

# *Technical English Writing*



## **Submission and Publishing**

2011/9/11



# Outline

- 重温：什么是研究论文
- 科技期刊的同行评议制度
  - 起源和形式
  - 优缺点
  - 评议内容
- 如何投稿
  - 稿件处理程序和稿件的准备
  - 作者与编辑的关系
  - 修改

# *What Is a Research Paper?*

**Audrey J. Roth**

**2011/9/11**

From E.E.Sokolik, *TAPESTRY Writing 4*, p.123, Heinle & Heinle, a division of Thomson Learning, Inc., 2000



# What a Research Paper Is

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**A research paper is an entirely new work, one you create, one that can only be found on the pages you write. It will have a number of qualities that reflect you, that make it your own special creation.**

- **The research paper synthesizes your discoveries about a topic and your judgment, interpretation, and evaluation of those discoveries.**
- **The research paper is a work that shows your originality.**
- **The research paper acknowledges all sources you used.**



# What a Research Paper Is Not

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**You should never make the mistake of attempting to hand in what is certainly not a research paper.**

- **A summary of an article or a book (or other source material) is NOT a research paper.**
- **The ideas of others, repeated uncritically, do NOT make a research paper.**
- **A series of quotations, no matter how skillfully put together, does NOT make a research paper.**
- **Unsubstantiated (unproven) personal opinion does NOT constitute a research paper.**



# What a Research Paper Is Not

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**Copying or accepting another person's work without acknowledging it, whether the work is published or unpublished, professional or amateur, is NOT research. IT IS PLAGIARISM.**

- **It is morally wrong to pass off as your own any writing you did not do. To present such work without acknowledging the source is plagiarism.**
- **Students who respect themselves and their work will certainly not be tempted to copy from anyone.**

# *Editorial Process and Peer Review*

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稿件审理和同行评议

2011/9/11



## 同行评议制度

- 大多数高质量学术期刊实行同行评议 (peer review) 制。
- 同行评议制最早 (1752) 由英国皇家学会的 *Philosophical Transactions* 倡导和实施。
  - 单盲评审 (作者姓名对评审者公开), 约占60%
  - 双盲评审 (旨在防止歧视和不公正)
  - 公开评审 (可防止不负责任的评议, 但难以推广)
- 绝大多数期刊在向作者反馈意见时隐去评审者身份 (anonymous review)
- 期刊通常聘请2~3位评审专家。





# 同行评议制度：责任和问题

- 评审人的道义责任
  - 友好，助人，提出中肯意见帮助作者改进论文。
  - 尊重作者的劳动，不敷衍了事。
  - 对稿件内容不熟悉时不应勉强评审。
  - 保密，不擅自利用未发表的内容。
- 同行评议是相对公正合理的制度，但存在下列问题：
  - 编辑选择评审专家可能有偏颇，影响评审结果。
  - 因评审人的专业知识局限性、学术观点的不同、偏见、歧视等因素造成评审结果不正确。
  - 权力滥用。

# *Paper Submission and Publishing*

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从投稿到发表

2011/9/11



# 论文撰写

- 在研究成果的基础上撰写论文。
- 适当选择刊物。仔细阅读投稿指南，熟悉并严格遵照该刊物的各项要求。
- 写作要认真，写成后反复看几遍，五遍十遍决不算多。仔细推敲，直到自己满意，否则决不拿出去。
- 遵照鲁迅先生的原则，删繁就简，**将可有可无之处删去。**
- 写英文要用有把握的简洁表达形式。要用常用词。必要时请人帮助把关，不要将问题推给编辑部处理。
- 端正学风，端正文风。
- 提倡进取，不怕退稿。



## 论文撰写：关于格式

对论文格式不可轻视：反映作者严谨的科学态度。

认真阅读国内外重要学术刊物上的论文，留心国际公认的论文写法、格式、惯例。

- 条理清楚，层次和各级标题清晰，避免层次过多。
- 文字简练，注意拼写，英式和美式英语统一。
- 插图文字说明放在图下方，要完整，不依赖正文可看懂。
- 图中变量符号和意义要明确，标明单位，要符合标准。
- 表头放在表上方，表格要符合期刊的格式要求。
- 国外刊物通常要求论文投稿时将图、表集中放在最后。



## 论文撰写：关于格式（续）

- 保证图的质量，正确使用软件工具。
- 数学符号和公式要规范、清楚，全文一致，无冲突。
- 注意符号和字体，不可随意。
- 尽量不用脚注。
- 用A4纸单面隔行打印，注意字体。提供电子版本。
- 反复核对拼写和语法，不可完全依赖软件检查功能。
- 正确使用文字处理软件**Word**，精益求精。
- 某些国际刊物要求使用排版工具**LaTeX**。



# 论文修改

- 审稿结论中，无需修改直接发表的情况很少。
- 尊重审稿专家，认真对待审稿意见。
  - 逐条答复审稿意见，接受正确的审稿意见，进行修改。
  - 如审稿意见有误，要以委婉的语气作出解释。
  - 写好修改说明，随修改稿一起发回。
- 如遇退稿，可作进一步研究，完善后再投。不加修改直接改投其他刊物的做法不可取。



## 审稿、修改、发表

- 编辑部征求同行专家意见。
- 专家同意评审后，编辑部会向评审专家提出要求。
- 编辑部根据评审专家的意见作出录用与否的决定，并返回专家意见。
- 有些专家会提出很具体的修改建议。
- 作者应根据专家意见认真修改稿件并具体说明修改情况。
- 有的编辑部会要求作者对专家意见逐条进行详细解释。

# *Increasing Your Chance of Successful Publication*

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Excerpt from a presentation by  
**Kate Snowden**  
Managing Editor of Emerald Group Publishing Ltd.

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# Editors

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- **Editors' role:**
  - **Attract quality manuscript**
  - **Appoint associate editors**
  - **Manage the review process**
  - **Act as the main points of contact for enquiries**
- **Editors will often read an abstract or early draft and give you feedback for any future submissions.**
- **Find where the Editor is and send them a friendly e-mail to see whether they will help you with a preliminary look at your work.**

# Author's Rewards



- **Being published means...**
  - **Your material is trustworthy. Someone apart from the author thinks it's good.**
  - **Your material is permanent – published material enters a permanent and accessible knowledge archive – the “body of knowledge” – and it becomes available for use and citation.**
- **Being published electronically – by a publisher – is the same as being published in hard copy in terms of verification and reliability. It becomes available to a far greater audience.**



# Where to start

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## **In addition to traditional research:**

- **Are you working on a Doctoral or Master's thesis?**
- **Have you completed a project which concluded successfully?**
- **Are you struggling with a problem with no clear solution?**
- **Have you worked with a company as an advisor or consultant?**
- **Do you have an opinion or observation on a subject?**
- **Have you given a speech or conference paper?**

**If so, you have the basis for a publishable paper.**



# Tips – Quality abstracts

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**Prepare a quality structured abstract – 250 words or less**

- **Purpose: Reasons/aims of paper**
- **Design: Methodology/”how it was done”/scope**
- **Findings: Discussion/results**
- **Research implications: Exclusions/next steps in research**
- **Practical implications: Applications to practice**
- **Originality/value: Who would benefit and what is new**



# Tips – The TARGET

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*Many papers are rejected simply because they don't fulfil journal requirements. They don't even go into the review process.*

- **Read the Author Guidelines – this is *the* definition of the journal.**
- **Find where to send your paper. Check journal homepages or publisher websites.**
- **Send the outline or abstract and ask if it looks interesting to the editor.**
- **Confirm how an editor would like a submission – e-mail; hard copy/copies.**
- **Read at least one issue of the journal.**



# Tips – Five key issues

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- **Readability:**
  - Does it communicate?
- **Originality:**
  - Why was it written?
- **Credibility:**
  - What's new and important about the topic or treatment?
  - Do the conclusions seem valid?
  - Is the method robust? Is it clear? Don't over-promise.
- **Applicability:**
  - How do findings apply to the practice?
  - How do they provoke further research?
- **Internationality:**
  - Does it take an international perspective?

# Tips – Your own peer review



- **Let someone else see it – show a draft to your colleagues and ask for their comments and honest criticisms.**
- **ALWAYS: proof-check thoroughly – no mis-spellings, no incomplete references.**
- **Keep to the journal's specified word limit.**
- **Make sure your references are up to date – no one will publish research that is four or five years old.**

# Tips – Make dissemination easy

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- **Use descriptive, eye-catching titles (less is more).**
- **Write clear and descriptive abstracts (used for searching).**
- **Employ relevant keywords.**
- **Make your references complete and correct.**
- **Make your paper word-perfect.**
- **Ask yourself whether YOU would read an article with your title and abstract?**



# Tips – Revision

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- **A REQUEST FOR REVISION IS GOOD NEWS!**
- **You are now in the publishing cycle. Nearly every published paper is revised at least once.**
- **DON'T PANIC!**
- **Even if the comments are sharp or discouraging, they are meant to be constructive, not personal.**



# How to revise your paper

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- **Acknowledge the editor and set a revision deadline.**
- **Clarify understanding: “This is what I understand the comments to mean...”**
- **Consult with colleagues or co-authors and address the points requested.**
- **Meet the revision deadline.**
- **Attach a cover letter which identifies, point by point, how revision criteria have been met (or if not, why not).**



# If you get rejected...

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- **Ask why, and listen carefully!**
- **Most editors will give detailed comments (their own or referees') for a rejected paper. If not, ask. Take a deep breath, and listen to what is being said.**
- **Try again!**
  - **Try to improve the paper, and resubmit somewhere else. Do your homework, and target your paper as closely as you can.**
- **Don't give up!**
  - **At least 50% of submitted manuscript don't get published. Everybody has been rejected at least once.**

# *End of the Unit*

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