

Books on Study and Writing Held in the Library



University Library

We hold a selection of books in the University of Tasmania Library related to studying and writing skills. All of these and many other related books are listed in the Library's catalogue. We have included the call number of the items in this list. Please ask at the Client Services Desk in the Library if you need help finding these items.

- Study Skills [Undergraduates]
- Research methods & thesis writing [Postgraduates]
- General writing
- Essay writing
- Report writing
- Resumé writing and job applications
- Writing for publication
- Style manuals

Study Skills [Undergraduates]

The business communication handbook / Judith Dwyer, 7th edition, Frenchs Forest, N.S.W. : Pearson Education Australia, 2006.
Morris Miller HF 5718 .D89 2006
Ltn 658.45 D993b 2006

The craft of research / Wayne C. Booth. Chicago: University of Chicago Press, 2003
Morris Miller Q 180.55 .M4 B66 2003
Ltn 001.42 B725c 2003

Effective legal research / Irene Nemes. Chatswood, NSW: Butterworths, 2000
Law KL 155.N39 2000
LawRes KL 155.N39 2000
Ltn 340.072 N433e 2001

Effective literature searching for research / Sarah Gash. Aldershot, UK: Gower, c2000
Morris Miller Z 710 .G25 2000

How to win as a final-year student : essays, exams, and employment / Philip Race. Buckingham: Open University Press, 2000
Morris Miller LB 2324 .R33 2000
Ltn 378.198 R118ht 2000

Reading at university : a guide for students / Gavin J. Fairbairn. Buckingham: Open University Press, 2001
Morris Miller LB 2395.3 .F35 2001
Ltn 428.40711 F163ru 2001
NWCRes 428.40711 F163ru 2001

Study skills for speakers of English as a second language / Marilyn Lewis and Hayo Reinders.
Basingstoke, Hampshire: Palgrave Macmillan, 2003
Morris Miller LB 1049 .L49 2003

Studying part time without stress / Teresa de Fazio. Crows Nest, N.S.W: Allen & Unwin, 2002
Morris Miller LB 2395 .D44 2002

Surviving first year uni / Lauren Williams and John Gernov. Crows Nest, N.S.W.: Allen & Unwin, 2001
Morris Miller LB 2395 .W56 2001

Writing at university / Phyllis Creme. Maidenhead: Open University Press, 2003
Morris Miller PE 1408 .C71445 2003
Ltn 808.042 C915w 2003

Research methods & Thesis writing [Postgraduates]

Doctorates Downunder : keys to successful doctoral study in Australia and New Zealand / Carey Denholm and Terry Evans, Camberwell, Victoria, ACER Press, 2006.
Science LB 2386 .D63 2006
Morris Miller LB 2386 .D63 2006
Ltn 378.1550993 D637 2006

Doing postgraduate research / Stephen Potter. 2nd edn, London: Sage Publications, 2006
Morris Miller LB 2371 .D65 2006

Getting a PhD: an action plan to help you manage your research, your supervisor and your project / Finn, John
Morris Miller LB 2386 .F56 2005
Ltn 378.24 F514g 2005

Graduate Research Manual / Sale, A. University of Tasmania, Hobart, Australia, 2007
available at: <http://eprints.utas.edu.au/851/>

Graduate research resource book, University of Tasmania. Board of Graduate Research, Hobart, Tas., 2006
available at: http://www.research.utas.edu.au/gr/docs/resource_book.pdf

Guide to the successful thesis and dissertation / James E. Mauch. New York: M.Dekker, 2003
Morris Miller LB 2369 .M377 2003

How to get a Ph.D. : a handbook for students and their supervisors / Estelle M. Phillips and P. S. Pugh. 3rd ed. Buckingham: Open University Press, 2000
Cent LB 2386 .P47 2000
Ltn 378.240941 P558h 2000

How to write a better thesis / David G. Evans. Carlton South, Vic.: Melbourne University Press, 2002
Cent LB 2369 .E88 2002
Ltn 808.066 E92h 2002

The portable dissertation advisor / Miles T. Bryant. Thousand Oaks, Calif.: Corwin Press, 2004
Morris Miller LB 1742 .B49 2004

Preparing literature reviews : qualitative and quantitative approaches/ Pan, ML & Lopez, M, 2nd edn, Pryczak Pub., Glendale, CA., 2004

Quality in postgraduate research : making ends meet / Gerry P Mullins. Adelaide: Advisory Centre for University Education, University of Adelaide, 2000
Morris Miller LB 2371.6 .A9 Q35 2000

Research methods : a process of inquiry / Anthony M. Graziano. Boston: Allyn and Bacon, 2000
Morris Miller Q 180.55 .M4 G7 2000
Ltn 001.42 G785r 2000

Research methods for postgraduates / Tony Greenfield. New York: Oxford University Press, c2002
Morris Miller LB 2369 .R65 2002

The research process / Gary D. Bouma. South Melbourne: Oxford University Press, 2004
Morris Miller H 62 .D55 2004
Morris Miller H 62 .D55 2004
Ltn 300.72 B764r 2004

Writing your thesis/ Oliver, P, Sage study skills, Sage Publications, London, 2004
Morris Miller LB 2369 .O55 2004
Ltn 808.02 O48w 2004

General Writing

Compendium of good writing / N.E.Renton. Milton,Qld.: John Wiley & Sons, 2004
Ltn 808.027 R442c 2004

Displaying your findings : a practical guide for creating figures, posters and presentations / Adelheid A. M. Nicol, Washington, DC: American Psychological Association, c2003
Morris Miller Reference BF 76.8 .N53 2003

Eats, shoots and leaves : the zero toleration approach to punctuation / Lynne Truss. London: Profile Books, 2003
Morris Miller PE 1450 .T78 2003

Editing and revising text / Jo Billingham. Oxford: Oxford University Press, 2002
Morris Miller PN 162 .B55 2002

Editing made easy / Bruce Kaplan. Camberwell, Vic.: Penguin, 2003
Morris MillerRes PN 162 .K36 2003

The editor's companion / Janet Mackenzie. Cambridge: Cambridge University Press, 2004
Morris Miller Reference PN 162 .M23 2004

The elements of style / William Strunk Jr. New York: Longman, 2000
CentRes PE 1408 .S772 2000

Grammar for lawyers / Michael Meehan. Chatswood, NSW: Butterworths, 2001
LawRes K 101 .M38 2001

Introducing English grammar / Kersti Börjars. London: Arnold, 2001
Morris Miller PE 1112 .B63 2001
Ltn 425 B734i 2001

The student's guide to writing : grammar, punctuation and spelling / John Peck. Basingstoke: Macmillan, 1999
Morris Miller PE 1111 .P43 1999

Understanding style : practical ways to improve your writing / Joe Glaser. New York: Oxford University Press, 1999
Morris Miller PE 1421 .G53 1998
Ltn 808.042 G548u 1998

Usage and abusage : a guide to good English / Eric Partridge. London: Penguin Books, 1999
Morris Miller Reference PE 1460 .P17 1995
Ltn Reference 428 P275e 1999

Who cares about English usage / David Crystal. 2nd ed. London: Penquin, 2000
Morris Miller PE 1460.C79 2000

Writing at university / Phyllis Creme. Maidenhead: Open University Press, 2003
Morris Miller PE 1408 .C71445 2003
Ltn 808.042 C915w 2003

Writing research papers : a complete guide / James D. Lester Sr. New York: Pearson/Longman, 2005
LtnRes 808.042 L642w 2004
Science LB 2369 .L4 2004

Essay writing

'Academic writing: the essay', in **Communicating in the 21st century**/ Eunson, B, Chapter 7, John Wiley & Sons, Milton, Qld. ,2004

Assignment and thesis writing / Jonathan Anderson. Milton, Qld.: John Wiley & Sons, 2001
Morris Miller LB 2369 .A63 2001
Ltn 808.02 A547t 2001

Essay to write? / Brendan Hennessy. Oxford: How To Books, 2002
Morris Miller PE 1429 .H46 2002

Essays and dissertations / Chris Mounsey. Oxford: Oxford University Press, 2002
Morris Miller PE 1471 .M68 2002

Writing an assignment : effective ways to improve your research and presentation skills / Pauline Smith. Oxford: How To Books, 2000
Ltn 808.042 S656w 2000

Report Writing

Effective writing : a handbook for accountants / Claire B. May. Upper Saddle River, NJ: Prentice Hall, 2003

Morris Miller HF 5719 .M375 2003

How to write psychology laboratory reports and essays / Bruce Findlay. French's Forest, NSW: Prentice Hall, 2003

Morris MillerRes BF 76.8 .F56 2003

LtnRes 808.06615 F494h 2003

NWCRes 808.06615 F494h 2003

A short guide to writing about biology / Jan A. Pechenik. New York: Longman, c2001

SciRes QH 304 .P43 2001

Writing reports / John Seely. Oxford: Oxford University Press, 2002

Morris Miller PE 1478 .S425 2002

Writing research reports and essays in psychology : a handbook for students / D. Andrew Ellerman and Nola L. Wildermuth. 3rd ed. Toowoomba: USQ Press, 2000

Morris Miller BF 76.7 E45 2000

Résumé writing and job applications

101 best resumes for grads / Jay .A. Block. New York: McGraw-Hill, 2003

Morris Miller HF 5383 .B5343 2003

101 best tech resumes / Jay A. Block. New York: McGraw-Hill, 2003

Ltn 650.142 B651o 2003

Science HF 5383 .B5346 2003

The Australian résumé guide : making your job application work / Paul Stevens. Sydney, N.S.W.: Centre for Worklife Counselling, 2003

Morris Miller HF 5383 .S73 2003

Gallery of best resumes / David F. Noble. Indianapolis, Ind.: JIST Pub, 2004

Morris Miller HF 5383 .N62 2004

Ltn 650.142 N748g 2004

How to write and talk to selection criteria : improving your chances of winning a job/ Villiers, AD & Villiers, AD , 4th edn, Mental Nutrition, Hawker, A.C.T., 2005

Morris Miller HF 5382.7 .V55 2005

The résumé guide : how to write a winning résumé / Frank J. Madero. French's Forest, N.S.W.: New Holland, 2004
Morris Miller HF 5383 .M223 2004

Resumes for dummies / Joyce Lain Kennedy. New York: Wiley, c2003
Cent HF 5383 .K424 2003

Résumés that get shortlisted / Jim Bright. Crows Nest, N.S.W.: Allen & Unwin, 2004
Morris Miller HF 5383 .B74 2004
Ltn 650.142 B855r 2004

Writing for publication

Broadcast news writing, reporting and producing / Ted White. Boston, MA: Focal Press, c2002
Morris Miller PN 4784 .B75 W5 2002

How to write & publish a scientific paper / Robert A. Day. 5th ed. Cambridge: Cambridge University Press, 1998
Ltn 808.0665 D274h 1998

Preparing literature reviews : qualitative and quantitative approaches / M. Ling Pan. Los Angeles, Calif.: Pycszak Pub, 2003
Morris Miller Q 180.55 .E9 P36 2003
Ltn 001.4 P187p 2003

Publishing in refereed academic journals : a pocket guide / Jane Kenway. Geelong, Vic.: Deakin University, Deakin Centre for Education and Change, 1998
Morris Miller PN 147 .K45 1998

Writing for scholarly publication / Anne Sigismund Huff. Thousand Oaks, Calif.: Sage Publications, 1999
Science PN 146 .H84 1999

Style Manuals

Australian guide to legal citation, 2nd edn, Melbourne University Law Review Association, Melbourne, 2002
LawRes K 114 .A95 2002

The Chicago manual of style, 15th edn, University of Chicago Press, Chicago, 2003.
Morris Miller Reference Z 253 .U69 2003
Ltn Reference 808.027 U58c 2003

The Economist style guide / The Economist in association with Profile Books, London, 2000
Morris Miller Reference PE 1421 .E36 2000

Legal referencing / Anita Stuhmcke. Sydney: Butterworths, 2005
LawRes K 114 .S78 2005
LtnRes 340.148 S933I 2005
Cradle Coast 340.148 S933I 2005

MLA handbook for writers of research papers, 6th edn, Gibaldi, J & Modern Language Association of America, New York, 2003
Morris Miller Reference LB 2369 .G53 2003
Music Reference LB 2369 .G53 2003
Art Reference LB 2369 .G53 2003
Ltn Reference 808.027 G437m 2003

The Oxford style manual / Robert M. Ritter. Oxford: Oxford University Press, 2003
Morris Miller Reference PE 1628 .C54 2003

Pocket guide to APA style / Robert Perrin. Boston: Houghton Mifflin, 2004
Morris Miller Reference BF 76.7 .P426 2004
Ltn 808.02 P458p 2004
Ltn Reference 808.02 P458p 2004

Publication manual of the American Psychological Association / American Psychological Association. Washington, DC: American Psychological Association, c2001
Morris Miller Reference BF 76.7 .A46 2001
Ltn Reference 808.02 P976 2001
NWCRes 808.02 P976 2001

Style : a guide for journalists : 2003 edition / Kim Lockwood. Surry Hills, NSW: Nationwide News Limited, 2003
Morris Miller PE 1421 .S79 2003

Style manual for authors, editors and printers / Snooks & Co. (Formerly AGPS) 6th ed. Milton, Qld.: John Wiley & Sons, 2002
Art Reference Z 253 .A9 2002
Morris Miller Reference Z 253 .A9 2002
Ltn Reference 808.027 S938 2002