



A Practical Writing Guide for Academic Librarians: Keeping It Short and Sweet (Chandos Information Professional Series)

Anne Langley, Jonathan Wallace

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Mastering the skills necessary for clear, effective writing can make writing tasks flow more easily. This book helps academic librarians who are new to the profession or new to a supervisory or management position, as well as those who want to be more productive and make their writing for work go more smoothly. From progress reports to project plans, cover letters to case studies and book reviews to blogging, readers will find examples and how-tos for most of the types of writing they need to do in their academic library careers.

- Discusses the importance of style and audience
- Analyzes and guides the reader through the types of writing that academic librarians use in their everyday work
- Includes information on presenting data: specifically, tables, graphs and charts

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