

Tip of the Week #201

By Bernard Appiah | 1 October 2014

Journal instructions for reviewers are not only for reviewers. Authors can also read them to have an idea how their manuscripts will be evaluated.

Tip of the Week #201

Bernard Appiah 著，2014 年 10 月 1 日；范晓晖 译

期刊的评审须知不仅对评审者有用，作者也能通过阅读它了解自己的投稿将如何被评价。

Tip of the Week #202

By Bernard Appiah | 8 October 2014

Choose every word in the summary of a grant proposal carefully. If a word seems unclear, kick it out and kick in a more exact word.

Tip of the Week #202

Bernard Appiah 著，2014 年 10 月 8 日；范晓晖 译

撰写资助申请书的概要时应字斟句酌。如果某个词表达的意思不够清楚，那就换个更确切的词吧。

Tip of the Week #203

By Bernard Appiah | 16 October 2014

When presenting a poster, dress in colors compatible with it. If your clothing clashes with your presentation, people may not want to view your work.

Tip of the Week #203

Bernard Appiah 著，2014 年 10 月 16 日；范晓晖 译

在展示海报时，穿着的衣服颜色应与之相配。如果你的衣着与你的展示不协调，人们可能就不愿看你的作品了。

Tip of the Week #204

By Bernard Appiah | 22 October 2014

When citing literature in a scholarly paper, beware of exaggeration. For example, avoid "It has been widely observed that ..." if only few isolated references support the observation.

Tip of the Week #204

Bernard Appiah 著，2014 年 10 月 22 日；范晓晖 译

在学术论文中引用文献时，应注意不要夸大其词。例如，避免诸如“.....已广为发现。”这样的表达，如果只有几个孤立的文献支持此发现的话。

Tip of the Week #205

By Bernard Appiah | 29 October 2014

Avoid the "I" syndrome when writing a multi-authored paper from your thesis or dissertation. For example, if in your thesis or dissertation you wrote "I reviewed the literature," change the "I" to "We" in the paper.

Tip of the Week #205

Bernard Appiah 著，2014 年 10 月 29 日；范晓晖 译

将学位论文改写为多作者的论文时，应避免使用“我”字。比如，若你的学位论文中写道“我回顾了文献”，在新论文中要将“我”改为“我们”。

Tip of the Week #206

By Bernard Appiah | 5 November 2014

When peer reviewing a manuscript, indicate the good points before stating the negatives.

Tip of the Week #206

Bernard Appiah 著，2014 年 11 月 5 日；范晓晖 译

同行评审一篇论文时，应先肯定其优点，然后再给出消极的评价。

Tip of the Week #207

By Bernard Appiah | 12 November 2014

If you are citing a website as a reference, use the date of last update as the year of publication. If that is not available, use the copyright date. If that is missing, use "n.d." (no date) as the year of publication.

Tip of the Week #207

Bernard Appiah 著，2014 年 11 月 12 日；范晓晖 译

引用网站上的材料时，应将最新的更新日期当作发表年份。如果没有这样的信息，那就使用版权日期。如果连这个信息也没有的话，使用“n.d.”（意思是无日期）

作为发表年份。

Tip of the Week #208

By Bernard Appiah | 19 November 2014

In the discussion section of a manuscript, you can introduce your perspectives and those of others. But ensure that the discussion actually focuses on the research questions.

Tip of the Week #208

Bernard Appiah 著，2014 年 11 月 19 日；范晓晖 译

在论文的讨论部分中，你可以介绍自己及他人的视角，但是一定要注意此部分应着重讨论研究问题本身。

Tip of the Week #209

By Bernard Appiah | 25 November 2014

Try to avoid modifiers such as "very" and "quite". They usually add little to the meaning.

Tip of the Week #209

Bernard Appiah 著，2014 年 11 月 25 日；范晓晖 译

尽量不要使用“非常”和“相当”等修饰词，因为它们通常对意思不会增色多少。

Tip of the Week #210

By Bernard Appiah | 3 December 2014

In trying to make writing more concise, try to answer the question: "Can I make the same point in fewer words?"

Tip of the Week #210

Bernard Appiah 著，2014 年 12 月 3 日；范晓晖 译

要使语言更加简洁，应回答这个问题：“我能用更少的词语表达同样的思想吗？”。

Tip of the Week #211

By Bernard Appiah | 9 December 2014

Repeating some phrases for emphasis can be acceptable, but avoid making the same point over and over again.

Tip of the Week #211

Bernard Appiah 著，2014 年 12 月 9 日；范晓晖 译

为了达到强调目的而重复一些短语的做法无可厚非，但是，应避免将某点一遍又一遍地重复。

Tip of the Week #212

By Bernard Appiah | 17 December 2014

Presenting your research at a conference is a good strategy. But try to finish writing a paper on the research as soon afterward as possible, so you don't lose ideas obtained during the presentation.

Tip of the Week #212

Bernard Appiah 著，2014 年 12 月 17 日；范晓晖 译

在大会上介绍自己的研究是个不错的策略，但是随后应尽早由此写出一篇论文，这样做就不会遗忘发言时的想法了。

Tip of the Week #213

By Bernard Appiah | 24 December 2014

As you work on a scholarly paper, think of how it could lead to the next paper you plan to write.

Tip of the Week #213

Bernard Appiah 著，2014 年 12 月 24 日；范晓晖 译

当你在写学术论文时，考虑一下它如何引出你计划要写的另一篇论文。

Tip of the Week #214

By Bernard Appiah | 31 December 2014

If you are struggling unsuccessfully to come up with the right word, move on and return to the sentence later. Don't let word-choice difficulties block your flow of ideas.

Tip of the Week #214

Bernard Appiah 著，2014 年 12 月 31 日；范晓晖 译

如果你想不出一个恰当的词语，那就继续写作，之后再回头琢磨，不要让选词困难妨碍你思想的连贯和流畅。

Tip of the Week #215

By Bernard Appiah | 7 January 2015

Give each paragraph a defined focus. Paragraphs that lead in different directions may confuse readers.

Tip of the Week #215

Bernard Appiah 著，2015 年 1 月 7 日；范晓晖 译

每个段落都应该有明确的中心，朝着不同方向展开的段落会使读者感到困惑。

Tip of the Week #216

By Bernard Appiah | 14 January 2015

When writing grant proposals, imagine that you are the reviewer. Would everything in the proposal be clear to you? If not, revise the proposal accordingly.

Tip of the Week #216

Bernard Appiah 著，2015 年 1 月 14 日；范晓晖 译

在撰写基金申请书时，不妨把自己想象为评审人。申请书的所有内容是否清晰？如果回答“否”的话，就应做相应修改。

Tip of the Week #217

By Bernard Appiah | 21 January 2015

When making PowerPoint presentations, don't put too much text on a slide. Experts generally say not to exceed 7 to 10 lines of text.

Tip of the Week #217

Bernard Appiah 著，2015 年 1 月 21 日；范晓晖 译

用 PPT 做发言时，不应在每个 PPT 幻灯片上放太多文字。专家建议文字一般不超过 7-10 行。

Tip of the Week #218

By Bernard Appiah | 28 January 2015

Make good use of a mentor's time. For example, don't waste time asking your mentor for information that you could easily find yourself.

Tip of the Week #218

Bernard Appiah 著，2015 年 1 月 28 日；范晓晖 译
要充分利用导师的时间。比方说，不应浪费时间去问那些你自己就能找到的信息。

Tip of the Week #219

By Bernard Appiah | 4 February 2015

If a grant proposal that you are writing requires a letter from an administrator at your institution, alert the person early. Otherwise, you may not receive the letter on time.

Tip of the Week #219

Bernard Appiah 著，2015 年 2 月 4 日；范晓晖 译

如果你写的基金申请书需要你所在单位管理者的推荐信，应尽早告诉对方，否则可能无法按时收到推荐信。

Tip of the Week #220

By Bernard Appiah | 11 February 2015

When making oral presentations, try to avoid fillers such as 'um' and 'you know'. Such words may prolong your presentation and distract your listeners.

Tip of the Week #220

Bernard Appiah 著，2015 年 1 月 11 日；范晓晖 译

在做口头陈述时，应尽量不用“嗯”、“你知道”之类的填充词，因为这些词语会拖长你的发言时间和分散听者的注意力。

Tip of the Week #221

By Bernard Appiah | 18 February 2015

Developing your writing skills can help you reduce the time you usually spend on writing.

Tip of the Week #221

Bernard Appiah 著，2015 年 2 月 18 日；范晓晖 译

发展写作技能可以帮助你节省花在写作上的时间。

Tip of the Week #222

By Bernard Appiah | 24 February 2015

Be aware of the people who need to approve your scholarly work. If you are writing for a journal, pay attention to editors and reviewers. If you are writing a thesis, pay attention to your examiners.

Tip of the Week #222

Bernard Appiah 著，2015 年 2 月 24 日；范晓晖 译

应知道哪些人会批准你的学术著作：如果你写论文是为了投稿给期刊，应注意编辑和评审人；如果你在写学位论文，则应关注评阅人。

Tip of the Week #223

By Bernard Appiah | 3 March 2015

Even if you don't have a writing space, you can create a thinking space where you can reflect on your work. It can even be just a place that you like to walk.

Tip of the Week #223

Bernard Appiah 著，2015 年 3 月 3 日；范晓晖 译

即使你没有一个写作空间，也可自己创造供思考研究的空间，这甚至仅是一个你愿意在此踱步的地方。

Tip of the Week #224

By Bernard Appiah | 11 March 2015

It is better to read a full paper and not cite it than to read just an abstract and cite it.

Tip of the Week #224

Bernard Appiah 著，2015 年 3 月 11 日；范晓晖 译

阅读一篇论文的全文而不去引用它要胜过只读摘要却引用。

Tip of the Week #225

By Bernard Appiah | 17 March 2015

If you are trying to publish a translation of a paper already published in another language, inform both the original journal and the journal where you would like the translation to appear.

Tip of the Week #225

Bernard Appiah 著，2015 年 3 月 17 日；范晓晖 译

如果你希望发表以另一种语言已发表论文的译文的话，应告知原期刊及现期刊。