



SEVENTH EDITION

# Rules *for* Writers



Diana Hacker  
Nancy Sommers

# Brief Menu

How to use this book and its companion Web site xiv

## The Writing Process 1

- 1 Exploring and planning 2
- 2 Drafting the paper 23
- 3 Making global revisions; then revising sentences 35
- 4 Building effective paragraphs 50

## Academic Writing 69

- 5 Writing about texts 70
- 6 Constructing reasonable arguments 84
- 7 Evaluating arguments 102

## Clarity 111

- 8 Active verbs 112
- 9 Parallel ideas 116
- 10 Needed words 119
- 11 Mixed constructions 123
- 12 Misplaced and dangling modifiers 127
- 13 Shifts 135
- 14 Emphasis 141
- 15 Variety 152
- 16 Wordy sentences 156
- 17 Appropriate language 161
- 18 Exact words 171

## Grammar 179

- 19 Sentence fragments 180
- 20 Run-on sentences 188
- 21 Subject-verb agreement (*is* or *are*, etc.) 196
- 22 Pronoun-antecedent agreement (singular or plural) 207
- 23 Pronoun reference (clarity) 212
- 24 Pronoun case (*I* and *me*, etc.) 217
- 25 *who* and *whom* 223
- 26 Adjectives and adverbs 226
- 27 Standard English verb forms, tenses, and moods 232

## Multilingual Writers and ESL Challenges 251

- 28 Verbs 252
- 29 Articles (*a*, *an*, *the*) and types of nouns 267
- 30 Sentence structure 277
- 31 Prepositions and idiomatic expressions 286

## Punctuation 291

- 32 The comma 292
- 33 Unnecessary commas 308
- 34 The semicolon 314
- 35 The colon 319

- 36 The apostrophe 321
- 37 Quotation marks 326
- 38 End punctuation 333
- 39 Other punctuation marks 335

### **Mechanics 341**

- 40 Abbreviations 342
- 41 Numbers 345
- 42 Italics 347
- 43 Spelling 350
- 44 The hyphen 358
- 45 Capitalization 362

### **Grammar Basics 367**

- 46 Parts of speech 368
- 47 Sentence patterns 381
- 48 Subordinate word groups 389
- 49 Sentence types 398

### **Document Design 401**

- 50 Principles of document design 402
- 51 Academic formatting 409
- 52 Business formatting 412

### **Research 419**

- 53 Conducting research 420
- 54 Evaluating sources 437
- 55 Managing information; avoiding plagiarism 448

### **Writing Papers in MLA Style 457**

- 56 Supporting a thesis 460
- 57 Citing sources; avoiding plagiarism 464
- 58 Integrating sources 469
- 59 Documenting sources in MLA style 479
- 60 MLA manuscript format; sample paper 523

### **Writing Papers in APA Style 533**

- 61 Supporting a thesis 536
- 62 Citing sources; avoiding plagiarism 539
- 63 Integrating sources 543
- 64 Documenting sources in APA style 550
- 65 APA manuscript format; sample paper 578

Glossary of usage 596

Answers to lettered exercises 610

Index 626

Other helpful resources