

## Editorial Graphics and Publishing Services

### The Dictionary: Tool for Good Writing

Keep a dictionary within reach. MCPS uses Merriam-Webster's Collegiate Dictionary (the 11<sup>th</sup> edition is available).

Use it to find out the following:

- What words mean and to confirm that words mean what you think they mean
- The preferred spelling of a word
- What preposition to use
  - **Example:** methodical, -in his daily routine.
- Guides on capitalization, hyphenation, pronunciation
- Special usage notes, usage examples, and synonyms
- Spelled-out forms of common acronyms and abbreviations
- Accepted spelling of the names of people and places—check out the Handbook on Style and Punctuation section, (page 1604 in the 11<sup>th</sup> edition)
- Geographical information on countries and major cities
- Translations of foreign works and phrases commonly used in English