Index

abbreviations, using, 138–140, 185, 258
Abstract (manuscript section), 75–76
Abstracts, Dissertation, 25
Acknowledgments (manuscript section), 78–80
acronyms. See abbreviations
agreement, subject–verb, 147–148
AIMRaD (Abstract, Introduction, Materials and Methods, Results and Discussion), 55
antecedents, ambiguous, 152
Approach, Ancestry vs. Descendency, 21
Approach, Process, 1, 28–31, 83, 123
article, research. See publications, scientific: types of
assertion–evidence, 217, See presentations, oral: format
author, senior, 45
block, writer’s, 38–40
brainstorming, 32–33, 77
brevity, revision for, 131, 257, 260, 272
capitalization, guidelines for, 177–182, 263
cases, papers based on. See publications, scientific: types of
chartjunk, 95, 213
citations, indexes of. See impact, rating journal
citations, reference. See references, writing about
clarity, revision for, 125–128, 257, 272
clauses, restrictive vs. nonrestrictive, 135, 172
clustering, 33, 252
coauthors, decisions concerning, 42–45
college, invisible, 21
commas, punctuation with, 171–173
comparisons, grammar of, 150–152, 259
compilations, 5–6, 23–24
compilations, literature, 25, 77
computers, as writing tools, 37
copyright, 196–198
corrections, practicing mixed (exercises), 267
data display, choosing, 81–83
dredging (mining), 121
honesty in reporting, 187–189
missing, 118
nature of, 116
normality and linearity, 116–117
presentation styles, 65
singular vs. plural, 149
storage of, 88
visualization, 82, 94
databases. See compilations
devil pairs. See words and phrases, problematic:devil pairs
directories, subject, 22
Discussion (manuscript section), 65, 67
dissertations, 5–6, 25, 238
distractions, minimizing, 36
editors, working with, 11, 240
engines, search, 19, 21–23, 75, 77–78
English reading as a second language, 250
writing as a second language, 248–250
English language, simplified versions, 247–248
equations. See symbols, use of
ethics, 65, 70, 101, 187–188, 202, 265,
See also data: honesty in reporting; interest, conflict of; plagiarism;
statistics, reporting
fair use, concept of, 199–200
figures
   honest presentation. See graphics: honest
   presentation
   preparing, 94
types of, 93–94. See also graphs;
illustrations
   where and when to use, 63–65
fillers, empty, 133–134

glitziness, 95
grammar. See punctuation; capitalization, etc.
grants, proposals, 6–7

graphics
   honest presentation, 94, 96, 98
titles and legends for, 89–91
types of, 93, 254
graphs, developing and using, 96–100
guidelines
   Good Laboratory Practice (GLP), 61
   research subject, 60, 192–193
handouts, for oral presentations, 205, 212,
   214
hedging, 131, 257
hiccups (needless repetition), 133–134
hyphenation, uses of, 175–177
hypotheses, multiple, tests of, 121
hypothesis, 4, 30, 59

illustrations
   explanatory, 102–103
   image-based, 100–102
impact, rating journal, 10–11
IMRAD (Introduction, Methods, Results
And Discussion), 55, 237
index, citation, 21, 23, 25
interest, conflict of, 79–80

Internet
   evaluating sources, 19–20
   gateway sites, 20
   search tips, 20–25
Introduction (manuscript section), 55, 57

ITA (Instructions to Authors), 10

jargon, 135, 155–159, 260
joining, false, 171
journal, choosing a, 1–2
journals, primary vs. secondary, 3–4

keywords, 16, 21, 76, 252
   choosing, 76–78
   searching on, 16, 22–23, 77

language
   bias-free, inclusive, 159–162, 261
   body, 227
   legends, figure. See graphics: titles and
   legends for
   letter, cover, writing a, 240–241
   libel, 193
   lists, grammar and punctuation of, 150–152,
   259

Literature Cited (manuscript section). See
References (manuscript section)
literature, searching channels, informal vs.
   formal, 20–22
logic, Boolean, 16–17, 252
loyalties, competing. See interest, conflict of

manuscript, submitting. See submission
   (of scientific paper)
map, concept. See clustering
Materials and Methods (manuscript
   section), 60–62
message
   elevator pitch, 31–32, 66, 75
   manuscript, 2, 67, 251
   medium and, 3
mining, literature. See reading, strategic
   modifiers, misplaced, 152–154, 260
momentum, maintaining, 37–40

names, product
   generic (chemical), 195–196
   trade (proprietary), 193–196
names, scientific, 180–184, 264
neologisms, 159
notation, scientific, 112
noun clusters, 136–138
nouns
   abstract, 147, 169, 263
Index

<table>
<thead>
<tr>
<th>Collective, 148–149, 259</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common vs. proper, capitalization of, 177–179</td>
</tr>
<tr>
<td>Fuzzy, focusing, 167</td>
</tr>
<tr>
<td>Numbers. See also percentages; statistics; probabilities</td>
</tr>
<tr>
<td>Large and small, reporting, 112</td>
</tr>
<tr>
<td>When to use words vs. numerals, 106–109, 255</td>
</tr>
<tr>
<td>Numerals, Arabic vs. Roman, 109–110</td>
</tr>
<tr>
<td>Ontologies, 18</td>
</tr>
<tr>
<td>Order, word, SVO (subject-verb-object), 171</td>
</tr>
<tr>
<td>Organization, 25–26, 31, 123, 252</td>
</tr>
<tr>
<td>Inductive vs. deductive, 209</td>
</tr>
<tr>
<td>Message components, of, 32–34, 61</td>
</tr>
<tr>
<td>Poster, 230–233</td>
</tr>
<tr>
<td>Table data, of, 83–87</td>
</tr>
<tr>
<td>Outlines, using, 34, 252</td>
</tr>
<tr>
<td>Participles, dangling. See modifiers, misplaced</td>
</tr>
<tr>
<td>Patents, 197–199</td>
</tr>
<tr>
<td>Pearls, strings of. See noun clusters</td>
</tr>
<tr>
<td>Percentages, reporting, 113–114</td>
</tr>
<tr>
<td>Periods, punctuating with, 170</td>
</tr>
<tr>
<td>Permissions</td>
</tr>
<tr>
<td>Crediting, 201–203</td>
</tr>
<tr>
<td>When and how to request, 199–201</td>
</tr>
<tr>
<td>Phrases, prepositional, 135</td>
</tr>
<tr>
<td>Pitch, elevator, 31–32. See message: elevator pitch</td>
</tr>
<tr>
<td>Plagiarism, 26–27, 43, 58, 189–191, 201, 250, 279</td>
</tr>
<tr>
<td>PowerPoint, 205, 207, 209, 216–219</td>
</tr>
<tr>
<td>PowerPoint controversy. See presentations, oral: slide format choices</td>
</tr>
<tr>
<td>Precision, false, 112</td>
</tr>
<tr>
<td>Presentations, oral</td>
</tr>
<tr>
<td>Assertion–evidence approach, 218</td>
</tr>
<tr>
<td>Delivery. See speaking, public format, 266</td>
</tr>
<tr>
<td>Graphic elements for, 218</td>
</tr>
<tr>
<td>Graphics, adapting and designing, 212–215</td>
</tr>
<tr>
<td>Non-electronic, 205–206</td>
</tr>
<tr>
<td>Plans, back-up, 225</td>
</tr>
<tr>
<td>Slide format choices, 220</td>
</tr>
<tr>
<td>Software for, 205–207</td>
</tr>
<tr>
<td>Text, content and organization of, 208–209</td>
</tr>
<tr>
<td>Text, visual elements of, 210–212, 216</td>
</tr>
<tr>
<td>Value of, 42</td>
</tr>
<tr>
<td>Presentations, poster</td>
</tr>
<tr>
<td>Designing, 230–233</td>
</tr>
<tr>
<td>Popularity, 230</td>
</tr>
<tr>
<td>Presenting, tips for, 233–234</td>
</tr>
<tr>
<td>Priority, 3</td>
</tr>
<tr>
<td>Probabilities, statistical, 121–122</td>
</tr>
<tr>
<td>Pronouns, ambiguous, 152</td>
</tr>
<tr>
<td>Proof, galley (page), 244</td>
</tr>
<tr>
<td>Proofreading, process of, 244–245</td>
</tr>
<tr>
<td>Property, intellectual, 27</td>
</tr>
<tr>
<td>Proposals, writing. See grants, proposals</td>
</tr>
<tr>
<td>Publication</td>
</tr>
<tr>
<td>Assessing readiness for, 41–42</td>
</tr>
<tr>
<td>Valid, 3–4, 7, 60</td>
</tr>
<tr>
<td>Publications, scientific</td>
</tr>
<tr>
<td>Gold vs. green, 12</td>
</tr>
<tr>
<td>Open-access, 11–13</td>
</tr>
<tr>
<td>Types of, 4–8</td>
</tr>
<tr>
<td>Punctuation, guidelines, general, 263</td>
</tr>
<tr>
<td>Qualifiers, vague, 167</td>
</tr>
<tr>
<td>Questions, answering, 228–230, 235, 267</td>
</tr>
<tr>
<td>Quotation marks, use of, 173–175</td>
</tr>
<tr>
<td>Quotations</td>
</tr>
<tr>
<td>Citing, 27</td>
</tr>
<tr>
<td>Permissions for. See permissions; when and how to request</td>
</tr>
<tr>
<td>Readability, improving, 128–131, 256</td>
</tr>
<tr>
<td>Reading, strategic, 18–19</td>
</tr>
<tr>
<td>References</td>
</tr>
<tr>
<td>Deciding which to include, 69–71</td>
</tr>
<tr>
<td>Errors in, 27, 238</td>
</tr>
<tr>
<td>Format, 58</td>
</tr>
<tr>
<td>Writing about, 59, 238</td>
</tr>
<tr>
<td>References (manuscript section), 68–71</td>
</tr>
<tr>
<td>Registers, research. See compilations</td>
</tr>
<tr>
<td>Rejection, rates of, 10, 11</td>
</tr>
<tr>
<td>Results (manuscript section), 60, 62–63, 118, 150, 168, 254</td>
</tr>
</tbody>
</table>
review
editorial, 241–242
peer, 1, 8, 12, 22, 60, 243
reviews. See publications, scientific: types of revision, 40
for style. See style, scientific writing
process approach to, 123–124
tips for, 124–125

science, salami-slicing, 13, 191
search terms. See keywords
self-plagiarism, 191–192
semicolons, punctuating with, 171
series, punctuation of, 172–173
SI (Système International d’Unités), 110–111

tautology, 133–134
teleconferencing, 206
theses, 5–6, 25, 238
timeline, 31, 37
title, manuscript
capitalization of, 179–180
writing an effective, 71–74, 254
title, running, 74
titles. See graphics: titles and legends for trademarks, 193, 196
transitions. See words and phrases, bridging
translation, 246
tree, issue, 33–34, 252

verb forms
person, 76, 161, 255
tenses of, 51, 56, 59, 76, 130, 143–145, 258, 281
voice, active vs. passive, 62, 76, 146, 259, 274
verbiage, 133
verbs, problems with agreement, subject–verb, 259
choices, improving, 167–169
lazy verbs, 263

Web. See Internet
Web, Invisible, 21
word order, expected, 130–131
wordiness. See brevity, revision for words and phrases, bridging,
223–225
words and phrases, problematic
devil pairs, 163–166, 261
foreign, 184–186, 264
linkages, strange. See antecedents, ambiguous; modifiers, misplaced;
pronouns, ambiguous
terms, collective. See nouns: collective which vs. that, 135, 262
works, derivative, 200–201
writing, named approaches to rabbit vs. turtle, 35, 55

scientific vs. science, 1