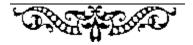
GUIDE TO STYLE



Department of English UNM

© 1994 Gregory Castle and Anita Obermeier Revised and updated 1995, 1996, 1997, 2000, 2002, 2005, 2007.

Index

The following numbers refer to **sections**, not pages.

Abbreviations, Latin	38
Analytical Structure and Prewriting Process	38 8
Capitalization	39
Comma Splices	20
Comma Usage	19
Conclusions	9
Conjunctions, Subordinating	30
Correction of Errors	45
Documentation, Combining Parenthetical References	7 I
and Substantive Notes	,
Documentation, Parenthetical	56
Documentation, Purpose of	55
Documenting, Anonymous Primary Author	58
Documenting, Author's Name in Reference	62
Documenting, Author's Name in Sentence	61
Documenting, Author's Name in Sentence,	65
Quotation not in Final Position	
Documenting, Indirect Sources	70
Documenting, More than One Work by an Author	69
Documenting, Multiple Authors with Different Works	67
in Sentence	,
Documenting, Multiple Authors with Different Works	68
in Reference	
Documenting, Multiple Authors' Names in Reference	64
Documenting, Multiple Authors' Names in Sentence	63
Documenting, Multiple Page Numbers from the Same Work	66
Documenting, Poetry	60
Documenting, Primary Work with Subsections	57
Documenting, the Bible	59
Ellipses	53
Fragments	18
Hyphen, Dash	40
Introductions and Thesis Statements	2
Library	108
Library, Interlibrary Loan (ILL)	IIO
Library, Journals (Periodicals)	III
Library, Libros	109
Library, Recalls and Searches	112
Library, Reference Section	113

Library, Reserve	114	
Library, Stacks	115	
Literary Analysis	IO	
Literary Present Tense	32	
Names of Authors and Characters	42	
Page Setup and Paper	43	
Paper Titles and Pagination	44	
Paper Titles, Descriptive	I	
Paragraph, Development	4	
Paragraph, Incoherence	4 6	
Paragraph, Lack of Focus and Development	5 7	
Paragraph, Length	7	
Parallelism, Faulty	27	
Parenthetical Citations	47	
Passive Voice	34	
Plagiarism, Copied Material without Quotation Marks and	104	
Documentation	·	
Plagiarism, Definition	102	
Plagiarism, Examples	103	
Plagiarism, Paraphrased Material too Close to the Original	105	
Plagiarism, Repeating an Elegantly Phrased Idea without	107	
Documentation	,	
Plagiarism, Summarized or Paraphrased Material without	106	
Documentation		
Poetry Explication, Definition	II	
Poetry Explication, Samples	12	
Possessives	37	
Pronouns, Agreement	17	
Pronouns, Errors of Consistency	14	
Pronouns, Gender Bias	13	
Pronouns, Impersonal Constructions	15	
Pronouns, Unclear Referent	16	
Quotations, Integration of	48	
Quotations, Purpose of	<u>4</u> 6	
Quoting and Underlining	41	
Quoting Drama	51	
Quoting Poetry (over three lines)	50	
Quoting Poetry (under four lines)	49	
Quoting Prose, Using Colons	52	
Run-on Sentences	22	
Semicolons	21	
Sentence Structure, Comma Splices	20	
Sentence Structure, Fragments	18	
Sentence Structure, Run-on Sentences	22	
Sentence Structure, Variety	26	
Study Aids	116	

Subject-Verb, Agreement	23
Subject-Verb, Splitting	24
Syntax, Problems with	25
Thesis Statements	3
Titles of Literary Works	54
Transitional Devices	29
Transitions	28
Verbals, Problems with	33
Verbs, Analytical	36
Verbs, Inconsistency in Tenses	31
Word Choice	35
Works Cited, Anonymous Article from (Bi)Weekly Periodical	90
Works Cited, Anonymous Work	81
Works Cited, Article with Quotation Marks in Title	91
Works Cited, Articles and Books with Underlined	92
(Italicized) Title in Title	
Works Cited, Bibliographical Information	75
Works Cited, Book by a Single Author	78
Works Cited, Book by Two or More Authors	80
Works Cited, Dissertation Abstracts	93
Works Cited, Dissertation Abstracts on CD-ROM	94
Works Cited, Entries in Anthologies	82
Works Cited, Essays in Collections and Critical Editions	86
Works Cited, Film or Video Recording	95
Works Cited, General Guidelines	76 84
Works Cited, Introduction, Preface, Foreword, or Afterword	84
Works Cited, Journal Article with Continuous Pagination	88
Works Cited, Journal Article without Continuous Pagination	89
Works Cited, Literary Edition	85
Works Cited, Multiple References to the Same Anthology	83
Works Cited, Online Article in a Scholarly Journal	IOI
Works Cited, Online Book Available Independently	99
Works Cited, Online Book, Part of	100
Works Cited, Online Material	96
Works Cited, Online Professional or Personal Site	98
Works Cited, Online Scholarly Project or Database	97
Works Cited, Page Layout	73
Works Cited, Page Setup	74
Works Cited, Purpose of	72
Works Cited, Sample Entries	
Works Cited, Translations	77 87
Works Cited, Two or More Works by the Same Author	79