

## Tip of the Week #251

By [Bernard Appiah](#) | 15 September 2015

In journal articles for readers in varied disciplines, remember to include basic background information in the introduction section.

## Tip of the Week #251

[Bernard Appiah](#) 著，2015年9月15日；范晓晖 译

如果撰写的期刊论文的读者群学科各异，应在论文引言里包含基本的背景信息。

## Tip of the Week #252

By [Bernard Appiah](#) | 23 September 2015

Here is something to remember when writing articles for print journals. The figure you see on your computer screen may look different when printed. To ensure that any lettering will be large enough to read, reduce the figure to its expected printed size.

## Tip of the Week #252

[Bernard Appiah](#) 著，2015年9月23日；范晓晖 译

在为纸质期刊撰写论文时应谨记：你在电脑屏幕上所看到的图可能与打印出的图看上去有差异。为确保每个文字大的足以看清，应把图缩小到期待的印刷尺寸。

## Tip of the Week #253

By [Bernard Appiah](#) | 30 September 2015

Examples of CVs submitted with successful grant proposals can be useful models. To find such CVs, consult colleagues with grants from the funding source, the website of the source, or a program officer there.

## Tip of the Week #253

[Bernard Appiah](#) 著，2015年9月30日；范晓晖 译

可将与成功获得资助的项目申请书一同提交的个人简历当作范例。如果想找到这样的个人简历，不妨咨询一下获项目资助的同事，或从资助方的网址或其项目官员那里了解情况。

## Tip of the Week #254

By [Bernard Appiah](#) | 7 October 2015

If you wish to include in your manuscript an image from another source, be sure to obtain permission from the owner. Also be sure to cite the source.

## **Tip of the Week #254**

[Bernard Appiah](#) 著，2015 年 10 月 7 日；范晓晖 译

如果你想将另一来源的图片用于自己的论文中，就一定要取得图片所有者的同意，还应在文中给出引用的出处。

## **Tip of the Week #255**

By [Bernard Appiah](#) | 14 October 2015

Avoid including information that does not contribute much to your text. For example, if you write that 60% of your respondents were female, you probably need not add that 40% were male.

## **Tip of the Week #255**

[Bernard Appiah](#) 著，2015 年 10 月 14 日；范晓晖 译

应避免写对你的文章无多少用处的信息。比方说，如果你写道：60%的问卷回答者为女性，那么就不需要再写 40%为男性了。

## **Tip of the Week #256**

By [Bernard Appiah](#) | 21 October 2015

When proofreading a manuscript, ensure that numbers mentioned in a table or figure match those stated in the text.

## **Tip of the Week #256**

[Bernard Appiah](#) 著，2015 年 10 月 21 日；范晓晖 译

在校对一篇稿件时，应确保表格或图中提到的数字与文中陈述的数字一致。

## **Tip of the Week #257**

By [Bernard Appiah](#) | 28 October 2015

Every figure and table in a manuscript must serve a function. Never include a figure or a table just because it is readily available.

## **Tip of the Week #257**

[Bernard Appiah](#) 著，2015 年 10 月 28 日；范晓晖 译

论文中的每个图和表都应尽其所用，永远不要只是因为它们容易获取就加入。

## **Tip of the Week #258**

By [Bernard Appiah](#) | 4 November 2015

In your manuscript, try not to mix American English and British English. Journals generally prefer that you stick to only one.

### **Tip of the Week #258**

[Bernard Appiah](#) 著，2015 年 11 月 4 日；范晓晖 译

在你的论文中，尽量不要将美国英语与英国英语混用，期刊一般希望你只用一种英语。

### **Tip of the Week #259**

By [Bernard Appiah](#) | 11 November 2015

When obtaining permission to use an image in your manuscript, obtain written documentation. A phone call is not enough.

### **Tip of the Week #259**

[Bernard Appiah](#) 著，2015 年 11 月 11 日；范晓晖 译

取得在自己的论文中使用图片许可时，应有书面文件，仅仅打电话是不够的。

### **Tip of the Week #260**

By [Bernard Appiah](#) | 18 November 2015

When you generate figures from programs such as Excel, you may get default colors. If those colors are not suitable, modify them to suit your purpose.

### **Tip of the Week #260**

[Bernard Appiah](#) 著，2015 年 11 月 18 日；范晓晖 译

当你用 Excel 等程序生成图形时，可能会得到默认的颜色。如果这些颜色不合适，就加以修改以符合你的需要。

### **Tip of the Week #261**

By [Bernard Appiah](#) | 25 November 2015

The impact factor of a journal indicates how much articles in the journal tend to be cited. However, it indicates neither how much a given article will be cited nor how much impact the article could make.

### **Tip of the Week #261**

[Bernard Appiah](#) 著，2015 年 11 月 25 日；范晓晖 译

一本期刊的影响因子表明它所刊载论文被引用的程度。然而，这并不能说明某一

论文将被引用的程度以及该论文可能产生的影响。

### **Tip of the Week #262**

By [Bernard Appiah](#) | 2 December 2015

Identifying an appropriate target journal for your paper is important. To help identify your target journal, you should define the focus and contribution of your work.

### **Tip of the Week #262**

[Bernard Appiah](#) 著，2015 年 12 月 2 日；范晓晖 译  
为自己的论文物色一家合适期刊很重要，为此，应该确定你的研究重点和贡献。

### **Tip of the Week #263**

By [Bernard Appiah](#) | 9 December 2015

If a paper is based on bad research methods, even excellent writing cannot save it from being rejected by credible journals.

### **Tip of the Week #263**

[Bernard Appiah](#) 著，2015 年 12 月 9 日；范晓晖 译  
如果论文基于一个差劲的研究方法，即使是漂亮的写作也无法使它免于被可信期刊拒稿的命运。

### **Tip of the Week #264**

By [Bernard Appiah](#) | 16 December 2015

Different journals sometimes have different policies on use of acronyms. But in general if acronyms are used, they should be defined.

### **Tip of the Week #264**

[Bernard Appiah](#) 著，2015 年 12 月 16 日；范晓晖 译  
有时不同期刊对首字母缩略词使用有不同的政策，但是总的来说，如果使用了首字母缩略词，应给出其定义。

### **Tip of the Week #265**

By [Bernard Appiah](#) | 23 December 2015

One strategy to help avoid overly long sentences is to limit each sentence to one main point. If a sentence contains more than one main point, consider breaking it down into more than one sentence.

## Tip of the Week #265

[Bernard Appiah](#) 著，2015 年 12 月 23 日；范晓晖 译  
避免过长句子的一个策略是每句限制只有一个重点，可以考虑拆分包含多个重点的句子。

## Tip of the Week #266

By [Bernard Appiah](#) | 30 December 2015

When preparing for a poster presentation, think ahead about questions you might be asked so that you can be well prepared.

## Tip of the Week #266

[Bernard Appiah](#) 著，2015 年 12 月 30 日；范晓晖 译  
在准备板报展出时，应考虑一下可能会被问及的问题，以便做好准备。

## Tip of the Week #267

By [Bernard Appiah](#) | 6 January 2016

You can write the sections of a scholarly paper in any order. Consider starting with your favorite section. This can energize you for the next sections.

## Tip of the Week #267

[Bernard Appiah](#) 著，2016 年 1 月 6 日；范晓晖 译  
可按任一顺序撰写一篇学术论文。不妨从你最喜欢的部分写起，这样能激励你写后面的各部分。

## Tip of the Week #268

By [Bernard Appiah](#) | 13 January 2016

When reporting a new method that you have devised, provide a relatively detailed description. But when reporting a well-established method, just name it and cite a reference.

## Tip of the Week #268

[Bernard Appiah](#) 著，2016 年 1 月 13 日；范晓晖 译  
在报告你设计出的一个新方法时，应作较详细的描述，但是在报告一个已确立的方法时，就只需给出名称，然后引用相关文献。

## Tip of the Week #269

By [Bernard Appiah](#) | 20 January 2016

A book writing project can be manageable if you break it into chunks.

### **Tip of the Week #269**

[Bernard Appiah](#) 著，2016年1月20日；范晓晖 译  
撰写一部书籍的任务可以通过将它分为多个部分来完成。

### **Tip of the Week #270**

By [Bernard Appiah](#) | 27 January 2016

Before writing your paper, read the journal's instructions to authors. While writing the paper, keep the instructions available to consult. And before submitting the paper, check the instructions again.

### **Tip of the Week #270**

[Bernard Appiah](#) 著，2016年1月27日；范晓晖 译  
撰写论文前，应先阅读拟投稿期刊的作者须知。在写作过程中，应将作者须知放在手边以备查询。投稿前，还应对照作者须知再进行核对。

### **Tip of the Week #271**

By [Bernard Appiah](#) | 3 February 2016

Before resuming writing a paper or book, reread or edit a section you have already written, to help maintain a consistent voice and style.

### **Tip of the Week #271**

[Bernard Appiah](#) 著，2016年2月3日；范晓晖 译  
开始继续写文章或书之前，应把你已写过的东西重读或修改一下，这样做可保持作者声音与风格的一致性。

### **Tip of the Week #272**

By [Bernard Appiah](#) | 10 February 2016

List your name the same way on every paper you write. Doing so can help others see that the work is by the same person.

### **Tip of the Week #272**

[Bernard Appiah](#) 著，2016年2月10日；范晓晖 译  
你撰写的每篇论文中自己的署名都应一致，这样做可使别人明白文章是同一人所写。

### **Tip of the Week #273**

By [Bernard Appiah](#) | 17 February 2016

Consider getting an ORCID identifier. (See <http://orcid.org/>.) This author identification number can help people find various items you have written.

### **Tip of the Week #273**

[Bernard Appiah](#) 著，2016年2月17日；范晓晖 译

可考虑获取ORCID识别码(官网<http://orcid.org/>)(ORCID为Open Researcher and Contributor ID的缩略语，意思为开放研究者与投稿者身份)，这个作者识别数字可有助于人们找到你所写的论文、著作等。

### **Tip of the Week #274**

By [Bernard Appiah](#) | 24 February 2016

If you serve on the editorial board of a journal, you can still publish in that journal. However, beware of exploiting your position.

### **Tip of the Week #274**

[Bernard Appiah](#) 著，2016年2月24日；范晓晖 译

如果你是某期刊编委会的成员，你仍可以在该期刊上发表论文，但是不应以此职位为自己谋好处。

### **Tip of the Week #275**

By [Bernard Appiah](#) | 2 March 2016

When writing an essay, start it strongly. Doing so can help capture readers' attention.

### **Tip of the Week #275**

[Bernard Appiah](#) 著，2016年3月2日；范晓晖 译

文章的开头一定要有力，这样做有助于抓住读者的注意力。