarity of thought.' The Economist Style Guide gives general advice on writing, points out common errors and clichés, offers guidance on consistent use of punctuation, abbreviations and capital letters, and contains an exhaustive range of reference material - covering everything from accountancy ratios and stock market indices to laws of nature and science. Some of the numerous useful rules and common mistakes pointed out in the guide include: *Which informs, that defines. This is the house that Jack built. But: This house, which Jack built, is now falling down. Discreet means circumspect or prudent; discrete means separate or distinct. Remember that "Questions are never indiscreet. Answers sometimes are" (Oscar Wilde). Flaunt means display, flout means disdain. If you flout this distinction you will flaunt your ignorance Forgo means do without; forego means go before. Fortuitous means accidental, not fortunate or well-timed. Times: Take care. Three times more than X is four times as much as X. Full stops: Use plenty. They keep sentences short. This helps the reader. This book can help any writer produce documents that achieve outstanding results. Created by FranklinCovey, the world-renowned leader in helping organizations enhance individual effectiveness, this edition fully reflects today's online media and global business challenges. The Classic. The Elements of Style by William Strunk, Jr. And E. B. White. The Elements of Style is a prescriptive American English

writing style guide in numerous editions. The original was composed by William Strunk Jr., in 1918, and published by Harcourt, in 1920, comprising eight "elementary rules of usage", ten "elementary principles of composition", "a few matters of form", a list of 49 "words and expressions commonly misused", and a list of 57 "words often misspelled". E. B. White greatly enlarged and revised the book for publication by Macmillan in 1959. That was the first edition of the so-called "Strunk & White", which Time named in 2011 as one of the 100 best and most influential books written in English since 1923. A fully revised and updated edition of the bible of the newspaper industry New diversity style guide helps journalists write with authority and accuracy about a complex, multicultural world A companion to the online resource of the same name, The Diversity Style Guide raises the consciousness of journalists who strive to be accurate. Based on studies, news reports and style guides, as well as interviews with more than 50 journalists and experts, it offers the best, most up-to-date advice on writing about underrepresented and often misrepresented groups. Addressing such thorny questions as whether the words Black and White should be capitalized when referring to race and which pronouns to use for people who don't identify as male or female, the book helps readers navigate the minefield of names, terms, labels and colloquialisms that come with living in a diverse society. The Diversity Style Guide comes in two parts. Part One offers enlightening chapters on Why is Diversity So Important; Implicit Bias; Black Americans; Native People; Hispanics and Latinos; Asian Americans and Pacific Islanders; Arab Americans and Muslim Americans; Immigrants and Immigration; Gender Identity and Sexual Orientation; People with Disabilities; Gender Equality in the News Media; Mental Illness, Substance Abuse and Suicide; and Diversity and Inclusion in a Changing Industry. Part Two includes Diversity and Inclusion Activities and an A-Z Guide with more than 500 terms. This guide: Helps journalists, journalism

students, and other media writers better understand the context behind hot-button words so they can report with confidence and sensitivity

Explores the subtle and not-so-subtle ways that certain words can alienate a source or infuriate a reader

Provides writers with an understanding that diversity in journalism is about accuracy and truth, not "political correctness."

Brings together guidance from more than 20 organizations and style guides into a single handy reference book

The Diversity Style Guide is first and foremost a guide for journalists, but it is also an important resource for journalism and writing instructors, as well as other media professionals. In addition, it will appeal to those in other fields looking to make informed choices in their word usage and their personal interactions. Over a million copies sold

Clear writing is the key to clear thinking. So think what you want to say, then say it as simply as possible. That's the thinking that underpins this much-loved guide, and the mantra for anyone wanting to communicate with the clarity, style and precision for which The Economist is renowned.

The Economist Style Guide guides the reader through the pleasures and pitfalls of English usage. It offers advice on the consistent use of punctuation, abbreviations and capital letters, identifies common errors and clichés and contains an exhaustive range of reference material - covering everything from business ratios to mathematical symbols and common Latin phrases. It also tackles the key differences between British and American English. But this is no ordinary guide to English usage. It has a wit, verve and flair which make it much more than a simple work of reference. Here are just some examples:

- anticipate does not mean expect. Jack and Jill expected to marry; if they anticipated marriage, only Jill might find herself expectant.
- Take care with between. To fall between two stools, however painful, is grammatically acceptable. To fall between the cracks is to challenge the laws of physics.
- critique is a noun. If you want a verb, try criticise.
- use words with care. If This door is alarmed, does its hair stand on end?

The Economist

Style Guide is required reading for anyone who wants to communicate with style.

crookedfiguredances.ca