Alley, Michael. *The Craft of Scientific Presentations: Critical Steps to Succeed and Critical Errors to Avoid* (2009). The Craft of Presentations provides a score of examples from contemporary and historical scientific presentations to show clearly what makes an oral presentation effective. It considers presentations made to persuade an audience to adopt some course of action (such as funding a proposal) as well as presentations made to communicate information, and it considers these from four perspectives: speech, structure, visual aids, and delivery. In keeping with technological innovations, it discusses computer-based projections and slide shows as well as overhead projections. In particular, it discusses ways of organizing graphics and text in projected images and of using layout and design to present the information efficiently and effectively. Unlike other books that discuss technical presentations, this book anchors its advice in the experiences of scientists and engineers, including such successful presenters as Robert Oppenheimer, Richard Feynman, Niels Bohr, and Rita Levi-Montalcini, as well as currently active laboratory directors, scientists, and engineers. In addition to examining successful presentations, Alley also discusses the errors that cause many scientific presentations to flounder, providing a list of ten critical errors to avoid. The insights and tools in this book will guide readers to deliver outstanding presentations.

Amos, Julia-Ann. *Write a Winning CV: Essential CV Writing Skills That Will Get You the Job You Want* (2000). A concise, practical book that aims to guide you through the essentials of writing a CV that should work for you. Discover how to present your experience, emphasize your strengths and highlight your skills.

Barber, Daniel. *Finding Funding: The Comprehensive Guide to Grant Writing* (2002). The essential "How-To" resource for Finding Funding from government, foundations, and corporations is now bigger and better. This new edition builds on the basics that have helped thousands of individuals, community based and nonprofit organizations, schools and government prepare winning grant proposals. This book includes a full glossary of terms and a computer diskette with hundreds of funding sources, sample letters, budgets and templates for every element of a grant proposal.

Barker, Kathy. *At the Bench: A Laboratory Navigator* (2005). A research laboratory filled with competent, busy people entirely familiar with its arcane customs and practices is a daunting place for newcomers. Kathy Barker knows this world. She was a technician, an undergraduate, then a graduate student at the University of Massachusetts, and as a postdoctoral fellow and assistant professor at Rockefeller University, she was a mentor to grad students, physicians in training, technicians, and research nurses. From this rich experience, she has written At the Bench, a unique handbook for living and working in the laboratory. Much more than a simple primer or lab manual, this book is an essential aid to understanding: how research groups work at a human level—and how to fit in, what equipment is essential, and how to use it properly, how to get started and get organized, how to set up an experiment, how to handle and use data and reference sources, and how to present yourself and your results—in print and in person. Wise, light-hearted, but thoroughly practical, Dr. Barker offers advice, moral support, social etiquette, and professional reassurance along with assume-nothing, step-by-step instructions for those basic but vital laboratory procedures that experienced investigators know—but may not realize novices don’t. If you are a graduate student, a physician with research intentions, or a laboratory technician, this book is indispensable. If you have to manage or mentor such people, giving a copy to each of them will greatly improve your life, and theirs.

Barker, Kathy. *At The Helm: A Laboratory Navigator* (2002). Newly appointed principal research investigators have to recruit, motivate, and lead a research team, manage personnel and institutional
responsibilities, and compete for funding, while maintaining the outstanding scientific record that got them their position in the first place. Small wonder, then, that many principal investigators feel ill-prepared. In this book, a successor to her best-selling manual for new recruits to experimental science, At The Bench, Kathy Barker provides a guide for newly appointed leaders of research teams, and those who aspire to that role. With extensive use of interviews and a text enlivened with quotes and real-life examples, Dr. Barker discusses a wide range of management challenges and the skills that promote success. Her book is a unique and much-needed contribution to the literature of science.

Bloomfield A., Victor and El-Fakahany E., Esam. The Chicago Guide to Your Career in Science (2008). Embarking upon research as a graduate student or postdoc can be exciting and enriching – the start of a rewarding career. But the world of scientific research is also a competitive one, with grants and good jobs increasingly hard to find. The Chicago Guide to Your Career in Science is designed to help scientists not just cope but excel at this critical time in their careers.

Borbye, L. Secrets to Success in Industry Careers: Essential Skills for Science and Business (2007). Secrets to Success in Industry Careers introduces you to the differences between what is needed in school and what is needed in industry. It describes the entire process of obtaining a job including analysis of a job description, writing an application, preparation for an interview, and conduct during and after an interview. Most importantly, this book is the ideal "industry-insider" guide because it provides you with skills and understanding essential for success on the job. Fictional anecdotes make it easy to understand application of these skills, summarized at the end of each chapter and supported by self guided assessment questionnaires. This is the ideal guide on how to succeed for anyone seeking a job or already employed in both industry and academic environments.

Browning, Beverly A. Grant Writing for Dummies (2008). Grant Writing For Dummies, 3rd Edition serves as a one-stop reference for readers who are new to the grant writing process or who have applied for grants in the past but had difficulties. It offers 25 percent new and revised material covering the latest changes to the grant writing process as well as a listing of where to apply for grants.

Browning, Beverly A. Perfect Phrases for Writing Grant Proposals (2008). This book will teach you how to tackle various proposal formats, create a professional purpose statement, and back up your plan with solid data. Plus, you will discover some insider secrets that will really get the attention you want and the funding you need.


Carnegie, Dale. How to Win Friends and Influence People (1981). This grandfather of all people-skills books was first published in 1937. It was an overnight hit, eventually selling 15 million copies. How to Win Friends and Influence People is just as useful today as it was when it was first published, because Dale Carnegie had an understanding of human nature that will never be outdated. Financial success, Carnegie believed, is due 15 percent to professional knowledge and 85 percent to "the ability to express ideas, to assume leadership, and to arouse enthusiasm among people." He teaches these skills through underlying principles of dealing with people so that they feel important and appreciated. He also emphasizes fundamental techniques for handling people without making them feel manipulated. Carnegie says you can make someone want to do what you want them to by seeing the situation from the other person's point of view and "arousing in the other person an eager want." You learn how to make people
like you, win people over to your way of thinking, and change people without causing offense or arousing resentment. For instance, "let the other person feel that the idea is his or hers," and "talk about your own mistakes before criticizing the other person." Carnegie illustrates his points with anecdotes of historical figures, leaders of the business world, and everyday folks.

**Cosentino, Mark P.** *Case in Point: Complete Case Interview Preparation - 5th edition* (2007). Cosentino is the Dean of case interviewing prep. Case in Point is lucid, down-to-earth, demystifying and surprisingly entertaining. --Hillary Harrow Senior Recruiter, McKinsey & Company. With humor and insight, Marc gets students thinking about how to use the case interview as a showcase of their talents rather than an obstacle to their employment. --Nancy Saunders Assistant Director, Office of Career Services, Harvard University. Cosentino demystifies the consulting case interview. He takes you inside a typical interview by exploring the various types of case questions and he shares with you a system that will help you answer today's most sophisticated case questions.

**Dee, Phil.** *Building a Successful Career in Scientific Research: A Guide for PhD Students and Postdocs* (2006). From PhD student to post-doc, Phil Dee has been sharing his career experiences with fellow scientists in his regular and acclaimed Science Next Wave column since 2000. Now his invaluable and entertaining advice is available in this compact warts-and-all guide to getting your science PhD and subsequent post-doctoral employment as a researcher. Dee offers you the inside track on what life in the lab is really like with down-to-earth suggestions for handling personal relationships in science, maintaining your morale or designing a good poster. Phil Dee has been sharing his career experiences with fellow scientists in his regular and highly acclaimed Science Next Wave column since 2000. Now his invaluable and entertaining advice is available in this compact guide to getting your science PhD and working as a post-doc. It offers the inside track on what life in the lab is really like, with down-to-earth advice on making the most productive use of your time, maintaining your morale, as well as dealing with more practical issues like designing a poster and giving a presentation.

**Douglass, Steve and Al Janssen.** *How to Get Better Grades and Have More Fun!* (1985). By simply reading a chapter a week, at most 12 pages, you will learn tricks and techniques to help you learn how to do school better. This book takes the 80/20 principle and applies it to academics. The authors of this book so believe in it, it has a written guarantee that if you apply it, your average will go up 1 grade point or your money back. The best thing is, not only does it work; it also is easy to apply. The 12 chapters were written to be read during the 12 weeks of a term so that you peek for exams. The techniques are designed to be useful for science or arts students.


**Friedland, Andrew J. and Folt, Carol L.** *Writing Successful Science Proposals* (2009). This fully revised edition of the most authoritative guide to science proposal writing is essential for any scientist embarking on a thesis or a grant application. Completely updated and with entirely new chapters on private foundation funding and interdisciplinary research, the book explains each step of the proposal process in detail.

**Gallo, Carmine.** *The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience* (2010). Every chapter provides tools and strategies for you to implement in your next presentation. You will learn how to identify and adopt techniques to keep your audience on the edge of their seats.
Germano, William. *From Dissertation to Book* (2005). From *Dissertation to Book* is the essential guide for academic writers who want to revise a doctoral thesis for publication. William Germano, author of *Getting It Published*, draws upon his extensive experience in academic publishing to provide writers with a state-of-the-art view of how to turn a dissertation into a manuscript that publishers will notice. Building on the idea that revising the dissertation is a process of adapting from one genre to another, Germano offers advice on such topics as rethinking the table of contents, taming runaway footnotes, shaping chapter length, and confronting the limitations of jargon. He also offers timetables to help writers plan their revision schedules. With crisp directives, engaging examples, and a sympathetic eye for the foibles of academic writing. From *Dissertation to Book* reveals to recent PhD’s the elements of careful and thoughtful revision—an invaluable skill as they grow into their new roles as professional writers.

Germano, William. *Getting It Published* (2008). Since 2001, *Getting It Published* has helped thousands of scholars develop a compelling book proposal, find the right academic publisher, evaluate a contract, handle the review process, and, finally, emerge as published authors. This second edition of William Germano’s best-selling guide is updated throughout and includes a new chapter on the electronic environment.

Gimble, Jeffrey. *Academia to Biotechnology: Career Changes at any Stage* (2004). The book deals with both the abstract and practical aspects of moving from a university laboratory to a position in the biotech industry. Each chapter lists common and unique features to evaluate breaking down complex decisions into manageable elements. Several sections provide "how to" guides for the preparation of manuscripts, patents, grants, and internal company documents.

Goldsmith A., John, Komlos, John, and Gold Schine, Penny. *Your Academic Career* (2001). Is a career as a professor the right choice? With a perpetually tight job market in the traditional academic fields, the path to an academic career for many aspiring scholars might become a frustrating one. Where can they turn for good, frank answers to their questions? Here, three distinguished scholars—more than 75 years of combined teaching experience—talk openly about what’s good and what’s not so good about academia, as a place to work and as a way of life. Written as an informal conversation among colleagues, the book is packed with inside information—about finding a mentor, making it through the dissertation, getting a job, obtaining tenure, and lots more useful advice.

Guberman, Joan, Saks, Judith, Shapiro, Barbara, and Torchia, Marion. *Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty* (2006). *Making the Right Moves* is a collection of practical advice, experiences, and opinions from seasoned biomedical investigators and other professionals. Based on presentations and discussions from a course developed by the Burroughs Welcome Fund and the Howard Hughes Medical Institute, it is a valuable resource on scientific management for any tenure-track laboratory researcher at a university or medical center, as well as for scientists pursuing other career tracks.

Harris, Joseph. *Rewriting: How To Do Things With Texts* (2006). This book draws the college writing student away from static ideas of thesis, support, and structure, and toward a more mature and dynamic understanding. This book shows college writers to think of intellectual writing as an adaptive and social activity, and he offers them a clear set of strategies—a set of moves—for participating in it.

Heiberger, Mary Morris and Julia Miller Vick. *The Academic Job Search Handbook* (2008). The Academic Job Search Handbook provides specific advice on all aspects of job-seeking in an increasingly tight academic market, from the appropriate timetable for the application process, to illegal or odd interview questions, to negotiating offers, starting a new job, seeking tenure, and everything in between. New information in the third edition includes more examples and advice for candidates in scientific and
technical fields, as well as more references for those applying for adjunct positions and to community colleges. A new chapter and some of the all-new sample written materials reflect the reality that many new Ph.D.s are considering career options outside academia. The sample materials also include more examples of the "teaching philosophies" now commonly asked for in job ads. This edition offers expanded information on internet search methods and more examples of useful websites.

Jackson, Aey and Kathleen Geckeis. How to Prepare Your Curriculum Vitae (2003). How to Prepare Your Curriculum Vitae provides an in-depth explanation of the components of the curriculum vitae as well as step-by-step instructions for condensing your career history into a concise biographical sketch that underscores your assets. You'll learn to assess your educational and non-educational skills, inventory your accomplishments, and present the information in a format that follows the latest document guidelines. In addition, this newly revised edition includes: Tips on producing a scannable CV; A new chapter on international CVs; Sample CVs for a wide range of academic majors and professions; Sample correspondence that gives you content and format guidance. With its targeted advice and easy-to-follow plan, How to Prepare Your Curriculum Vitae offers everything you need to know to create a CV that will produce results and advance your academic or professional career.

Karsh, Ellen. The Only Grant-Writing Book You'll Ever Need: Top Grant Givers Share Their Secrets (2009). Veteran grant writers Karsh and Fox not only rely on years of experience but also on interviews with dozens of foundations, associations, and government organizations to provide readers the best current thinking around a very tedious subject. What's more, the book's organization is attractive; 16 lessons, each prefaced with a truth-is-stranger anecdote and then expanded via a series of questions and answers and discussion and tested with pop quizzes, from fill in the blanks to independent study. The quotes from funders alone are worth the price of admission: "Less than 10 percent of proposals fit our guidelines." "I hate it when budgets make no sense." "Make it easier to use, with headings, bullets . . ." Yet, hands down, the appendixes win: 50 tips to improve your chances to win a grant and a proposal checklist, glossary, sample grant forms, representative list of community foundations, Web sites, regional associations of grant makers, and answers to pop quizzes. A must-have money reference. Barbara Jacobs.

Kennedy, Joyce Lain. Cover Letters for Dummies (2009). Cover letters are alive and sell! When they’re written right, that is. To stand out in today’s sea of qualified job seekers, learn to craft riveting new breeds of cover letters, create vibrant images online, and discover sensational self-marketing documents you never imagined. This completely revised and updated 3rd Edition of Cover Letters For Dummies brings you all this — plus over 200 great new samples by 62 successful professional cover letter/resume writers. You’ve probably suspected that passive and sleepy cover letters merely hugging resumes won’t get you where you want to go. Especially in a shaky job market. The verdict’s in. Since the last edition of Cover Letters For Dummies, blazing fast change in tools, technology, and how hiring managers come calling and how we invite them to look us over, means big dramatic changes in our job messages. In this exceptional handbook of contemporary job messages, you’ll discover fresh ways of thinking about cover letters that captain an entire team of new-style job messages.

Kennedy, Joyce Lain. Job Interviews for Dummies (2008). Job interviews are crucial meetings that seal the deal on who gets hired. But, since the previous edition of Job Interviews for Dummies was published, everything about the interview process has changed in ways you need to know about and get comfortable with beforehand. This completely revised and updated 3rd Edition brings you fully up to speed with the latest technological changes, interview strategies, and negotiation techniques to help you give a show-stopping performance and land the job of your dreams. You learn the secrets of successful Internet video interviewing and find out how to present yourself on a global scale. And, you’ll get plenty of expert advice on giving targeted responses, pinpointing the critical parts of questions, and following up on the interview. Whether you’re fresh from the classroom, a prime-timer over 50, or somewhere in between,
Job Interviews For Dummies, 3rd Edition gets you up to speed fast on the skills and tools you need to land the job you want.

Kennedy, Joyce Lain. *Resumes for Dummies* (2007). Whether you're entering the job market for the first time, changing jobs, or changing careers, Resumes for Dummies, 5th Edition will show you the ropes and rules for a new era in recruiting and job finding. With 85% new content added since the previous edition, this up-to-date guide gives you the very latest strategies on how to create, and more importantly, distribute your resume in today's new job search environment. With a wealth of sample resumes—organized by industry and career field, experience level and age, and special circumstances—along with tips on choosing professional resume help and other valuable resources, Resumes for Dummies, 5th Edition will help you get noticed in a universe saturated with billions of resumes and more on the way.

Koehler, Jerry W., Karl W. E. Anatol, and Ronald L. Applbaum. *Organizational Communication* (1981). This book examines the processes of human behavior and communication within the organizational context, and reflects the dynamic, all-encompassing role of communication in the operation of organizations. This book provides readers with major theoretical and conceptual issues, assumptions, and positions operating within the organization.

Lehrer, Liane Reif. *Grant Application Writer’s Handbook* (2005). This book addresses key points in developing grant proposals in a hands-on, step-by-step method, with sample forms and tips for getting approved and funded. Both first time grant seekers and those who have already attempted to get funding can benefit from the wealth of updated information regarding the grant application process, including funding sources and newly instituted electronic submission guidelines.

Madden-Simpson, Janet and Sara M. Blake. *Emerging Voices: A Cross-Cultural Reader: Readings in the American Experience* (1990). Intended for use in a college freshman English course, this book is a cross-cultural reader reflecting American cultural and ethnic diversity. The text includes an introductory section on critical readings, the incorporation of literature as well as both standard and new expository essays, introductory bio-bibliographical head notes to each reading selection, and discussion questions that reinforce the topics. The authors provide suggestions for writing that encourage the development of skills of analysis, synthesis, and research as well as those of personal narrative and description writing.

Maxwell, John C. *Failing Forward: Turning Mistakes into Stepping Stones for Success* (2000). The difference between achievers and average people is their perception of and response to failure. Failing Forward by Dr. John C. Maxwell shows you how to make the most of your mistakes and move forward to your ultimate goal.


Murray, Daniel M. *The Craft of Revision* (2004). The chapters in this book help students move thorough the writing process by finding focus, choosing genres, erecting structure, documenting points, developing the draft, tunes the voice, and clarifies the final draft.

Nakamura, Jeanne and Shernoff, David J. and Hooker, Charles H. *Good Mentoring: Fostering Excellent Practice in Higher Education* (2009). The authors identify six key dimensions of supportive mentoring: A balance between intellectual freedom and guidance, consistent availability and involvement, an atmosphere and resources for fostering development, positive feedback that is specific and
encouraging, treatment of graduate students as respected collaborators, and individualized attention to the student. Good Mentoring includes practical advice to mentors, mentees, and institutions where graduate and professional education occurs, and suggestions for future directions for researchers.

National Academy of Sciences. Enhancing the Postdoctoral Experience: A Guide for Postdoctoral Scholars, Advisors, Institutions, Funding Organizations, and Disciplinary Societies (2000). The concept of postdoctoral training came to science and engineering about a century ago. Since the 1960s, the performance of research in the United States has increasingly relied on these recent PhDs who work on a full-time, but on a temporary basis, to gain additional research experience in preparation for a professional research career. Such experiences are increasingly seen as central to careers in research, but for many, the postdoctoral experience falls short of expectations. Some postdocs indicate that they have not received the recognition, standing or compensation that is commensurate with their experience and skills. Is this the case? If so, how can the postdoctoral experience be enhanced for the over 40,000 individuals who hold these positions at university, government, and industry laboratories? This new book offers its assessment of the postdoctoral experience and provides principles, action points, and recommendations for enhancing that experience.

Oliver, Roland. The African Experience. (1991). A brilliant survey of African history. A brilliant survey of African history. This masterpiece of scholarship and compression, the second edition of "The African Experience," covers the entire span of human history across the African continent, from the earliest emergence of hominids in eastern and southern Africa up to the present day. Drawing on more than forty years of teaching and research, Professor Oliver arranges the book thematically, beginning with the human colonization of the different regions of Africa, the origins of food production, and the formation of African languages. The achievements of Ancient Egypt are placed in context with the developments in the rest of the continent, and the spread of Judaism, Christianity, and Islam - "peoples of the book." The tradition of urban settlement is traced, especially in western Africa, as well as the emergence of large and complex societies formed by the interaction of pastoralists and cultivators in eastern and southern Africa. The extent and nature of slavery in Africa is fully discussed, together with the external slave trade and the caravan trade in pre-colonial times. This leads to an analysis of the strengths and weaknesses of African political systems and why, from the early nineteenth century onwards, these systems were unable to withstand political pressure from abroad and the ensuing colonization. The colonial partition of Africa saw the rapid amalgamation of small units, through which considerable modernization was achieved at the expense of the indigenous structures and through the exploitation of the African peoples. Later chapters describe the birth of modern African nation-states, at a time of widespread belief in state planning - now being questioned as the political elites of black Africa begin to review their single-party systems. This new edition sees a number of revisions, including a new chapter on the 1990s, when the end of the Cold War left Africa free at last to try to solve its own problems.

Phillips, Gerald M., and Julia T. Wood (Eds.). Speech Communication: Essays to Commemorate the 75th Anniversary of The Speech Communication Association (1990). The essays and their authors are: "Speech Communication after 75 Years: Issues and Prospects" by Dennis S. Gouran; "Constituted by Agency: The Discourse and Practice of Rhetorical Criticism" by Sonja Foss; "Contemporary Developments in Rhetorical Criticism: A Consideration of the Effects of Rhetoric" by Richard A. Cherwitz and John Theobald-Osborne; "Tradition and Resurgence in Public Address Studies" by Robert S. Iltis and Stephen H. Browne; "Communication Competence" by Rebecca B. Rubin; "Interpersonal Communication Research: What Should We Know?" by Dean E. Hewes, Michael E. Roloff, Sally Planalp, and David R. Seibold; "Research in Interpretation and Performance Studies: Trends, Issues and Priorities" by Mary S. Strine, Beverly Long, and Mary Frances Hopkins; "Communication Technology and Society" by Stuart J. Kaplan; "Legal Constraints on Communication" by Peter E. Kane; "A Cultural Inquiry Concerning the Ontological and Epistemic Dimensions of Self, Other, and Context in
Communication Scholarship" by H. Lloyd Goodall, Jr.; "Health Communication and Interpersonal Competence" by Gary Kreps and Jim Query, Jr.; and "What Doth the Future Hold?" by Carroll C. Arnold.

Pollak, Lindsey. Getting from College to Career: 90 Things to Do Before You Join the Real World (2007). A well-written, lively and easy to follow guide. (Time.com). Pollak’s thorough research reveals some startling facts that the modern job-searcher may be overlooking. (Metro New York). Perfect for today's students, who inevitably want what they want (and only that!) when they want it. (Campus Career Advisor).


Scheier, Lawrence. The Complete Writing Guide to NIH Behavioral Science Grants (2007). A veritable cookbook for individuals or corporations seeking funding from the federal government, The Complete Writing Guide to NIH Behavioral Science Grants contains the latest in technical information on NIH grants, including the new electronic submission process. Some of the most successful grant writers in history have contributed to this volume, offering key strategies as well as tips and suggestions in areas that are normally hard to find in grant writing guides, such as budgeting, human subjects, and power analysis. A "who's who" among grant reviewers, this guidebook provides “inside” information as to why some grants are scored well while others flounder during review. A must-read for both entry level grant writers making headway in the complex NIH grant system for the first time as well as more seasoned investigators who can't seem to break the barrier to funded research grants, Drs. Scheier and Dewey's comprehensive volume provides simple and clear explanations into the reasons why some grants get funded, and a step-by-step guide to writing those grants.

Shapiro, Barbara. Training Scientists to Make the Right Moves: A Practical Guide to Developing Programs in Scientific Management (2006). Training Scientists to Make the Right Moves is a resource for universities, professional societies, and other organizations interested in helping early-career scientists become successful managers of research programs. It presents a menu of ideas-gleaned from experienced training-event organizers-for planning, delivering, and evaluating programs in laboratory leadership and management.

Silvia, Paul J. How To Write A Lot: A Practical Guide to Productive Academic Writing (2007). All students and professors need to write, and many struggle to finish their stalled dissertations, journal articles, book chapters, or grant proposals. Writing is hard work and can be difficult to wedge into a frenetic academic schedule. In this practical, light-hearted, and encouraging book, Paul J. Silvia explains that writing productively does not require innate skills or special traits but specific tactics and actions. Drawing examples from his own field of psychology, he shows readers how to overcome motivational roadblocks and become prolific without sacrificing evenings, weekends, and vacations. After describing strategies for writing productively, the author gives detailed advice from the trenches on how to write, submit, revise, and resubmit articles; how to improve writing quality; and how to write and publish academic work.

Solomon, Robert C. Ethics and Excellence: Cooperation and Integrity in Business (1993). The Greek philosopher Aristotle, writing over two thousand years before Wall Street, called people who engaged in activities which did not contribute to society "parasites." In his latest work, renowned scholar Robert C. Solomon asserts that though capitalism may require capital, it does not require, much less should be defined by the parasites it inevitably attracts. Capitalism has succeeded not with brute strength or because
it has made people rich, but because it has produced responsible citizens and--however unevenly--prosperous communities. It cannot tolerate a conception of business that focuses solely on income and vulgarity while ignoring traditional virtues of responsibility, community, and integrity. Many feel that there is too much lip-service and not enough understanding of the importance of cooperation and integrity in corporate life. This book rejects the myths and metaphors of war-like competition that cloud business thinking and develops an "Aristotelean" theory of business. The author's approach emphasizes several core concepts: the corporation as community, the search for excellence, the importance of integrity and sound judgment, as well as a more cooperative and humane vision of business. Solomon stresses the virtues of honesty, trust, fairness, and compassion in the competitive business world, and confronts the problem of "moral mazes" and what he posits as its solution--moral courage.

**Stamps, S. David and Israel Tribble, Jr.** *If You Can Walk, You Can Dance, If You Can Talk, You Can Sing: A Successful African American Doctoral Fellowship Program* (1995). How the McKnight Doctoral Fellowship Program, considered a national model, increased the number of black Ph.D.s in Florida over a ten year period.

**Steele, William R.** *Presentation Skills 201: How to Take it to the Next Level as a Confident, Engaging Presenter* (2009). This book provides more than 70 time-tested tips that Bill Steele has honed during his career as a presentation coach. You will learn how to enhance your skills to become a more engaging, more persuasive, and more effective presenter.

**Strunk, William Jr., and E. B. White.** *The Elements of Style* (2000). A masterpiece in the art of clear and concise writing, and an exemplar of the principles it explains. You know the authors' names. You recognize the title. You've probably used this book yourself. This is The Elements of Style, the classic style manual, now in a fourth edition. The revisions to the new edition are purposely kept minimal in order to retain the book's unique tone, wit, and charm. A new Glossary of the grammatical terms used in the book provides a convenient reference for readers. The discussion of pronoun use is revised to reflect the contemporary concern with sexist language. In addition, there are numerous slight revisions in the book itself which implement this advice. A new Foreword by Roger Angell reminds readers that the advice of Strunk & White is as valuable today as when it was first offered. This book has conveyed the principles of English style to millions of readers. Use the fourth edition of “the little book” to make a big impact with writing.

**Swim, Janet K., and Charles StangOr (Eds.).** *Prejudice: The Target's Perspective* (1998). This book turns the tables on the way prejudice has been looked at in the past. Almost all of the current information on prejudice focuses on the person holding prejudiced beliefs. This book, however, provides the first summary of research focusing on the intended victims of prejudice. Divided into three sections, the first part discusses how people identify prejudice, what types of prejudice they encounter, and how people react to this prejudice in interpersonal and intergroup settings. The second section discusses the effect of prejudice on task performance, assessment of one’s own abilities, self-esteem, and stress. The final section examines how people cope with prejudice, including a discussion of coping mechanisms, reporting sexual harassment, and how identity is related to effective coping. The book begins with an overview of the hiring process and a timetable for applying for academic positions. It then gives detailed information on application materials, interviewing, negotiating job offers, and starting the new job. Guidance throughout is aimed at all candidates, with frequent reference to the specifics of job searches in scientific and technical fields as well as those in the humanities and social sciences. Advice on seeking postdoctoral opportunities is also included.

**Thompson, Waddy.** *The Complete Idiot’s Guide To Grant-Writing* (2007). With this comprehensive guide, individuals as well as grant seekers for companies/organizations will learn each step of the grant
writing process, including how to determine who can receive a grant and for what; find government, corporate, and foundation donors; create a budget; write a compelling proposal and solicit feedback; overcome obstacles, and more.

**Vaz, Kim M. (Ed.).** *Black Women in America* (1995). This stimulating volume challenges the tendency to represent African-American women's experiences as a monolithic whole. The interdisciplinary approach organized around the theme of activism enables an unusual and inventive selection of topics to be presented. The history, culture, sociology and psychology of black women are represented.

**Vick, Julia Miller.** *The Academic Job Search Handbook* (2008). For more than 15 years, The Academic Job Search Handbook has assisted job seekers in all academic disciplines in their search for faculty positions. The guide includes information on aspects of the search that is common to all levels, with invaluable tips for those seeking their first or second faculty position. This new edition provides updated advice and addresses hot topics in the competitive job market of today, including the challenges faced by dual-career couples, job search issues for pregnant candidates, and advice on how to deal with gaps in a CV. The chapter on alternatives to academic jobs has been expanded, and sample resumes from individuals seeking non-faculty positions are included.

**Walters, Mary W.** *Write an Effective Funding Application: A Guide for Researchers & Scholars* (2009). This book will help grant applications plan and craft funding proposals that are concise, complete, and impressive-and that satisfy the mandates of the agencies to which they are applying. Applicants will learn how to avoid common writing blunders, understand the central importance of the research budget, overcome procrastination, choose and secure professional references, develop a career path with a view toward funding opportunities, and maintain a winning attitude that will improve the chances of success.

**Williams, Joseph M. and Colomb, Gregory G.** *Style Lessons in Clarity and Grace* (2010). In lesson one this book discusses how principals can help readers understand difficult texts. Lesson two helps writers decide questions of usage. Lessons five and six give more attention to the need to push grammatical complexity to ends of sentences. Lesson tens focuses on structure of introductions to a form that is better suited for writers who are encountering it for the first time.

**Yang, Otto O.** *Guide to Effective Grant Writing: How to Write an Effective NIH Grant Application* (2005). This book is a straight forward, common-sense guide to one of the most important skills required of all academic researchers: getting funding from the NIH for your research. Yang shares his perspective from both ends: as a pioneering researcher applying for funding as well as an NIH scientific consultant reviewing grants. This book gives the reader a step by step account on how to write a grant application while highlighting the important areas that are often neglected or erroneous.

**Zachary, Lois J. with Fischler, Lory A.** *Mentee’s Guide: Making Mentoring Work For You* (2009). This book inspires and guides the potential mentee, provides new insights for the adventure in learning that lies ahead, and underscores my personal belief and experience that mentoring is circular. The mentor gains as much as the mentee in this evocative relationship.

**Zikmund, William G.** *Business Research Methods* (1984). This best-selling text continues in its fifth edition to provide the most current and comprehensive coverage of business research. Its student-friendly design contains numerous examples illustrating real-world research in management, marketing, finance, accounting, and other business areas. Business Research Methods is the ideal text for undergraduate and first year MBA courses in marketing, management, or quantitative studies.