

**Heather A. Haveman, University of California, Berkeley**  
**Books on Writing and Doing Research (mostly about writing)**

**Writing/Style/Grammar and Presenting/Describing Data**

- Barzun, Jacques. 1986. *On Writing, Editing, and Publishing, 2<sup>nd</sup> Ed.* Chicago: University of Chicago Press.
- Barzun, Jacques. 1985. *Simple and Direct: A Rhetoric for Writers, Revised Ed.* Chicago: University of Chicago Press.
- Becker, Howard S. 1986. *Writing for Social Scientists: How to Start and Finish your Thesis, Book, or Article.* Chicago: University of Chicago Press.
- Emerson, Robert M., Rachel I. Fretz, and Linda L. Shaw. 1995. *Writing Ethnographic Fieldnotes.* Chicago: University of Chicago Press.
- Gordon, Karen Elizabeth. 1983. *The Well-Tempered Sentence: A Punctuation Handbook for the Innocent, the Eager, and the Doomed.* New York: Ticknor & Fields.
- Gordon, Karen Elizabeth. 1984. *The Transitive Vampire: A Handbook of Grammar for the Innocent, the Eager, and the Damned.* New York: Times Books.
- Gordon, Karen Elizabeth. 1997. *The Disbeveled Dictionary: A Curious Caper through Our Sumptuous Lexicon.* New York: Houghton-Mifflin.
- Gordon, Karen Elizabeth. 1997. *Torn Wings and Faux Pas: A Flashbook of Style, a Beastly Guide through the Writer's Labyrinth.* New York: Pantheon.
- Gordon, Karen Elizabeth. 1998. *Out of the Loud Hound of Darkness: A Dictionarrative.* New York: Pantheon.
- Hacker, Diana. 1994. *The Bedford Handbook for Writers, 4<sup>th</sup> Ed.* (may be a later version). Boston: St. Martin's Press.
- Hale, Constance. 2001. *Sin and Syntax: How to Craft Wickedly Effective Prose.* New York: Broadway Books.
- Lanham, Richard A. 2005. *Revising Prose, 5<sup>th</sup> Ed.* New York: Longham.
- Lodge, David. 1996. *The Practice of Writing.* London: Penguin Books.
- van Maanen, John. *Tales of the Field: On Writing Ethnography.* Chicago: University of Chicago Press.
- Marius, Richard, and Melvin E. Page. 2002. *A Short Guide to Writing about History, 4<sup>th</sup> Edition.* New York: Longman.

Miller, Jane E. 2004. *The Chicago Guide to Writing about Numbers: The Effective Presentation of Quantitative Information*. Chicago: University of Chicago Press.

Miller, Jane E. 2005. *The Chicago Guide to Writing about Multivariate Analyses*. Chicago: University of Chicago Press.

Silva, Paul J. 2007. *How to Write a Lot: A Practical Guide to Academic Writing*. Washington DC: American Psychological Association.

Main points: Set a hard schedule for writing during your M-F 40-hour week – just like you have a hard schedule for class meetings and committee meetings – and keep it. Track your success at keeping your writing schedule – date, hours worked, type of project/goal, level of success (met/partially met/unmet), # words written, # pages (for book projects). Analyze these data – e.g., histograms of # words written, # hours spent writing. Simplify your writing – for help, read books on writing (best is Zinsser). Use outlines. Expect to have your articles rejected – after all, baseline rejection rates are about 80% -- and celebrate all positive evaluations.

Strunk, William, Jr., and E.B. White. 1979. *The Elements of Style, 3<sup>rd</sup> Ed.* New York: Macmillan Publishing Co., Inc.

Turabian, Kate L. 1987. *A Manual for Writers of Term Papers, Theses, and Dissertations, 5<sup>th</sup> Ed.* Chicago: University of Chicago Press.

Walsh, Bill. 2000. *Lapsing into a Comma: A Curmudgeon's Guide to the Many Things That Can Go Wrong in Print – and How to Avoid Them*. Chicago: Contemporary Books.

Williams, Joseph M. 1990. *Style: Toward Clarity and Grace*. Chicago: University of Chicago Press.

Zinsser, William. 1985. *On Writing Well: An Informal Guide to Writing Nonfiction, 3<sup>rd</sup> Ed.* New York: Harper & Row. (30<sup>th</sup> Anniversary Edition, 2006. New York: Collins.)

Zinsser, William. 1988. *Writing to Learn*. New York: Harper & Row.

## Getting Work Done

Becker, Howard S. 1998. *Tricks of the Trade: How to Think about Your Research While You're Doing It*. Chicago: University of Chicago Press.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. 1995. *The Craft of Research*. Chicago: University of Chicago Press.

Foss, Sonja, and William Waters. 2007. *Destination Dissertation: A Traveler's Guide to a Done Dissertation*. Denver: Rowman and Littlefield.

Germano, William. 2001. *Getting it Published: A Guide for Scholars and Anyone Else Serious about Serious Books*. Chicago: University of Chicago Press.

Zerubavel, Eviatar. 1999. *The Clockwork Muse: A Practical Guide to Writing Theses, Dissertations, and Books*. Cambridge, MA: Harvard University Press.