# PUNCTUATING TITLES

| Italics | Quotes | Capitalized |
|---------|--------|-------------|
| Novel | Poem | Religious works |
| Ship | Short story | Buildings |
| Play | Commercial | Monuments |
| Film | Individual TV episode | |
| Painting | Chapter | |
| Sculpture or Statue | Magazine article | |
| Drawing | Newspaper story | |
| CD | | |
| TV series | | |
| Cartoon series | | |
| Encyclopedia | | |
| Magazine | | |
| Newspaper | | |
| Pamphlet | | |

# Title Underline Italic In Report College

Katrin Zwirglmaier

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**College Keyboarding Enhanced** Susie H. VanHuss,Duncan,Forde,1997     **The HarperCollins Concise Handbook for Writers** Peter Dow Adams,Amy Tickle,1994     **College Keyboarding Document Processing Combined Text** Gregg,1997     *College Keyboarding : Microsoft Word 2000 : Keyboarding and Formatting, Lessons 1-60* Susie H. VanHuss,2000     **Gregg College Keyboarding and Document Processing for Windows** Scot Ober,1998-02 Learn basic keyboarding techniques and word processing functions Increase your speed and accuracy on the keyboard and the 10 keypad

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**The Rinehart Handbook for Writers** Bonnie Carter,Craig Barnwell Skates,1993 Instructor s manual with answer key to test exercises follows index     **Microsoft Word 2003 Manual for College Keyboarding and Document Processing (GDP)** Scot Ober,Jack E. Johnson,Robert W. Hanson,Arlene Zimmerly,2004     *Gregg College Keyboarding & Document Processing (GDP), Student Manual, Word 2002* Scot Ober,Jack Johnson,Arlene Zimmerly,2002-04-05     The Software Encyclopedia 2000 Bowker Editorial Staff,2000-05     *Formatting & Document Processing Essentials* Susie H. VanHuss,Donna Woo,2005 Formatting Document Processing Essentials Lessons 61 120 focuses on mastery of formatting letters memos reports and business documents using the function of Word 2002 or 2003 Additional skillbuilding is included to increase keyboarding speed and accuracy Word processing skills are isolated and introduced prior to document formatting lessons while proofreading skills are reinforced within the documents The document formatting lessons are devoted solely to documents and teach no additional word processing so users can focus on formatting mastery     Microsoft Word 2002 Manual for Gregg College Keyboarding & Document Processing ,2006     **College & Research Libraries News** ,1997

Keyboarding and Formatting Essentials, Lessons 1-60 Susie H. VanHuss,Connie Forde,Donna Woo,2004 Master basic document formatting and keyboarding with KEYBOARDING AND FORMATTING ESSENTIALS LESSONS 1 60 This easy to use keyboarding text teaches you the alphabetic keyboard document formatting and word processing skills using MS Word 2002 or Word 2003 Improve your proofreading skills as you go and use the skillbuilders to enhance your keyboard mastery

*The American Directory of Writer's Guidelines* Brigitte M. Phillips,Susan D. Klassen,Doris Hall,2005 Perhaps the best kept secret in the publishing industry is that many publishers both periodical publishers and book publishers make available

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