

Graduate English Series

研究生英语系列教程

总主编 刘鸿章

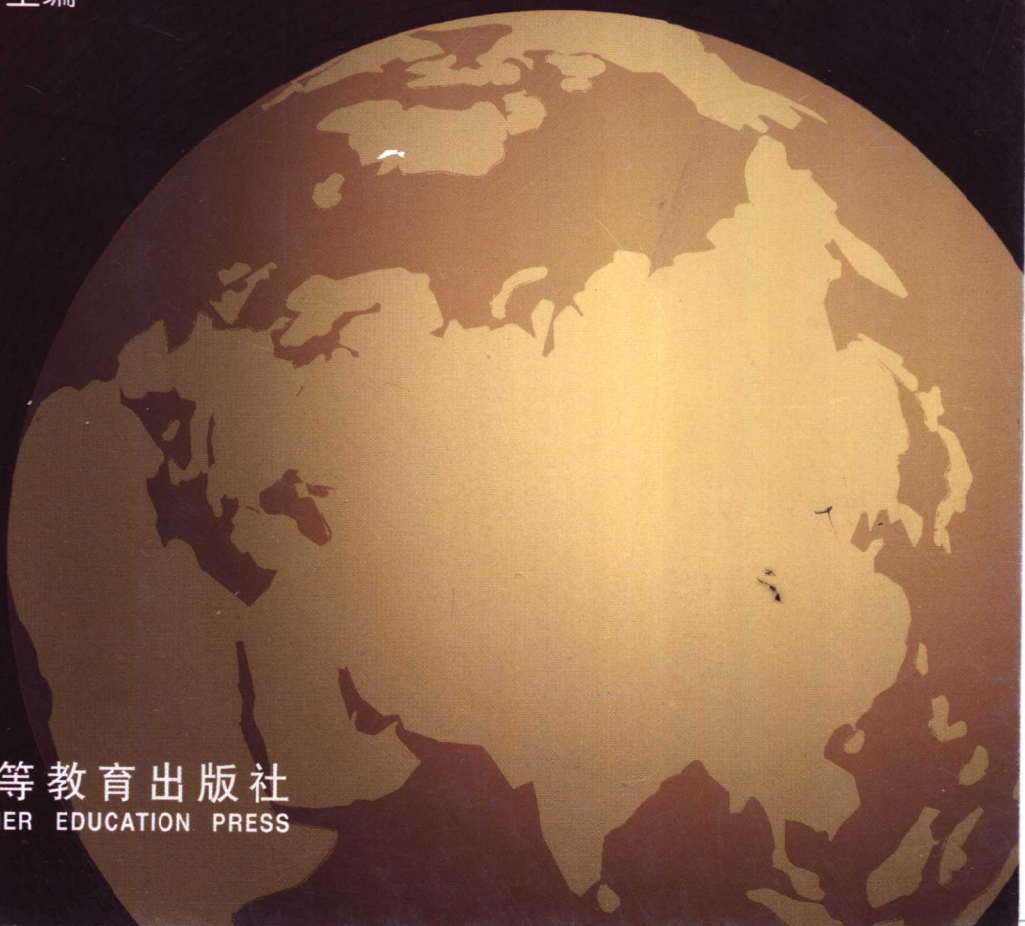


English Paper

Writing & Publication

英语论文写作与发表

胡庚申 主编



高等教育出版社
HIGHER EDUCATION PRESS

图书在版编目(CIP)数据

英语论文写作与发表/胡庚申主编. —北京:高等教育出版社, 2000. 8 (2002 重印)

研究生英语系列教程

ISBN 7-04-008934-3

I. 英… II. 胡… III. 英语-论文-写作
IV. H315

中国版本图书馆 CIP 数据核字(2000)第 64945 号

研究生英语系列教程 英语论文写作与发表
胡庚申 主编

出版发行 高等教育出版社
社 址 北京市东城区沙滩后街 55 号
邮政编码 100009
传 真 010-64014048

购书热线 010-64054588
免费咨询 800-810-0598
网 址 <http://www.hep.edu.cn>
<http://www.hep.com.cn>

经 销 新华书店北京发行所
排 版 高等教育出版社照排中心
印 刷 北京外文印刷厂

开 本 787×960 1/16
印 张 19.5
字 数 450 000

版 次 2000 年 8 月第 1 版
印 次 2002 年 9 月第 6 次印刷
定 价 17.70 元

本书如有缺页、倒页、脱页等质量问题,请到所购图书销售部门联系调换。

版权所有 侵权必究

总 序

在“科教兴国”的基本方针指引下，我国的研究生教育有了蓬勃的发展。随着各层次、各类型研究生教学的开展，英语教学也面临着越来越高的要求。《研究生英语系列教程》就是为了适应这一新的形势而编写的系统教材。

《研究生英语系列教程》是以教育部（原国家教委）颁布的《非英语专业研究生英语教学大纲》为依据，根据我国研究生教学的实际情况和国家对21世纪高级技术与管理人才的要求进行编写的。考虑到目前我国研究生层次多，其入学英语水平参差不齐，需要以不同水平为起点，因此本系列教程的编写原则是：既从当前研究生的实际水平出发，也力求满足新世纪对高层次人才的期望；既重视培养学生扎实的语言技能，更注重提高其全面的应用能力；既注意语言教育，更重视素质教育。

本系列教程具有以下特点：

1. 在编写中注意吸收我国在长期的研究生英语教学和教材编写中积累的丰富经验，同时充分采纳国外的先进教学理论和方法，力求有所继承又有所创新，使本系列教程成为具有中国特色的新一代研究生英语教材。

2. 本系列教程统一设计，分工编写，涵盖了自研究生课程班学生、硕士生至博士生的全部教学过程。各个分册目的明确，相互衔接，系统性强。由于我国研究生入学时的英语起点不一，对英语的教学目的和要求也不尽相同，因此各分册又相对独立，有利于在教学中根据学生的实际情况和水平灵活使用。既可以从第一册开始，也可以从后续教材开始；可以使用全套教材，也可以针对本专业需要有所选择地使用。

3. 研究生阶段培养的是高层次的专业人才，其英语教材应体现先进性和学术性。本系列教程务求内容新颖、知识性强，并且具有学术英语(English for academic purposes)的特点。同时，语言是交际工具，非英语专业研究生掌握英语的目的是为了进行国际之间的信息交流和从事各种涉外业务活动，研究生英语教学也必须重视学以致用原则。为此，本系列教程讲求实用，选材广泛，具有鲜明的时代特征。

本系列教程由基础阶段教材和提高阶段教材组成。

基础阶段

《多维教程》：包括3册教材，即：《探索》、《熟谙》、《通达》。本教程以课文为核心，通过语言知识和技能的各种综合训练，提高学生理解和应用英语的能力，从

而达到熟练掌握和运用英语的目的。《多维教程》配有3册教师用书。

《听说教程》：包括2册教材，即：《进阶听说》、《熟练听说》。本教程通过听说能力的强化训练，着重提高学生的听力和口头表达能力，以适应在各种场合用英语进行交际的需要。2册教材各配有3盒原声录音带。

《泛读教程》：包括2册教材，即：《泛读教程》第一册、《泛读教程》第二册。本教程旨在使学生通过大量阅读英语文章，提高阅读技能和熟巧，培养学生独立阅读原著的能力。

《实用写作教程》：1册。本教程以练习写作应用文为重点，通过由段落至文章的循序渐进的强化训练，培养学生的书面表达能力。

提高阶段

《国际交流英语教程》：包括3册教材，即：《国际会议交流英语》、《英语论文写作与发表》、《文献阅读与翻译》。本教程通过各种语言技能的综合训练和介绍学术交流的有关知识，培养学生以英语为工具进行国际学术交流的实际能力。

《英美文学名篇选读》：1册。本教程通过介绍各种体裁和题材的英美文学作品，培养学生对英美文学的欣赏能力和语感，从而有助于提高学生的文化素养和英语水平。

本系列教程可供非英语专业的硕士生和博士生使用，也可供研究生课程班和MBA班学生使用，还可供具有相当于或接近于本科英语4级水平的英语自学者使用。

《研究生英语系列教程》由上海交通大学、清华大学、哈尔滨工业大学、浙江大学为主的数十位有长期研究生教学经验的骨干教师分工编写。本系列教程已列为教育部面向21世纪课程教材和普通高等教育“九五”规划教材。高等教育出版社对本系列教程的编写和出版给予了鼎力支持，投入了很大力量。本系列教程在编写过程中也得到了各有关院校领导的关怀和广大研究生英语教师的支持。我们全体编写人员在此谨表示衷心的感谢。

本系列教程的编者怀着为我国的研究生英语教学改革略尽绵力的心情，集思广益，通力合作，编写了这套可供各类研究生使用的大型系列教材。由于这是第一次尝试，经验不足，水平有限，缺点在所难免。我们诚挚地希望广大师生和读者提出批评与建议，以便使这套系列教材在今后修订中不断得到改进和完善。

刘鸿章

1999年3月20日于上海

前 言

《英语论文写作与发表》是《研究生英语系列教程》提高阶段的主干教材之一，也是胡庚申主编的《国际交流英语系列教程》的重点教材之一。本教程主要供高年级研究生（硕士生、博士生）使用，同时也适用于具有大学英语六级水平以上的本科生或具有相当水平的其他专业人员。本教程的目的是帮助他们进一步提高学术英语写作能力，特别是使用英语写作和发表专业学术论文的实际能力。

本书的编写原则是：

1. 注意突出研究生“提高阶段”英语教学层次较高、应用面广、学术性强的特点，注重培养学习者用英语进行国际学术交流的实际能力。
2. 力求从实际出发，注重教材的先进性、实用性、针对性和导向性，确保内容全面、材料翔实、例证丰富、语言规范。
3. 注意与“基础阶段”教材的衔接以及系列“提高阶段”课程内部的融会贯通。

《英语论文写作与发表》是一门具有双重目的的课程，以探讨论文写作为主，兼及与论文发表等有关的学术交流。“写作”部分以专业学术论文的基本组织结构为主体，内容包括：论文标题/作者/单位/关键词、摘要、引言、正文、讨论/结论、致谢/参考文献/附录，以及修定文稿等项目；每个项目均包括该项的主要功能、语言特点、写作要求、实例分析、应知应会的写作技能等。“发表”部分的内容主要包括国内外投稿的区别、目标刊物的选择、投稿发表的基本程序、作者与刊物的联系，以及有关注意事项等。每个单元的主要设置为：①Topical Highlights（专题要点）；②Theme Presentation（正文描述）；③Sample Analysis（实例分析）；④Special Attention（应知应会），以及⑤Reflections and Practice（思考与实践）等。书中所出现的超纲词汇以及有关术语均加以注释。主要的选文也注明了出处。书后附有必要的参考答案、论文例析等，可供本教程使用者参考。

《英语论文写作与发表》是在“国际交流语用研究”成果的基础上撰写的。该教程共14个单元。胡庚申负责总体设计和全书的章节安排，完成了14个单元的“专题要点”和12个单元的“正文描述”。李鹏飞完成了第6、7单元的“正文描述”和附录中的实例选注，并参与了第1、10单元“正文描述”的部分编写和部分“词汇注释”。申云楨完成了全书14个单元的“应知应会”、各单元的练习及答案，并参与了部分“词汇注释”。

《英语论文写作与发表》课程的主体内容自1988年以来曾在中国科学院各分院以

及华中理工大学、武汉大学、清华大学等高校多次讲授过。在教学过程中，学生们给予了积极的参与和配合，教师同行提出了诚恳的建议，并多方给予支持和协助。在此次编写过程中，清华大学外语系、跨文化/国际交流语用研究室的各位同仁给予了具体的关心和支持。本教程由清华大学李相崇教授审稿。作者在此一并表示衷心感谢。

胡庚申

1999年5月于清华园

Course Description

This dual-aim course of *English Paper Writing and Publication* is specially designed for non-English major graduate students. The students are assumed to have passed the College English Test Band VI (CET 6) and/or the examinations of corresponding graduate English courses.

Course Objectives

- (i) The course aims to enable the students to acquire overall knowledge of professional paper writing, and to enhance their comprehension of professional writings.
- (ii) The course also attempts to develop the students' capacity of publishing their professional papers in international journals, as well as the ability to participate in international conferences on the basis of their prepared papers.

Outline of Content

With academic English as its core, and with the principal elements of a paper as its clue, the course consists of 14 units, encompassing the writing of title, author, affiliation, keywords, abstract, introduction, main body, discussion, acknowledgments, references, appendixes, etc. Technical requirements, knowledge and strategies of paper publication, and other related areas of information are also included in this coursebook.

Teaching Arrangements

With 2 periods per week, this 32-hour course is scheduled for one semester of 16 teaching weeks, including the mid-term test and final course assessment. The teacher is advised to place different emphases on the 14 units in accordance with the actual English proficiency and specific needs of the class, or as the case may be.

Teaching Methods

It is recommended that this writing course be mainly conducted by adopting the *Process-focused Approach*. Much of the class time will be spent on lectures, group discussions and workshops. Students will be given due instructions and guides to the performance of the writing activities concerned (including simulated writing, error analysis, self-editing, peer feedback, and instructor's comments), which will help develop their

paper writing ability. And the writing skills will be further practiced, monitored, and checked up through unit assignments, mid-term tests, and/or final course summaries.

Course Assessment

Final grade will be given on the basis of: (i) the student's unit assignments and the attendance rate; (ii) the mid-term test and an extended abstract of about 250 words; and (iii) a complete paper and its oral presentation.



面向21世纪课程教材



普通高等教育“九五”
国家教委重点教材

Table of Contents

Unit 1	<u>General Introduction to Professional Paper Writing</u>	1
	Topical Highlights	
	Theme Presentation	
	1. Classification of Professional Papers	
	2. Ways of Preparing Professional Papers	
	3. Styles of Professional Paper Writing	
	Reflections and Practice	
	Special Attention: Language Representation of Professional Papers	
Unit 2	<u>Title, Author/Affiliation and Keywords</u>	13
	Topical Highlights	
	Theme Presentation	
	1. Title: General Functions/Linguistic Features/ Writing Requirements	
	2. Author/Affiliation: General Functions/Linguistic Features/Writing Requirements	
	3. Keywords: General Functions/Linguistic Features/ Writing Requirements	
	Reflections and Practice (1)	
	Special Attention: Vocabulary (1)	
	Reflections and Practice (2)	
Unit 3	<u>Abstract (1)</u>	29
	Topical Highlights	
	Theme Presentation	

	<ol style="list-style-type: none"> 1. General Functions of Abstract 2. Linguistic Features of Abstract 3. Writing Requirements for Abstract 	
	Reflections and Practice (1)	
	Special Attention: Vocabulary (2)	
	Reflections and Practice (2)	
Unit 4	<u>Abstract (2)</u>	46
	Topical Highlights	
	Theme Presentation	
	<ol style="list-style-type: none"> 1. “5 Steps” for Abstract Writing 2. “5A Strategy” 3. Likely Mistakes/Common Errors 	
	Reflections and Practice (1)	
	Special Attention: Vocabulary (3)	
	Reflections and Practice (2)	
Unit 5	<u>Introduction</u>	61
	Topical Highlights	
	Theme Presentation	
	<ol style="list-style-type: none"> 1. General Functions of Introduction 2. Structural Features of Introduction and Some Idiomatic Expressions 	
	Reflections and Practice (1)	
	Special Attention: Sentence Structures (1)	
	Reflections and Practice (2)	
Unit 6	<u>Textual Development (1)</u>	75
	Topical Highlights	

	Theme Presentation	
	1. Description	
	2. Logical Development	
	3. Reasoning (Persuasion)	
	Reflections and Practice (1)	
	Special Attention: Sentence Structures (2)	
	Reflections and Practice (2)	
Unit 7	<u>Textual Development (2)</u>	95
	Topical Highlights	
	Theme Presentation	
	1. Typical Features of Papers of Experimental Nature	
	2. Process Undertaken in the Experiment	
	3. Technology Involved in the Experiment	
	4. Materials Used in the Experiment	
	5. Equipment Introduced in the Experiment	
	6. Conditions Provided in the Experiment	
	Reflections and Practice (1)	
	Special Attention: Variety	
	Reflections and Practice (2)	
Unit 8	<u>Result, Discussion and Conclusion</u>	114
	Topical Highlights	
	Theme Presentation	
	1. Section of Results	
	2. Section of Discussion	
	3. Section of Conclusion	
	Reflections and Practice (1)	

Special Attention: Conciseness (1)

Reflections and Practice (2)

**Unit 9 Acknowledgments, References, Footnotes and
Appendixes**

130

Topical Highlights

Theme Presentation

1. Section of Acknowledgments
2. Section of References
3. Writing Footnotes
4. Preparing Appendixes

Reflections and Practice (1)

Special Attention: Conciseness (2)

Reflections and Practice (2)

Unit 10 Plagiarism, General Layout and Check-lists

147

Topical Highlights

Theme Presentation

1. Plagiarism
2. General Layout
3. Check-lists

Reflections and Practice (1)

Special Attention: Conciseness (3)

Reflections and Practice (2)

Unit 11 Paper Publication (1): General Information

163

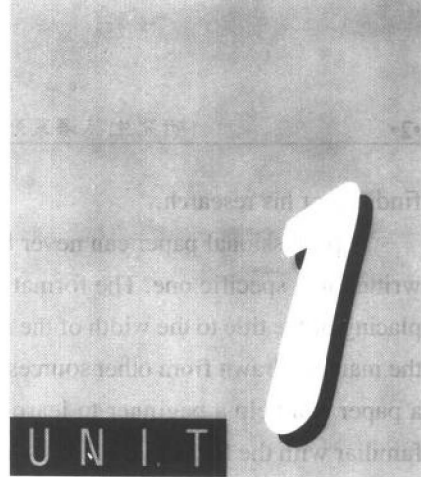
Topical Highlights

Theme Presentation

	<ol style="list-style-type: none"> 1. Significance of Paper Publication 2. Classified Contributions to International Journals 3. Differences between Publications at Home and Abroad 4. Classification of Professional Journals 	
	Reflections and Practice (1)	
	Special Attention: Concreteness	
	Reflections and Practice (2)	
Unit 12	<u>Paper Publication (2): Procedures of Paper Submission</u>	176
	Topical Highlights	
	Theme Presentation	
	<ol style="list-style-type: none"> 1. Choice of Target Journals 2. Process of Paper Submission for Publication 3. The Flow Chart of Paper Publication 	
	Reflections and Practice (1)	
	Special Attention: Coherence (1)	
	Reflections and Practice (2)	
Unit 13	<u>Paper Publication (3): Correspondence between Author and Editor</u>	198
	Topical Highlights	
	Theme Presentation	
	<ol style="list-style-type: none"> 1. Query Letters 2. Cover Letters 3. Editors' Responses 4. Other Correspondence between Author and Editor 	
	Reflections and Practice (1)	

Special Attention: Coherence (2)	
Reflections and Practice (2)	
Unit 14	
<u>Paper Publication (4): Page Charges, Copyright Transfer, Remuneration and Reprints</u>	216
Topical Highlights	
Theme Presentation	
1. Page Charges (Print Costs) and Application for Financial Assistance	
2. Copyright and Copyright Transfer	
3. Remuneration and Reprints	
Reflections and Practice (1)	
Special Attention: Unity	
Reflections and Practice (2)	
Appendixes	235
Appendix 1 Reference Keys to Reflections and Practice	
Appendix 2 Sample Analysis of Two Professional Papers	
Bibliography	291

General Introduction to Professional Paper Writing



Topical Highlights

- Classification of Professional Papers: report paper, research paper, course paper, thesis paper (dissertation), etc.
- Ways of Preparing Professional Papers: searching for good ideas, finding topics, considering audience and purpose, moving from brainstorming to drafting, editing and refining
- Styles of Professional Papers Writing: habitual and peculiar ways of using language, formal vs. informal ways of expression, professional vs. non-professional paper writing
- Special Attention: language representation of professional papers

Theme Presentation

1. Classification of Professional Papers

A professional paper is a formal printed document in which professionals present their views and research findings on any deliberately chosen topic. It is variously known as “research paper”, “course paper”, “thesis paper” or “library paper.” No matter what kind paper may actually belong to, the task of the author may, in most cases, be the same: to do research on any particular topic, and then gather information on it, and report the

findings of his research.

A professional paper can never be written in a random¹ format, rather it should be written in a specific one. The format will make the paper an integrated whole from the placing of the title to the width of the margins, and to the notation used in acknowledging the material drawn from other sources or the help given by others. The writing process of a paper can help a beginner to learn how to use the library resources and get himself familiar with the format all scholars agree to take in their papers.

Professional papers differ from any other non-professional writings in that they involve the use of library resources from which facts, quotations, and the opinions of others are drawn to explain and support their own research findings and viewpoints as authenticated² ideas in the paper. These resources must be identified by numbered notes, placed at the end of the paper or at the bottom of the page. Professional papers, for the above reasons, must always include a bibliography, i.e., an alphabetical list of all the sources cited.

Professional papers assigned in universities and colleges or any other research institutions are generally of the following four types: (1) report paper; (2) research paper; (3) course paper, and (4) thesis paper (dissertation).

1) Report Paper³

The report paper summarizes and reports the findings of the author(s) on a particular subject. The author(s) may not give his/their own opinion on the issue, nor evaluates the findings, but merely catalogs them in a sensible sequence. For instance, a paper listing the opinions of statesmen or politicians during the debate over a certain event would be a report paper. Likewise, a paper that chronologically narrates the last days of a personality would also be a report paper.

2) Research Paper⁴

A research paper can be intelligent, well-informed, interesting, and original in its conclusions. It draws its material from many sources. Its aim is to assemble facts and ideas and by studying them to draw new conclusions as to facts or interpretations, or to present the material in the light of a new interest.

Research papers are or can be the most important and reliable sources for textbooks, monographs, and all other documentary works. A complete research paper is usually composed of the following elements: title, author, affiliation, abstract, keywords,