**Tip of the Week #276**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 9 March 2016

When writing a review article, don't merely list the findings of research studies. Rather, integrate them.

**Tip of the Week #276**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年3月9日；范晓晖 译

撰写综述文章时，不要只是列出各个研究发现，应该将它们整合起来。

**Tip of the Week #277**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 16 March 2016

If you suspect researchers of possible misconduct, beware of accusing them. Rather, describe the situation clearly and give them a chance to respond.

**Tip of the Week #277**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年3月16日；范晓晖 译

如果你怀疑研究者可能有不当行为，指控他们时需慎重。而应清晰地描述情况，给他们答复的机会。

**Tip of the Week #278**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 23 March 2016

Before writing a review of a book, read the book carefully. Resist the urge just to skim.

**Tip of the Week #278**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年3月23日；范晓晖 译

写书评前，应仔细阅读此书，避免仅仅浏览一下的冲动。

**Tip of the Week #279**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 30 March 2016

If you write a letter to the editor commenting on an article, submit the letter soon after the article was published.

**Tip of the Week #279**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年3月30日；范晓晖 译

如果你给编辑写信评论一篇论文，应在论文发表后不久发出该信。

**Tip of the Week #280**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 6 April 2016

When writing an essay, end it strongly. Doing so can help readers remember your point.

**Tip of the Week #280**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年4月6日；范晓晖 译

写文章时结尾应有力，这样做可使读者记住你的要点。

**Tip of the Week #281**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 13 April 2016

Are you writing a review article? Your librarian can help you search the literature effectively.

**Tip of the Week #281**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年4月13日；范晓晖 译

你正在写综述文章吗？图书馆工作人员可以帮助你高效地查找文献。

**Tip of the Week #282**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 20 April 2016

Serving on an editorial board of a journal can be a great honor. But before you accept such a role, be sure you know about the journal. Not all journals are credible.

**Tip of the Week #282**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年4月20日；范晓晖 译

担任期刊编委会成员是一大荣誉，然而接受此殊荣前，一定要先了解该期刊，因为并非所有的期刊都是可信的。

**Tip of the Week #283**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 27 April 2016

When a journal sends your typeset paper to proofread, just check the proof for errors. This is not the time to rewrite the paper.

**Tip of the Week #283**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年4月27日；范晓晖 译

当期刊将你论文的排版稿发给你校对时，只需检查校样是否有错误，而不要重写论文。

**Tip of the Week #284**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 4 May 2016

Limit the number of colors in your poster. Using too many colors can be distracting.

**Tip of the Week #284**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年5月4日；范晓晖 译

壁报上使用颜色的数量应有所限制，因为过多的色彩会分散人们的注意力。

**Tip of the Week #285**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 11 May 2016

When reviewing the literature, notice where papers have been published. Doing so can help you identify the target journal for your paper.

**Tip of the Week #285**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年5月11日；范晓晖 译

进行文献回顾时，应注意所引用论文的出处，这样做有助于确定你自己论文的目标期刊。

**Tip of the Week #286**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 18 May 2016

Some journals may ask you to suggest potential reviewers. Consider suggesting authors of recent papers that you found in your literature review.

**Tip of the Week #286**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年5月18日；范晓晖 译

有些期刊会让你建议论文潜在的评审者，不妨考虑建议你自己论文引用过的近期发表论文的作者。

**Tip of the Week #287**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 25 May 2016

To help people who view your poster remember your research, consider providing handouts.

**Tip of the Week #287**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年5月25日；范晓晖 译

为了帮助看你海报的人记住你的研究，可向他们提供宣传册。

**Tip of the Week #288**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 1 June 2016

Images online are often of low resolution. Therefore, be very careful about including them in a poster.

**Tip of the Week #288**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年6月1日；范晓晖 译

网上的图像通常分辨率低，因此，在壁报中使用时需谨慎。

**Tip of the Week #289**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 8 June 2016

When doing a piece of writing, it's great to read someone's article and summarize it in your own words. But don't end there; you must also cite the article.

**Tip of the Week #289**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年6月8日；范晓晖 译

在写作时，研读他人的论文并用自己的话概括固然好，但是不应止于此，还必须在文中加以引用。

**Tip of the Week #290**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 15 June 2016

When writing a grant proposal for a team project, one of the hardest parts is selecting a formidable team. If you get it right, your job is half done.

**Tip of the Week #290**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年6月15日；范晓晖 译

在撰写团队项目申请书时，最难的部分是选择一个强大的团队。如果选择正确，就算成功了一半。

**Tip of the Week #291**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 22 June 2016

When beginning sentences, beware of using phrases such as "as previously described". Sometimes the only thing they do is to increase your word count.

**Tip of the Week #291**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年6月22日；范晓晖 译

句子开头应谨慎使用“正如先前所述”之类的字眼，有时这样做只会增加字数。

**Tip of the Week #292**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 29 June 2016

An idea written down is worth the two in the mind.

**Tip of the Week #292**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年6月29日；范晓晖 译

写下来的一个想法要胜过脑子里的两个想法。

**Tip of the Week #293**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 6 July 2016

If a writing project will have several authors, discuss beforehand how to approach it. For example, different people could draft different sections, or one person could draft the piece and others could revise it.

**Tip of the Week #293**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年7月6日；范晓晖 译

如果写作项目将需要几位作者，那么应提前讨论如何做。比如，每人撰写不同的部分，或一人写初稿，而其他人进行修改。

**Tip of the Week #294**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 13 July 2016

If you quote something verbatim but fail to put it in quotation marks or indent it, you have committed plagiarism even if you have cited the source.

**Tip of the Week #294**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年7月13日；范晓晖 译

如果你逐字引用但没有把内容放在引号中或缩进表示，那么即使你引用了出处，还是算抄袭。

**Tip of the Week #295**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 20 July 2016

Many journals are accessible online. If your target journal is available only in print, beware of publishing in it. Scholars expect to see relevant literature online.

**Tip of the Week #295**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年7月20日；范晓晖 译

现在许多期刊都可在线阅读。如果你的目标期刊只有纸质版，那么想在它上面发表文章时需持谨慎态度，因为学者们希望也能在线看到相关的文献。

**Tip of the Week #296**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 27 July 2016

If a possible target journal is accessible only online, make sure that it is a credible journal. Many credible journals are online-only, but so are predatory journals.

**Tip of the Week #296**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年7月27日；范晓晖 译

如果一家潜在目标期刊只有在线版，就应确保它是可靠的。尽管不少可靠的期刊只有在线版，但也有很多野鸡杂志。

**Tip of the Week #297**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 3 August 2016

A journal's impact factor indicates how much on average the papers in it are cited. It does not tell you how much your paper will be cited.

**Tip of the Week #297**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年8月3日；范晓晖 译

某一期刊的影响因子指它发表的文章被引用的平均频率，却没有说明你的论文将被引用的次数。

**Tip of the Week #298**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 10 August 2016

Instructions to authors are sometimes difficult to find on journals' websites. If you cannot locate them, consider looking for alternative titles such as guide for authors and instructions for publication.

**Tip of the Week #298**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年8月10日；范晓晖 译

有时在期刊的网站上很难找到“instructions to authors（投稿须知）”，如果你无法找到的话，不妨以其他名称寻找，如“guide for authors（投稿指南）”或“instructions for publication（发表须知）”的字眼。

**Tip of the Week #299**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 17 August 2016

If you want to acknowledge someone in a paper, don't just obtain permission from the person. Also, consider showing the person the proposed wording of the acknowledgement.

**Tip of the Week #299**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年9月17日；范晓晖 译

如果你想在论文中向某人致谢，不要仅仅获得此人的许可，还应让其过目一下致谢的措词。

**Tip of the Week #300**

By [Bernard Appiah](http://www.authoraid.info/news/%20http:/www.authoraid.info/author/bappiah) | 24 August 2016

Spell-checkers can help you correct some errors. But beware that spell-checkers can also add errors. Use your brain in addition to a spell-checker.

**Tip of the Week #300**

[Bernard Appiah](http://www.authoraid.info/author/bappiah)著，2016年8月24日；范晓晖 译

拼写检查工具可以帮助你纠正一些错误，但是应注意它也会带来错误。所以，除了依赖拼写检查工具，你还要用自己的脑子。