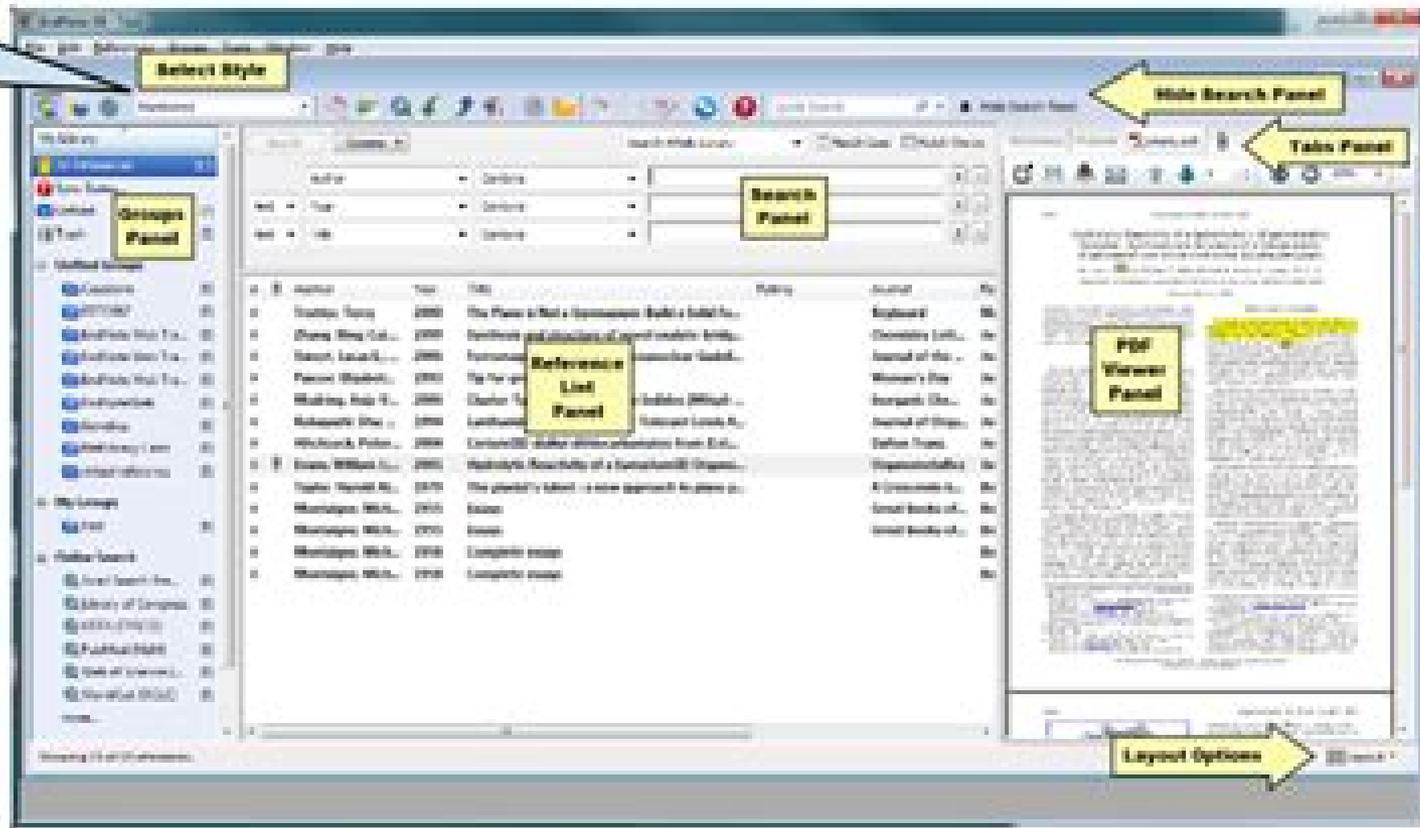


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**Sun Technical Publications**



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**Manuscript Writing Using EndNote and Word** Bengt Edhlund,2006 This user s guide makes your scientific writing easier The reference handling software EndNote offers benefits to writers in virtually any science or discipline enabling you to transfer literature references instantly whilst writing in Word This book will help you get your bibliography perfected in Word It tells you how to manage your libraries insert citations footnotes graphs images notes and how to create bibliographies Plus many other useful tips and recommended settings to ensure that your manuscript writing is trouble free For use with EndNote 7 8 9 or X for Windows together with Word 97 2000 or XP If you buy all three books Manuscript Writing using EndNote and Word PubMed and EndNote and PubMed Essentials you get one year s free email support

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Publications,2009-12-17 The definitive reference for technical writers editors and documentation managers Read Me First A Style Guide for the Computer Industry Third Edition has been revised and updated to cover everything from creating screencasts and referencing web sites to writing for wikis This award winning guide to creating clear consistent and easy to understand documentation covers everything from grammar and writing style to typographic and legal guidelines The authors who are senior editors and writers at Sun Microsystems share their extensive experience and provide practical tips and recommendations including guidance on hiring writers working with illustrators managing schedules and workflow and more The third edition of Read Me First features new chapters on Writing for wikis and encouraging wiki collaboration Creating screencasts using screencast terminology and guidelines for writing narration Creating alternative text for nontext elements such as screen captures multimedia content illustrations and diagrams It also includes new tables for symbol name conventions for common anthropomorphisms and for common idioms and colloquialisms An updated and expanded recommended reading list suggests additional resources     **Kirszner the Holt Handbook with Document Guide** Laurie

G. Kirszner,1986-10     *Writing Skills for Social Workers* Karen Healy,Joan Mulholland,2007-02-26 This work provides some

tools for sharpening thinking writing and practice It is a readable accessible and highly relevant text suitable for all social workers Professional Social Work This book will become a key reference text for many social workers both while studying and as established professionals A well thumbed text on the bookshelf Janice West Glasgow Caledonian University Social workers are required to communicate in writing for a range of purposes and to write effectively for a range of audiences such as clients team members magistrates and policy makers Writing Skills for Social Workers aims to raise the profile of writing skills in social work practice and to enhance social workers written communication skills The book adopts a logical progression and each chapter identifies and contextualises the practical skills needed at specific points in training and practice Overall it will encourage the development of writing skills and techniques which will stand the reader in good stead throughout their professional career Key features of the book include training in core professional writing tasks particularly case notes report and proposal writing guidance in advanced writing skills such as writing literature reviews journal articles conference papers and funding applications a discussion of ethical issues and values including client confidentiality privacy and empowerment advice on using these skills to contribute to the formal knowledge base of social work through the publication of research By adopting a practical approach the authors have included a number of pedagogical features such as reflective exercises writing tips for specific tasks and guidelines for further reading This engaging book satisfies statutory requirements for training and continuing professional development It will therefore be an essential study guide for all students practitioners and managers in social work settings

The Little, Brown Guide to Writing Research Papers Michael Meyer,1982 This book first explains the purpose and value of the research writing assignment and then guides students through each step of the research writing process

**Practical English Writing Skills - Student Guide** Mona Scheraga,2001-02-09 Practical English writing Skills This two part series helps students develop basic writing skills they need to succeed in school on the job or at home Practical English Writing Skills include job applications cover letters requesting an interview essays bibliographies r sum s college applications outlines note taking and research papers

**A Pocket Guide to Writing in History** Mary Lynn Rampolla,2012-03-01 An essential writing reading and research tool for all history students A Pocket Guide to Writing in History offers a best selling combination of concise yet comprehensive advice in a portable and accessible format This quick reference guide provides a practical introduction to typical history assignments exercising critical reading skills evaluating and documenting sources writing effective history papers conducting research and avoiding plagiarism Building on its time tested approach the seventh edition offers expanded hands on guidance for writing and researching in the digital age and additional coverage on working with primary and secondary sources

**The Holt Guide to Documentation** Laurie G. Kirszner,1987 A Brief Guide to Writing from Readings Stephen Wilhoit,2001 Teaches how to write common papers Argument coverage including Toulmin Argument Synthesis Rhetorical Analysis General Interest Writing

A Student Guide to Writing a Research Paper Phyllis Goldenberg,1997 *Prentice Hall Guide to*

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Innovative LibGuides Applications Ryan L. Sittler, Aaron W. Dobbs, 2016-10-07 Innovative LibGuides Applications Real World Examples shows both new and experienced users methods to utilize the platform in ways that they may not have previously considered This includes topics such as website and learning management system integration digital collections data drive decision making information literacy instruction library administration and a system wide case study Each chapter features ideas that you can implement immediately or over time as is appropriate to your own needs Further they are adaptable tweak as you see fit Divided into sections this book examines different uses and approaches to LibGuides Website and learning management system LMS integration examine how LibGuides can be used as or closely integrated with the library website and or your institutions LMS Various examples are provided that you may be able to adapt at your own organization Not every solution worked as anticipated our authors address this as well Digital collections Two alternate approaches are presented One looks at exhibitions and their application as outreach tools The other looks at creating a digital museum within LibGuides These are can t miss chapters for those that wish to more deeply explore digital collections and LibGuides viability Data drive decision making Learn how some institutions are mining and utilizing data collected within LibApps LibGuides In both cases the data examined helped institutions to improve library services while articulating a clear purpose and use for each data point Information literacy Explore two different methods for revamping your instruction program through utilization of the platform Library administration Discover how internal and external processes may be augmented through the use of LibApps LibGuides System wide case study See how a community college system in North Carolina has each implemented or not LibApps LibGuides on their respective campuses This section shows how different institutions may decide to use the platform in different ways all while attempting to improve their own services Upon completion of this authoritative LITA Guide readers will come away with the knowledge and tools to maximize their LibGuides experience

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and coverage of MOUS certification objectives students gain the skills necessary to compete in today's ever evolving business world

**How to Write and Get Published** Tammy Ivins, Anne Pemberton, 2019-04-22 Selected as a 2025 Doody's Core Title Written by two librarians with extensive publication experience this book provides practical techniques and tools to prepare librarians to publish successfully This book is neither a research methodology nor a craft of writing book Instead its sole goal is to help librarians and other information science professionals start writing identify an outlet for publication and publish successfully It dispels the myths surrounding scholarly writing by providing practical tools and advice to help soon to be authors get started on the publication journey now This book will guide aspiring authors step by step through the writing and publication process from nurturing an idea to fruition all the way to enjoying a successful publication Along the way readers will learn how to identify the best publication type and venue gather the needed information to make a convincing argument and skillfully manage even the most complex project Topics range from cerebral such as how to maintain motivation through a project to technical such as common grammar and vocabulary errors but all are designed to be practical and of immediate use to a writer Whether a graduate student at the beginning of your career in the field of information sciences a newly minted librarian fresh out of graduate school a library administrator at the peak of your career or somewhere in between publishing can keep you engaged in the issues facing the profession and enhance your career and professional success Readers will be inspired and ready to contribute to library scholarship and start building their own successful scholarly habit

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