

# Contents

<b>1</b>	<b>Maximizing Chances of Publication</b>	<b>1</b>
<b>2</b>	<b>Essential Steps Before Writing a Paper</b>	<b>3</b>
2.1	Gather Your Notes	3
2.2	Find Somewhere Quiet	3
2.3	<i>Selectively</i> Review the Literature	4
2.4	Identify a Target Journal	5
2.5	Awareness of Linguistic Limitations	6
2.6	Defining and Delimiting ‘the Study’	8
	References	11
<b>3</b>	<b>Drafting Papers</b>	<b>13</b>
3.1	Arranging the Information	13
3.2	The <i>Title</i> and <i>Abstract</i>	14
3.2.1	Hypothetical Case Study 1	15
3.2.2	Hypothetical Case Study 2	18
3.3	The <i>Introduction</i>	19
3.3.1	Hypothetical Case Study 1	20
3.3.2	Hypothetical Case Study 2	22
3.4	The <i>Materials &amp; Methods</i> Section	26
3.4.1	Hypothetical Case Study 1	28
3.4.2	Hypothetical Case Study 2	28
3.5	The <i>Results</i> Section	30
3.5.1	Hypothetical Case Study 1	30
3.5.2	Hypothetical Case Study 2	31
3.6	The <i>Discussion</i> and <i>Conclusion(s)</i>	31
3.6.1	Combined Results & Discussion Sections	34
3.6.2	Further Reminders of Novelty	36
3.7	Anomalies	36
3.8	A Strategy for Dealing with Major Limitations	38
3.9	Figures and Tables	39
3.10	Reference Formatting Systems	41
	References	42

<b>4</b>	<b>Complex Studies</b>	43
4.1	Hypothetical Case Study 3	43
4.1.1	The Rationale, Objectives and Findings	45
4.1.2	Title and Abstract	47
4.1.3	Introduction	47
4.1.4	Materials & Methods	50
4.1.5	Results	51
4.1.6	Discussion	51
4.1.7	Conclusion	52
4.2	Hypothetical Case Study 4	53
4.2.1	The Rationale, Objectives and Findings	55
4.2.2	Title and Abstract	56
4.2.3	Introduction	57
4.2.4	Materials & Methods	59
4.2.5	Results	59
4.2.6	Discussion	60
4.2.7	Conclusion(s)	61
4.2.8	Incorporated Sub-headings	62
<b>5</b>	<b>Linguistic Points</b>	63
5.1	Jargon	63
5.2	Tenses	64
5.3	Active and Passive Voices	67
5.3.1	Practical Considerations	72
5.4	Unnecessary 'Weak' Verbs	72
5.5	Narrative Flow and Coherent Arguments	72
5.5.1	The Overall Paper	73
5.5.2	Sections of Papers	73
5.5.3	Paragraphs and Sentences	74
5.6	Plagiarism and Acceptable Uses of Other Authors' Works	75
	References	76
<b>6</b>	<b>Covering Letters and Referees' Objections</b>	77
6.1	The Covering Letter	77
6.1.1	Hypothetical Case Study 1	78
6.1.2	Hypothetical Case Study 2	78
6.2	The Review Process	79
6.3	Anticipating Objections	81
6.3.1	Anticipating Objections While Planning a Study	81
6.3.2	Anticipating Objections While Executing a Study	81
6.3.3	Anticipating Objections While Preparing and Writing a Paper	82
6.3.4	Anticipating Objections After Submitting a Paper	83
6.4	After Receiving the Editor's Decision	84
6.4.1	Acceptance Without Revision	84
6.4.2	Acceptance with Minor Revisions	85

6.4.3	Acceptance with Major Revisions . . . . .	86
6.4.4	Outright Rejection . . . . .	93
	References . . . . .	94
<b>7</b>	<b>Other Kinds of Written Scientific Communication . . . . .</b>	<b>95</b>
7.1	Electronic Communications . . . . .	95
7.2	Other Communications . . . . .	98
7.3	Reviews . . . . .	98
	References . . . . .	103
<b>8</b>	<b>Summary . . . . .</b>	<b>105</b>
	<b>Subject Index . . . . .</b>	<b>107</b>

A Scientific Approach to Scientific Writing

Blackwell, J.; Martin, J.

2011, X, 114 p. 3 illus., Softcover

ISBN: 978-1-4419-9787-6