

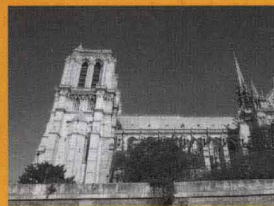
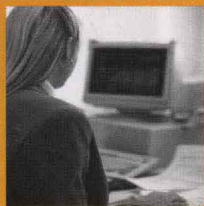
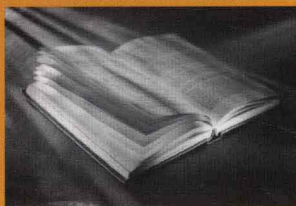
语言文化系列丛书

# *Writings for Academic Purpose*

## 学术英语写作

总主编 李庆明

副总主编 尹丕安 贾立平



席西利 主编



西北工业大学出版社



李庆明

副总主编：尹丕安 贾立平

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# Writings for Academic Purpose

## 学术英语写作

主 编 席西利

副主编 莫文莉 王巧宁 张 艳

编 者 于强福 王 冕 汪 漪 石 捷



西北工业大学出版社

**【内容简介】** 本书的主要内容包括期刊论文发表过程中作者与编辑之间的往来书信、学术访问与学术交流合作中的往来书信、学术会议应用文、学术论文、学术研究中的各种书面报告以及专利申请等学术写作的常用文体。本书摆脱了以往专著等书籍编写重理论、指标性强等特点。书中所使用的语言简练易懂,每一部分除整体概括学术英语写作相关领域的写作特点及技巧之外,附有2~3个范例和相关关键句型结构的提炼总结,为使用者提供了便利的公式化参考。本书是为本科生和研究生编写的学术英语写作教材,亦可供广大从事学术研究并具有中等以上英语水平的人员使用。

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# 总 序

教育现代化飞速发展和经济全球化进程的不断加快对教育,尤其是高等教育的发展提出了更新更高的要求,社会的激烈竞争,要求当代大学生学会如何快速运用自身知识能力以期达到适应社会竞争的目的。在信息化快速发展的时代中,中西文化、政治、经济交流日益密切,提高当代大学生的核心竞争力,发挥语言在各项交流中的桥梁枢纽作用,从而适应我国经济社会的快速发展对高素质人才需求的迫切要求,这也是广大从事英语教育和研究的工作者不得不重视并且应加以解决的实际问题。

面对这样的挑战和要求,我们对大学英语教育进行了全方位的调研和思考,发现传统的大学教材由于受到传统的理念和体制的限制,存在着种种的不足和局限性,导致学生在面对实际知识应用和综合知识素养培养方面都面临着很大的困难与障碍。面对这样的现状和教育现状背景,我们编写了这套符合当代大学生实际学习情况的语言文化系列教材,以此抛砖引玉,达到尽快改善当今英语教育的不足和误区,提高大学英语教学质量的目的。

本系列教材包括《英美文化与电影》、《新闻英语》、《学术英语写作》、《英美历史上四十个重大事件》、《文化视角下的语言》、《英美文化导读》、《英语美文鉴赏》、《现代英语口语与演讲》、《多元文化范式导入》及《从针灸到十二生肖——中国文化的26个主题》。

在“拓宽视野,培养能力,提高素质”的指导方针下,本系列教材以介绍英美文化为背景,培养人文素质为宗旨,达到英语的合理应用能力的提高为目的,涵盖面广泛,内容翔实,重点突出。不仅从英语国家的历史、政治、经济、社会等诸多方面加以阐述和讲解,并且从跨文化交际的视角下与中国的传统文化和现状进行对比。同时更加注重对听、说、读、写、译等英语实际技能的培养和强调,从不同角度体现了语言应用和文化理解并重的概念,总的来看,本套系列教材具有以下几个鲜明的特点:

## 涵盖面广:

本系列教材内容涵盖文化、历史、文学、语言、新闻等方方面面,方便大专院校的本专科学生、硕士生和博士生以及英语爱好者更好地了解 and 掌握英语语言文化知识,更有效率地进行跨文化交际。

## 选材合理:

本系列教材以教育部颁发的《大学英语课程教学要求》为指导,目的是为各个高校合理设置和规划其所开设的课程,教材难度适中、选材广泛、内容新颖、符合实际、语言灵活,非常适合在校大学生的学习。

**设计系统:**

本系列教材所包含的全部教材可视为一个有机整合的集合体,所包含内容互为补充,相辅相成,既可作为选修课教材单独使用,也可作为参考资料互相借鉴弥补。

**实用性强:**

本系列教材的编写者都是参与实际教学多年的一线高校教师,拥有丰富的课堂教学经验,每一位编者都力求将实用性放在首位,兼顾理论和实际的结合。编写内容丰富,形式多样,以易学、易用为目的,优先考虑学生的学习主导地位,努力实现教师的讲授达到举一反三,学生达到能学会用的最佳效果。

本系列教材在编写过程中,得到了相关外语教学机构和同仁的帮助和支持,对此我们表示衷心的感谢。

李庆明

2011年5月



# 前 言

随着全球化进程的推进,学术交流与学习活动不再仅仅局限在国内,也开始走向国际,比如,出国留学、参加国际学术会议、进行国际学术访问与合作等等。在学术国际化这一背景下,在校学生、从事科学研究的专家、学者以及教育工作者都有必要、也必须了解和掌握学术交流与研究方面的常用英语文体写作。基于此需求,我们编写了这本《学术英语写作》。

本书共分5部分,第一部分为学术论文写作,着重于论文写作的9个主要内容,包括标题与作者信息、摘要与关键词、引言、方法、结果、讨论、结论、致谢和参考文献,由于强福、汪漪编写。第二部分为学术研究文件写作,着重于学术研究中所需要撰写的书面材料,包括可行性报告、开题报告、中期进度报告、结题报告、实验报告以及专利申请等,由席西利、石捷编写。第三部分为期刊论文发表,着重于期刊论文发表过程中作者与期刊编辑之间的往来书信,包括投稿信、回执信、询问信、录用通知、修改通知、退稿信及声明信等,由王巧宁编写。第四部分为学术会议,包括会议通知、会议征文、会议海报、会议陈述发言、会议开幕词与闭幕词,由莫文莉、王冕编写。第五部分为学术访问与合作,着重于进行国际学术访问与合作中的往来书信,包括邀请函、简历、接收函和拒绝信等,由张艳编写。

本书注重实用性和可操作性,主要特点如下:

(1)涵盖面广。本书内容涵盖了学术研究、交流与学习等方方面面,为大专院校的本专科在读学生、硕士生和博士生以及科研工作者提供了学术英语写作参考,以便他们更有效率地进行相关的科学研究。

(2)实用性强。本书每一部分都紧扣学术写作与交流中的某一个方面,其内容按照在该领域的实践中将面对并应该有所了解掌握的顺序展开,指导读者按部就班地进行学术活动。

(3)可操作性强。本书在每一部分前用简洁明了的语言概括该部分的写作特点及要求;而后提供真实的写作范例,并在其右面的注释栏标明其要点,与前面的写作特点及要求相互呼应;再总结关键句型结构以便读者更容易操作与掌握。

在编写过程中,参考了国内外出版的一些优秀专著教材,受益匪浅,在此谨对所参考的专著、教材,以及所引用的范例的版权所有表示衷心的感谢。

由于编写时间仓促,水平有限,书中错漏之处在所难免,尚望使用者批评指正。

编 者



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# Part One

## Academic Papers

An academic paper is the summary of the author's engagement in certain scientific research field, the literal expression of research results, and the indispensable instrument and approach to conduct academic communication. It adds new treasure to the storehouse of scientific knowledge and makes contribution to the development of scientific cause.

The academic paper has its own characteristics regarding the content and form. It is topic-oriented, brief and to the point with clear arguments and prominent key points. A good academic paper should be innovative, scientific and practical. It is usually composed of title & author, abstract & key words, introduction, materials & methods (methodology), results & discussion, conclusion, acknowledgement and references (bibliography).

Some of them may not be required and their order may vary. This part is intended to make a detailed study of the above composing sections of academic papers.

### Unit 1

#### Title & Author/Affiliation

The information about title & author/affiliation of an academic paper is often on the head page of a dissertation, but it may occupy different places of a periodical paper. The title is always at the very beginning of a periodical paper, with the author's name and affiliation below the title, and a brief introduction to the author is usually at the bottom of the front page of a periodical paper, or at the end of the paper.

## 1.1 Title

The title makes it convenient for readers to know which field the academic paper is in, distinguishes the study of the paper from other studies, and helps readers conduct searches. Therefore, a satisfactory title should be correct, concise and clear. It should be neither over general nor too superfluous. A good title should be neither too long nor too short. A very short title (examples ① and ②) seems general, unspecific, or even fuzzy, while a very long one (example ③) will not arouse readers' interest. Generally speaking, a good title like examples ④ and ⑤ should not consist of over 20 words, and a title with 12 words is preferred.

① Runoff-Sediment Response Simulation

② Study on Runoff-Sediment Response Simulation

③ Study on Soil Air Reduction Infiltration Characteristics under Different Irrigation Method Such as One Dimension Infiltration, Two Dimension Infiltration and Three Dimension Infiltration

④ Runoff-Sediment Response Simulation in Watershed Eco-environmental Rehabilitation on Loess Plateau

⑤ Susceptibility and Predictability of Conditions for Preferential Flow

To write a satisfactory title, attention should be first paid to capitalization. There are three formats concerning capitalization. According to the first format, the initial letter of the first word as well as that of a proper noun should be capitalized, and the rest are all in small letters.

⑥ A tentative study on equivalence in translation from the perspective of pragmatics

⑦ Research on the flow and sediment transport of Dujiangyan Project

According to the second format, the initial letters of the first word, content words, as well as those of prepositions and conjunctions of more than five letters should be capitalized, while the rest are all in small letters.

⑧ Research on Automatic Air Conditioning Intellectual Controlling System for Luxurious Cars

⑨ Analysis of the Principle and Policy of EST from the Skopos Theory

According to the third format, all the letters are capitalized.

⑩ HIGH-PRECISION TEMPERATURE CONTROL SYSTEM BASED ON FUZZY CONTROL ARITHMETIC

⑪ THE ORGANIZATION MECHANISM OF DYNAMIC MANUFACTURING

## ALLIANCE

Of the three formats, the first two are most frequently used in academic periodicals and dissertations. The third one has difficulty in readability; thus it is often employed for the convenience of computer searches.

The overwhelming majority of titles are composed of phrases, typically noun phrases. In other words, a title is formed by a noun or more than one noun with their attributives. Therefore, nouns, adjectives, prepositions, articles and conjunctions normally occur in titles, sometimes pronouns. The frequency of verb occurrence in titles is much lower, and if a verb does occur, it is usually in its present or past particle form.

⑫ Design and Calibration on Antenna Array for 5.8GHz Communication System

⑬ Research on Theory and Application of Water-Rock Coupled Processes and the Multi-scale Behavior

⑭ A Study of Ship-Generated Waves and Its Effects on Structures

⑮ Research on 3D Model Watermark Embedding Method

⑯ Thin Film Transistors Based on Oxide Semiconductors

Sometimes, when a short title can't generalize the main content of an academic paper, a subtitle can be employed. For example:

⑰ Factor Analysis of Social Capital in Rural Governance

—Empirical Study of Some Villages in Counties and Cities of Shandong and Hubei Province, China

The title should make the core of an academic paper prominent and therefore, key words expressing the core content of a paper should be put at the beginning of a title in order to arouse the readers' attention and interest.

⑱ Panmalignomycin for the Treatment of Metastatic Melanoma (Instead of A Study of Therapeutic Efficacy of Panmalignomycin, a New Anti-neoplastic Agent, in Malignant Melanoma)

Titles can be aim-oriented (examples ⑲, ⑳, ㉑, ㉒), object-oriented (examples ㉓, ㉔, ㉕), method-oriented (examples ㉖, ㉗, ㉘), and result-oriented (examples ㉙, ㉚, ㉛).

⑲ Application of One Particle Green Function to Electron Momentum Spectroscopy

⑳ Research on Biological Function of Calmodulin-like Protein Cloned from Pearl Oyster *Pinctada Fucata*

㉑ Development and Application of Discrete Element Simulation System for Mixing Materials

㉒ Comparison of Three International Mediation Strategies to Military Conflict

⑳ Variation of the Typical Estrogenic Endocrine Disrupting Chemicals in Water Treatment Processes

㉑ Mean Curvature Flow with External Force Field

㉒ Fabrication of High Temperature Bi-Based Superconducting Film on Ag Surface

㉓ Computational Studies on Recognition, Evolution and Transcriptional Regulation of microRNAs

㉔ Analysis and Evaluation on Optimization of Design for Foundation Interface of Super High Arch Dam

㉕ Experimental Study on NO and N<sub>2</sub>O Removal in CFB Boiler

㉖ Some Mathematical Results on the Compressible Navier-Stokes Equations

㉗ New Results about Normal Family and Value Distribution Theory for Meromorphic Functions

㉘ Improvement and Verification of the Gene Synthesis Method

The articles that are not definitely necessary in a title should be omitted. For example:

㉙ *Effects of Patient Age and Physician Training on the Choice and Dose of Anti-melancholic Drugs*

## 1.2 Author/Affiliation

The author of an academic paper should be the designer, the researcher, the writer, or the defender. It should be the author's full name. A foreigner's full name is usually composed of the given name, middle name and family name such as William Jefferson Clinton and Thomas Lowell Jackson. Some foreigners do not have middle names, such as Henry Andrew and Clive Robert. The Chinese author's name is written in *pinyin* with the family name followed by the given name, such as Zhang Ping and Wang Yanru.

Sometimes, an academic paper may have more than one author, but the number of authors should be no more than six, and the one who makes greatest contributions should have his name put in the first place. The authors' names should be put together with the help of comma, and the last two names with the help of *and*, such as Laurence Peiperl and Susan Buchbinder; Liu Ming, Zhang Yiqi and Wang Xinyi.

Just below the author's name lies affiliation, which makes it convenient for the readers to communicate with the author. Affiliation includes the author's working place, address and postal code. Samples are given below.

## Sample 1

(source: 姚吉刚. 从语言模糊性看英语委婉语的语用功能. 黄山学院学报, 2008: 131 - 133)

Analysis of Pragmatic Functions of English Euphemism from the Perspective of Language Vagueness	<b>title</b>
Yao Jigang	<b>author</b>
(Department of Foreign Studies, Anhui Institute of Architecture and Industry, Hefei 230601, China)	<b>address with postal code</b>

If there are more than one author affiliated with different working units for an academic paper, the authors and their respective affiliations should be made clear, as the following sample shows.

## Sample 2

(source: Patrick R. Thomas, Jacinta B. Mckay. Cognitive Styles and Instructional Design in University Learning. *Learning and Individual Differences*, 2010(20): 197 - 202)

Cognitive Styles and Instructional Design in University Learning	<b>title</b>
Patrick R. Thomes <sup>1</sup> , Jacinta B. Mckay <sup>2</sup>	<b>author</b>
(1. School of Education and Professional Studies, Griffith University, Brisbane, Australia	<b>the first author's affiliation</b>
2. School of Psychology, Griffith University, Brisbane, Australia)	<b>the second author's affiliation</b>

The above two samples are of periodical papers, whose Title and Author/Affiliation part is slightly different from that of the thesis or dissertation, which includes the information about:

- the author's supervisor
- the degree to be acquired
- submission university
- submission date

The following sample is from a postgraduate student's dissertation.

**Sample 3**

(source: Xue Peiwen. A Minicorpus-based Study of Explicitation in Chinese-English Conference Interpreting. Shanghai: Shanghai Jiaotong University, 2007)

A Minicorpus-based Study of Explicitation in  
Chinese-English Conference Interpreting

By

Xue Peiwen

Under the Supervision of

Professor Hu Kaibao

Submitted to

the Faculty of the Graduate School

In Partial Fulfillment of the Requirements for the Degree of

Master of Arts in Linguistics and Applied Linguistics

Shanghai Jiaotong University

December 2007

**title**

**author**

**supervisor**

**submission university**

**degree to be acquired**

**submission date**

It should be pointed out that when the paper is written by co-authors, it is well advised to gain all the authors' approval of their order to prevent copyright disrepute.

**Commonly used phrases and structures****Title**

An analysis of...

An assessment of...

A comparison of...

A description of...

A discussion on...

An evaluation of...

An explanation of...

An outline of...

An overview of...  
An evaluation of...  
Study of...  
A Tentative Study on...  
Experiments of...  
Experimental study of...  
Effect of... on...  
An preliminary report of...  
Observation on...  
Comparison Between... and ...  
Improvement of...  
Experimental Research of...  
LASER Processing of...  
Clinical Analysis of...  
Results of...  
Verification of...  
Follow-up of...

### Author/ Affiliation

Under the supervision of...

Submitted to... in partial fulfillment of the requirements for the degree of... in...

### Reflections and Practice

(1) Read the following titles carefully and decide which titles are acceptable.

- 1) English Translation of Chinese Idioms
- 2) Thin Film Transistors Based on Oxide Semiconductors
- 3) Similarities and Differences Between Works of Lu Xun and Mark Twain
- 4) RESEARCH ON MODELS OF WATER SOURCE PROTECTION
- 5) Higher Vocational Students Employment Psychological Problem
- 6) Introduce the exploration and study of the production methods of industrial cupric sulfate
- 7) Study on the Coordination Between Ecological Environment and Economic Development in West China
- 8) The Comparative Analysis of English and Chinese Long Sentences and English-

## Chinese Translation

9) A Study of the Phase Equilibria Between Fluorothene and Some Solvents Such as Dibuty/Phthalate and Chlorotrifluoroethylene at Elevated Temperature

10) An Examination on Relationship between the Governments' Research and Development Investment and Economic Growth—Analysis on the Data Between 1989 and 2007

(2) Suppose you have finished a paper whose title is *On the Need to Determine Appropriate Domains for Hydrology-slope Stability Models* and decided to submit your paper to a periodical *Advances in Environmental Research*, write the title and author/affiliation for the periodical paper.

(3) Suppose you are a graduating student from School of Foreign Studies, Nanjing University, whose supervisor is Wang Yan, and you are writing your dissertation entitled *Comparative Study on Vague Expressions in Government Work Report and State of the Union* to acquire the degree of arts in Linguistics and Applied Linguistics, write the title and author/affiliation for the dissertation.





## Unit 2

### Abstract & Key Words

After the author finishes writing his or her academic paper, it is time to write an abstract and key words, which normally appear at the top of the page before the actual paper. The purpose is to inform readers as concisely as possible of what is in the paper so that they can decide whether to read it in detail or not.

#### 2.1 Abstract

The American National Standards Institute defines abstract as “an abbreviated, accurate representation of the contents of a document, preferably prepared by its author(s) for publication with it”. It is written for those who have never read the academic paper and therefore, it should be self-explanatory. An abstract should normally include the following:

- introduction to the research field
- statement of the purpose of the study
- description of the methodology
- summary of the results
- conclusion

There is no fixed length for the abstract, but it is important to write enough for what the reader needs to know rather than summarizing everything in the paper. A typical abstract is as long as 5% to 10% of the original paper. Samples of abstracts are given below.

#### Sample 1

(source: <http://www.csscipaper.com/biyelunwen/zhiliang/869196.html>)

The graduation thesis is a very important part of the undergraduate teaching program and the realization of the university's goal of talents cultivation. It is a key criterion to measure the level of undergraduate teaching, and a main basis of the graduation certificate as well as

**research field**

**significance**