

Contents

Preface to the third edition	ix
Preface to the second edition	xi
Preface to the first edition	xiii
Section 1: A framework for success	1
1 How to use this book	3
1.1 Getting started with writing for international publication	3
1.2 Publishing in the international literature	4
1.3 Aims of the book	8
1.4 How the book is structured	9
1.5 How to use this book if you are. . .	10
2 Research article structures	13
2.1 Conventional article structures: AIMRaD and its variations	13
3 Reviewers' criteria for evaluating manuscripts	19
3.1 Titles as content signposts	20
Section 2: When and how to write each article section	23
4 Results as a "story": the key driver of an article	25
5 Results: turning data into knowledge	27
5.1 Designing figures	28
5.2 Designing tables	30
5.3 Figure legends and table titles	31
5.4 Supplementary material	33
5.5 Archiving data	34
6 Writing about results	35
6.1 Structure of Results sections	35
6.2 Functions of Results sentences	36
6.3 Verb tense in Results sections	36

7 The Methods section	39
7.1 Purpose of the Methods section	39
7.2 Organising Methods sections	40
7.3 Methods in supplementary material	41
7.4 Publishing methods papers	41
7.5 Use of passive and active verbs	41
8 The Introduction	47
8.1 Argument stages towards a compelling Introduction	47
8.2 Stage 1: Locating your project within an existing field of scientific research	50
8.3 Using references in Stages 2 and 3	51
8.4 Avoiding plagiarism when using others' work	54
8.5 Stage 3: Indicating the gap or research niche	55
8.6 Stage 4: The statement of purpose or main activity	56
8.7 Stages 5 and 6: Highlighting benefit and mapping the article	57
8.8 Suggested process for drafting an Introduction	57
8.9 Editing for logical flow	58
9 The Discussion section	63
9.1 Important structural issues	63
9.2 Information elements to highlight the key messages	64
9.3 Negotiating the strength of claims	66
10 The title and keywords	69
10.1 Strategy 1: Provide as much relevant information as possible, but be concise	69
10.2 Strategy 2: Use carefully chosen keywords prominently	69
10.3 Strategy 3: Choose strategically – noun phrase, statement, or question?	70
10.4 Strategy 4: Avoid ambiguity in noun phrases	71
11 The Abstract and highlights	73
11.1 Why Abstracts are so important	73
11.2 Selecting additional keywords	73
11.3 Abstracts: typical information elements	73
11.4 Visual abstracts	75
11.5 "Highlights" and other significance or summary sections	75
12 Writing review articles	77
12.1 What editors want to publish	79
12.2 The "take-home message" of a review	79
12.3 The structure of review articles	87
12.4 Visual elements in review articles: tables, figures, and boxes	89
12.5 Checklist for review article manuscripts	91
12.6 Systematic review articles	91
12.7 Submission and revision of review articles	93
Section 3: Getting your manuscript published	95
13 Submitting a manuscript	97
13.1 Five practices of successful authors	97
13.2 Understanding the peer-review process	98

13.3 Understanding the editor's role	99	vii
13.4 The contributor's covering letter	99	
13.5 Understanding the reviewer's role	101	
13.6 Understanding the editor's role (continued)	103	
14 How to respond to peer reviews	105	Contents
14.1 Rules of thumb for responding to reviews	105	
14.2 How to deal with manuscript rejection	106	
14.3 How to deal with "conditional acceptance" or "revise and resubmit"	106	
15 A process for preparing a manuscript	115	
15.1 Manuscript mapping	116	
15.2 Editing procedures	117	
15.3 A pre-review checklist	120	
Section 4: Developing your writing and publication skills further	121	
16 Skill-development strategies for groups and individuals	123	
16.1 Journal clubs	123	
16.2 Writing groups	124	
16.3 Selecting feedback strategies for different purposes	124	
16.4 Becoming a reviewer	126	
16.5 Training for responding to reviewers	127	
17 Developing discipline-specific English skills	129	
17.1 Editor expectations of language use	129	
17.2 Strategic (and acceptable!) language re-use: sentence templates	130	
17.3 More about noun phrases	133	
17.4 Concordancing: a tool for developing your discipline-specific English	134	
17.5 Using the English articles (a/an, the) appropriately in science writing	138	
17.6 Using "which" and "that"	141	
18 Writing funding proposals	143	
18.1 A process for preparing and submitting a funding proposal	144	
18.2 Easy mistakes to make	147	
Section 5: Provided example articles	149	
19 PEA1: Kaiser et al. (2003)	151	
20 PEA2: Britton-Simmons & Abbott (2008)	165	
21 PEA3: Ganci et al. (2012)	177	
Answer pages	191	
Appendix: Measures of journal impact and quality	221	
A.1 Journal impact	221	
A.2 Using indices of journal quality	222	
References	225	
Index	229	