

Note: This is the beginning of the back matter of your manuscript.

This is the divider page. It should be used when there is more than one appendix in your manuscript. The header, "APPENDICES" on this page is a 1st level heading.

Required

APPENDICES

1st level

Page numbers continue from the body text.



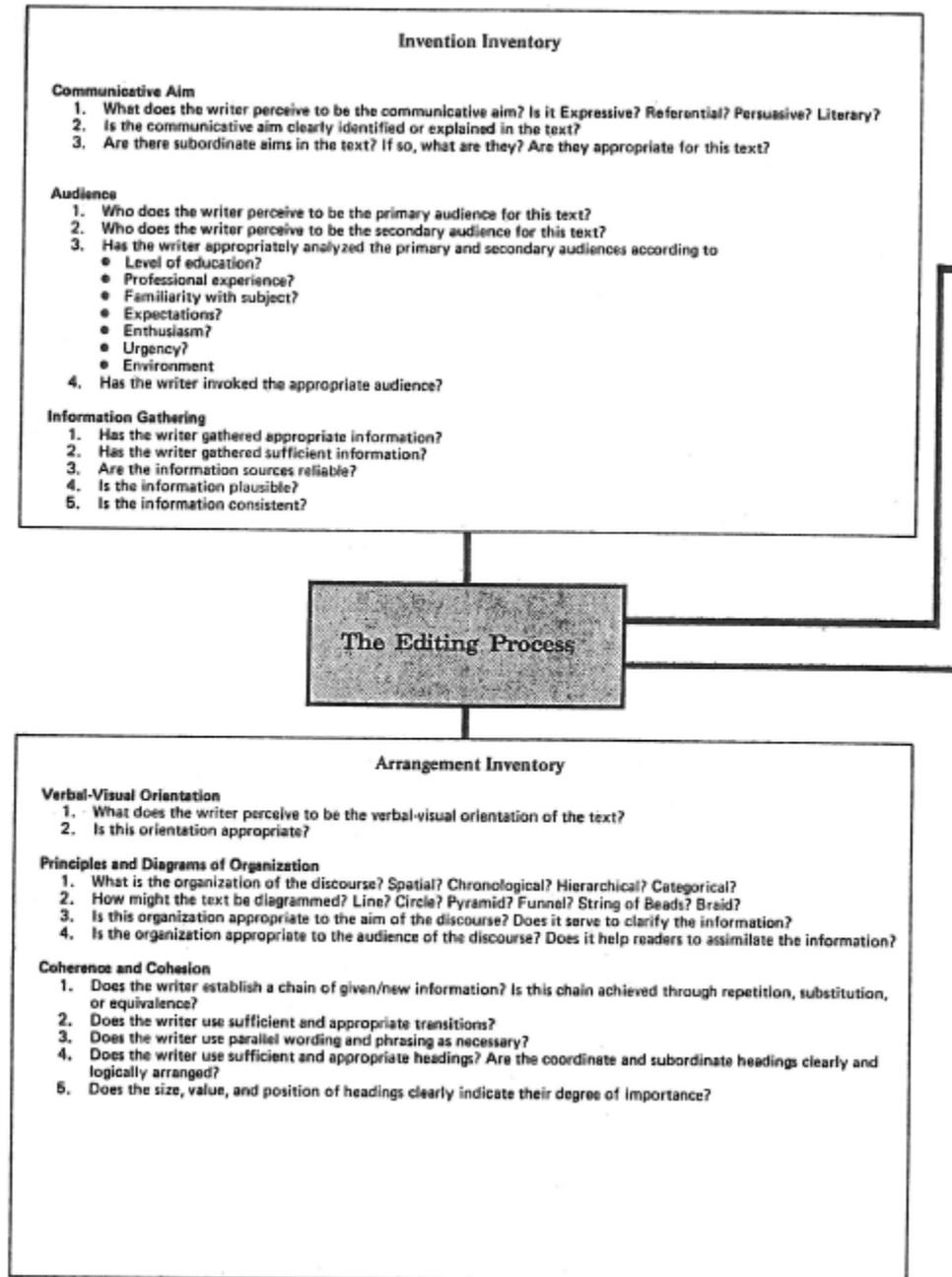
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Because the divider page has a 1st level heading on it, the headings for each appendix should be formatted consistently with your 2nd level headings.

Required

Appendix A

Dragga and Gong's Editing Process Model



This is the **last** section of the manuscript. (Note: the only exception to this is if you place works cited at the end of every chapter)

Required

Use a discipline-approved format for your citations.

Required

Do not use justified text for your works cited page (even if your body text is justified) because it compromises line spacing and inter-textual consistency.

WORKS CITED

The formatting of the heading is consistent with other 1st level headings.

Required

William W. Turechek. "The Risks and Rewards of Technical Writing." *Transactions on Professional Communication* 51 (1988): 122-127.

Offset entries with hanging indents or numbering.

Albers, Michael J. "The Technical Editor and Document Databases: What the Future Hold." *Technical Communication Quarterly* 9.2 (2000): 191-206.

Stephen. "Seeing the Text." *College Composition and Communication* 37.1 (1986): 66-78.

"The Shape of Text to Come: The Texture of Print on Screens." *College Composition and Communication* 44.2 (1993): 151-175.

Bitzer, Lloyd. "The Rhetorical Situation." *Philosophy and Rhetoric* 1.1 (1968): 1-14.

Burke, Kenneth. "From *Language as Symbolic Action*." *The Rhetorical Tradition: Readings from Classical Times to the Present*. Ed. Patricia Bizzell and Bruce Herzberg. Boston: Bedford/St. Martin's, 2001. 1340-1347.

Creswell, John. *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches*. 2nd Ed. London: Sage Publications, Inc, 2003.

Day, Robert. *How to Write and Publish a Scientific Paper*. Philadelphia: ISI Press, 1979.

Dayton, David. "Electronic Editing." *Technical Editing*. 4th Ed. Ed. Carolyn Rude. New York: Pearson Longman, 2006. 83-103.

—. "Electronic Editing in Technical Communication: A Survey of Practices and Attitudes". *Technical Communication* 50.2 (2003): 192-205.

—. "Electronic Editing in Technical Communication: Practices, Attitudes, and Impacts." PhD dissertation, Texas Tech University. August 2001. <www.spsu.edu/htc/dayton/dissertation>.

Websites are not blue or underlined.

Required

and Gwendolyn Gong. *Editing: The Design of Rhetoric*. Amityville: NY: Good Publishing Company, Inc, 1989.

Duffy, Thomas M. "Designing Tools to Aid Technical Editors: A Needs Analysis." *Technical Communication* 42 (1995): 262-277.

No one entry is split between two pages. (Each page begins with a complete entry).

Required

"Editing and Document Review." *Technical Communication* 42