

Stylebook

A

a lot Never use as one word: Ed likes *a lot* of pepperoni on his pizza.

a, an How are *a* and *an* used before the letter *h*? Use *a* before consonant sounds: *a* helicopter, *a* hero. Use *an* before vowel sounds: *an* honest mistake, *an* honor (the *h* is silent). Write “*a* Federal Aviation Administration decision”, but write “*an* FBI statement” (*FBI* sounds like it begins with *e*).

abbreviations Do not use abbreviations and contractions in formal writing. Examples: not *b/c*, but *because*; not *w/me*, but *with me*; not *Jill & I*, but *Jill and I*; not *eight yrs. old*, but *eight years old*; not *two wks.*, but *two weeks*.

Also, avoid *etc.* Awkward: My favorite sports are basketball, soccer, softball, *etc.* Better: My favorite sports include basketball, soccer, and softball.

acronyms Omit the period unless the result would spell an unrelated word: *TBS*, *ABC*. Write *U.S.* (not *US*) because *us* is a word; write *A.C.E.* (not *ACE*) Program because *ace* is a word.

accept, except *Accept* means “to receive”: Please *accept* my apology. *Except* means “to exclude”: Everyone passed the test *except* William.

A.D. (anno Domini) and **B.C.** (before Christ) If it is necessary to use *A.D.*, the abbreviation precedes the year: *A.D.* 89. If it is necessary to use *B.C.*, the abbreviation follows the date: 89 *B.C.* Some writers use **CE** (Current Era) instead of *A.D.*, and **BCE** (Before the Common Era) instead of *B.C.* wishing to be neutral or sensitive to non-Christians because the acronyms do not explicitly make use of religious titles, such as *Christ* and *Lord*.

affect, effect The word *affect* means to produce a change in something. *Effect* is defined as a result of something or the ability to bring about a result. *Affect* is generally used as a verb: The crime rate *affects* hiring levels by local police forces. *Effect* is used as a noun: The prescribed medication had a positive *effect* on the patient's symptoms.

African-American The word is hyphenated.

afterward, backward, forward, toward Not *afterwards*, *backwards*, *forwards*, *towards*.

ages Always use figures. Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens: *Jake is a 5-year-old boy. Jake is a 5-year-old. My dad has a ten-year-old car.* No hyphens: *The boy is 5 years old. My dad's car is ten years old.*

aid, aide *Aid* is assistance; for example, giving *aid* to a homeless person. An *aide* is a person who serves as an assistant; for example, a teacher's *aide*.

ain't This is nonstandard English for *am not*. Do not use in speaking or writing.

allusion, illusion *Allusion* means "an indirect reference": The candidate drew an *allusion* to her opponent's voting record. *Illusion* means "an unreal or false impression": The computer graphics created the *illusion* of choppy seas.

alma mater This is a school from which a person has graduated. Capitalize only when referring to the school song. Little Flower is her *alma mater*. We sang the *Alma Mater* after the Harvest Dance.

all right *Alright* is incorrect.

a.m. and p.m. Lowercase, with periods. Avoid the redundant *9 a.m. this morning*. Do not use a colon to designate the hour on the hour: write *8 p.m.* not *8:00 p.m.* Use a colon to designate one minute to fifty-nine minutes: *8:01 p.m.* to *8:59 p.m.*; then *9 p.m.*

amongst This word is archaic. Use *among*.

amount, number Use *amount* for items measured in bulk. Use *number* for things that can be counted. Ex: I am missing a large *amount* of money. I am missing a large *number* of pencils.

ampersand Use the ampersand (&) only when it is part of a company name, not as a substitute for *and*: We ordered from the *Jackson & Perkins* catalogue. Mark *and* (not &) I visited a museum.

animals Do not apply a personal pronoun to an animal unless its sex has been established or the animal has a name: The dog was scared, and *it* barked. My dog Molly was scared, and *she* barked. Susie the cat ran to *her* basket.

anywheres, everywhere, nowheres, somewhere Use these words without the final *s*.

Armed Forces Capitalize when referring to the United States military. Also capitalize *Army*, *Navy*, *Air Force*, *Marines*, *Coast Guard*. Capitalize *Marine* when referring to an individual: A *Marine* visited my school to speak about careers in the *Armed Forces*.

awhile, a while *Awhile* is an adverb meaning “for a short time”: He plans to stay *awhile*. *A while* is usually used in a prepositional phrase: He plans to stay for *a while*. Mom will be home in *a while*.

B

being as, being that These words are nonstandard English when used for *since* or *because*. Wrong: *Being as* my mother was away, I had to stay home. Right: *Because* my mother was away, I had to stay home.

beside and besides The words have different meanings. *Beside* means “close to” or “by the side of”: Come and sit *beside* me. *Besides* means “in addition to”: *Besides* Allen, Jeff, and Ciara, my cousin Maria will also be at the party.

best friend Always write as two separate words. Alana, my cousin, is my *best friend*.

between, among Use *between* for two items: Keep the secret *between* the two of us. Use *among* for three or more items: Keep the secret *among* the three of us.

Bible Always capitalize.

bimonthly Means every other month. *Semimonthly* means twice a month.

bring, take Use *bring* when the meaning is to convey something to the person speaking: When you come to school tomorrow, *bring* your textbooks. Use *take* when the meaning is to convey something away from the person speaking: Please *take* this note to your father.

brand-new

bus, buses Transportation vehicles.

buss, busses Kisses.

C

cannot Do not spell as two separate words.

can't hardly, can't scarcely The words *hardly* and *scarcely* are negatives. They should never be used with the word *not*. Wrong: I *can't hardly* tell the difference. Right: I *can hardly* tell the difference.

Catholic, Catholicism Always capitalize when referring to the religion.

cause Never use *cause* as a replacement for *because*.

Christmas Never abbreviate to *Xmas*.

city and state/city and country Always put a comma after the state or country in the middle of a sentence: Mark's uncle has lived in *Salem, New Jersey*, since 1946. Jessica plans to visit her cousins in *Dublin, Ireland*, next summer.

chapters Capitalize *chapter* when used with a numeral in reference to a section of a book: I just finished reading *Chapter 12* of the novel.

class years Do not capitalize class years except when used with class dances or class retreats: I cannot wait to be a *senior*. Faculty members chaperoned the *Senior Prom*. Also: When is the *Freshman Retreat* going to be held?

college majors/professions Do not capitalize college majors or professions: Jessica plans to major in *nursing* (not *Nursing*). Michelle would like to be an *accountant* (not *Accountant*).

compound words The following are compound words, and they are always written as one word: *anybody/somebody/everybody/anything/something/somewhere/anywhere*.

congress Capitalize *U.S. Congress* and *Congress* when referring to the U.S. Senate and House of Representatives.

could of, should of, would of, might of The word *of* is not a verb. Use *could have, should have, would have, might have*.

couple of The *of* is necessary: a *couple of* tomatoes.

cover up (v.) cover-up (n. and adj.) He tried to *cover up* the scandal. The *cover-up* made the front page of the newspaper.

D

dad, mom Capitalize only when the word substitutes for a name: I asked *Dad* for a new iPhone. I asked my *dad* for a new iPhone.

dates Use Arabic figures, without *st*, *nd*, *rd*, or *th*. Write *November 3* and *March 21*, not *November 3rd* and *March 21st* Example: Katie's birthday is *June 24*.

daylight saving time Not *daylight savings time*. Lowercase in all uses.

decades Use an apostrophe to indicate numerals that are left out. Show plurals by adding *s*. Examples: the *1960s*, the *'60s*, the mid-*'60s*

directions and regions In general, lowercase *north*, *south*, *northeast*, *northern*, and other compass directions: My dad drove *west*. The cold front is moving *east*. Capitalize these words when they indicate regions: A storm is moving through the *Midwest* and will bring snow to the *Northeast* late in the day.

done This word is not the past tense of *do*. The word *done* **always** needs a helper; for example, *has done*, *had been done*, *will be done*. Wrong: They *done* the work themselves. Right: They *did* the work themselves.

do's and dont's

dyeing, dying *Dyeing* refers to changing colors. *Dying* refers to death.

E

each other, one another Two people look at *each other*. More than two people look at *one another*. Either phrase may be used when the number is indefinite: We talk to *each other*. We talk to *one another*.

earth Generally lowercase, but capitalize when used as the proper name of the planet: Josh scooped up two buckets of *earth*. The astronauts returned to *Earth*.

e-mail

emigrate, immigrate One who leaves a country *emigrates* from it. One who enters a country *immigrates* to it. Remember this simple rule: *emigrate* from; *immigrate* to. Example: My grandfather *emigrated* from Korea. My grandfather *immigrated* to the United States.

ensure, insure Use *ensure* to mean *guarantee*: The precautions we took *ensure* success. Use *insure* only for references to insurance: Marshall *insured* his life for \$5 million.

eponym An eponym is proper noun that is used to refer to generic items. These are some common eponyms that should always be capitalized: *Band-Aid* (adhesive bandage); *Frisbee* (flying disc); *Scotch tape* (adhesive tape); *Post-it* (removable reminder note); *White-out* (correction fluid); *Tylenol* (acetaminophen); *Super Glue* (adhesive glue).

equally as Do not use the words together; *equally* is sufficient.

every day (adv.) **everyday** (adj.) She goes to work *every day*. He wears *everyday* shoes.

every one, everyone Use two words (*every one*) when it means each individual item: *Every one* of the coins was worthless. Use one word (*everyone*) when used as a pronoun meaning all people: *Everyone* wants her life to be happy. [Note that *everyone* takes singular verbs and pronouns.]

exclamation points Use only with a high degree of surprise or strong emotion. When writing a formal paper, only use exclamations when writing a direct quotation: My father screamed, “We won the lottery!” We were all thrilled.

F

family names Capitalize words denoting family relationships only when they precede the name of a person or when they stand unmodified as a substitute for a person’s name: I wrote to *Grandfather Smith*. I asked *Mother* for the car keys. I visited my *grandfather*. I asked my *mother* for the car keys.

farther, further *Farther* refers to physical distance: He drove *farther* past the turnpike exit. *Further* refers to an extension of time or degree: The mayor will look *further* into the situation.

female Use *female* as an adjective; use *woman* as a noun. Example: She is the first *female* (not *woman*) mayor of our city.

fewer, less Use *fewer* before a plural noun. Use *less* before a singular noun. Examples: *Fewer* guests arrived at the party than we had expected. We took in *less* money tonight.

food Proper nouns or adjectives are capitalized when they occur in a food name: *Russian* dressing, *Irish* soda bread, *Boston* lettuce, *Italian* dressing.

forward Do not write *forwards*.

freshman, freshmen Use *freshman* when referring to one person: Katie is a *freshman*. Use *freshmen* when referring to more than one person: The *freshmen* captured first prize. Use the singular for the class dance: *Freshman Dance*.

G

girl Applicable until age 18. Use *young woman* (up to age 21) and *woman* afterward.

godchild, goddaughter Also: *godfather, godmother, godson*. Always lowercase. Do not hyphenate.

gonna, wanna These are not words. Use *going to* and *want to*.

good, well *Well* may be used as an adjective or an adverb. As an adjective, *well* means suitable, proper, healthy. As an adverb, *well* means something done in a satisfactory manner or skillfully. *Good* is always an adjective. Wrong: The team played *good* today. Right: The team played *well* today. Wrong: Even though I painted carefully, the room doesn't look *well*. Right: Even though I painted carefully, the room doesn't look *good*.

goodbye Not *goodby*. *Goodbye* is not hyphenated. It is written as one word.

grammar Not *grammer*.

gray Not *grey*. However, the breed of dog is spelled *greyhound*.

great- Hyphenate *great-grandmother, great-grandfather, great-uncle, great-aunt, great-great-grandfather*.

H

high school/grade school/ elementary school These are never written as one word. Also, do not capitalize these words except when used with the name of a school: My sister will graduate from *elementary school* next June. Monica attends Our Lady of Mercy *Grade School*.

Hispanic Always capitalized.

hissself, theirsself, theirselves These are not words. Use *himself* and *themselves*.

Holy Father Capitalize when referring to the pope.

I

imply, infer *Imply* means “to suggest something.” *Infer* means “to interpret a certain meaning from a remark or action.” Jocelyn *implied* that she is related to the governor. I *inferred* from her statement that Jocelyn is related to the governor.

in and into *In* means “within”: The groceries are *in* the bag. *Into* suggests “movement from the outside to the inside”: I placed the groceries *into* the bag

incredible, incredulous *Incredible* means “so extraordinary as to seem impossible”: In baseball, an unassisted triple play is *incredible*. *Incredulous* means “skeptical or unbelieving”: I am very *incredulous* that the price of crude oil is rising because of inclement weather.

inflammable/flammable/nonflammable Both *inflammable* and *flammable* mean “combustible”; *nonflammable* means “not combustible.”

in spite of Use the word *despite*.

Internet Capitalize the *I*.

iPad, iPhone, iPod Do not capitalize the *I*, even when beginning a sentence. Example: *iPads* will be distributed to freshmen next week.

irregardless Nonstandard usage. Use the word *regardless*.

italics Italicize the titles of books, newspapers, magazines, works of art, music, movies, television programs, DVDs and CDs. *To Kill a Mockingbird*, *The Philadelphia Inquirer*, *Time*, *Mission: Impossible*, *The Simpsons*, *Taylor Swift's Greatest Hits*.

Be careful not to add the word *The* to titles unless it belongs there and not to omit it if it does belong. Not: *The Reader's Digest*, but: the *Reader's Digest*; not: the *Red Badge of Courage*, but: *The Red Badge of Courage*.

Note that the titles of some very well-known works and documents are neither italicized nor placed in quotation marks: the Bible, the Koran, the Magna Carta, the Declaration of Independence, Psalms, Matthew, the Bill of Rights

Italicize letters, numbers, and words used as words: Your *r*'s look like your *n*'s. I cannot decide if this is a 7 or a 1. You used *and* and *but* too many times in the first paragraph.

Use italics to emphasize a word or phrase: America is a *true* Democracy.

its, it's *It's* is a contraction for *it is* or *it has*: *It's* (*it is*) up to you. *It's* (*it has*)been a long time. *Its* is the possessive form of the neuter noun: The company lost *its* assets.

J

junior, senior Abbreviate as *Jr.* and *Sr.* only with full names. Precede by a comma: *William J. Kuhl, Sr.*

judgment Not *judgement*.

K

kudos This is a singular word meaning "praise."

kindergarten Not *kindergarden*.

L

lady Do not use *lady* as a synonym for *woman*. Use *lady* as a sign of courtesy.

Last Supper Always capitalize.

lay, lie The action word is *lay*, meaning “to put or place.” It takes a direct object. *Laid* is the form for its past tense and its past participle. Its present participle is *laying*.

Lie means “to recline.” It does not take a direct object. Its past tense is *lay*. Its past participle is *lain*. Its present participle is *lying*.

When *lie* means to make an untrue statement, the verb forms are *lie, lied, lying*.

Right: I am *lying* on the bed nursing a headache. Wrong: I am *laying* on the bed nursing a headache.

Right: He *lies* on the floor to watch TV. Wrong: He *lays* on the floor to watch TV.

| Infinitive | Definition | Simple Present | Simple Past | Past Participle | Present Participle |
|---------------|-----------------------------|----------------|-------------|-----------------|--------------------|
| to lay | to put or place | lay(s) | laid | laid | laying |
| to lie | to rest or recline | lie(s) | lay | lain | lying |
| to lie | to make an untrue statement | lie(s) | lied | lied | lying |

like, as Use *like* as a preposition: Celeste sings *like* a pro. The conjunction *as* introduces clauses: Curtis sings *as* he was taught to by Ms. Wilson.

livable Not *liveable*.

M

make up (v.) Mrs. Cornwall will *make up* a different test for every class.

makeup (n., adj.) The *makeup* ran down her face. The *makeup* test will be given tomorrow.

Mass Always capitalize when referring to the religious ceremony. Also, a Mass is *celebrated*, not *said*.

midnight Do not put a *12* in front of *midnight*. Use either *midnight* or *12 a.m.*

moon and **sun** Always lowercase.

Ms. Used instead of *Miss* or *Mrs.*, as when the marital status of a woman is unknown or irrelevant.

N

nauseated, nauseous These words do not mean the same thing. *Nauseated* means “sick”: After eating too much ice cream, Jack became *nauseated*. *Nauseous* means “sickening” or “disgusting”: The *nauseous* odor of the dead fish overwhelmed us.

nighttime

noon Do not put a *12* in front of *noon*. Use either *noon* or *12 p.m.*

no one

numerals In general, write out numbers from 1 to 20: I have *three* (not *3*) younger brothers. I have *nineteen* (not *19*) pages of history to read before Friday. (See *ages*.)

Spell out any number that occurs at the beginning of a sentence. Wrong: *1615* delegates attended. Right: *Sixteen hundred and fifteen* delegates attended. (It may be better to reword, placing the number within the sentence.)

A sentence may begin with a year: *1999* was the best year of my life.

Very large numbers are written as a numeral followed by the word million or billion:
The area of Earth is close to *197 million* square miles. We won *2 million* dollars in the lottery.

O

off of The *of* is unnecessary. Right: Jason drove *off* the road. Wrong: Jason drove *off of* the road.

OK, OK'd, OK'ing, OKs These words are preferred to forms of the word *okay*.

one-sided

over The word usually refers to spacial relationships: The clouds passed *over* our heads. With numerals, *more than* is preferable to *over*: *More than* (not *over*) twenty people applied for the position.

P

people, persons Use *person* when speaking of an individual: One *person* waited for the bus. *People* is preferred to *persons* in all plural uses. Exception: *Bureau of Missing Persons*.

pluralizing surnames When a family name (a proper noun) is pluralized, usually add an "s": We go to visit the Smiths, the Kennedys, and the Grays. When a family name ends in *s*, *x*, *ch*, *sh*, or *z*, however, form the plural by added *-es*, as in the Marches, the Joneses, the Maddoxes, the Bushes, the Rodriguezes. **Important:** Do not form a family name plural by using an apostrophe; the apostrophe is reserved for creating possessive forms.

potato, potatoes

president, vice president Capitalize before the name of a country's leader: *President* Obama addressed the nation. Also, capitalize when referring to the leader of the United States even if the name is not used: The *President* resides in Washington, DC. Do not capitalize when referring to the head of a company: My dad contacted the *president* of Verizon. Do not hyphenate vice president.

principal, principle *Principal* means “the head of a school” or “the main one of several things”: She is the school *principal*. He was the *principal* player in the trade. Money is the *principal* problem. *Principle* is a noun that means “a rule of conduct” or “a main fact; law”: They fought for the *principle* of self-determination. Students are expected to follow the *principles* noted in the school discipline code.

pupil, student Use *pupil* for children in kindergarten through eighth grade. *Student* or *pupil* is acceptable for grades nine through twelve. Use *student* for college and beyond.

Q

queen Capitalize only when used before the name of royalty: We saw photos of *Queen* Elizabeth. Lowercase when used alone: We saw photos of the *queen*.

quotation marks Use quotation marks around titles of songs, book chapters, poems, short stories, newspaper articles, magazine articles, episodes of TV shows: “Happy”; “Chapter 4 - Maddie Finds a Solution”; “Casey at the Bat”; “The Most Dangerous Game”; “Phillies Win on Hoskins Walk-off Homer”; “The Energy Crisis Is Real”; The best episode of *The Simpson* is “The Shinning.”

R

redundancies When writing, be on the lookout for needless repetition and eliminate expressions that add nothing to what has already been said. Here are some common redundancies. Eliminate the word in parentheses:

| | | |
|---------------------------|-------------------|-------------------|
| (absolutely) necessary | (advance) warning | bald (-headed) |
| compete (with each other) | each (and every) | (end) result |
| (final) outcome | (free) gift | gather (together) |
| heat (up) | (may) possibly | refer (back) |

Roman Catholic Church

Pope: Capitalize *pope* when used as a title before a name: *Pope* Paul VI. Lowercase in all other uses.

room numbers Use figures and capitalize *room* when used with a figure: Report to *Room* 302 for algebra class.

rooms Capitalize the names of specially designated rooms: *Melrose Room*, *Green Room*.

rosary Always lowercase.

S

Sabbath Capitalize in religious references.

Santa Claus Do not add an *e* to Claus.

school Capitalize only when part of a proper name: Last year I attended elementary *school*. Last year I attended St. Paul Elementary *School*.

school subjects Capitalize languages: *English*, *Spanish*, *French*, *Latin*, *Chinese*, *Italian*. Do not capitalize other subjects unless followed by a number. Wrong: I enjoy *Religion*, *Art*, and *Science*. Right: I enjoy *religion*, *art*, and *science*. Right: Next year I will take *Religion 3* and *Art 2*. My first college course was *Biology 101*.

scissors Takes plural verbs and pronouns: The *scissors* need sharpening, so do not use *them*.

seasons Lowercase *spring*, *summer*, *fall*, *winter* and all derivatives, such as *springtime*, unless part of a formal name: the Devon *Winter* Carnival.

seen Never use *seen* without a helper. Wrong: I *seen* her last night. Right: I *saw* her last night. Right: I *have seen* every movie starring Dwayne Johnson.

Sister Capitalize in all references before the names of nuns or when used alone to signify a nun. When writing, add the acronym for the order (no periods) on the first reference: I spoke with Sister Mary McGinty, *IHM*, about the book order. I then phoned *Sister* a week later.

smartphone Always lowercase and written as one word.

sneaked Preferred as the past tense of *sneak*. Avoid using *snuck*.

social media Capitalize social media sites because they are proper nouns. Examples: Facebook, Twitter, Instagram, Pinterest, Google+, YouTube

sophomore Not *sophmore*.

states Spell out the names of the fifty United States when they stand alone in textual material: I visited *New Jersey* (not *NJ*).

Use the two-letter postal abbreviation for a state when used with an address:
1346 Red Haven Drive
Sellersville, *PA* 18933

supposed to and used to Never use *suppose to* or *use to*; these spellings are incorrect:
Nicole is *supposed to* (not *suppose to*) call me tonight.
I *used to* (not *use to*) take piano lessons from Sr. Paul Carmelia.

T

teen, teenager, teenage Do not use *teenaged*. Do not hyphenate.

than, then *Than* is a conjunction showing comparison or exception: Kay is taller *than* (not *then*) Louise. *Then* is an adverb meaning “at that time”; “soon afterward”; “at the time mentioned”; or “for that reason.” For example: If it rains, *then* (not *than*) we cannot go to the game. Also: Mike is taller *than* (not *then*) I am.

that and which; who and whom Use *that* and *which* for inanimate objects and animals without a name; use *who* and *whom* for people and for animals with a name.

Mary is the girl *who* (not *that*) helped me.

Molly is the dog *whom* (not *that*) I like the best.

their, there, they're *Their* is used to show possession: Please show the guests to *their* cabins. *There* is used to show a specified or unspecified place: *There* are two apples left from the party. I placed my car keys *there*. *They're* is the contraction for they are: I think *they're* going to move next year.

toward Do not use *towards*.

try out (v.) and **tryout** (n.) I will *try out* for the softball team. The *tryout* will be held next Monday.

24/7 and 24/7/365

U

U-turn (n. and adj.) Capitalize the initial letter *U*.

V

vacuum

vice president Not hyphenated.

W

Web - the Web - Web site Capitalize the *W*. The Web is a system for browsing Internet sites. It is named the Web because it is made of many sites linked together.

who - whom One way to choose correctly among the forms of *who* is to re-phrase the sentence so you choose between *he* and *him*. If you want *him*, write *whom*; if you want *he*, write *who*.

Examples:

Who do you think is responsible? (Do you think *he* is responsible?)

Whom shall we ask to the party? (Shall we ask *him* to the party?)

Give the box to *whomever* you please. (Give the box to *him*.)

Give the box to *whoever* seems to want it most. (*He* seems to want it most.)

who's - whose *Who's* means only one of two things: "who is" (*Who's* that guy with the droopy mustache?) or "who has" (*Who's* been eating my porridge?) *Whose* is the possessive form of *who* and is used as follows: *Whose* dirty socks are on the breakfast table?

worn-out

XYZ

Xerox This is a trademark for a brand of photocopier and is never a verb. Use a generic term, such as *photocopy*: Mom will *photocopy* (not *Xerox*) my report.

year-end

YouTube Spelled as one word

years When a phrase refers to a month, day, and year, set off the year with a comma: On *July 12, 2015*, I will fly to Orlando, Florida.

you The pronoun *you* is the same in singular and plural forms: Mary, I think *you* are an excellent student. As a class, *you* are all performing well. There are no such words as *youse* and *yiz*.

your - you're *Your* shows possession: I like *your* car very much. *You're* is the contraction for *you are*: Please stop talking because *you're* annoying me.

zero, zeros

This handout uses material compiled from *The Associated Press Stylebook and Libel Manual*; *Macmillan English*; *Warriner's English Grammar and Composition*; *Guide to Grammar and Writing*; *yourdictionary.com*; *Common Errors in English Usage*; and *www.m-w.com*.

An excellent online grammar guide can be accessed at: <http://grammar.ccc.commnet.edu/grammar>