

Frequently Asked Questions about *The Dictionary of Real Estate Appraisal*, 4th ed.

Q. How do I copy a definition from the dictionary CD-ROM?

A. After you click on Copy (which sends the definition to your computer's clipboard), you'll need to toggle to your word processing program to paste the definition into a document.

In a Macintosh computing environment, moving between the dictionary and word processing applications should be intuitive. Click on the desktop outside the dictionary interface to access an open document or to open a word processing program.

In a Windows environment, to copy a definition without closing the dictionary application, hit CTRL-ALT-ESCAPE, which should bring up the task bar so that you can open your word processing program. You can also toggle to your word processing program by hitting ALT-TAB.

(If you don't already have a word processing program open, you can hit CTRL-ESCAPE while in the dictionary, which will bring up the Start menu. You can use the Start menu to open a word processing application and then paste the definition into a new document.)

In any computing environment, once you're in your word processing program, you should be able to paste the definition into the document using either CTRL-V or the paste option using the right mouse button.

Q. How do I cite *The Dictionary of Real Estate Appraisal* as a source?

A. Any reference to a definition quoted from either the print or electronic version of *The Dictionary of Real Estate Appraisal* can be cited without the page number(s) as follows:

Source: Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 4th ed. (Chicago: Appraisal Institute, 2002).

According to *The Chicago Manual of Style*, page numbers are generally omitted in references to an encyclopedia, dictionary, or other alphabetically arranged work.

If you would like to be more precise in your citation, you can add the Latin abbreviation for *sub verbo* ("under the word") followed by the word entry in quotes:

Source: Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 4th ed., s.v. "market value." (Chicago: Appraisal Institute, 2002).

If you want to make a further distinction between a definition cited from the CD-ROM and one from the book, you can add "CD-ROM." to the end of the citation:

Source: Appraisal Institute, *The Dictionary of Real Estate Appraisal*, 4th ed., s.v. "market value." (Chicago: Appraisal Institute, 2002). CD-ROM.

Q. How do I suggest a new term for a future edition of the dictionary?

A. Please send an e-mail with the term and a suggested definition to dictionary@appraisalinstitute.org.

Q. How will the fourth edition of *The Dictionary of Real Estate Appraisal* be different from the forthcoming fifth edition of the dictionary?

A. Definitions in the fifth edition of the dictionary will be updated for consistency with *The Appraisal of Real Estate*, 13th ed., current usage in Appraisal Institute course and seminars, and current editions of professional appraisal standards documents. In addition, outdated definitions and unnecessary terminology will be deleted from the dictionary, and new terms of art will be added.