
**THE LITTLE PEARSON
HANDBOOK** **FOURTH EDITION**

How to find what you need in *The Little Pearson Handbook*

If you want a quick overview of what's in this book, you can look at the **Brief Contents**. If you want to find out more about a part or a chapter, go to the page number listed.

If you want to know more about what's in a particular chapter or part, you can also find a **Detailed Table of Contents** on page vii.

If you want to know where to find help for a very specific issue or if you need to look up a particular term, you can refer to the **Index** on page 329.

If you need help starting your research paper, refer to '**Research Map: Conducting Research**' at the beginning of Part 2.

If you want information about Harvard, APA, MLA or CMS **documentation styles** for research writing, turn to the first page of the appropriate chapter in Part 3. You will find a complete index of sample citations for each documentation style.

If you want to learn some great skills to help you succeed at and beyond university, refer to Part 7, which covers oral presentations, feedback and job preparation.

You will also find **more help** in this book with additional resources:

- A list of **Common Errors** of grammar, punctuation and mechanics that many writers make
- A **Revision Guide** of editing and proofreading symbols
- A **Glossary** of basic grammatical and usage terms, on page 319.

Preface

Students learn best when they can find the information that they need in a handbook without being overwhelmed by detail. Many thousands of students have become better writers with the help of *The Little Pearson Handbook*.

The Little Pearson Handbook 4th Australasian edition has been updated and continues to offer student-friendly features and includes coverage of the most current Harvard, APA, MLA and CMS citation, documentation and style guidelines. The book has been reviewed by a panel of experienced university lecturers. Dr Michael Carey, Senior Lecturer in Education (TESOL) at the University of the Sunshine Coast and Gabriella Munoz, an experienced professional writer have further adapted and updated the book specifically for the Australasian context. This ensures that the handbook reflects the needs of Australasian students.

In this adaptation, Australian English is used alongside many recent Australian examples and cultural references. Updated references to Australian books and journals are featured throughout.

What's new in this edition?

- Expanded treatment of note taking, quoting, summarising and paraphrasing sources help students integrate sources more effectively and avoid plagiarism (Chapters 12 and 13).
- MLA, APA, CMS and Harvard documentation citation examples now include e-books and social media (Twitter and Facebook) referencing information to reflect current usage, as well as providing the latest style updates (Chapters 14–17).
- The chapter on MLA style has been updated and now covers the changes to the works-cited list as well as information on the changes to the in-text citation style in the 8th edition.
- More grammar, usage and punctuation details are given in Parts 5 and 6 to help students build their knowledge and skills to write in formal academic English.
- New **At a glance** sections at the beginning of each chapter provide a quick visual preview of the contents.

With more visuals and sample documents than other essential handbooks, this handy full-colour reference gives students just what they need to know about the writing and research processes.

The Little Pearson Handbook 4th Australasian edition will help students:

- understand complicated academic writing processes step by step
- learn by seeing examples of writing
- quickly find answers to common writing questions
- learn concepts explained in clear, accessible language.

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