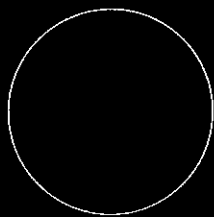


INSTRUCTOR'S EDITION

POCKET KEYS FOR WRITERS



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How to find information in *Pocket Keys for Writers*

Use the following five features to help you find the information you need.

1. Color-Coded Pages

- **Red sections** cover whole-paper issues: the writing process, readers' expectations, argument, and presentation.
- **Blue sections** cover research: avoiding plagiarism and finding, evaluating, and documenting sources.
- **Yellow sections** cover sentence-level concerns: style, grammar, punctuation, mechanics, and help for multilingual writers.

2. Tables of Contents

- The **Key to the Book** on the back flap is a brief directory to the book's nine parts.
- The **Table of Contents** on the inside front flap shows the book's headings and subheadings at a glance.

3. Indexes

- The **Main Index** (p. 267) provides a complete alphabetical list of topics and terms. An asterisk (*) points to the page numbers on which you can find a definition, explanation, and/or example of the indexed term.
- Specialized "**At a Glance**" **Indexes for MLA** (p. 64), **APA** (p. 112), and **Chicago** (p. 147) direct you to information on documenting a wide variety of sources.

4. Lists

- The **List of Annotated Sample Student Papers** (p. ii) points out useful features in the work of real student writers.
- The chart of **Common Correction and Editing Marks** (p. 297) shows common symbols, with cross-references to related coverage in the book.

5. Part Openers

Each part of the handbook opens with a framework for critical thinking that summarizes the key questions to consider as you approach that section's topic.