References

Körner AM. *Guide to Publishing a Scientific Paper*

Kirkman J. *Punctuation Matters*

Straus J. *The Blue Book of Grammar and Punctuation*

Young DJ. *The Mechanics of Writing*
Headings

How to write
Misuse of words
Tense
Voice
Euphemisms
Abbreviations and Acronyms
Pronouns
Numbers
How to write

- As short as possible
- Avoid unnecessary explanation
- Don’t confuse the reader
- Use textual materials beyond the written word such as figures, tables, pictures, photos, diagrams
- Always get other people to read your work before submitting it for possible publication and take their comments seriously.
Pretest
1. Go West three blocks and turn right.
2. Yes; sir, I will do it immediately.
3. The woman, who is standing there, is his ex-wife.
4. I did not receive the order; therefore, I will not pay my bill.
5. Is that book your’s?
6. We have much to do, for example, the carpets need vacuuming.
7. 1/4 of the police force voted for a pay raise.
8. “Stop it!” I said, “Don’t ever do that again”.
9. You are required to bring the following: Sleeping bag, food, and a sewing kit.
Misuse of words

Like and as

As your boss, I must warn you to be careful.

Like your boss, I must warn you to be careful.
Misuse of words

Like and as

As your boss, I must warn you to be careful.

I am your boss - I am in the role of boss – REALITY

Like your boss, I must warn you to be careful.

I am not your boss, but he/she and I have a similar opinion. - COMPARISON
Misuse of words

Case
• “in this case”
• “in most cases”
• “in all case”
• “in no case”
Misuse of words

Case
• “in this case”: here
• “in most cases”: usually
• “in all case”: always
• “in no case”: never
Misuse of words

Avoid overusing there is, there are, it is, it was, and so on.

**There is** a case of meningitis that was reported in the newspaper.

**It is** important to signal before making a left turn.

**There are** some revisions which must be made.
Misuse of words

Avoid overusing there is, there are, it is, it was, and so on.

**There is** a case of meningitis that was reported in the newspaper.

- Correction: A case of meningitis was reported in the newspaper.

**It is** important to signal before making a left turn.

**There are** some revisions which must be made.
Misuse of words

Avoid overusing there is, there are, it is, it was, and so on.

**There is** a case of meningitis that was reported in the newspaper.

- Correction: A case of meningitis was reported in the newspaper.
- Even Better: The newspaper reported a case of meningitis.

**It is** important to signal before making a left turn.

**There are** some revisions which must be made.
Misuse of words

Avoid overusing there is, there are, it is, it was, and so on.

**There is** a case of meningitis that was reported in the newspaper.

- Correction: A case of meningitis was reported in the newspaper.
- Even Better: The newspaper reported a case of meningitis.

**It is** important to signal before making a left turn.

- Correction: Signaling before making a left turn is important.

**There are** some revisions which must be made.
Misuse of words

Avoid overusing there is, there are, it is, it was, and so on.

There is a case of meningitis that was reported in the newspaper.

• Correction: A case of meningitis was reported in the newspaper.

• Even Better: The newspaper reported a case of meningitis.

It is important to signal before making a left turn.

• Correction: Signaling before making a left turn is important.

• Correction: Signaling before a left turn is important.

There are some revisions which must be made.
Misuse of words

Avoid overusing there is, there are, it is, it was, and so on.

**There is** a case of meningitis that was reported in the newspaper.

- Correction: A case of meningitis was reported in the newspaper.
- Even Better: The newspaper reported a case of meningitis.

**It is** important to signal before making a left turn.

- Correction: Signaling before making a left turn is important.
- Correction: Signaling before a left turn is important.
- Even Better: You should signal before making a left turn.

**There are** some revisions which must be made.
Misuse of words

Avoid overusing there is, there are, it is, it was, and so on.

**There is** a case of meningitis that was reported in the newspaper.
- Correction: A case of meningitis was reported in the newspaper.
- Even Better: The newspaper reported a case of meningitis.

**It is** important to signal before making a left turn.
- Correction: Signaling before making a left turn is important.
- Correction: Signaling before a left turn is important.
- Even Better: You should signal before making a left turn.

**There are** some revisions which must be made.
- Correction: Some revisions must be made.
Misuse of words

Avoid overusing there is, there are, it is, it was, and so on.

**There is** a case of meningitis that was reported in the newspaper.

- Correction: A case of meningitis was reported in the newspaper.
- Even Better: The newspaper reported a case of meningitis.

**It is** important to signal before making a left turn.

- Correction: Signaling before making a left turn is important.
- Correction: Signaling before a left turn is important.
- Even Better: You should signal before making a left turn.

**There are** some revisions which must be made.

- Correction: Some revisions must be made.
- Even Better: Please make some revisions.
Double negatives
To avoid confusion, don’t use two negatives to make a positive.

• Incorrect: He is not unwilling to help.

• Incorrect: He never says nothing interesting to no one.
Double negatives

To avoid confusion, don’t use two negatives to make a positive.

• Incorrect: He is not unwilling to help.
• Correct: He is willing to help

• Incorrect: He never says nothing interesting to no one.
Double negatives

To avoid confusion, don’t use two negatives to make a positive.

• Incorrect: He is not unwilling to help.
• Correct: He is willing to help

• Incorrect: He never says nothing interesting to no one.
• Correct: He never says anything interesting to anyone.
Parallel construction

Use similar grammatical form when offering several ideas. This is called parallel construction.
Parallel construction

• Incorrect: The films were enjoyable both to watch and for discussing.

• Incorrect: The patient complained of vertigo, vomiting, and said that he had no appetite.

• Incorrect: Ryan likes swimming, hiking, and to ride a motorcycle.

Faulty: Clara not only wants money but also fame.

Correct: Clara wants not only money but also fame.

Correct: Clara not only wants money but also wants fame.
Parallel construction

- Incorrect: The films were enjoyable both to watch and for discussing.
- Correct: The films were enjoyable both to watch and to discuss.
- Incorrect: The patient complained of vertigo, vomiting, and said that he had no appetite.

- Incorrect: Ryan likes swimming, hiking, and to ride a motorcycle.
Parallel construction

- Incorrect: The films were enjoyable both to watch and for discussing.
- Correct: The films were enjoyable both to watch and to discuss.
- Incorrect: The patient complained of vertigo, vomiting, and said that he had no appetite.
- Correct: The patient complained of vertigo, vomiting, and loss of appetite.
- Incorrect: Ryan likes swimming, hiking, and to ride a motorcycle.

Faulty: Clara not only wants money but also fame
Correct: Clara wants not only money but also fame.
Correct: Clara not only wants money but also wants fame.
Parallel construction

- Incorrect: The films were enjoyable both to watch and for discussing.
- Correct: The films were enjoyable both to watch and to discuss.
- Incorrect: The patient complained of vertigo, vomiting, and said that he had no appetite.
- Correct: The patient complained of vertigo, vomiting, and loss of appetite.
- Incorrect: Ryan likes swimming, hiking, and to ride a motorcycle.
- Correct: Ryan likes swimming, hiking, and riding a motorcycle.

Faulty: Clara not only wants money but also fame.
Correct: Clara wants not only money but also fame.
Correct: Clara not only wants money but also wants fame.
Tense

Quoting established knowledge: present tense
Your own present work: past tense
Avoid unnecessary shifts in verb tense within a paragraph or in adjacent paragraphs.

Use the **past tense** or the **present perfect** for the literature review and the description of the procedure if discussing past events.

- researchers presented
- researchers have presented
- Patterson (2017) presented, found, stated, discovered…

However, there can be a shift to the present tense if the research findings still hold true:

- King (2016) found that revising a document three times improves the final grade.
Use the past tense to describe the results
• test scores improved significantly

Use the present tense to discuss implications of the results and present conclusions
• the results of the study show…
The simple **past** is used for a **completed action.** It is often used with **signal words** such as yesterday, last week, one year ago, to indicate the specific time in the past when the action took place.

- I collected data **in 2017**.
- All prospective participants signed an informed consent form **before data collection began**.
The present perfect is often used with signal words such as since, already, just, until now, (not) yet, so far, ever, lately, or recently.

- I have already examined several possible research designs.
- The panel of experts has recently completed their report.
- Researchers have used this method since it was developed.
Abstract
The effect of streptomycin on *Streptomyces everycolor* grown in various media (test). Growth of *S. everycolor* (inhibit) in all media tested.

Introduction
Streptomycin (to be) an antibiotic produced by *Streptomyces griseus*. This antibiotic (inhibit) the growth of certain other strains of *Streptomyces*.

Materials and Methods
The effect of streptomycin (test) against *S. everycolor* grown on Trypticase soy agar (BBL) and several other media. Various growth temperatures and pH levels (employ).

Results
Growth of *S. everycolor* (inhibit) by streptomycin at all concentrations and pH levels.

Discussion
Our findings (show) that *Streptomyces everycolor* (to be) most susceptible to streptomycin at pH 8.2, whereas *S.
Abstract
The effect of streptomycin on *Streptomyces everycolor* grown in various media was tested. Growth of *S. everycolor* was inhibited in all media tested.

Introduction
Streptomycin is an antibiotic produced by *Streptomyces griseus*. This antibiotic inhibits the growth of certain other strains of *Streptomyces*.

Materials and Methods
The effect of streptomycin was tested against *S. everycolor* grown on Trypticase soy agar (BBL) and several other media. Various growth temperatures and pH levels were employed.

Results
Growth of *S. everycolor* was inhibited by streptomycin at all concentrations tested and at all pH levels.

Discussion
Our findings show that *Streptomyces everycolor* was most susceptible to streptomycin at pH 8.2, whereas *S.*
Voice

• Active voice rather than passive voice

Passive: The interviews were conducted by two people who had no relationship with the hospital.

Passive: Specific software was used for data analysis.
Voice

- Active voice rather than passive voice

Passive: The interviews **were conducted** by two people who had no relationship with the hospital.
Active: Two people who had no relationship with the hospital **conducted** the interviews

Passive: Specific software **was used** for data analysis.
Voice

• Active voice rather than passive voice

Passive: The interviews were conducted by two people who had no relationship with New York City.
Active: Two people who had no relationship with hospital conducted the interviews.

Passive: Specific software was used for data analysis.
Active option 1: We used specific software for data analysis.
Active option 2: The researchers used specific software for data analysis.
Euphemisms

- The animals were *sacrificed*

- The animal *passed away*
Euphemisms

- The animals were **sacrificed**
- The animals were killed
- The animal **passed away**
- The animal died
Euphemisms

• **Dearly departed** instead of died
• **Negative patient outcome** instead of died
• **Put to sleep** instead of euthanize
• **Pregnancy termination** instead of abortion
Verbosity

• Examination of the patients were carried out
  • I examined the patients

• Separation of the compounds was accomplished
  • The compounds were separated.
Verbosity

Despite the fact that
Due to the fact that
Given the fact that
In spite of the fact that
In the light of the fact that
In view of the fact that
Owing to the fact that
Regardless of the fact that
The fact that
To be aware of the fact that

although
because
as, since
although
since, because
as, because
since, because
although
-
to be aware that/ to know that
Abbreviations and Acronyms

- Try to avoid
- Standard abbreviations
- When to use abbreviations?
  - Not in the title
  - Not in the abstract
- Do not manufacture abbreviations unless the term is very long or repeated many times.
- Scientific names

- WHO
Abbreviations and Acronyms

• If you cite a term only once or twice in a document, show both the abbreviation or acronym and the spelled-out version at each occurrence.

• If an abbreviation or acronym is used often in a document, repeat the spelled-out version at the first appearance in each chapter where the abbreviation or acronym appears.

• Use periods in abbreviations that look like words.
  • U.S. for United States
  • No. for number
Pronouns

Avoid the indefinite pronoun or indefinite possessive pronoun, especially at the beginning of a sentence, unless the noun to which the pronoun or possessive pronoun refers is clear. Pronouns that typically cause confusion include “it,” “they,” “its,” “theirs,” “this,” “these,” “that,” and “those.”

Incorrect: After the interview and the written test were complete, it was checked for incomplete answers.

What does “it” refer to?

Correct: After the interview and the written test were complete, the test was checked for incomplete answers.
Pronouns

Pronoun consistency

Make sure not to shift between referring to yourself in the first person (I, we, my, our) and the third person (the author, the researchers).

In correct: The researchers interviewed 12 participants, and our results show that all were in agreement.
**Pronouns**

**Pronoun consistency**

Make sure not to shift between referring to yourself in the first person (I, we, my, our) and the third person (the author, the researchers).

In correct: The researchers interviewed 12 participants, and our results show that all were in agreement.

Correct: **We interviewed** 12 participants, and **our** results show that all were in agreement.

Correct: **The researchers** interviewed 12 participants, and **the results** show that all were in agreement.
Spelling Out Numbers

Numbers from zero through nine, unless the number is part of a measurement or is used in standards that are approved by organizations such as International Organization for Standardization (ISO)

- three computers (a count)
- 3 MIPS (a measurement)
- XDR fits into the presentation layer (layer 6) of the ISO reference model.

- Approximations
  - You can choose from hundreds of applications for your computer.
Spelling Out Numbers

• Any number that begins a sentence
  • Ten files are required.

• With o’clock, the number is always spelled out.
  • The baby wakes up at five o’clock in the morning.

• A number that is immediately followed by a numeral
  • Print twelve 500,000-byte files.
  • Print 12 of the 500,000-byte files.
Using Numerals

Use numerals in the following cases:

- Numbers 10 or greater

- Numbers less than 10 if they are of the same type and appear in the same sentence, paragraph, or bulleted list as numbers of 10 or greater
  - The menu offers 11 options, but you use only 4 options.
Using Numerals

- Negative numbers
- Most fractions
- All percentages
- Time (a.m., p.m.)
- Precede “million” and “billion,” with a numeral
  - 3 million instructions per second
Using Numerals

• All decimals, including the leading zero
  • 0.15
  • 1.25
• All measurements ("Units of Measurement")
  • 6 pounds
  • 3.5-inch disk drive
• Units of time smaller than one second
  • 5 milliseconds
• Bit and byte references
  • 4 bytes
  • 8-bit color
• Chapter, section, page, step, figure, example, and table numbers
  • Step 4
  • Section 6.2
Punctuating Numbers and Numerals

Numbers and numerals generally require the same punctuation as words.

• Do not hyphenate numbers or numerals when they serve as single modifiers.
  • Your file contains 500,000 bytes.
• Hyphenate numbers or numerals in compound modifiers.
  • Print the 500,000-byte file.
• Do not use a comma in numerals of four digits.
  • 1028
  • 6000
• Use a comma in numerals of more than four digits.
  • 10,000
  • 600,000
Quiz

1. If you let her nap for 2 hours, she will be until midnight.
2. His company grew from seven employees to thirty-seven employees in 4 months.
3. A .9% profit is not the same as a 9% profit.
4. The hotel woke us up at 6 o’clock.
5. A 7:40 o’clock bedtime for a toddler sounds about right.
6. Please send me a reimbursement check for two hundred thirty three dollars.
7. 10% of insomniacs are also sleepwalkers.
8. For just 5 dollars more per month, you can have your checks deposited directly into your account.
9. A .05 cent postage increase is set for May.
10. 1/3 of an adult’s body is made up of water.
Quiz

1. If you let her nap for 2 hours, she will be until midnight. (CORRECT)
   OR If you let her nap for two hours, she will be up until midnight.

1. His company grew from seven employees to thirty-seven employees in 4 months. (CORRECT) OR His company grew from 7 employees to 37 employees in four months.

2. A 0.9% profit is not the same as a 9.0% profit.

3. The hotel woke us up at six o'clock.

4. A 7:40 bedtime for a toddler sounds about right.

5. Please send me a reimbursement check for two hundred thirty-three dollars.

6. Ten percent of insomniacs are also sleepwalkers.

7. For just five dollars (or $5.00 or $5) more per month you can have your checks deposited directly into your account.

8. A $.05 (or five-cent) postage increase is set for May.

9. One-third of an adult's body is made up of water.
Headings

How to write
Misuse of words
Tense
Voice
Euphemisms
Abbreviations and Acronyms
Pronouns
Numbers
Further reading

Körner AM. Guide to Publishing a Scientific Paper
Kirkman J. Punctuation Matters
Straus J. The Blue Book of Grammar and Punctuation
Young DJ. The Mechanics of Writing
سپاس از توجه شما!