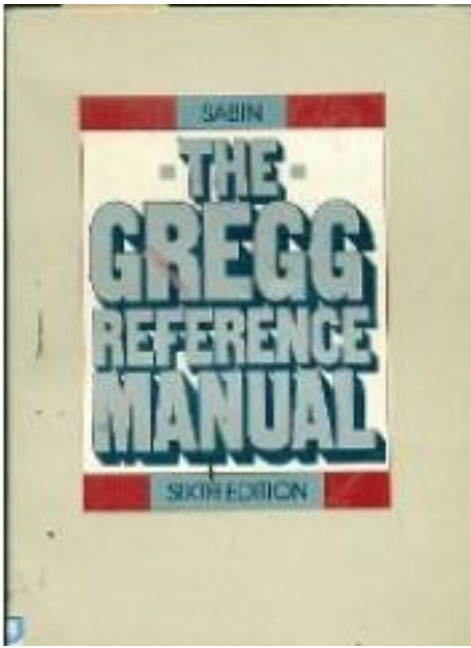# The Gregg Reference Manual)

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nKOPREFACEFeatures of the New Edition. The sixth edition of The Gregg Reference Man-ual has been considerably expanded. (Even the size of the pages themselves islarger than in the preceding edition.) The objective of this expansion has beento ensure that users will find definitive answers to all the problems they arelikely to encounter in written communications. In deciding what kinds of addi-tional coverage to provide, I was guided by the following considerations:1. Today's users typically inhabit two worlds--the business world and the aca- demic-either as full-time students who are working to cover their expenses or as full-time workers who are going to school to upgrade their skills or train for a new career or enrich their personal lives. Therefore, in whatever written work they do, they are bound to encounter different requirements, different formats, different styles. The sixth edition of The Gregg

Reference Manual acknowledges this situation by providing guidelines for academic reports, notes, and bibliographies wherever they tend to differ from what is done in business writing. (See, for example, ~~1413-1414, 1508b, 1534c.)2. Word processors and computers have been integrated into today's offices and schools, bringing with them a new and often strange vocabulary. This new edition acknowledges the situation by providing a 14-page glossary of word processing terms (see Section 19) and by interpreting many of the common abbreviations and acronyms used in referring to computers (see ~544). Word processors and computers have also brought with them some special style problems. For example, if the equipment you are using cannot produce supe- rior figures easily, how do you handle footnote references? (See ~~1502h, 1523b.) How do you handle an attention line in conjunction with an inside address if you plan to use the inside address to generate the envelope ad- dress? (See ~1345.) And what style should you use for names and addresses in a computerized marling list if you plan to use that list for inside addresses in form letters? (See ~~1389b, 1390b.)3. In the fourth and fifth editions of The Gregg Reference Manual, the primary attention was given to expanding the materials on grammar, style, usage, and business letters (Sections 1-11 and 13) to ensure full coverage of these key areas. (As a result, in the sixth edition these sections have chiefly re- quired only an updating: the examples have been refreshed with contempo- rary terms and references, and the coverage has been refined and expanded wherever appropriate.) The real focus in the sixth edition has been on ex- panding the sections on techniques and procedures (Sections 12-16) and bringing them up, to the same level of detailed coverage that the discussion of business letters has enjoyed. As a result, the following topics have been added or greatly enlarged: ~ Machine Transcription. New guidelines suggest how to process re- corded dictation quickly and productively. (See ~~1225-1228.) ~ Editing and Proofreading Techniques. Detailed procedures and numerous examples show you what to look for and how to handle the problems you find. (See ~~1229-1232.)

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