# Academic Writing

1. **Unit 1 Academic Writing Style**
   1. **Questions**
      1. (1) How is academic writing different from other forms of writing?
      2. (2) What is your purpose of initiating an academic research?
      3. (3) What are the key characteristics of academic writing?
   2. **The Most Important Features**
      1. **more objective (the inherent objectivity)**
         1. they want to see what you can show, demonstrate and prove through evidence
         2. Strategies
            1. (1) **Hedging Language** (tentative / unsure): introduction, discussion (Y）；method, results, conclusion (N)

情态动词：may, might, would, could

副词：possibly, likely, probably, perhaps, presumably, approximately

动词：appear, seem, suggest, estimate

名词：assumption, possibility, estimate

短语：according to ... , I assume ... , to our knowledge

句型：It may suggest that ... , It seems reasonable to assume ...

——反义： a certain amount of, a quantitative estimate

* + - * 1. (2) **Empty introductory phrases**
        2. (3) **The passive voice**
    1. **more complex (complexity**)
       1. Formality of Language：语言的正式性，选词更高级 e.g.: the most significance distinction
       2. Grammatical Structures：句型结构
          1. **the passive voice, noun phrases, relative clauses**（关系从句）
       3. Density of Language：语言的密度
          1. **content words**（实义词, verbs and nouns）, **structure words**（结构性的词, prepositions and conjunctions）
          2. e.g. : be differentiated from
    2. **a more formal structure (formality of structure)**
       1. text: **a specific, formalized structure ; cohesion**（凝聚，结合） **and coherence**（一致性，连贯性）
       2. paragraphs: **the same length throughout ; a similar structure**
    3. **more referencing**
    4. 练习
       1. considerable（相当大的，值得考虑的，重要的）；obtain；numerous；consequence（结果）；uncertain（up in the air的替换词）
  1. **Language Focus**
     1. **A. Word Choice** : 正式的，单个的
        1. try to find out — discover，discovery look at carefully — examine，examination go up and down — fluctuate（波动，涨落；使波动，使动摇），fluctuation set up — establish，establishment get rid of — eliminate（消除，排除），elimination cut down — reduce，reduction help out — assist，assistance go up — increase，increase look into — investigate，investigation make sure something is true — verify（核实，查证），verification ask for — request go down with — contract （感染） deal with — handle find out — discover take in — deceive（欺骗，行骗） check up on — investigate put up with — tolerate（忍受，默许，宽恕） catch on — understand make up for — compensate（补偿，赔偿） go up — increase / rise bring about — advance, promote, create do over — repeat come up with — develop, devise, compile（编制，编译，编辑，汇编）, create pick up — detect（察觉，发现，探测） meet with — encounter
        2. rise：vi. 上升 = go up ; arise : vi. 出现，上升，起立 =emerge ； raise: vt. 提高，养育，饲养，筹集 ； arouse : vt. 唤醒 — awareness
     2. **B. Formal Grammar and Style**
        1. complex ≠ complicated（难懂的，复杂的）
        2. **Recommendations**
           1. (1) avoid contraction（缩写）
           2. (2) use the more appropriate formal negative forms

not ... any — no not ... much — little not ... many — few

* + - * 1. (3) limit the use of "run on" expressions, such as "and do forth" and "etc."（省略的短语少用）

These semiconductors can be used in robots, CD players, etc. —>

These semiconductors can be used in robots, CD players, and other electronic devices.

* + - * 1. (4) avoid addressing the readers as "you"
        2. (5) limit the use of direct questions
      1. 练习：prerequisite n.先决条件；adj.首要必备的
    1. **C. Linking Words and Flow**
       1. conj. : and , but , or , when , if
       2. adv. : however
  1. **Academic Writing Skills**
     1. A. Recognizing Different Styles
     2. B. Choosing Appropriate Styles
        1. precise（精确的，明确的，严格的）, reliable（可靠的，可信赖的）, formal, and structures (Y) —— ambiguity （模棱两可 — ambiguous）

1. **Unit 2 Research Proposal**
   1. scope, the time frame（时间框架）, the available resources, evaluate (evaluation) your expertise（评估专业素养）, an objective（目标）, an question, a declarative statement（阐述性的声明）, an interrogative statement（疑问的语句）
   2. 七大内容，title最重要
      1. **A Clear Working Title**
         1. 先有topic，再有title
         2. time, scope, available resources
         3. refine（修改，润色）
      2. Overview of the Research
      3. Review of Literature
      4. Research Methodology
      5. Facilities Required
      6. Conclusion
      7. List of Key Reference
   3. **Language focus**
      1. **A. Personal Pronouns**
         1. **First person pronouns:** strengthen your impersonal tone and establish credibility by removing first person pronouns
         2. **Second person pronouns:** are seldom used unless you give instructions
         3. **Third person pronouns:** sound more objective and convincing, are safer and more widely used
      2. **B. Nominalization**
         1. a target — noun / noun phrases — verb — sentence
         2. discover — discovery cover — covery recover — recovery refer — reference prefer — preference confer — conference special — specialization describe — description subscribe — subscription proscribe — prescription investigate — investigation navigate — navigation propose — proposal dispose — disposal （处理，支配，清理，安排——disposition，处置，性情，部署，倾向） indicate — indication specific — specificity assume — assumption consume — consumption efficient — efficiency proficient — proficiency deficient — deficiency liable — liability（责任—义务） duplicate — duplication extensive — extensiveness significant — significance suffice — sufficiency insuffice — insufficient — insufficiency know English well = high level of English fit / suit / qualify — fit / suitable / qualified
   4. **Academic Writing Skills**
      1. **A. Select a Topic**
      2. **B. Formulating（规划，明确地表达） the Focus**
      3. **C. Establishing a Working Title**
2. **Unit 3 Introduction & Literature Review**
   1. **Warm-up**
      1. A. Introduction: a summary or overview, guiding the readers
      2. B. Literature Review
         1. a critical and in-depth evaluation
         2. relationships
            1. among different opinions
            2. among your own relevance to the previous
         3. 形式：a stand-alone paper ; a part of the introduction section (term papers & journal papers) ; an entire chapter (a thesis or dissertation)
   2. **语通未来——Typical ingredients in introduction section**
      1. a statement of the importance of the subject
      2. mention of previous work on the subject
      3. a justification for dealing with the subject
      4. a statement of your objectives
      5. a statement of the limitations of the work
      6. a mention of some of the differing viewpoints on the subject
      7. a definition of the topic being discussed
   3. **Language focus**
      1. **A. Tenses in Citation**
         1. **Simple present tense:** cite other authors' ideas （引入前人研究）— relate what other authors say / discuss the literature, theoretical concepts, method
         2. **Simple past tense:** 把作者看作主语 XXX (2009) an integral citation / named researchers as subject / used to particulars for recounting events, results found or a preceding generalizations, or the basis for a claim, etc.. / *investigated, studied, compared, analyzed, found, examined*
         3. **Present perfect tense:** 过去的研究对现在的作用，与现在有相关性 / used to state that the research results are recent, expressing what has been found over an extended period in the past and up to the present to highlight the direct relevance of previous studies to the writer's own research
      2. **B. Citing Verbs** ——
         1. **三种类型（背！）**
            1. **Neutral（中立的）：**describe, show, reveal, study, demonstrate, note, point out, indicate, report, observe, assume, take into consideration, examine, state, believe, mention
            2. **Tentative（试探性的，模糊的）：**suggest, speculate, intimate, hypothesize, moot, imply, propose, recommend, posit the view that, question the view that, postulate
            3. **Strong（强）：**argue, claim, emphasize, contend, maintain, assert, theorize, support the view that, deny, negate, refute, reject, challenge, strongly believe that, counter the view / argument that
         2. the structure of sentences can vary and be flexible
            1. invert the subject and verb （倒过来）
            2. an extra sentence introduction or "lead-in"（插入后再阐述）
   4. **Academic Writing Skills**
      1. **A. Citing Previous Research**
         1. (1) in-text citation（文中引用）: APA
         2. (2) prominent（突出）
            1. information prominent citation: (Smith, 2000)
            2. author prominent citation: Smith (2000) / Jones et al. (2004)
            3. weak author prominent citation: (Nguyen, 2005**;** Smith, 2000**;** Wilson, 2003)
      2. **B. Relating Literature to Your Research**
         1. What do we already know in the immediate area concerned?
         2. What are the characteristics of the key concepts or the main factors or variables?
         3. What are the relationships between these key concepts, factors or variables?
         4. What are the existing theories?
         5. Where are the **inconsistencies** or other **shortcomings** in our knowledge and understanding?
         6. What views need to be (further) tested?
         7. What evidence is lacking, inconclusive, contradictory or too limited?
         8. **Why** should we (further) study the research problem?
         9. What **contribution (significance)** can the present study be expected to make?
         10. What research designs or methods seem unsatisfactory?
      3. **C. Avoiding Plagiarism** **（必考！练习！）**
         1. 改写（a paraphrase）：几乎和原句同样长，结构改变；总结（a summary）：句子短一般，结构可变可不变
         2. **避免抄袭的三种方法**
            1. **(1) Quoting**

use quotation marks

copy the exact words

give reference details

* + - * 1. **(2) Paraphrasing 【structure & lexical】【定义】**

keep the meaning

change the word order

change most of the words

give reference details

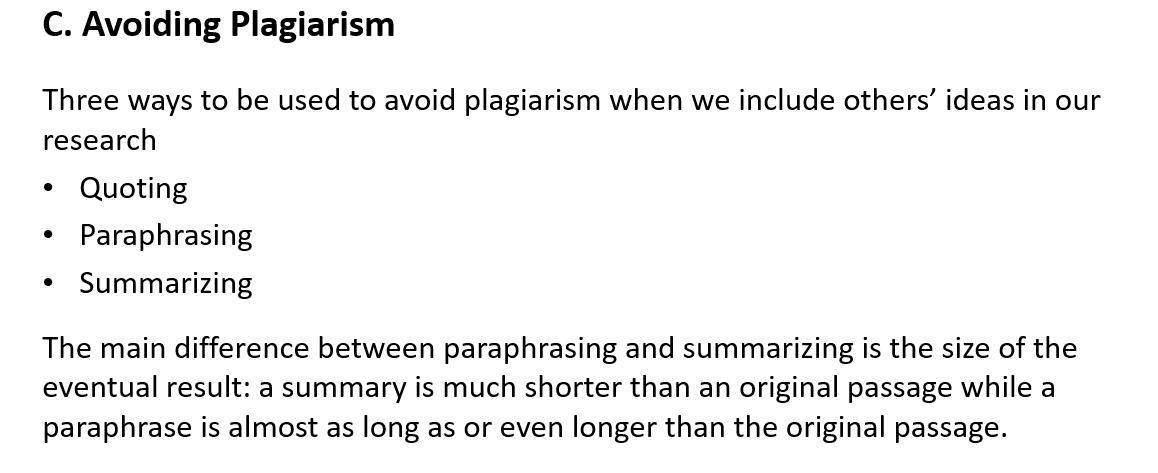
* + - * 1. **(3) Summarizing**

keep the author's main ideas

avoid simply copying the author's words

express in your own words

give reference details



* + 1. **D. Writing a Literature Review**
       1. Step 1: Decide on your areas of research
       2. Step 2: Search for the literature
       3. Step 3: Find relevant excerpts in the books and articles (five things)
          1. (1) Claims, conclusions, and findings about the constructs you are investigating
          2. (2) Definitions of terms
          3. (3) Calls for follow-up studies relevant to your project
          4. (4) Gaps you notice in the literature (previous and yours)
          5. (5) Disagreement about the constructs you are investigating
       4. Step 4: Encode the literature （解码：改写，改结构和用词）
       5. Step 5: Create Your Conceptual Schema
       6. Step 6: Write Your Literature Review

1. **Unit 4 Methodology Description**
   1. **Warm-up**
      1. Research methodology: the method, the instrument, the measure, the techniques
      2. Data collection: relevant data and valued instrument, primary or secondary
      3. Quantitative data: more reliable and objective
      4. Qualitative data: descriptive, unmeasurable, mostly through observation
   2. **Language focus**
      1. **A. The Passive Voice**
         1. 被实施：be conducted / performed；完成：conclude / complete；给出背景信息：be included / presented / disclosed
      2. **B. Sequential Markers**
         1. 同时进行的：simultaneously synchronize（同步）
         2. Firstly ..., To begin with ..., First of all ..., Initially ...
         3. Secondly ..., Next ..., After that ..., In addition ..., Subsequently
         4. Finally ..., Lastly ..., Eventually ..., Consequently
   3. **Academic Writing Skills**
      1. **A. Identifying Information Elements（背！）【方法论部分应当包含的要点】**
         1. **Overview of the research：**brief description about what has been done
         2. **Subjects：**the people / subjects studied, or the things tested （Subject和Sample的区别：关键词不同；总括（general）和分组分类的区别（specific））
         3. **Location：**where a research takes place
         4. **Restrictions / Limiting conditions：**precautions taken to make sure that the data is valid
         5. **Sampling techniques：**describing how the subjects are selected for research
         6. **Materials：**the materials used to conduct a study or an experiment
         7. **Procedure：**the steps of conducting the research in a chronological order
         8. **Statistical treatment：**describing how the statistics are examined（= data analysis）
      2. **B. Ordering Methodology Elements （决定研究方法的影响因素）**
         1. **method:** identifying the method of research;
         2. **subjects:** specifying the subjects of study;
         3. **sample:** selecting an adequate representative sample of subjects;
         4. **instruments:** selecting reliable instruments for measuring the variables in a research problem;
         5. **procedure:** describing the procedure to be employed for conducting your research;
         6. **data:** collecting data;
         7. **results:** analyzing and interpreting your results.
      3. **C. Gathering Information for a Method Section**
         1. the materials used in the study
         2. how the materials were prepared for the study
         3. the research protocol（草案）
         4. how measurements were made and what calculations were performed
         5. which statistical tests were done to analyze the data
      4. **D. Describing Methodology —— validity and credibility**
         1. The selection between qualitative and quantitative research has to be justified.
         2. If a survey of students in five high schools in an area is selected, the sample size and the selection of samples have to be justified. Selection methods also have to be stated.
         3. Arrangements for data collection have to be stated and justified.
         4. Interview questions or questionnaires have to be stated and justified.
         5. Methods and software for analyzing data have to be stated and justified.
      5. **E. Design a Questionnaire**
         1. title, overview, statement (aims, how)
         2. open questions and closed questions
         3. 8 steps
2. **Unit 5 Results & Discussion**
   1. **Warm-up**
      1. present the results with texts and the statistical techniques
      2. results: research questions
      3. discussion: be connected to the introduction section by the way of the question(s) or posed hypotheses and cited literature
   2. **Sample Reading ——** **discussion information elements**
      1. (1) possible **explanations** for the finding(s)
      2. (2) the **new findings** which is different from previous studies
      3. (3) a **reference** to the main purpose / research questions of the study
      4. (4) a **review** of the most relevant / important finding(s)
      5. (5) a **comparison** between expected results and other studies
      6. (6) a **summary** of the finding(s)
   3. **Language focus**
      1. **A. Comparison and Contrast ——graph description**
         1. Comparison: like, too, similar to, both, likewise, as well as, also, in the same way, have ... in common, the same as, accord with, in accordance with（和...一致）
         2. Contrast: although, yet, whereas, however, but, while, instead, unlike, unless, be different from, the reverse, differ, contrary to, conversely, even though, on the contrary, on the other hand, by contrast, a higher inaccuracy rate in
      2. **B. Cause and Effect**
         1. because, therefore, result from, because of / due to, cause, lead to, result in , owe to, contribute to, produce
   4. **Academic Writing Skills**
      1. **A. Describing the Graphic Information**
         1. **introduce and make general statement**
            1. The chart shows / compares ...
         2. **refer a graph**
            1. As can be seen / It can be seen from the graph ...
            2. As shown in Graph 3, ...
            3. From the graph above, it may can be seen / concluded / shown / estimated / calculated / inferred that
            4. The graph shows / presents/ provides that
            5. The graph below / The pie chart above shows / illustrates ...
            6. According to Table 1, ...
         3. **describe a graph**
            1. There was a minimal / sight / slow / gradual / steady rise
            2. There was a rapid increase
            3. There was a(n) marked / large / dramatic/ steep / sharp / abrupt decrease / decline / reduction / fall / drop
            4. There was a sudden fluctuation
         4. **describe a curve or a trend**
            1. a gradual / slight increase; a sharp / steep rise; the peak; a rapid / abrupt fall; a slight dip; no change; slow fall
            2. It shows an upward trend ...
            3. It shows a downward trend ...
         5. **make a conclusion**
            1. to sum up; in conclusion
            2. It appears that ...
            3. The two charts clearly show ...
         6. **major steps**
            1. (1) Introduce the graphic information briefly and indicate the main trend. (place, time, content, purpose)
            2. (2) Describe the relevant and the most important data and make some comparison if necessary.
            3. (3) Summarize the data or trends.
            4. Highlight: apparent, clear, interesting, obvious, revealing, significant
      2. **B. Strengthening or Weakening a Claim**
         1. **strengthening a claim**
            1. n. : certainty, evidence
            2. v. : show, prove, establish, confirm, conclude, determine
            3. adj. : key, central, crucial, basic, fundamental, major, principal, essential, significant
            4. adv. : very, pretty, quite, clearly, obviously, undoubtedly, certainly, indeed, inevitably, invariably, always, literally
         2. **weakening a claim**
            1. v. : appear, argue, doubt, estimate, seem (as), seem, speculate, suggest
            2. adv. : largely, likely, mainly, maybe, perhaps, possibly, probably, rather, relatively, seemingly, somewhat, sometimes
      3. **C. Outlining the Results and Discussion Section**
         1. **Move 1: Prepare the information**
            1. Step 1: review and check
            2. Step 2: a logical manner, priority
            3. Step 3: read the literature review section again
            4. Step 4: read the introduction section, regard the conclusion
         2. **Move 2: Report the results**
            1. the core element, statistics and examples, research purpose and research questions, in diagrams and in text
         3. **Move 3: Comment on the results (discussion)**
         4. **Move 4: Summarize the results and the discussion**
            1. First: the structure, the sequence
            2. Second: the appropriate language style
            3. Third: revision
3. **Unit 6 Research Conclusion**
   1. **Warm-up**
      1. summarize, analyze and evaluate, implications and limitations, suggestions for improvement, speculate on future directions
   2. **Sample Reading**
      1. summary：一般过去时； **major findings**：一般过去时； implication：一般现在时； limitation：一般过去式； recommendation：一般现在时
      2. passive voice
   3. **Language focus**
      1. **A. Summarizing**
         1. some useful tips
            1. highlight the main points
            2. make notes of the main points, leave out (omit) examples
            3. restate or repeat the main points
            4. do not add your own ideas (keep original)
            5. shorter
            6. include references to the original sources
      2. **B. Paraphrasing**
         1. in other words: fuller and clearer, reproduce
         2. 改词汇、改句法（lexical / syntactic transformation）
            1. use synonyms（同义词）
            2. change word forms
            3. make necessary structural adjustments
            4. change between the affirmative and the negative
            5. include references to the original sources
   4. **Academic Writing Skills**
      1. **A. User Sentence Patterns（用句型）**
         1. **课本**
            1. has demonstrated that ...
            2. have shown how ...
            3. It was notable that ...
            4. have examined the relationship between ...
            5. In this paper, we proposed an idea of ...
            6. Experimental results obtained by ... have shown that ... . / ... is still preferable for ...
            7. Much work needs to be done to ...
            8. It also raises further questions for future investigations on the topic.
            9. It is to be hoped that ...
            10. Several implications for future research work are suggested by ...
            11. be in response to the limitations of ...
            12. After all, ...
         2. **语通未来 —— summarize the findings**
            1. This study has shown that ...
            2. These findings suggest that in general ......
            3. One of the significant findings to emerge from this study is that ...
            4. The following conclusion can be drawn from the present study .....
            5. The relevance of X is clearly supported by the current findings.
            6. The second major finding was that ......
            7. The results of this investigation show that .....
            8. The most obvious finding to emerge from this study is that ....
            9. Multiple regression analysis revealed that the .....
         3. **语通未来 —— significance of the findings**
            1. These findings enhance our understanding of ...
            2. The current findings add substantially to the understanding of .... .
            3. The current findings add to a growing body of literature on ....
            4. The study has gone some way towards enhancing our understanding of ..
            5. The present study, however, makes several noteworthy contributions to...
            6. The empirical findings in this study provide a new understanding of ...
            7. The findings from this study make several contributions to the current literature.
            8. The present study provides additional evidence with respect to ....
            9. The present study confirms previous findings and contributes additional evidence that- aggests.
         4. **语通未来 —— limitations of the research**
            1. Finally, a number of limitations need to be considered. First, ....
            2. The most important limitation lies in the fact that ....
            3. The current investigation was limited by
            4. The project was limited in several ways. First, the project used a convenience sample that ....
            5. However, with a small sample size, caution must be applied, as the findings might not be transferable to ....
            6. Our findings in this report are subject to three limitations. First, these data apply only to .....
            7. An issue that was not addressed in this study was whethe....
            8. One source of weakness in this study which could have affected ....
            9. Several limitations to this pilot study need to be noted.
            10. The main weakness of this study was the paucity of .....
         5. **语通未来 —— recommendations for further research**
            1. Further work needs to be done to establish whether ....
            2. It is recommended that further research be undertaken in the following areas.
            3. Further research in this field/regarding X would be of great help in ...
            4. Further investigation and experimentation into X is strongly recommended.
            5. It would be interesting to assess the effects of .... .
            6. These findings provide the following insights for future research ...
            7. Considerably more work will need to be done to determine ....
            8. It would be interesting to compare / A further study could assess ....
            9. The issue of X is an intriguing one which could be usefully explored in further research.
            10. Future research should therefore concentrate on the investigation of ....
         6. **语通未来 —— implications / recommendations**
            1. The current study has a number of important implications for future practice.
            2. These findings suggest several courses of action for ....
            3. An implication of these findings is that both X and Y should be taken into account when ....
            4. Another important practical implication is that
            5. Other types of X could include:a), b). ...
            6. This can be used to develop targetted interventions aimed at ....
            7. A reasonable approach to tackle this issue could be to ....
            8. Taken together, the findings do not support strong recommendations to ....
      2. **B. Restate the Research Objective（呼应前文，相同意见，不用给答案或结论，结论放在major findings）**
         1. This study set out to determine ...
         2. The present study was designed to determine the effect of ...
         3. In this investigation, the aim was to assess ...
         4. The purpose of the current study was to determine ...
         5. **This project was undertaken to design ... and evaluate ...**
         6. Returning to the hypothesis / question posed at the beginning of this study, it is now possible to state that ...
      3. **C. Writing a Conclusion Section**
         1. Be careful not to draw conclusions from data involving errors of observation.
         2. Do not use mathematical formulas without clear understanding of the derivations and all the assumptions involved.
         3. Avoid confusing facts with opinions of influences, not only in the investigation itself but also in preparing results for publication.
         4. Do not draw a conclusion from too few data, or too broad a conclusion that is based on extrapolated curves.
         5. Guard against failing to qualify a conclusion, in order to show the limits within which it applies, or the variation which is to be expected.
4. **Unit 7 Abstract & Documentation**
   1. Information Elements
      1. **background, objective, materials, approach, findings, conclusions, implications, limitations**
      2. materials, approach, findings, method 过去时；background, objective 现在时；implication, limitation有时无
   2. **Language focus**
      1. **Verbs, Sentence Patterns, and Verb Tenses**
         1. **A. Verbs and Sentence Patterns in an Abstract**
            1. (1) Background

Verbs: originate, provide, summarize, review

Sentence Patterns

The theory comes / stems/ emerges/ originates from ...

The theory is obtained from ...

* + - * 1. (2) Objective

Verbs: develop, explain, address, aim, attempt

Sentence Patterns

This paper develops a theoretical framework to ...

This report / thesis / presentation ... explains / outlines / summarizes / evaluates / surveys / develops / investigates / discusses / focuses on ... the results of ...

* + - * 1. (3) Research focus(es)

Verbs: present, discover, include, study

Sentence Patterns

The chief aim / main purpose / primary object / major objective / principal goal of the study is to present ...

The main purpose of this essay is to discover ...

* + - * 1. (4) Research process

Verbs: examine, conduct, analyze, discuss, consider, investigate

Sentence Patterns

Firstly, ... was examined ..., and then, the experiment on ... was conducted.

After ... was analyzed, the results were discussed.

Before the questionnaire was designed, ... must be considered.

* + - * 1. (5) Methods

Verbs: observe, collect, estimate, calculate, measure

Sentence Patterns

The curative effect / sensitivity / function of certain drug / kit / organ was observed / detected / studied

The experiment was designed to collect the data on ...

* + - * 1. (6) Research results

Verbs: show, present, indicate, demonstrate, illustrate, imply

Sentence Patterns

It has been found / observed / proved/ shown that ...

These experiments indicate / reveal / show / demonstrate that ...

The approach / method / framework promises to be ...

The results show / indicate / suggest that ...

It is shown / concluded / proposes that ...

This could imply that ...

These studies are of significance to ...

These results have direct application to ...

* + - * 1. (7) Conclusion

Verbs: summarize, introduce, conclude

Sentence Patterns

This article summarizes ...

The experiment has introduced ...

This causes / results in / leads to / brings about / give rise to ...

The data leads us to a conclusion that ...

The data enables us to conclude that ...

* + - 1. **B. Verb Tense in an Abstract（背！）**
         1. background, conclusions: 一般现在时
         2. research activities: 一般过去时 或 现在完成时
         3. methods， results: 一般过去时
  1. **Academic Writing Skills**
     1. **A. Preparing for Writing an Abstract**
        1. (1) Identify the major objectives and conclusions.
        2. (2) Identify phrases with keywords in the method section.
        3. (3) Identify the major results from the discussion or results section.
        4. (4) Assemble the above information into a single paragraph in a right information order with appropriate verbs, tense, and sentence patterns.
        5. (5) Remove extra words and phrases.
        6. (6) Revise the paragraph so that the abstract conveys only the essential information.
        7. (7) Check to see if it meets the guidelines of the targeted journal.
        8. (8) Give the abstract to a colleague (preferably one who is not familiar with your work) and ask him/her whether it makes sense.
     2. **B. Outlining an Abstract**
        1. 5 major information elements: namely background, research objective, methods, results, and conclusion
     3. **C. Drafting an Abstract Together with Keywords**
     4. **D. Making a Reference List**
        1. **3 functions**
           1. it is used to avoid plagiarism
           2. it tells editors and readers what sources have been cited in the paper
           3. it can help readers to refer to the materials when they write papers
        2. **3 rules**
           1. authoritative, up-to-date, 2 or 3 articles in the journal that you want to submit
        3. **参考文献格式**
           1. IEEE： technical fields, particularly in computer science

作者名字（名可以缩写）, "书里的章节名称," in *书名*, 出版社城市, 非美国的出版社国家: 出版社缩写, 出版年, pp. xxx-xxx.

作者名字（名可以缩写）, "论文名," *期刊名缩写*，vol. x, no. x, pp. xx-xx, 月份缩写, 年

* + - * 1. MLA：literature, art, humanity

作者的姓, 作者的名. *书名*. 出版地: 出版社, 出版年份. 出版载体（Print）.

作者的姓, 作者的名. “文献名." *期刊名*. 卷. 期 （年）: 页码. 出版载体（Print）.

* + - * 1. APA: social science

1. **Unit 8 Acknowledgement & Submission**
   1. **Sample Reading**
      1. Acknowledgement: 先项目编号、基金编号，再致谢具体某人做某事
      2. Submission Cover Letter: 开门见山说目的，简明扼要；implication，论文价值，可以长一点【重要】；声明：获得所有作者同意，没有利益冲突，没有一稿多投；同行评议；补充；email的结语
      3. 感谢：thank, appreciate；参与：participant in / be recruited in；感激：gratitude, thank, appreciate / grateful, thankful；匿名陪审员：anonymous reviewers；修回意见：revisions, reviews, comments；专长：specialism, expertise；稿子：manuscript；部分由...资助：be partly / partially supported by；资助：support, fund
   2. **Language focus**
      1. **Politeness**
         1. Salutation: Dear Dr. xxx
         2. Closing: Kind regards (Best, Warmest)
         3. Signature: Prof. Dr. xx
         4. Context
            1. Establish common ground: As we all know, ... / As you would agree, ... / As the reviewer suggests that ...
            2. Go on a record: Thank you for the message ... / Special thanks to you for your invaluable comments.
         5. Pre-closing: Look forward to hearing from you.
         6. Enclose: Attached is the following ... / Please find attached the manuscript.
         7. Confirmation
            1. Minimize imposition: I agree with you regarding ...
            2. Establish common ground: It's really true as the reviewer suggests that ... / We have made correction according to the reviewers' comments. / Considering the reviewers' comments, we have ...
         8. Request
            1. Go on a record: I would appreciate it if you could ...
            2. Minimize imposition: Please let me know if ...
            3. Hedged: Can you please ... / I wonder if you could ...
         9. Apology: I am sorry for negligence of ... / for my incorrect writing ...
         10. 课本习题
             1. 感谢您指出这一点：Thank you for pointing it out / raising the point.
             2. 请告知：Please let me know.
             3. 根据评审的意见：considering / according to the reviewers' comments / as suggested by the reviewers
   3. **Academic Writing Skills**
      1. **A. Writing a Submission Cover Letter**
      2. **B. Writing a Reply to the Decision Letter**
         1. 格式
            1. From:

To:

CC:

Subject:

Body:

Dear Dr. xx

Manuscript ID: xxx

Manuscript Title:

常用词：revise, double check, highlight, upload, log on

I look forward to receiving your revised manuscript.

Kind regards

Xxxx

Editor-in-Chief, *期刊名*

邮箱