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### **KEY=GUIDE - KALEB HAILIE**

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### **AP - ASSOCIATED PRESS STYLE GUIDE**

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Quickstudy Reference Guides **Handy reference that is as fast and durable as those people who choose to work in the world of mass media. Every tool helps with today's challenging goal of sharing information that is accurate, precise, clear and without bias, online, on air or in print (in words, photos, videos, or graphics, and in many mediums). The info you need to know regarding principles and guidelines to ethics, types of writing, uses of photography and videography, terminology, style, spelling, punctuation, and grammar is here in 6 laminated pages designed for quick access. Students in communications, mass media, and journalism, experienced writers, editors, managers and others at magazines, newspapers and news bureaus will find this tool a must-have. AP is also used in business for writing press releases, marketing campaigns and other corporate items, as well as online-only publishers, web content creators and bloggers. 6 page laminated guide includes: What Is AP Style? Special AP Stylebook Sections Broadcast Guidelines Business Guidelines Data Journalism Food Guidelines AP Principles Accuracy in Images Aim for On-the-Record Reporting Avoid Hate Speech Conflicts of Interest Copyright Infringement Corrections Data & Graphics Privacy Responses Social Media Terminology Punctuation Other Styles Recent Updates**

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### **THE ASSOCIATED PRESS STYLEBOOK 2015**

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Basic Books **A fully revised and updated edition of the bible of the newspaper industry**

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### **THE STUDENT NEWSPAPER SURVIVAL GUIDE**

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John Wiley & Sons **The Student Newspaper Survival Guide has been extensively updated to cover recent developments in online publishing, social media, mobile journalism, and multimedia storytelling; at the same time, it continues to serve as an essential reference on all aspects of producing a student publication. Updated and expanded to discuss many of the changes in the field of journalism and in college newspapers, with two new chapters to enhance the focus on online journalism and technology Emphasis on Web-first publishing and covering breaking news as it happens, including a new section on mobile journalism Guides student journalists through the intricate, multi-step process of producing a student newspaper including the challenges of reporting, writing, editing, designing, and publishing campus newspapers and websites Chapters include discussion questions, exercises, sample projects, checklists, tips from professionals, sample forms, story ideas, and scenarios for discussion Fresh, new, full color examples from award winning college newspapers around North America Essential reading for student reporters, editors, page designers, photographers, webmasters, and advertising sales representatives**

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### **THE CHICAGO MANUAL OF STYLE**

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### **THE ESSENTIAL GUIDE FOR WRITERS, EDITORS, AND PUBLISHERS**

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Searchable electronic version of print product with fully hyperlinked cross-references.

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### **WRITE BETTER RIGHT NOW**

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## THE RELUCTANT WRITER'S GUIDE TO CONFIDENT COMMUNICATION AND SELF-ASSURED STYLE

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[Red Wheel/Weiser](#) In almost any career, you must know how to write—even if it's not part of your job description. But if you are a reluctant writer, producing even the simplest memo may be a struggle. *Write Better Right Now* is the springboard to get you ahead in any job, passion project, or situation that requires writing skills. No matter what you are called upon to do—blog posts, speeches, web content, press releases, or more—this step-by-step manual gives you the solid techniques you need to get the task done. *Write Better Right Now* works because it is: **Short**—It takes a concise approach, from first thoughts to final edits, and its “mix-and-match” structure means you only have to read the sections you need. **Practical**—It is loaded with summations, short cuts, tips, cheat sheets, and hands-on exercises. **Solution-driven**—Knowing where you've gone wrong is half the battle. *Write Better Right Now* offers you the tools to identify your own problem patterns and choose the quickest and most appropriate fixes. You can improve your writing today. With straightforward guidance, *Write Better Right Now* is the quick read for productive people who need to create clear and crisp communication—right now.

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## INTRODUCTION TO PUBLIC RELATIONS

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### STRATEGIC, DIGITAL, AND SOCIALLY RESPONSIBLE COMMUNICATION

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[SAGE Publications](#) *Introduction to Public Relations: Strategic, Digital, and Socially Responsible Communication* presents a comprehensive introduction to the field of public relations (PR) with a focus on new media and social responsibility. Recognizing that the shifts in technology, business, and culture require a fresh approach, authors Janis Teruggi Page and Lawrence J. Parnell show students how today's PR professionals create persuasive messages with modern technologies while working in line with the industry's foundations. The authors balance this approach with a focus on understanding communication theory, history, process, and practice, and how all these concepts can be applied to strategic PR planning. The Second Edition features new and refreshed content throughout, including cases, chapter-opening scenarios, and profiles of both young and senior practitioners with tips and career guidance for student success. Included with this title: The password-protected Instructor Resource Site (formally known as SAGE Edge) offers access to all text-specific resources, including a test bank and editable, chapter-specific PowerPoint® slides. [Learn more.](#)

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## INTRODUCTION TO STRATEGIC PUBLIC RELATIONS

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### DIGITAL, GLOBAL, AND SOCIALLY RESPONSIBLE COMMUNICATION

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[SAGE Publications](#) Winner of the 2019 Most Promising New Textbook Award from the Textbook & Academic Authors Association (TAA) *Introduction to Strategic Public Relations: Digital, Global, and Socially Responsible Communication* prepares students for success in today's fast-changing PR environment. Recognizing that developments in technology, business, and culture require a fresh approach, Janis T. Page and Lawrence Parnell have written a practical introductory text that aligns these shifts with the body of knowledge from which the discipline of public relations was built. Because the practice of public relations is rooted in credibility, the authors believe that students must become ethical and socially responsible communicators more concerned with building trust and respect with diverse communities than with creating throwaway content. The authors balance this approach with a focus on communication theory, history, process, and practice and on understanding how these apply to strategic public relations planning, as well as on learning how to create a believable and persuasive message. A Complete Teaching & Learning Package SAGE Premium Video Included in the interactive eBook! SAGE Premium Video tools and resources boost comprehension and bolster analysis. [Learn more.](#) Interactive eBook Includes access to SAGE Premium Video, multimedia tools, and much more! Save when you bundle the interactive eBook with the new edition. Order using bundle ISBN: 9781544331584 [Learn More](#) SAGE coursepacks FREE! Easily import our quality instructor and student resource content into your school's learning management system (LMS) and save time. [Learn more.](#) SAGE edge FREE online resources for students that make learning easier. See how your students benefit.

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## MICROSOFT MANUAL OF STYLE

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[Pearson Education](#) Maximize the impact and precision of your message! Now in its fourth edition, the *Microsoft Manual of Style* provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and voice; and best practices for writing content for the web, optimizing for accessibility, and communicating to a worldwide audience. Fully updated and optimized for ease of

use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

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### **SUGGESTIONS TO MEDICAL AUTHORS AND A.M.A. STYLE BOOK**

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### **WITH A GUIDE TO ABBREVIATION OF BIBLIOGRAPHIC REFERENCES ; FOR THE GUIDANCE OF AUTHORS, EDITORS, COMPOSITORS, AND PROOFREADERS**

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### **AP CHEMISTRY FOR DUMMIES**

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[John Wiley & Sons](#) Gearing up for the AP Chemistry exam? AP Chemistry For Dummies is packed with all the resources and help you need to do your very best. This AP Chemistry study guide gives you winning test-taking tips, multiple-choice strategies, and topic guidelines, as well as great advice on optimizing your study time and hitting the top of your game on test day. This user-friendly guide helps you prepare without perspiration by developing a pre-test plan, organizing your study time, and getting the most out of your AP course. You'll get help understanding atomic structure and bonding, grasping atomic geometry, understanding how colliding particles produce states, and much more. Two full-length practice exams help you build your confidence, get comfortable with test formats, identify your strengths and weaknesses, and focus your studies. Discover how to Create and follow a pretest plan Understand everything you must know about the exam Develop a multiple-choice strategy Figure out displacement, combustion, and acid-base reactions Get familiar with stoichiometry Describe patterns and predict properties Get a handle on organic chemistry nomenclature Know your way around laboratory concepts, tasks, equipment, and safety Analyze laboratory data Use practice exams to maximize your score AP Chemistry For Dummies gives you the support, confidence, and test-taking know-how you need to demonstrate your ability when it matters most.

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### **CALIFORNIA STYLE MANUAL**

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### **A HANDBOOK OF LEGAL STYLE FOR CALIFORNIA COURTS AND LAWYERS : BASED ON CALIFORNIA STYLE MANUAL**

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### **COPYEDITING AND PROOFREADING FOR DUMMIES**

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[John Wiley & Sons](#) Turn your knack for language into a lucrative career Must-know techniques and resources for maximizing your accuracy and speed Interested in becoming a copyeditor or proofreader? Want to know more about what each job entails? This friendly guide helps you position yourself for success. Polish your skills, build a winning résumé and land the job you've always wanted. Books, magazines, Web sites, corporate documents - find out how to improve any type of publication and make yourself indispensable to writers, editors, and your boss. Balance between style and rules Master the art of the query Use proofreader symbols Edit and proof electronic documents Build a solid freelancing career

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### **LANGUAGE A FOR THE IB DIPLOMA: CONCEPT-BASED LEARNING**

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### **TEACHING FOR SUCCESS**

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[Hodder Education](#) Confidently navigate the new syllabus with a variety of teaching resources to help you plan engaging syllabi, timelines and lessons that are aligned to the concept-based learning approach. - Confidently teach the two new courses with a clear overview of concept-based learning and inquiry and how these can be aligned to the assessment objectives and learning outcomes - Easily navigate the new courses and plan your teaching with a variety of templates, timelines and charts - Develop a concept-based learning course with specific advice and lessons that help students understand the texts and topics more deeply - Help guide students through the assessment process with advice and examples covering each assessment - Learner Portfolios & the Individual Oral, HL Essay, Paper 1 and Paper 2

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### **RULES FOR COMPOSITORS AND READERS ... AT THE UNIVERSITY PRESS, OXFORD**

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### **J DE JUEGOS PRESENTS: MEN OF WAR UNOFFICIAL STRATEGY GUIDE**

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[The eBook Sale](#)

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## PRINCETON REVIEW AP COMPUTER SCIENCE A PREP 2022

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### 4 PRACTICE TESTS + COMPLETE CONTENT REVIEW + STRATEGIES AND TECHNIQUES

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[Princeton Review](#) **EVERYTHING YOU NEED TO SCORE A PERFECT 5.** Ace the 2022 AP Computer Science A Exam with this comprehensive study guide, which includes 4 full-length practice tests, thorough content reviews, targeted strategies for every section of the exam, and access to online extras. **Techniques That Actually Work.** - Tried-and-true strategies to help you avoid traps and beat the test - Tips for pacing yourself and guessing logically - Essential tactics to help you work smarter, not harder **Everything You Need to Know to Help Achieve a High Score.** - Fully aligned with the latest College Board standards for AP(R) Computer Science A - Comprehensive content review for all test topics, including lab requirements - Engaging activities to help you critically assess your progress - Access to study plans, printable resources, helpful pre-college information, and more via your online Student Tools **Practice Your Way to Excellence.** - 4 full-length practice tests (3 in the book, 1 online) with detailed answer explanations - Comprehension drills in each content review chapter - Step-by-step walk-throughs of sample questions

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## PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

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[American Psychological Association \(APA\)](#) **The Publication Manual of the American Psychological Association is the style manual of choice for writers, editors, students, and educators in the social and behavioral sciences, nursing, education, business, and related disciplines.**

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## PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

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### 6TH EDITION

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## BIostatISTICS FOR DUMMIES

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[John Wiley & Sons](#) **Score your highest in biostatistics** Biostatistics is a required course for students of medicine, epidemiology, forestry, agriculture, bioinformatics, and public health. In years past this course has been mainly a graduate-level requirement; however its application is growing and course offerings at the undergraduate level are exploding. **Biostatistics For Dummies** is an excellent resource for those taking a course, as well as for those in need of a handy reference to this complex material. Biostatisticians—analysts of biological data—are charged with finding answers to some of the world's most pressing health questions: how safe or effective are drugs hitting the market today? What causes autism? What are the risk factors for cardiovascular disease? Are those risk factors different for men and women or different ethnic groups? **Biostatistics For Dummies** examines these and other questions associated with the study of biostatistics. Provides plain-English explanations of techniques and clinical examples to help Serves as an excellent course supplement for those struggling with the complexities of the biostatistics Tracks to a typical, introductory biostatistics course **Biostatistics For Dummies** is an excellent resource for anyone looking to succeed in this difficult course.

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## THE WRITER'S GUIDE TO SELF-EDITING

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### ESSENTIAL TIPS FOR ONLINE AND PRINT PUBLICATION

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[McFarland](#) **Over the years, technological advances have given publishers the ability to produce more books and online publications with greater speed. This new efficiency, however, has increased editors' workloads, limiting the amount of detailed editorial feedback that they can provide authors. In turn, writers must become self-editors, ensuring that their text is nearly perfect on submission. This book serves as a guide to self-editing nonfiction print and online publications, including articles for general and academic audiences. It is both prescriptive and descriptive, drawing from stylebooks, dictionaries, research, and more to provide a full picture of both style and grammar. Also provided are techniques that boost search-engine optimization and engagement of Internet audiences.**

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## WORDS ON WORDS

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## **A DICTIONARY FOR WRITERS AND OTHERS WHO CARE ABOUT WORDS**

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Columbia University Press Surveying the expanding conflict in Europe during one of his famous fireside chats in 1940, President Franklin Roosevelt ominously warned that "we know of other methods, new methods of attack. The Trojan horse. The fifth column that betrays a nation unprepared for treachery. Spies, saboteurs, and traitors are the actors in this new strategy." Having identified a new type of war -- a shadow war -- being perpetrated by Hitler's Germany, FDR decided to fight fire with fire, authorizing the formation of the Office of Strategic Services (OSS) to organize and oversee covert operations. Based on an extensive analysis of OSS records, including the vast trove of records released by the CIA in the 1980s and '90s, as well as a new set of interviews with OSS veterans conducted by the author and a team of American scholars from 1995 to 1997, *The Shadow War Against Hitler* is the full story of America's far-flung secret intelligence apparatus during World War II. In addition to its responsibilities generating, processing, and interpreting intelligence information, the OSS orchestrated all manner of dark operations, including extending feelers to anti-Hitler elements, infiltrating spies and sabotage agents behind enemy lines, and implementing propaganda programs. Planned and directed from Washington, the anti-Hitler campaign was largely conducted in Europe, especially through the OSS's foreign outposts in Bern and London. A fascinating cast of characters made the OSS run: William J. Donovan, one of the most decorated individuals in the American military who became the driving force behind the OSS's genesis; Allen Dulles, the future CIA chief who ran the Bern office, which he called "the big window onto the fascist world"; a veritable pantheon of Ivy League academics who were recruited to work for the intelligence services; and, not least, Roosevelt himself. A major contribution of the book is the story of how FDR employed Hitler's former propaganda chief, Ernst "Putzi" Hanfstaengl, as a private spy. More than a record of dramatic incidents and daring personalities, this book adds significantly to our understanding of how the United States fought World War II. It demonstrates that the extent, and limitations, of secret intelligence information shaped not only the conduct of the war but also the face of the world that emerged from the shadows.

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## **DIRECT SELLING FOR DUMMIES**

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John Wiley & Sons Become a direct sales success story with this insider guide to making it big *Direct Selling For Dummies* is the perfect resource for anyone involved or interested in direct sales. Written by a 35-year veteran of this booming industry, this useful guide teaches you everything you need to know to achieve and maintain lasting success. You'll learn the insider tips that only the pros know, and how to structure your business, your time, and your customer relationships to optimize sales and achieve your goals. Compare party plans, multi-level marketing, and hybrid models to see where your talents fit best, and discover the most effective ways to promote your products and get people interested. You'll leverage social media as one of the most powerful tools in modern sales, and gain new ideas for recruiting, booking, and time management. With clear guidance and a fun, friendly style, this book gives you the strategies you need to be a direct sales success. The direct sales industry is going strong, with more participants now than any time in the past, yet with less face-to-face engagement. Businesses are operating online, people are shopping online, and more people are recruiting through platforms like social media. If you hope to be a direct sales success, now is the time to get up to speed on what that means today. This book shows you everything you need to know, and gives you the tools you need to put your ideas into action. Choose the right direct sales model Secure bookings and manage your time Recruit and drive interest in the product and company Harness the power of social media to make sales Direct sales can be your ticket to independence. Stop punching the clock and become your own boss — and watch your income grow. With *Direct Selling For Dummies*, you'll have the skills and information you need to be a success.

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## **ART HISTORY FOR DUMMIES**

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John Wiley & Sons Art history is more than just a collection of dates and foreign-sounding names, obscure movements and arcane isms. Every age, for the last 50,000 years has left its unique imprint on the world, and from the first cave paintings to the ceiling of the Sistine Chapel, from the Byzantine mosaics of the Hagia Sophia, to the graffiti-inspired paintings of Jean-Michel Basquiat, art history tells the story of our evolving notions of who and what we are and our place in the universe. Whether you're an art enthusiast who'd like to know more about the history behind your favorite works and artists, or somebody who couldn't tell a Titian and a De Kooning—but would like to—*Art History For Dummies* is for you. It takes you on a tour of thirty millennia of artistic expression, covering the artistic movements, major artists, and indispensable masterworks, and the world events and cultural trends that helped spawn them. With the help of stunning black-and-white photos throughout, and a sixteen-page gallery of color images, it covers: The rise and fall of classical art in Greece and Rome The differences between Renaissance art and Mannerism How the industrial revolution spawned Romanticism How and why Post-Impression branched off from Impressionism Constructivism, Dadaism, Surrealism and other 20th century isms What's up with today's eclectic art scene *Art History For Dummies* is an unbeatable reference for anyone who wants to understand art in its historical context.

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## CANON EOS REBEL T7I/800D FOR DUMMIES

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[John Wiley & Sons](#) Action, beauty, adventure, and art—start capturing memories today! Canon EOS Rebel T7i/800D For Dummies is your ultimate guide to taking spectacular photos—no photography experience required! The EOS Rebel offers professional features that camera phones just cannot match, and this book shows you how to take advantage of these features to take stunning photos in any situation. First, you'll take a tour of the controls to learn what everything does, where to find it, and how to use it. Next, you'll walk through the automatic, scene, and manual modes to learn the strengths and weaknesses of each, and how to choose a mode based on your goals for that particular photo. You'll learn how to capture action shots, take beautiful portraits, and get as artsy as you want to get as you adjust for color, lighting, and focus, and control exposure for different effects. Taking great photos doesn't have to be difficult! Your camera offers everything you need to perfectly capture any scene, and this book provides clear, easy-to-follow instruction to help you take full advantage of these professional tools. Get acquainted with your camera's controls Shoot in automatic, scene, or manual mode Compose shots and work with lighting like a pro Adjust for focus, color, depth of field, and more Whether you're taking pictures at a party, shooting scenery on vacation, catching action at a ball game, or just wandering around capturing spontaneous moments of beauty, awesome photos are just a few simple steps away. Your Canon EOS Rebel T7i/800D is equipped with the tools to make any scene share-worthy, and Canon EOS Rebel T7i/800D For Dummies equips you to start snapping professional-quality photos today!

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## CHEMISTRY FOR DUMMIES

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[John Wiley & Sons](#) Chemistry For Dummies, 2nd Edition (9781119293460) was previously published as Chemistry For Dummies, 2nd Edition (9781118007303). While this version features a new Dummies cover and design, the content is the same as the prior release and should not be considered a new or updated product. See how chemistry works in everything from soaps to medicines to petroleum We're all natural born chemists. Every time we cook, clean, take a shower, drive a car, use a solvent (such as nail polish remover), or perform any of the countless everyday activities that involve complex chemical reactions we're doing chemistry! So why do so many of us desperately resist learning chemistry when we're young? Now there's a fun, easy way to learn basic chemistry. Whether you're studying chemistry in school and you're looking for a little help making sense of what's being taught in class, or you're just into learning new things, Chemistry For Dummies gets you rolling with all the basics of matter and energy, atoms and molecules, acids and bases, and much more! Tracks a typical chemistry course, giving you step-by-step lessons you can easily grasp Packed with basic chemistry principles and time-saving tips from chemistry professors Real-world examples provide everyday context for complicated topics Full of modern, relevant examples and updated to mirror current teaching methods and classroom protocols, Chemistry For Dummies puts you on the fast-track to mastering the basics of chemistry.

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## THE SECRET LIFE OF BEES

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[Penguin Books](#) After her mother's death, Lily Owens and her African-American maid seek refuge from the racism of their South Carolina hometown with eccentric beekeeping sisters in this coming of age story representing the letter "K" in a new series of twenty-six collectible editions.

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## BEER FOR DUMMIES

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[John Wiley & Sons](#) The fun and friendly guide to all things beer Beer has always been one of the world's most popular beverages; but recently, people have embraced the rich complexities of beer's many varieties. Now, with Beer For Dummies you can quickly and enjoyably educate your palate—from recognizing the characteristics of ales, lagers, and other beer styles to understanding how to taste and evaluate beer. The author, a beer connoisseur, shares his own expertise on this subject, revealing his picks for the best beer festivals, tastings, and events around the world as well as his simple tips for pouring, storing, and drinking beer like an expert brewmeister. New coverage on the various styles of beer found around the world including: real ale, barrel aged/wood aged beer, organic brews, and extreme beer Updated profiles on the flavor and body of each beer, explaining why beers taste the way they do, as well as their strengths and ideal serving temperatures How to spot the best beers by looking at the bottle, label, and a properly poured beer in its ideal glass The essentials on beer-and-food pairings and the best ways to introduce beer into your cooking repertoire From information on ingredients like hops, malt, and barley to the differences between lagers and ales, this friendly guide gives you all the information you need to select and appreciate your next brew.

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## STRATEGIC PUBLIC RELATIONS

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## 10 PRINCIPLES TO HARNESS THE POWER OF PR

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Xlibris Corporation The communications world is undergoing a seismic shift. The Web is colliding with the old way of doing things, shaking and rolling the marketing landscape as we know it. As the collision subsides and the market forces settle, PR is rising up to a new level of importance. Why exactly is this happening? For one, fragmentation. A new set of communication mediums ranging from blogs to podcasts to satellite radio are fragmenting the media landscape, making it harder to reach customers than ever before. Second, saturation. Advertising, which once reigned supreme in the marketing mix, is failing to have the impact it once had thanks to intense competition for consumer attention and the rising popularity of technologies like TiVo, which make it easy to block out TV ads. Third, reputation. With an overabundance of products from which to choose, consumers increasingly want to buy from companies they deem socially responsible, and they're using the Internet to learn the details. The new world order has created a new set of challenges, and PR is emerging as the marketing discipline best positioned to respond. Consider this: in a recent study by the USC Annenberg Strategic Public Relations Center, CEOs rated PR as one of the top contributors to organizational success. That's right, PR was right at the top of a list that included other major corporate functions, including human resources, legal, sales, strategic planning, information systems, and security. Just a few years ago, CEOs ranked PR near the bottom of these same corporate functions. PR has come a long way in a short amount of time. Increasingly, companies are backing their commitment to PR with their wallets. PR salaries are on the rise, and companies are adding staff to their ranks. Over the next five years, PR spending is expected to increase 11.8 percent to \$4.26 billion, according to a recent Veronis Suhler Stevenson Communications Industry Forecast. But while companies are starting to see the connection between PR and organizational success, most continue to take a tactical approach to this medium, failing to harness the full power it can provide. If used strategically, PR can dramatically improve almost every facet of a business. It can expand customer base, increase revenue, boost reputation, attract first-rate talent, and enhance the perceived value of a company, to name just a few. The power of PR is astounding. Yet few companies leverage its fullest potential. In the new marketing landscape, companies that fail to treat PR strategically are putting themselves at risk. Unlike most other books on the market that focus on developing press releases and other PR tactics, Strategic Public Relations connects the dots to show you how you can more fully leverage the power of PR to achieve your most important business objectives. The initial pages of the book explain why a strategic approach to PR is critical to your success. Specifically, you'll learn what PR can do and what it can't, and why harnessing your PR program to your broader business strategy is your golden key to success. The book then provides ten guiding principles designed to help you take your PR program to the next level. Each of these principles is designed to be straightforward and simple so they can easily be applied to achieve better results. The lessons offered in this book are based on a tried-and-true approach to PR the authors have developed and perfected over the course of their careers. Over the last two decades, Jennifer Gehrt and Colleen Moffitt have worked on the inside of worldwide PR agencies such as Waggener Edstrom and within the walls of influential corporations such as Microsoft, RealNetworks, AT&T Wireless, and Tegic Communications/AOL. They have worked in the trenches with small and medium-size businesses and major corporations in a variety of industries, helping them to develop thoughtful PR programs that accr

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## LORD OF THE FLIES

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Penguin Golding's iconic 1954 novel, now with a new foreword by Lois Lowry, remains one of the greatest books ever written for young adults and an unforgettable classic for readers of any age. This edition includes a new Suggestions for Further Reading by Jennifer Buehler. At the dawn of the next world war, a plane crashes on an uncharted island, stranding a group of schoolboys. At first, with no adult supervision, their freedom is something to celebrate. This far from civilization they can do anything they want. Anything. But as order collapses, as strange howls echo in the night, as terror begins its reign, the hope of adventure seems as far removed from reality as the hope of being rescued.

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## VOICE ACTING FOR DUMMIES

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John Wiley & Sons Looks at what it takes to be successful in the voice acting business, discussing how to audition, create a demo, promote work, delve into a script, use audio recording software, and build a home recording studio.

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## THE PLAY OF DANIEL KEYES' FLOWERS FOR ALGERNON

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Heinemann The Heinemann Plays series offers contemporary drama and classic plays in durable classroom editions. Many have large casts and an equal mix of boy and girl parts. This play is a dramatization of Daniel Keyes's story about a retarded adult who desperately wants to be able to read and write.

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### **THE BIG SHORT: INSIDE THE DOOMSDAY MACHINE (MOVIE TIE-IN)**

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W. W. Norton & Company **The #1 New York Times bestseller—Now a Major Motion Picture from Paramount Pictures** From the author of *The Blind Side* and *Moneyball*, *The Big Short* tells the story of four outsiders in the world of high-finance who predict the credit and housing bubble collapse before anyone else. The film adaptation by Adam McKay (*Anchorman I and II*, *The Other Guys*) features Academy Award® winners Christian Bale, Brad Pitt, Melissa Leo and Marisa Tomei; Academy Award® nominees Steve Carell and Ryan Gosling. When the crash of the U.S. stock market became public knowledge in the fall of 2008, it was already old news. The real crash, the silent crash, had taken place over the previous year, in bizarre feeder markets where the sun doesn't shine and the SEC doesn't dare, or bother, to tread. Who understood the risk inherent in the assumption of ever-rising real estate prices, a risk compounded daily by the creation of those arcane, artificial securities loosely based on piles of doubtful mortgages? In this fitting sequel to *Liar's Poker*, Michael Lewis answers that question in a narrative brimming with indignation and dark humor.

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### **MLA STYLE MANUAL AND GUIDE TO SCHOLARLY PUBLISHING**

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Modern Language Assn of Amer Provides information on stylistic aspects of research papers, theses, and dissertations, including sections on writing fundamentals, MLA documentation style, and copyright law

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### **GOPRO CAMERAS FOR DUMMIES**

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John Wiley & Sons **Shoot, edit, and share action-packed video with a GoPro** The world moves fast'so if you want to capture it in real time, only a fast-moving camera will do. Enter the GoPro! This small but powerful camera is easy to hold, wear, or mount to capture video of all your high-speed adventures. Unfortunately, to the uninitiated, it can be a bit intimidating'but fear not! With the help of this revised edition of *GoPro Cameras For Dummies*, you'll acquire the skills needed to shoot high-quality video or photos, edit raw footage into a final masterpiece, and share your GoPro works of art with the world. Compared with traditional digital video devices, the GoPro is a superhero. Okay, so it can't scale high rises, but it can go virtually anywhere and produce thrilling new perspectives of an epic slalom down the slopes or awesomely scenic hike'and everything in between. When still photos simply won't do the trick, *GoPro Cameras For Dummies* shows you step by step how to use your GoPro camera to make movies, work with available light, create time-lapse sequences, and so much more. Meet the full line of GoPro cameras, including the HERO5, and find the one that's right for you Get help setting your GoPro to shoot better video Discover what you need (or don't need) to shoot in the water Find step-by-step guidance for capturing better sound Edit your work like a GoPro guru Packed with full-color photos and updated to cover the latest GoPro cameras and software, this fun and accessible guide is a gadget lover's dream.

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### **PRINCETON REVIEW AP EUROPEAN HISTORY PREMIUM PREP, 2022**

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#### **6 PRACTICE TESTS + COMPLETE CONTENT REVIEW + STRATEGIES & TECHNIQUES**

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