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**SOME USEFUL HANDBOOKS
 FOR GRADUATE STUDENTS AND PROFESSORS**

Writing Guides, Dissertation Guides, Job Search Guides

Available for check-out in the Lit. Program Office

Time Management, Writing, Teaching:

Robert Boice, *Advice for New Faculty Members: Nihil Nimus*. Boston: Allyn and Bacon, 2000 (ISBN 0-205-28159-1). This book is intended for people in their first job. BUT Duke graduate students have been singing its praises to me, called it a “life-saver” and wished someone had recommended it to them while they were still in graduate school. The advice on teaching is very useful; the advice on writing much the same as in Boice’s *Professors as Writers* (see below).

The Dissertation Writing Process; Time Management, Procrastination

Joan Bolker, *Writing Your Dissertation in Fifteen Minutes a Day. A Guide to Starting, Revising and Finishing Your Doctoral Thesis*. New York: Henry Holt, An Owl Book, 1998. (ISBN 0-8050-4891-X).

Excellent for getting the writing going, very good tips on how to keep writing, how find the time and space for it, and how to “own” one’s text. A very useful book. Use with Boice and Belcher.

Boice, Robert. *Professors as Writers: A Self-Help Guide to Productive Writing*. Stillwater, OK: New Forums Press, 1990. ISBN 0-913507-13-X.

Excellent for learning how to find time to write, how to write every day; works well with Joan Bolker’s book, and with Wendy Belcher’s journal oriented book.

Alan Lakein, *How to Get Control of Your Time and Your Life*. New York: Signet Books, 1974 and later. ISBN 0-451-16772-4.

A simple, effective and convincing system of time management. The book is short and cheap, too. It suffers from the residual sexism of the 1970s, in that it assumes that all women are mothers and housewives, but the principles remain sound.

David Allen, *Getting Things Done: The Art of Stress-Free Productivity*. New York: Penguin, 2002. ISBN-10: 0142000280

Probably the most widely used handbook for how to organize a busy life today.

There are web sites, blogs, seminars, and hundreds of products designed specially for GTD, as the method is called. (Try an on-line search.) In spite of the over-hype, the book is actually very useful. Strongly recommended.

Burka, Jane B., and Lenora M. Yuen. *Procrastination. Why You Do It, What to Do About It*. Reading, MA: Addison-Wesley Publishing Company, 1983. Reissued in paperback: Addison Wesley Publishing Company, 1990; ISBN: 0-201550-89-X

Specialized advise on procrastination for those who truly have trouble with it.

Writing Guides: How to Write Well; How to Edit Your Own Prose

William Strunk, Jr. and E. B. White, *The Elements of Style*. 4th Edition. Boston: Allyn and Bacon, 2000. ISBN 0-205-30902-X.

The famous “Strunk and White.” Excellent, brief, and useful guide on tricky points of English style. And just some common sense, too. One of the best selling writing style guides ever. Highly recommended.

William Zinsser, *On Writing Well, 25th Anniversary: The Classic Guide to Writing Nonfiction*. New York: HarperResource, 2001. (ISBN: 0-06-000664-1).

Another good writing guide. Inspiring when it comes to editing one’s own text.

For editing your own sentences so as to make them comprehensible to others, the following books are really quite wonderful:

Susan Bell, *The Artful Edit: On the Practice of Editing Yourself*. New York: Norton, 2007. ISBN 978-0-393-33217-9. –

Although it includes advice for fiction writing as well as for non-fiction, this is particularly engaging and inspiring guide to good writing (except for the last chapter, which is really just full of various writers’ testimonials.) Strongly recommended.

Richard Lanham, *Revising Prose*, Fourth edition, New York: Longman, 2000. ISBN 0-205-30945-3.

Expensive, unfortunately.

Joseph M. Williams, *Style: Toward Clarity and Grace*, Chicago: The University of Chicago Press, 1990 (paperback 1995). ISBN 0-226-89915-2.

This is the cheaper, shorter version of the next book.

Joseph M. Williams, *Style: Lessons in Clarity and Grace*, 9th edition, New York: Pearson Longman, 2007. ISBN 0-321-47935-1.

This is much more expensive, mostly because it contains exercises.

More grammar oriented:

Claire Kehrwald Cook, *Line by Line: How to Edit Your Own Writing* (Boston: Houghton Mifflin Co., 1985), published in collaboration with the MLA. ISBN 0-395-39391-4.

I found this book overly detailed. But if you love grammar, it is unbeatable.

Doing the Research, Building the Argument

Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research*, 2nd edition. 370 pp. Chicago: University of Chicago Press, 2003. ISBN 0-226-06568-5.

Very useful for getting the writing and research process started. Geared towards argumentation (how to build and strengthen one's arguments), not towards the psychology of writing. Some aspects of this book are banal, but then there are stretches of really useful insights.

Getting It Published

Wendy Laura Belcher, *Writing Your Journal Article in 12 Weeks: A Guide to Academic Publishing Success*. Los Angeles: SAGE Publications, 2009. ISBN 978-1-4129-5701-4.

A truly useful book written by an experienced consultant used to running courses for non-native English speakers trying to break into US and British journals.

Belcher has also worked as a managing editor of a journal, and is now a professor of Comparative Literature at Princeton. This book tells you everything you need to know about how to get published in a journal, how to deal with rejection, and how to revise your papers. It is shaped as a workbook with exercises. If you follow them, you will have an article to send out to a journal in 12 weeks, she claims. Incorporates much useful advice from Boice and Bolker (see above).

William Germano, *Getting It Published: A Guide for Scholars and Anyone Else Serious About Serious Books*. Chicago: Chicago University Press, 2000. ISBN 0-226-28844-7.

An excellent guide to what academic publishers are looking for. Germano's advice about how to make a book publishable also makes good sense for writers of dissertations. Incorporate the principles from day one, and you'll be closer to having a book by the time you defend your Ph.D.

William Germano, *From Dissertation to Book*. Chicago: Chicago University Press, 2005. ISBN: 0226288463.

This continues and expands the ideas in the previous book.

Beth Luey, *Handbook for Academic Authors*. 4th ed. Cambridge: Cambridge University Press, 2002. ISBN: 0521891981

Guide to the ins and outs of publishing. Chapters describe the process of publishing journal articles, revising the dissertation, finding a publisher,

marketing, costs and prices, and the issues peculiar to producing various types of books.

Beth Luey, ed. *Revising Your Dissertation: Advice from Leading Editors*. Berkeley: University of California Press, 2004. (ISBN 0-520-24255-6)

Another useful book, with tips to keep in mind even for dissertation writers.

The Job Search

English Showalter, Howard Figler, Lori G. Kletzer, Jack H. Schuster, and Seth R. Katz, eds. *MLA Guide to the Job Search: A Handbook for Departments and for PhDs and PhD Candidates in English and Foreign Languages*. Ed. New York: The Modern Language Association of America, 1996. ISBN: 0873526821

Includes advice on preparing for and conducting searches and interviews; information on seeking employment in colleges and universities; discussion of the nonacademic job market; essays examining the past, present, and future of the academic and professional labor markets; MLA statements on recruitment, hiring, and employment practices; statistics on the employment of PhDs in languages and literatures; and sources of further information.

Mary Morris Heiberger and Julia Miller Vick, *The Academic Job Search Handbook*. By. Philadelphia: University of Pennsylvania Press, 2001. ISBN: 0812217780

Takes job-seekers step-by-step through the process, including participating in conferences, using the Internet, and handling telephone interviews, and offers sample *curricula vitae*, cover letters, abstracts, and more.

A. Leigh Deneef and Craufurd D. Goodwin, eds. *The Academic's Handbook*. Duke: Duke University Press, 2006. ISBN: 0822338742.

Includes useful articles on teaching in universities and colleges, women and minorities in academia, the job market, the tenure system, teaching and advising, and publishing articles and books.

Christina Boufis and Victoria C. Olsen, eds. *On the Market: Surviving the Academic Job Search*. With afterwords by Louis Menand and Michael Bérubé. New York: Berkeley Publishing Group, 1997. ISBN: 1573226262

New PhDs candidly reveal their strategies for navigating the job market.