Tip of the Week #176

By Bernard Appiah | 9 April 2014
A dissertation and a book based on it have different audiences. When converting a dissertation to a book, adapt it accordingly.

Tip of the Week #176

Bernard Appiah 著，2014 年 4 月 9 日；范晓晖 译
博士论文和在此基础上写成的书有不同的读者群。因此，将博士论文改写成书时，也应做相应调整。

Tip of the Week #177

By Bernard Appiah | 16 April 2014
Missing data are common in quantitative studies. When reporting analyses of variance (ANOVA) or analyses of covariance (ANCOVA), indicate how you treated the missing data in the analyses.

Tip of the Week #177

Bernard Appiah 著，2014 年 4 月 16 日；范晓晖 译
定量性研究中遗漏数据很常见。你在报告方差分析或协方差分析时，应说明你的分析是如何处理这些数据的。

Tip of the Week #178

By Bernard Appiah | 23 April 2014
When applying for grants, show what your institution can contribute, if possible. Doing so can strengthen your application.

Tip of the Week #178

Bernard Appiah 著，2014 年 4 月 23 日；范晓晖 译
在申请资助时，应说明你所在单位能够为你做出什么贡献，这样将给你的申请增加份量。

Tip of the Week #179

By Bernard Appiah | 30 April 2014
When using pie charts to show relationships, arrange the segments by size. It is standard to start at the 12 o'clock position and order the segments from largest to smallest.

Tip of the Week #179

Bernard Appiah 著，2014 年 4 月 30 日；范晓晖 译
在使用饼形图展示关系时，需把各部分按其大小来排列。标准的做法是从 12 点位开始，然后按照从大到小的顺序排列。

Tip of the Week #180

By Bernard Appiah | 6 May 2014
In a standard scientific manuscript, sentences running much less than 1 line tend to be rare. If many of your sentences are that short, consider linking or expanding them.

Tip of the Week #180

Bernard Appiah 著，2014 年 5 月 6 日；范晓晖 译
一篇标准的科学论文中，很少见到长度不到一行的句子。如果你写的许多句子都这么短，应该考虑把它们连接起来或进行扩展。

Tip of the Week #181

By Bernard Appiah | 14 May 2014
There are major differences between spoken language and written language. In spoken language, we often repeat words to give listeners more clues. In written language, a reader can reread a message, so redundancy generally should be avoided.

Tip of the Week #181

Bernard Appiah 著，2014 年 5 月 14 日；范晓晖 译
口头语与书面语之间差异很大。口语中，我们经常为了给听者更多提示而重复词语；而书面语中，读者可以重新阅读，所以一般来说应当避免冗余。

Tip of the Week #182

By Bernard Appiah | 21 May 2014
The first draft of a scholarly paper may be quickly written and therefore informally worded. For it to become a well-written scholarly paper, it may need "major surgery".

Tip of the Week #182

Bernard Appiah 著，2014 年 5 月 21 日；范晓晖 译
学术论文的初稿可能不需要很长时间就可写出，因此措辞不够正式。为了使它成为写得好的学术论文，可能需要进行"大手术"。

Tip of the Week #183

By Bernard Appiah | 28 May 2014
When revising your manuscript, pay attention to factors that can impair readability. For example, sentences that run more than 3 lines may be too long. Consider increasing their readability by dividing them into more than 1 sentence.

Tip of the Week #183

Bernard Appiah 著，2014 年 5 月 28 日；范晓晖 译
在修改自己的稿件时，要注意影响其可读性的因素。比如，超过三行的句子可能就过长。提高可读性的做法是将这种句子拆分开来。

Tip of the Week #184

By Bernard Appiah | 4 June 2014
When writing papers that report statistics, use "significant" only to indicate statistical significance. Using "significant" to mean "important" can be ambiguous.

Tip of the Week #184

Bernard Appiah 著，2014 年 6 月 4 日；范晓晖 译
在撰写报告统计结果的论文时，用"significant"只表示具有统计学意义，用"significant"表示"重要"会引起歧义。

Tip of the Week #185

By Bernard Appiah | 11 June 2014
Selecting a formidable project team for a proposed grant is an important first step. Make sure your team has synergies that would impress reviewers and the funder.

Tip of the Week #185

Bernard Appiah 著，2014 年 6 月 11 日；范晓晖 译
为申请的资助项目选择一个强大的团队是重要的第一步，要确保你的团队具有打动评审人和资助者的协同效力。

Tip of the Week #186

By Bernard Appiah | 18 June 2014
Members of a grant team may have different formats of curriculum vitae (CV). When preparing a grant proposal that includes CVs, ensure that the CVs follow the same

format.

Tip of the Week #186

Bernard Appiah 著，2014 年 6 月 18 日；范晓晖 译
参加资助项目团队的成员的履历（CV）格式可能不尽相同。当准备一份包含简历的资助申请书时，应确保所有简历的格式统一。

Tip of the Week #187

By Bernard Appiah | 25 June 2014
When informing journalists about your research, use an order opposite to that in a scientific paper. Present your conclusion first and then describe your research in increasing detail. In journalism, this format is called the inverted pyramid.

Tip of the Week #187

Bernard Appiah 著，2014 年 6 月 25 日；范晓晖 译
当你在告知记者自己的研究时，叙述的顺序应与论文的顺序相反，即先陈述你的结论，然后再详细描述研究。在新闻学中，这种格式称为"倒金字塔结构"。

Tip of the Week #188

By Bernard Appiah | 2 July 2014
If you are shopping for research topics, consider reading recent review articles. By doing so, you may identify research gaps that interest you.

Tip of the Week #188

Bernard Appiah 著，2014 年 7 月 2 日；范晓晖 译
如果你在搜寻研究话题，可以考虑阅读近期的综述文章，这样做也许会找到你所感兴趣的可研究的空白领域。

Tip of the Week #189

By Bernard Appiah | 9 July 2014
Never cite a publication you have not read. Try all means possible to find it. If you still can't find it, cite it indirectly. An example in one reference style is "Johnson 1956, cited by Mensah 2012".

Tip of the Week #189

Bernard Appiah 著，2014 年 7 月 9 日；范晓晖 译
绝不要引用一个你从未读过的出版物，而应尽全力找到它。如果仍然无法找到，可间接引用。一种参考文献体例的例子是"Johnson 1956, cited by Mensah 2012"。

Tip of the Week #190

By Bernard Appiah | 16 July 2014
Writing should be an integral part of your research. As soon as an idea pops up during your research, write it down before it "evaporates" from your brain.

Tip of the Week #190

Bernard Appiah 著，2014 年 7 月 16 日；范晓晖 译
写作应该是你的研究一个组成部分，只要在研究过程中有想法，就应趁没忘前记下来。

Tip of the Week #191

By Bernard Appiah | 23 July 2014
A tired mind cannot support a vibrant hand. If you are exhausted, consider resting before pursuing a writing task.

Tip of the Week #191

Bernard Appiah 著，2014 年 7 月 23 日；范晓晖 译
疲倦的大脑不能支撑有活力的手。所以，如果你感到精疲力尽，可以稍做休息，然后再继续写作。

Tip of the Week #192

By Bernard Appiah | 31 July 2014
Never write something and hope that editors will see the mistakes and fix them for you. If you can correct an error, do so before it gets to editors.

Tip of the Week #192

Bernard Appiah 著，2014 年 7 月 31 日；范晓晖 译
不要指望编辑会看出你写的东西中的错误并替你改正。如果你自己可以纠正错误的话，那就在交给编辑前这样做吧。

Tip of the Week #193

By Bernard Appiah | 6 August 2014
If you have not thoroughly reviewed a grant proposal or manuscript under consideration, beware of making comments on it. Make sure you have enough information to make a valid appraisal.

Tip of the Week #193

Bernard Appiah 著，2014 年 8 月 6 日；范晓晖 译
如果你还没有彻底审阅过正在考虑中的基金申请书或稿件，应谨慎评论。一定要先获得足够信息，再作出有效的评价。

Tip of the Week #194

By Bernard Appiah | 13 August 2014
Numbers in manuscripts are prone to errors. After writing your manuscripts, verify every statistic, including those from your own research, to ensure that the right numbers are presented.

Tip of the Week #194

Bernard Appiah 著，2014 年 8 月 13 日；范晓晖 译
稿件中的数字容易出错，所以，写完后，应查证包括你自己研究得出的每个数据，以确保展现的数字都是正确的。

Tip of the Week #195

By Bernard Appiah | 20 August 2014
In a scholarly paper, the past tense is used to describe one's own findings, but the present tense is used to state established facts. For example, one could write "The chemical reduces the temperature" to state a known fact, but one would write "The chemical reduced the temperature..." to indicate what happened in one's own study.

Tip of the Week #195

Bernard Appiah 著，2014 年 8 月 20 日；范晓晖 译
在学术论文中，过去时态用于描述自己的研究发现，而现在时态则用来陈述已确定的事实。比如，当你陈述一个已知的事实时可以写："The chemical reduces the temperature"（这种化学物可降低温度）。但是，在说明自己的研究中发生的事情时应写成："The chemical reduced the temperature..."（这种化学物降低了温度）。

Tip of the Week #196

By Bernard Appiah | 27 August 2014
Be careful when using a colon to introduce a list. For example, the statement "We asked respondents to bring the following: books, pencils, and pens" is correct. However, "We asked respondents to bring: books, pencils, and pens" is not correct.

Tip of the Week #196

Bernard Appiah 著，2014 年 8 月 27 日；范晓晖 译
用冒号列举时需谨慎。例如，下句是正确的：We asked respondents to bring the following: books, pencils, and pens.。而“We asked respondents to bring: books, pencils, and pens. 却不对。（注：冒号前的部分应该是完整的结构。）

Tip of the Week #197

By Bernard Appiah | 3 September 2014
Beware of using words such as "most" to describe the findings of your research. To avoid confusion, include a specific number. For example, in one convention, you could write "Most of the goats (70%) ran away."

Tip of the Week #197

Bernard Appiah 著，2014 年 9 月 3 日；范晓晖 译
用诸如“大多数”（“most”）等词语描述你的研究结果时需谨慎。为了不使读者困惑不解，应给出具体数字。例如，一种惯例是写成：“大多数山羊（70%）逃跑了。”

Tip of the Week #198

By Bernard Appiah | 10 September 2014
Beware of estimating how long reviewing someone's manuscript will take until you have seen a copy.

Tip of the Week #198

Bernard Appiah 著，2014 年 9 月 10 日；范晓晖 译
要知道你看到一篇稿件后才能估计出审阅它需多长时间。

Tip of the Week #199

By Bernard Appiah | 18 September 2014
When writing grant proposals, don't be intimated by the acceptance rate a funding agency may cite. Those numbers include poorly written proposals that get rejected as fast as the speed of light.

Tip of the Week #199

Bernard Appiah 著，2014 年 9 月 18 日；范晓晖 译
在撰写项目资助申请书时，不必被资助方给出的中标率所吓倒。这些数字也包括

因写得很差而马上被拒的申请书。

Tip of the Week #200

By Bernard Appiah | 24 September 2014
When reviewing someone's manuscript, be polite. For example, instead of writing "What the heck is 'They'?" you could write "'They' could mean 'scientists' or 'politicians'. Please clarify."

Tip of the Week #200

Bernard Appiah 著，2014 年 9 月 25 日；范晓晖 译
在审阅别人的稿件时，应注意礼貌。比如，不要写诸如"见鬼，'他们'指什么？"，而可以写"'他们'可指'科学家'或'政客'，请加以阐明。"