

Double Space Paper

15 Minutes. That's as long as we think any student should have to spend formatting their papers. Unfortunately, students often spend hours trying to find answers from hard to follow manuals or confusing websites. Whether you want a step-by-step guide to building a title page, suggestions for writing with greater clarity, or freedom from doing internet searches every time you have a question about APA standards, APA Made Easy is the only blueprint that you will need for writing in APA style. This comprehensive writing guide includes illustrated steps for formatting an APA document in: Microsoft Word 2010, Microsoft Word 2011 for Mac, Microsoft Word 2013, and Apple's Pages programs. You will also learn how to build an APA formatted paper from the ground up by understanding:

- How to outline information you've already gathered.
- How to write an essay or research paper from an outline.
- How to write a solid introduction.
- How to use the required headings in a research paper including Abstracts, Method, Subjects and Participants, Materials or Apparatus, Results, and Discussion sections.
- Building Citations within your paper and on your Reference page. Also included in this guide:
 - APA examples and high resolution screen shots to help students correctly format documents within 15 minutes.
 - Over 150 completed Reference examples
 - Over 60 completed In-Text Citation examples
 - How to use Headings effectively in your writing
 - Specific examples that cover how to cite new media such as blog posts, emails, websites, online lectures, computer programs, social media and much more.
 - A new section on using and citing DOI's (Digital Object Identifiers) for new media.
 - A Short Sample paper in APA format.
 - For more information on APA Made Easy and downloadable APA templates visit: YouVersusTheWorld.com.

Looks at the life of the Dakota Indian chief and his difficulties with the U.S. federal government during the mid 1800s

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013, we' re continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today' s students. In this text you' ll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT WORD 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

APA Made Easy | In Accordance with the 6th Edition APA Manual

MLA Style Manual and Guide to Scholarly Publishing

How to Write the Best Research Paper Ever!

Enhanced Microsoft Office 2013: Introductory

Official Gazette of the United States Patent and Trademark Office

Introduce your students to the new generation of Microsoft Office for Mac with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2011 for Mac, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2011 for Mac: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2011 software through experimentation, exploration, and planning ahead. Brand new! Prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Between coordinating meetings, making travel arrangements, and running the phone lines, being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication, written presentation, and computer skills. Written in a down-to-earth style, Administrative Assistant's and Secretary's Handbook provides readers with information on subjects including record keeping, telephone usage, office machines, mail, business letters, and computer software. In this new edition, the book has been completely revised with expanded coverage of topics including electronic records management, interpersonal and communication skills, troubleshooting computer problems, time and stress management, customer service, and conferencing, math for office professionals, office management and supervision, transcription, and much more. Comprehensive and completely up-to-date, this is the book every administrative professional should own.

Provides information on manuscript preparation, punctuation, spelling, quotations, captions, tables, abbreviations, references, bibliographies, notes, and indexes, with sections on journals and electronic media.

"With Writing in the Disciplines"--Cover.

Shelly Cashman Series Microsoft Office 365 & Office 2016: Brief

Writing in the Works, 2016 MLA Update

A Formula for Writing

Microsoft Office 2011 for Mac: Introductory

The Structured Essay

In this fourth edition of WRITING IN THE WORKS, the authors have maintained their dual focus on writing as both an academic and practical tool. At the same time, they have updated the content and the spirit of the book for the contemporary writing environment. Students learn to write for the digital world—where visual and verbal messages are inseparable—and do so by exploring serious ideas that will engage a real-world audience. Throughout the book, and in three new chapters, the authors emphasize the skills of synthesizing, defining, and evaluating—skills central to the development of good academic writing and good real-world writing. Students are encouraged to take chances, think big thoughts, and practice skills which will prepare them to ride the global communications wave as more confident, capable writers. This edition has been updated to reflect guidelines from the 2016 MLA HANDBOOK, Eighth Edition. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Readers discover the latest advantages that Microsoft Word has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Word through experimentation, critical thought, and personalization. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This book is about how type should look and how to make it look that way--in other words, how to set type like a professional. It explains in practical terms how to use today's digital tools to achieve the secret of good design: well set type. An essential reference for anyone who works with type: designers, print production professionals, and corporate communications managers can go to straight to the index to find focused answers to specific questions, while educators and students can read it as a text book from cover to cover.

The Publication Manual of the American Psychological Association is the style manual of choice for writers, editors, students, and educators in the social and behavioral sciences, nursing, education, business, and related disciplines.

Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach

Tips and Techniques for Everyday Use

The Linux Cookbook, 2nd Edition

For Students of Religion and Theology

Shelly Cashman Series Microsoft Office 365 & Word 2016: Intermediate

Learn the business skills you need to run a dental office! Not only is Practice Management for the Dental Team the most comprehensive dental practice management book on the market, it is also the only one that includes EagleSoft software exercises for a realistic office experience. This unique text provides step-by-step instructions for performing essential dental office skills, from managing patients to running the business. It covers all aspects of law and ethics, technology, communications, and business office systems. Spiral binding makes the book easy to use! All aspects of the business of managing a dental practice are covered, focusing on the functions generally performed by the administrative assistant but including information useful to dental assistants, dental hygienists, and other members of the dental team. A Patterson Dental EagleSoft CD-ROM (included with the workbook) provides you with valuable realistic practice experience with this widely used software program. Expert author Betty Ladley Finkbeiner is a leading authority in dental assisting education with many years of experience and many publications to her credit. Key terms are bolded and defined at the end of each chapter, putting new vocabulary at your fingertips. Summary tables and boxes make it easy to find key information. Practice Note boxes highlight and summarize important concepts. Chapter outlines and objectives introduce material and serve as checkpoints for reference or study. End-of-chapter learning activities include review questions and suggested activities for better comprehension of the material. Useful appendixes provide easy-to-find resources including a review of grammar to promote proper business communication, common medical abbreviations, and a listing of dental terminology. A NEW two-column format makes the book more compact and easier to read. A new focus on paperless technology and updated illustrations and photos of traditional paperwork keep you up to date with current practices. Expanded coverage of information security includes the latest on keeping communications secure within the office environment. Updated coverage of financial procedures includes information on electronic banking, record keeping, and tax forms. Evolve resources for students include online access to EagleSoft practice exercises that use actual screen shots to illustrate proper procedures and potential pitfalls, along with updates to content, working forms and templates, and crossword puzzles for vocabulary review. A workbook provides exercises using the practice management software, plus summaries of textbook content, learning objectives, practice questions and answers, critical thinking exercises, and Internet assignments. Sold separately. A Writer's Reference, the most widely adopted handbook in the United States, continues to be groundbreaking in its simplicity, offering the right content in an accessible format. New coauthor Nancy Sommers's own research, campus travel, and classroom experience keep the handbook in tune with the needs of academic writers. In a trusted quick-reference format, the seventh edition delivers advice on all the right topics: working with sources, revising with comments, preparing a portfolio, and more. A Writer's Reference offers unprecedented flexibility with several versions to choose from -- a handbook that's truly at your service. Provides step-by-step instructions on how to use the computer operating system Linux.

This version of the best selling college handbook includes a tabbed section called Writing about Literature, a practical guide to interpreting works of literature and to planning, composing, and documenting papers about literature. Students will find help with forming and supporting an interpretation, avoiding plot summary, integrating quotations from a literary work, observing the conventions of literature papers, and using secondary sources. Writing about Literature also includes two sample student essays — one that uses primary sources and one that uses primary and secondary sources. The full primary texts are also included. Writing about Literature is also available in a packageable, stand-alone booklet (ISBN: 978-0-312-65684-3). Contact your sales representative or sales_support@bfpwpub.com for a copy.

The Chicago Manual of Style

The Complete Manual of Typography

A Writer's Reference with Writing about Literature

Microsoft Office 2013: Brief

A much-needed step-by-step book on how students in theology and biblical studies can do research and write papers.

Provides information on stylistic aspects of research papers, theses, and dissertations, including sections on writing fundamentals, MLA documentation style, and copyright law

Discover the most important new features that the latest version of Microsoft Office has to offer with the concise approach found in MICROSOFT OFFICE 365 & OFFICE 2016: BRIEF. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & OFFICE 2016: BRIEF continues the Series' strong history of innovation with an enhanced learning approach to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Office 2016 through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with MS Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With MICROSOFT WORD 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of MICROSOFT WORD 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Publication Manual of the American Psychological Association

Blueberry Queen

Successful College Writing with 2009 MLA and 2010 APA Updates

Microsoft Office 2013: Introductory

Microsoft Office 2010: Introductory

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

When it's time for the town's Blueberry Festival, Kylie Jean decides she wants to become the Blueberry Queen.

This will be the fourth edition of a time-tested resource for students writing papers in the fields of religion and theology. It provides essential guidance for writing assignments typical in graduate programs in religion and has served as a standard textbook for seminary research courses. The fourth edition is updated to include information on Turabian 9th edition, SBL Handbook 2nd edition, new resource lists, and additional help with online resources and formatting issues. Most importantly, this new edition is revised from the perspective of information abundance rather than information scarcity. Today's research mindset has shifted from "find anything" and "be satisfied with anything" to "choose intentionally" reliable and credible sources. Quality Research Papers will guide students through an overabundance of online and library resources and help them craft excellent essays.

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Fundamental Use of the Michigan Terminal System

Shelly Cashman Series Discovering Computers & Microsoft Office 365 & Office 2016: A Fundamental Combined Approach

Shelly Cashman Series Microsoft Office 365 & Word 2016: Introductory

Enhanced Microsoft Word 2013: Comprehensive

Microsoft Word 2013: Complete

Discover the most important new features that the latest version of Microsoft Word 2016 has to offer with the focused approach found in MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & WORD 2016: INTRODUCTORY continues the Series' strong history of innovation with an enhanced learning approach to address the varied learning styles of today' s readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Word 2016 through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with Microsoft Word 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Readers discover how to maximize the advantages that the latest version of Microsoft Word has to offer with Shelly Cashman Series MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & WORD 2016: INTERMEDIATE continues the Series' strong history of innovation with an enhanced learning approach that addresses the varied learning styles of today' s readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of both basic and advanced Microsoft Word 2016 skills through experimentation, critical thought, and personalization. This new edition promises to engage, improve retention, and prepare readers for success with Microsoft Word 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Be the person in your class to write the paper that achieves the A! Follow this easy and interesting process to authentically document your work. This reader-friendly text and step-by-step process will help you set and achieve short and long-term goals as you learn how to pick a topic and narrow it, use library resources and search engines, take notes, and summarize, paraphrase and directly quote without plagiarizing. Learn a new way to read: be a spider! Create a challenging and defendable thesis, craft an intriguing introduction, control opposing viewpoints, outline your evidence, and draft, peer and self-evaluate and publish a superb product. Read a helpful essay on avoiding fallacies of logic while laughing yourself silly. Further develop your own writing style within the accepted writing conventions, and learn how to analyze and apply appropriate tone. Rules for the most common citations are given (MLA 7th Edition) with examples, including internet sources. Resources are included for word use,

listing 200 ways to say says, and transitional words, organized by their function, to move smoothly from one idea to the next. A sample paper, sample outlines, and sample Works Cited pages are included! " Mrs. Blandford has carefully and creatively provided a book that is a guaranteed recipe for success in writing research papers. Not only did I do extremely well on my first research paper by using this book, but now, whenever I have a writing assignment, I refer to this book as a guide. It teaches the skills needed to construct and accomplish a successful research paper, and provides knowledge that can be used to process massive amounts of information in our knowledge-driven world. It truly is a valuable asset in my life I would recommend this well-crafted book to anyone who wants to succeed in writing a research paper and writing overall Jeanette Morelan, Prairie School, Racine, Wisconsin

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2010: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Official Gazette of the United States Patent Office

A Hacker Handbooks Supplement

Writing for College: the Eight Step Program to Writing Academic Argument Papers Using the Template Method

Constructing the Persuasive Portfolio

STEM Student Research Handbook

Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates. Reading specialist Kathleen McWhorter understands that students are often lacking in the skills they need to succeed in the first-year writing course and need a text that doesn't assume they have mastered all the basics. Successful College Writing meets students where they are, offering extensive instruction in careful and critical reading, practical advice on study and college survival skills, step-by-step strategies for writing and research, detailed coverage of the nine rhetorical patterns of development, and 64 professional and student readings that provide strong rhetorical models, as well as an easy-to-use handbook in the complete edition. McWhorter's unique visual approach to learning uses graphic organizers, revision flowcharts, and other visual tools to help students analyze texts and write their own essays. Her unique attention to varieties of learning styles also helps empower students, allowing them to identify their strengths and learning preferences.

Constructing the Persuasive Portfolio helps you learn the art of designing a compelling and effective architectural portfolio. Margaret Fletcher categorizes the architectural portfolio design process into a step-by-step method that you can manage and understand. The full-color book includes 400 portfolio examples from 55 designers, along with more than 50 diagrams, and a set of 48 design actions that are marked throughout. You will learn how to: -Identify your readership -Collect, document, and catalog your work -Organize your portfolio -Visually structure your portfolio -Design your layout -Manage both printed and digital portfolio formats As your ultimate persuasive tool, your portfolio is the single most important design exercise of your academic and professional career. Constructing the Persuasive Portfolio shows you everything you need to know to create your portfolio and is the only portfolio design book you will ever need!

This comprehensive resource for STEM teachers and students, outlines the various stages of large-scale research projects, enabling teachers to coach their students through the research process. This handbook provides enough detail to embolden all teachersOCoeven those who have never designed an experiment on their ownOCoto support student-researchers through the entire process of conducting experiments."

DISCOVERING COMPUTERS & MICROSOFT OFFICE 365 & OFFICE 2016: A FUNDAMENTAL COMBINED APPROACH combines strong computer concepts from the best-selling DISCOVERING COMPUTERS with proven step-by-step instruction on Microsoft Office365 and Office 2016 in one convenient book. This single resource delivers the best of Shelly Cashman Series -- the acclaimed Series that has effectively introduced computer skills to millions of learners. This book encourages critical thought, personalization, and experimentation with the latest Microsoft Office 2016 software. Updated and revised computer concepts content throughout this edition reflect the evolving needs of those learning computing today with an exclusive focus on the skills needed to be successful in college and careers beyond.

Enhancements ensure this edition delivers today's most effective introduction to Microsoft Office 365 and Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Little Crow, Spokesman for the Sioux

Practice Management for the Dental Team - E-Book

Strategies for Online Learners

Microsoft Word 2013: Introductory