

# English Academic Writing: Unit 8 Acknowledgements&submission

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## Acknowledgments

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### What to Include in Your Acknowledgments Section

- Acknowledgment sections are always present in both **papers** and **academic theses**.
- For papers, the Acknowledgments section is usually presented at the back...
- whereas in a thesis, this section is located towards the front of the manuscript and is commonly placed somewhere between the abstract and introduction.

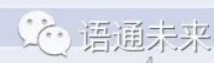
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Source: <https://www.cwauthors.com/article/what-to-include-in-your-acknowledgments-section>

- However, the exact location varies between each university, as each establishment possesses its own style guide for theses and student submissions.
- So, it is always worthwhile consulting your university's academic style guide before writing a manuscript for undergraduate/postgraduate submission.)



academic theses	a journal publication
Their supervisor's contributions	Direct technical help (e.g. supply of animal subjects, cells, equipment setup, methods, statistics/data manipulation, samples, chemicals/reagents, analytical/spectroscopy techniques)
The research group (especially if the thesis in question is a master's and the work is helped along by a PhD student)	Indirect assistance (topical and intellectual discussions about the research which can lead to generation of new ideas)
The support staff (laboratory technicians etc.)	Affiliated Institutions
Any students who undertook side projects with them (e.g. final year undergraduates, summer students, master's students)	Funding bodies
Administrative staff (there can be a lot of bureaucracy for thesis submissions)	Grant numbers
The referees that got them onto the course (postgraduate only)	Who received the funding (if not the author- e.g. a supervisor)
Their funding bodies	Any associated fellowships
Any collaboration with industry and the people they worked with at said establishment(s)	
Colleagues	
Friends and family	



- Mr, Mrs, Miss 😞
- Dr, Professor, President 😊

(Aside from who to include in your Acknowledgments section, it should also be stated that titles such as Mr, Mrs, Miss etc. are not commonly included, but honorary titles such as Dr, Professor etc. are. The institutions of the acknowledged people are usually mentioned.)

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- Also, it is not common practice for the lead paper writer (i.e. the person writing and publishing the manuscript) to acknowledge the other authors/direct contributors to the paper.
- Only those who are not recognized as authors may be thanked and acknowledged.
- Authors are also not allowed to thank reviewers personally, or those who inspire them but cannot directly receive their appreciation – although reviewers can be thanked if they are kept anonymous.

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## Two samples from the [Nature Communications](#) Journal

### Acknowledgements

We thank Dr. Chandra Tucker (University of Colorado Denver) for providing CIB1-GFP-Caax and CRY2-mCherry; we thank Dr. Jonathan Weissman (University of California, San Francisco) for providing the Sec61 plasmid. We thank Dr. Chentao Lin (University of California, Los Angeles) for providing GFP-BIC1 construct. We also thank Zhuoluo Feng (Currently in China Resources) for assistance in constructing the controllable blue LED array. We thank Xin Zhou (Stanford University) for comments on the manuscript. This work was supported by the US National Institute of Health (DP2-NS082125) and a Packard fellowship in Science and Engineering.

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## How to say “thank you” in your thesis...

Source: [https://esl.gatech.edu/sites/default/files/LI/li-how to write acknowledgements in a dissertation.pdf](https://esl.gatech.edu/sites/default/files/LI/li-how%20to%20write%20acknowledgements%20in%20a%20dissertation.pdf)

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- According to one source, the *Acknowledgements* section of a Ph.D. dissertation is the most widely read section. !!!
- Whether you believe this or not, many individuals who helped you in the process of writing may check to see if, indeed, they have meant something to you.



- When you write your acknowledgements, write an exhaustive list of all the people you wish to thank for helping or collaborating with you on your thesis;
- Then organize them, beginning with those who helped you with the product (the actual writing of the dissertation itself) the most. You may even want to say some words about the people who helped you in finding the sources for your thesis: the librarian's knowledge and patience cannot be overestimated.
- Do not overlook those (perhaps before you came to SEU) who helped you to gain practical experience. These people may have been paramount in their contribution to what you achieved at Tech. At the end, most writers thank those who lent moral/emotional support. Of course, they are often parents, spouses, friends, and colleagues—all of those who supported your effort.



## Very strong thanks

(save these for the people who helped you the most)

- I would like to express my deepest appreciation to my committee  
I'm deeply indebted to
- I would also like to extend my deepest gratitude to ....
- I'm extremely grateful to (Something—my success, the completion of my dissertation) would not have been possible without the support and nurturing of (person).
- I cannot begin to express my thanks to ..., who ....



## Less strong, but very appreciative

- I would like to extend my sincere thanks to ...
- I must also thank ...
- I would like to thank...
- I also wish to thank...
- I am also grateful to ...
- I'd also like to extend my gratitude to ....
- Many thanks to ...
- Special thanks to ...
- Thanks also to ...
- Thanks should also go to ...
- I very much appreciate...
- Especially/Particularly helpful to me during this time were \_\_\_\_, \_\_\_\_, and \_\_\_\_, who ... I also had great pleasure of working with ....
- I cannot leave SEU without mentioning (person), who. ....



## Less strong, but certainly adequate

- I'd like to acknowledge the assistance/help/effort of....
- I gratefully acknowledge the assistance/help/effort of ...
- I'd like to recognize the assistance/help/effort that I received from  
.....



## After you thank, say WHY you are thanking them in the following ways:

- Several people/someone played a decisive role in (doing something for you)
- Someone provided you with encouragement and patience throughout the duration of this project
- Someone was instrumental in (doing) something for you...
- Someone whose help cannot be overestimated....
- Someone extended a great amount of assistance...
- Someone always supported and nurtured you...
- Someone never let you down...
- Someone never wavered in their support..



## Some adjectives/nouns to describe what these people gave you:

- valuable advice / invaluable contribution / suggestions / experience
- invaluable insight into (something)
- relentless/unrelenting/unparalleled support
- profound belief in my work/in my abilities
- useful/practice/helpful contributions
- practical suggestions
- helpful advice
- unwavering support/unwavering guidance
- constructive criticism/advice
- ingenious/insightful suggestions
- knowledge (extensive knowledge, unparalleled knowledge)
- patience that cannot be underestimated guidance



## Submission





# What should I include in a cover letter?

## • Essential information:

- Editor's name (when known)
- Name of the journal to which you are submitting
- Your manuscript's title
- Article type (review, research, case study, etc.)
- Submission date
- Brief background of your study and the research question you sought to answer
- Brief overview of methodology used
- Principle findings and significance to scientific community (how your research advances our understanding of a concept)
- Corresponding author contact information
- Statement that your paper has not been previously published and is not currently under consideration by another journal and that all authors have approved of and have agreed to submit the manuscript to this journal



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2. List the information elements of a submission cover letter based on Sample Reading 2.

Parts	Key words
Part 1	Basic submission information (Paper title, author name and affiliation, journal column)
Part 2	Research overview/selling point
Part 3	Conflict of interest statement
Part 4	Recommended reviewers
Part 5	Closing
Part 6	Correspondence



## What you should NOT do:

- **Don't use too much jargon** or include too many acronyms.
- **Don't over-embellish** your findings or their significance. Avoid words such as “novel,” “first ever,” and “paradigm-changing.” These types of statements show bias and will make the editor question your ability to assess your work's merits objectively.
- **Don't name drop.** Listing people who might endorse your paper and discussing authors' reputations do not interest editors. They want to know if your content fits their criteria, so focus solely on addressing that point.
- **Don't write a novel.** While you want to adequately explain your work and sell its concept to editors, keep your cover letter to a maximum of one page. The letter is only meant to be an introduction and brief overview.
- **Avoid humor.** As much as we want to grab the editors' attention, there are too many ways in which humor can go wrong!



### Tasks

1. The following sentences are taken from reviewers' comments. Make a point-by-point response to the comments with reference to the expressions listed in the table above.

1) The entire manuscript needs to be edited for proper use of the English language and syntax.

We are really sorry for the inappropriate English language use. We have asked an English expert consultant to proofread the paper.

2) Check instructions for authors for the required journal format for referring to the published literature.

We are very sorry for our incorrect reference to published literature, and checked instructions for authors for the required journal format and correct the reference accordingly.

3) Avoid the use of  $\pm$  to express variation.

We have made correction according to the reviewer's comments on the use of  $\pm$  to express variation, and changed it to mean (SD).



Thank you!

喜欢此内容的人还喜欢

我在下面 I'm down below

地球夜航记



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'rise and shine', 早睡早起, 好好吃饭~

萝北是个小仙女



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UCL优秀作品集 | 可持续生活的首都 Capital of sustainable living

建筑挖掘鸡

