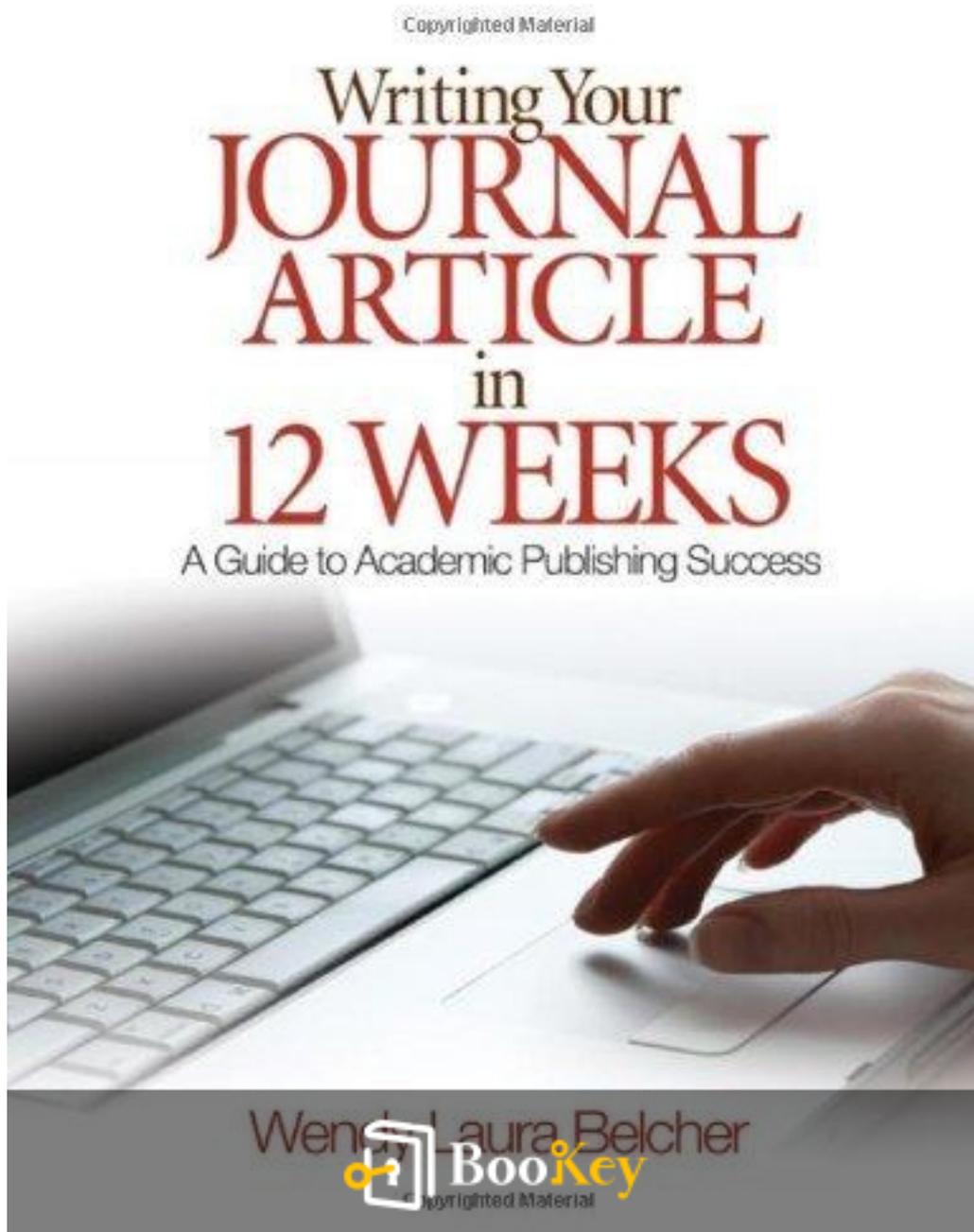


Writing Your Journal Article In Twelve Weeks PDF (Limited Copy)

Wendy Laura Belcher



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Writing Your Journal Article In Twelve Weeks

Summary

Mastering Scholarly Writing for Academic Publishing Success

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About the book

Wendy Laura Belcher's **Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success** serves as an invaluable companion for novice and experienced academics alike who aspire to publish their research. The workbook is structured around a twelve-week program that helps writers systematically refine their drafts—be they from classroom assignments, conference presentations, or dissertations—into polished journal articles ready for submission.

In the introduction, Belcher sets the stage by acknowledging the anxieties and barriers that many academics encounter on their journey to publication. By providing a clear roadmap, she demystifies the process of writing and offers encouragement for those who may feel overwhelmed by the demands of academic writing. This structured approach is intertwined with practical exercises aimed at fostering a productive writing habit and enhancing the quality of academic work.

Each subsequent chapter focuses on specific aspects of the writing process, guiding readers through activities that gradually build their writing skills. Belcher incorporates insights from her extensive experience in teaching scholarly writing, making the content relatable and actionable. She addresses common challenges such as finding a suitable article topic, developing a compelling argument, and adhering to the rigorous standards of academic

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publishing.

As the weeks unfold, readers learn techniques for effective literature reviews—ensuring they can contextualize their research within existing scholarship—as well as practical strategies for structuring their articles for impact. Belcher emphasizes the importance of revision and feedback, underscoring the necessity of collaboration with peers and mentors throughout the writing journey.

In summary, Belcher’s guide is not merely a set of instructions but a comprehensive program that inspires confidence in academic writers. It equips them with the tools needed to distill their ideas into coherent, impactful articles that contribute meaningfully to their fields. By the end of the twelve weeks, users will have transformed their initial drafts into polished submissions, feeling prepared to navigate the often daunting realm of academic publishing.

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About the author

In the chapters summarized, Wendy Laura Belcher illustrates her expertise in medieval literature through a detailed exploration of historical texts and the intricate dynamics of power embedded within them. Building on her thorough academic background, Belcher weaves together themes of language, culture, and identity, contextualizing how these elements interact in literature from the medieval period.

The narrative begins by contextualizing the medieval world, emphasizing the rigid social hierarchies and power structures that influenced the creation and interpretation of texts. Belcher introduces key concepts such as feudalism, a system where land was held in exchange for service, and how it shaped the relationships between nobles, peasants, and the monarchy. This foundational understanding is crucial for analyzing the texts she later discusses.

As new characters and figures are introduced throughout the chapters, it becomes clear how their roles were both a reflection of and a response to the power dynamics of their time. For example, the chapter might highlight the influence of female figures in literature who, despite existing in a patriarchal society, managed to assert their identities and perspectives. Through analysis of characters in various medieval narratives, Belcher reveals the strategies employed by writers to negotiate their social realities, thus bringing to light

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the broader implications of their works.

Belcher's interdisciplinary approach does not merely involve literary analysis; she incorporates insights from cultural studies, history, and even visual arts to enrich her interpretation. This results in a nuanced understanding of how medieval texts can inform contemporary discussions about identity and power.

Furthermore, her commitment to accessibility emerges as she carefully deconstructs complex ideas, ensuring her insights resonate with both academic audiences and general readers. This dedication to clarity allows for a deeper engagement with classical texts, encouraging readers to see their relevance in today's society.

Throughout the chapters, Belcher's overarching argument champions the importance of understanding historical narratives not just as relics of the past but as vital contributions to ongoing dialogues about culture and identity. Through her scholarship, she inspires a renewed appreciation for medieval literature, demonstrating its significance in shaping modern perspectives on power, gender, and societal roles.

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Chapter 1 Summary: Week 1

Week 1: Designing Your Plan for Writing

In the first week of this writing initiative, the focus is on establishing a comprehensive strategy for successful academic writing over the next twelve weeks. The daily tasks are designed to progressively build a foundation for this effort.

Daily Writing Tasks:

- **Day 1 (Monday):** Begin by familiarizing yourself with the basic concepts of this writing plan by reviewing the first ten pages and completing the provided exercises within a 60-minute timeframe.
- **Day 2 (Tuesday):** Choose a previously written academic text that you wish to develop further. This task requires an hour, allowing you to reflect on prior work and identify areas for enhancement.
- **Day 3 (Wednesday):** Dedicate time to select an ideal writing environment that supports productivity, which may extend to more than 60 minutes as you explore options that minimize distractions.
- **Day 4 (Thursday):** Create a detailed writing schedule for the upcoming twelve weeks. Anticipate potential challenges that could hinder your writing efforts and plan accordingly, investing another hour into this crucial step.

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- **Day 5 (Friday):** Conclusively document how you currently allocate your time, honing in on areas where you can prioritize writing, once again spending 60 minutes on this reflective task.

Understanding Feelings About Writing

Writing can often evoke stress and anxiety, especially in academics. This is a shared reality, as studies indicate many faculty members spend minimal time writing, with numerous individuals never completing or publishing their work. This phenomenon is frequently tied to inadequate communication regarding the emotional and methodological aspects of writing.

Feelings about Writing:

Negative emotions such as anxiety, feelings of inadequacy, and procrastination are prevalent among writers. Acknowledging these feelings—rather than suppressing them—can be a pivotal step toward normalizing the writing experience for academics.

Keys to Positive Writing Experiences

To cultivate a more productive writing ethos, several strategies are highlighted:

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1. **Successful Academic Writers Write:** Commitment to regular writing is essential. Much like exercise, writing becomes easier and more rewarding through consistent practice.
2. **Make Writing Social:** Collaborating and sharing experiences with peers are beneficial. These interactions can reduce feelings of isolation and offer valuable insights.
3. **Persist Despite Rejection:** Rejection is a common aspect of writing; embracing it as a learning opportunity is key to resilience and improvement.
4. **Pursue Passions:** Writing on subjects that genuinely intrigue you can enhance both enjoyment and productivity.

Designing a Plan for Submitting Your Article in Twelve Weeks

Create a focused timeline with explicit goals and deadlines for manuscript submission. This approach emphasizes revising previously completed texts, enabling writers to refine existing work rather than starting anew.

Choosing Your Writing Site

Select a writing environment tailored to your needs, where distractions are minimized. Multiple writing locations can be evaluated for their effectiveness in supporting regular writing habits.

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Designing Your Writing Schedule

Establish a consistent daily writing regimen, with even short sessions (ranging from 15 to 60 minutes) contributing to overall productivity. Regular, brief writing periods typically yield more progress than sporadic, lengthy writing marathons. It's also crucial to anticipate possible interruptions and adjust your schedule as necessary.

Setting Realistic Goals

Setting achievable, daily writing goals helps cultivate a consistent writing habit essential for progressing toward your publication aspirations. Utilize a twelve-week calendar to effectively track and organize your writing activities.

This structured framework presents a clear path for academic writers, equipping them to overcome obstacles and reach their publication objectives with confidence and clarity.

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Chapter 2 Summary: Week 2

Week 2 Summary: Starting Your Article

Daily Writing Tasks Overview:

The week's structured writing schedule outlines a manageable yet productive approach to developing an academic article, spread over five days. Each day focuses on a specific writing task, starting with reading and discussing an assigned page to inspire thought (Monday). On Tuesday, the author is encouraged to reassess their draft by printing and listing necessary revisions. Midweek, on Wednesday, drafting and reviewing the abstract becomes the focal point, followed by researching a model article in the relevant field on Thursday. Finally, the week concludes on Friday with revisions to the abstract based on feedback, totaling approximately five hours of dedicated writing time. Spreading these tasks over seven days is recommended to maintain momentum and encourage continuous progress.

First Week in Review:

The initial week demonstrates the value of collaborative writing practices, highlighting that feedback from peers and advisors can significantly enhance the quality of one's writing. The emphasis is placed on the effectiveness of

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consistently writing in smaller increments rather than engaging in sporadic, lengthy writing sessions.

Types of Academic Articles:

The text categorizes academic article types in a hierarchy based on prestige and acceptance within scholarly circles. This diverse range encompasses simpler formats like annotated bibliographies and book reviews to more complex scholarly contributions, including research articles across various disciplines (social sciences, humanities, natural sciences). Understanding these categories aids writers in positioning their work appropriately within the academic landscape.

Myths About Publishable Journal Articles:

Common misconceptions about the requirements for publishable articles are addressed, clarifying that originality and heavy theoretical content are not prerequisites for acceptance. Instead, the focus should be on introducing a new perspective on existing research topics.

What Gets Published and Why:

Three primary strategies for crafting publishable articles are outlined:

1. Presenting new evidence within an established context.

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2. Offering a fresh interpretation of existing evidence.
3. Innovatively combining known evidence and methods.

These approaches highlight the diverse ways writers can contribute to existing academia while ensuring their work is relevant and engaging.

Abstracts as a Tool for Success:

The chapter stresses the critical role of a clear and concise abstract, which should succinctly summarize the article's key points, arguments, and findings. A well-crafted abstract enhances the article's discoverability, aids editors in understanding its purpose, and increases potential citation rates.

Ingredients of a Good Abstract:

Several essential components for writing effective abstracts in social sciences and humanities are identified. Clarity and brevity are paramount, and writers are cautioned against the use of jargon and vague statements that could obscure meaning.

Getting Started on Article Revision:

This section outlines a clear path for refining the article, which includes reevaluating the topic, rereading the draft, drafting an abstract, and seeking models from other successful papers in the field. This structured approach is



designed to cultivate better writing habits and improve the likelihood of publication success through a combination of communal support, organized tasks, and focused objectives.

Ultimately, Week 2 serves as a launchpad for scholarly writing, emphasizing systematic development and peer collaboration to enhance the publication process.

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Chapter 3 Summary: Week 3

Summary of Chapter 3: Advancing Your Argument

This chapter centers on enhancing the effectiveness of academic arguments, guiding writers through a series of structured tasks aimed at crafting clear, persuasive statements. It begins with a weekly writing schedule that promotes consistency, outlining daily tasks that span crucial aspects of argument development and revision.

Week 3 Daily Writing Tasks

- **Day 1 (Monday):** Writers are encouraged to engage with specific pages of reference material, spending an hour reflecting on their content's relevance to their arguments.
- **Day 2 (Tuesday):** Focus shifts to drafting an argument statement, which must then be discussed and revised within an hour.
- **Day 3 (Wednesday):** A reflective review of the article for the presence of the argument is essential, ensuring that the claim is woven throughout the text.
- **Day 4 (Thursday):** Revision time is dedicated to further refining the argument, emphasizing clarity and coherence in structure.
- **Day 5 (Friday):** Continued revisions facilitate a deeper examination of the argument's strength and its integration throughout the article.

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As a prelude to these tasks, the chapter encourages writers to reflect on their progress from the previous week, urging them to embrace productivity rather than perfection. The chapter acknowledges the internal challenges writers may face, advocating for a commitment to daily writing habits, even if only minimal progress is made.

Common Reasons for Journal Rejection

The chapter outlines frequent pitfalls that lead to journal submission rejections:

1. **Too Narrow or Too Broad** The topic should be appropriately focused for the intended audience.
2. **Off Topic** Maintain adherence to the journal's specific subject matter.
3. **Not Scholarly**: Submissions must exhibit engagement with existing literature through proper citations.
4. **Too Defensive**: Writers should present their arguments confidently, avoiding reliance on excessive quotations.
5. **Not Sufficiently Original**: Clearly demonstrate what new insights or findings the research provides.
6. **Poor Structure**: Organize the article into a coherent introduction, body, and conclusion.
7. **Not Significant**: Emphasize the importance and implications of the research conducted.



8. Theoretically or Methodologically Flawed: Address any potential weaknesses in research design or evidence prior to submission.

9. Too Many Errors: Careful proofreading is essential to eliminate grammatical and typographical errors.

Notably, the main reason for rejection is often the absence of a clear argument, underscoring the necessity of establishing a persuasive and coherent thesis early in the article.

Understanding and Crafting an Argument

The essence of the chapter lies in the understanding that an argument is more than just a topic; it is an assertion supported by evidence aimed at persuading others. To assist in crafting effective arguments, the “Instant Thesis Maker” formula is introduced, serving as a structural guide for writers.

Organizing Your Article

Effective organization is vital, with the chapter urging writers to ensure that every part of their article aligns with their central claim. Regular reviews and revisions are recommended to uphold this focus and strength throughout the writing process.

Weekly Writing Schedule

The chapter concludes by reinforcing the importance of tracking writing

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time and adjusting commitments to maintain a productive writing routine.

Overall, Chapter 3 provides a comprehensive and actionable guide for academic writers aiming to strengthen their arguments, highlighting clarity, organization, and scholarly engagement as keys to crafting successful articles for publication.

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Chapter 4: Week 4

Week 4 Overview: Academic Writing and Journal Selection

Daily Writing Tasks

The fourth week focuses on refining your academic writing process through structured daily tasks. On Monday, you'll review previous workbook pages to solidify your understanding and track your writing time for a solid hour. Tuesday is dedicated to researching relevant academic journals within your field, spending another hour diving into this critical resource. By Wednesday, you will evaluate your findings and identify articles that appropriately match your research, also for an hour. As you transition to Thursday, dedicate over an hour to read selected articles from your chosen journals, which will inform and enhance your own arguments. Finally, on Friday, you'll draft and send a query letter to a journal, solidifying your choice of publication by taking just 30 minutes for this essential step.

Reflections on Progress

As you near the end of the fourth week, reflect on your accomplishments over the past three weeks. Focus on how you've improved your writing habits, formulated clearer arguments, and crafted an abstract. Recognize any

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procrastination you experienced; while it's a common challenge, it's crucial to regain focus. Setting a concrete date to recommit to your writing goals will help mitigate this hurdle.

The Importance of Journal Selection

Choosing the right journal is pivotal for publication success. There are numerous academic journals actively looking for submissions, some with lower rejection rates than often perceived. However, submitting to an unsuitable journal can stall your research's impact and lead to missed opportunities.

Types of Academic Journals

Navigating journal types can be tricky.

- **Nonrecommended Outlets:** Avoid newspapers, magazines, trade journals, and other non-peer-reviewed collections since they lack academic credibility.
- **Questionable Outlets:** Be cautious with edited volumes, graduate student journals, and local or newly established publications, which may not have robust reputations.
- **Preferred Outlets:** Aim for peer-reviewed journals known for their credibility and alignment with your research focus.

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Finding Suitable Journals

Utilize various strategies to identify the most suitable journals:

- **Consult Advisors and Colleagues:** Their experience can guide your choices.
- **Library Shelf Searches:** View publications in physical or digital libraries for a more hands-on approach.
- **Review Citations and Bibliographies:** This can lead you to respected journals used in your field.
- **Engage with Professional Associations:** They often provide resources and recommendations.
- **Explore Electronic Databases:** Online databases house extensive journal listings relevant to your research area.

Evaluating Journals

When narrowing down your journal options, assess them against several criteria, including:

- Peer-reviewed status
- Publisher reputation
- Quality of production and publication frequency
- Relevancy of journal content to your article

Crafting Query Letters to Editors

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A well-structured query letter can offer valuable insights prior to your formal submission. In your letter, inquire about the compatibility of your article with their journal themes and ask for submission guidelines, which will help you tailor your work as necessary for their audience.

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Chapter 5 Summary: Week 5

In Week 5, the focus is on advancing the development of an article by thoroughly reviewing related literature and establishing a structured writing schedule. This chapter highlights essential daily tasks aimed at facilitating a methodical approach to literature evaluation and writing.

Daily Tasks are strategically laid out to maximize productivity:

- **Day 1 (Monday)** involves dedicating 60 minutes to reading and documenting key content from specified pages. This sets the groundwork for informed analysis.
- **Day 2 (Tuesday)** is for evaluating existing citations, ensuring that they are relevant and correctly attributed, again taking an hour.
- **Day 3 (Wednesday)** emphasizes a more in-depth approach, allocating eight hours to identifying and reading literature relevant to the article's focus.
- **Day 4 (Thursday)** spans 60 minutes to critically evaluate the literature collected, sharpening the analysis further.
- **Day 5 (Friday)** culminates in writing or revising the literature review, with a generous two-hour block aimed at developing a comprehensive and coherent narrative.

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Reflecting on **Week 4**, there is recognition of the progress made in both writing and formulating a publication plan. However, feelings of guilt regarding previous inefficiencies may impact motivation, underscoring the importance of maintaining a forward-looking mindset.

Reading the Scholarly Literature can be daunting due to the vast number of publications available. Hence, a targeted approach is recommended.

A helpful classification of **Types of Scholarly Literature** is provided to assist in discerning what to prioritize:

1. **Original Literature** includes primary sources, such as creative works and foundational research findings.
2. **Derivative Literature** encompasses secondary sources, often unsuitable for journal citations due to their content.
3. **Contextual Literature** offers background information but should be limited to avoid distractions.
4. **Methodological Literature** aids in understanding research methods vital for developing robust arguments.
5. **Theoretical Literature** supplies conceptual frameworks necessary for contextualizing research.
6. **Related Literature** is critical as it directly pertains to the writer's topic, serving as a basis for scholarly discourse and publication.

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To facilitate **Efficient Reading**, several strategies are suggested:

- Employ bibliographic software to keep sources organized.
- Narrow down the reading list to the most pertinent studies.
- Create a social reading experience, such as forming journal clubs to discuss findings.
- Schedule regular library sessions to enhance focus on reading.

In terms of **Writing and Revising the Literature Review**, it is encouraged to engage with ongoing debates within the literature and to group texts thoughtfully so that the review substantiates the article's argument rather than simply summarizing existing knowledge.

Tracking **Writing Time** throughout the week is crucial for assessing productivity and identifying areas for improvement, promoting a disciplined writing habit.

To uphold academic integrity, the chapter concludes with a focus on **Avoiding Plagiarism**. This involves emphasizing proper citation practices and understanding the intricacies of paraphrasing to ensure that all sources are respectfully and accurately represented.

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Final Reminders urge readers to engage with the literature critically, connect their ideas with existing research, and structure their literature review in a manner that enhances both coherence and relevance, ultimately supporting a well-rounded article development process.

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Chapter 6 Summary: Week 6

Week 6: Strengthening Your Structure

In this week focused on enhancing structural elements of writing, the primary aim is to solidify the framework that supports effective communication of ideas. An organized structure not only serves as the backbone of the article but also significantly improves readability and aids readers in retaining information.

Daily Writing Tasks

The writing tasks for this week are designed to be methodical, progressively guiding you to refine your article:

- **Day 1 (Monday):** Begin by reading page 185 to familiarize yourself with essential concepts, then document your time spent on this task.
- **Day 2 (Tuesday):** Outline a model article for an hour. This helps to understand how established authors organize their work.
- **Day 3 (Wednesday):** Dedicate another hour to outline your own article, incorporating strategies observed from the model.
- **Day 4 (Thursday):** Focus on restructuring your article. This may involve reorganizing paragraphs or chapters for better flow.



- **Day 5 (Friday):** Continue refining the structure identified previously, ensuring cohesive organization throughout your content.

Fifth Week in Review

Reflect on your experiences with scheduling, revising, and conducting literature reviews from the previous week. Particularly, adapt the techniques suggested by Peter Elbow about the organic nature of writing to fit your personal writing style, enhancing both efficiency and creativity.

Importance of Structure

Understanding the foundation of an article's structure is crucial. Structure involves not just the arrangement of arguments and evidence, but also how it guides readers through your ideas. A cohesive structure improves both the clarity and retention of information, making it easier for readers to grasp your points.

Types of Structures

Structures can be categorized into:

- **Micro Structure:** Consists of five organizational types—Description (providing details), Sequence (order of events), Causation (cause and

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effect), Problem/Solution (identifying issues and proposing remedies), and Comparison (contrasting ideas)—all designed to aid reader comprehension.

- **Macro Structure:** This is typically employed in journal articles, organized around key sections including Introduction, Background, Argument, Evidence, and Conclusion.

Article Structures in Social Sciences and Humanities

Different fields dictate specific structural conventions:

1. **Quantitative Articles:** Generally follow the IMRD format—Introduction, Methods, Results, and Discussion—allowing for systematic presentation of findings.
2. **Qualitative Articles:** Tend to have varied structures, often encompassing detailed literature reviews and thematic analysis as key components.
3. **Humanities Articles:** Stress the importance of a continuous discourse, where arguments develop progressively rather than being confined to the conclusion.

Synaptic Structure

This more fluid type of structure promotes discovery and keeps readers engaged, but it can present challenges in terms of maintainability and



organization.

Solving Structural Problems

To enhance organization, utilize clear subheadings and summaries. A logical presentation of evidence that avoids convoluted or overly mysterious structures will help maintain the clarity and coherence of your arguments.

Revising Your Structure

The revising process is broken into clear steps:

- **Days 1-2:** Read workbooks for guidance, outline a model article, and evaluate its structural elements.
- **Days 3-5:** Focus on creating a structured outline for your article, making adjustments and improvements as needed.

Documenting Your Writing Time and Tasks

To track and evaluate progress effectively, establish a weekly writing schedule. Keep a record of actual writing tasks completed and the time spent on them, reviewing these insights at the week's end to understand your progress and areas for improvement.

By the end of this week, you should emerge with a well-structured article

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that communicates your arguments clearly and engages your readers effectively. Through consistent practice and adherence to these tasks, you'll enhance your writing discipline and strengthen your articles' overall impact.

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Chapter 7 Summary: Week 7

Week 7: Presenting Your Evidence

In the seventh week of your research journey, the focus shifts to effectively presenting the evidence you have gathered. This week is structured around daily tasks that encourage thorough engagement with your materials and peer collaboration.

Daily Writing Tasks:

- **Day 1 (Monday):** Begin by reviewing your evidence on page 199 of your workbook. Use this time (30 minutes) to fill in your boxes with relevant data points, ensuring clarity on what you have gathered.
- **Day 2 (Tuesday):** Dedicate an hour to discussing your findings with colleagues, gaining insights that might enhance your understanding and presentation of evidence.
- **Day 3 (Wednesday):** Revisit your evidence (60 minutes) to reassess its relevance and strength, making sure it aligns with the overarching argument of your research.
- **Day 4 (Thursday):** Spend another hour shaping your evidence around your argument. This is crucial for constructing a coherent narrative that supports your thesis.



- **Day 5 (Friday):** Continue refining the alignment of your evidence and argument for another hour, focusing on clarity and cogency.

Sixth Week in Review:

At this point, take a moment to acknowledge your progress; six weeks of intensive work is commendable. Recall the motivational insights gleaned from previous weeks, emphasizing the self-motivation driven by personal conviction. To bolster productivity, consider creating an incentive fund, such as a “sexy dress fund,” to reward milestones.

Types of Evidence:

Understanding the various types of evidence is essential for effective research. Depending on your discipline, evidence may take different forms:

- **Qualitative:** Derived from observations or interviews.
- **Quantitative:** Based on statistical data collected via standardized instruments.
- **Historical:** Referred from records or studies of past events.
- **Geographic:** Concerned with spatial data.
- **Textual:** Involves written works, including critical texts.



- **Artistic:** Encompasses visual art and performances as evidence.

Writing Up Evidence in the Social Sciences:

The presentation of evidence differs significantly across disciplines. In the social sciences, adhere to these sections:

1. **Methods Section:** Clearly outline your methodology, including sample sizes, measurements, contexts, and variables.
2. **Results Section:** Organize your findings, utilizing tables and graphs for clarity, ensuring they effectively support your core argument.
3. **Discussion Section:** Here, interpret your results, relate them to your hypotheses, acknowledge any limitations, and suggest avenues for future research.

Writing Up Evidence in the Humanities:

In the humanities, the focus shifts to textual interpretation using various theoretical approaches:

- **Close Reading:** Emphasize selective quoting and the importance of context without over-reliance on lengthy citations.
- **Cultural Studies:** Analyze texts for their cultural significance while avoiding authorial intent and personal critiques, promoting a critical rather

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than theoretical approach.

Revising Your Evidence

Engage in a structured revision of your evidence:

- **Day 1:** Review your workbook for any remaining tasks.
- **Day 2:** Collaborate with peers to discuss evidence relevant to your field and document any new insights.
- **Day 3:** Reassess your article for logical coherence and clarity in the presentation of evidence.
- **Days 4-5:** Revisit your alignment of evidence with your central argument and revise where necessary.

Documenting Your Writing Time and Tasks

Implement a weekly planning system to track your writing aims and completed tasks. Maintain a reflective record to assess how your time is spent, allowing for adjustments to your strategies as needed, ensuring continuous improvement in your research process.

This structured approach to presenting evidence not only strengthens the validity of your work but also enhances your analytical skills, leading to a more impactful final product.

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Chapter 8: Week 8

Week 8: Opening and Concluding Your Article

In this crucial week, writers focus on refining critical components of their articles—the openings and conclusions—ensuring they effectively capture attention and deliver meaningful insights.

Daily Writing Tasks Overview:

- **Monday:** Begin by revising your title, aiming for clarity and conciseness while logging your writing time for 30 minutes.
- **Tuesday & Wednesday:** Dedicate two sessions to revising your introduction, emphasizing the articulation of your central argument and contextual background.
- **Thursday:** Revisit the abstract and literature review alongside establishing author order, allotting 60 minutes for concise revisions that enhance clarity and relevance.
- **Friday:** Spend an hour revising your conclusion, summarizing key arguments while highlighting their broader significance.

Seventh Week in Review:

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Reflecting on the previous week, you have fortified your argument and are now poised to advance your writing. It's worth noting that many faculty members still struggle with getting their work published, which adds to the urgency of producing a strong piece.

Importance of Openings:

A strong opening not only shapes peer review experiences but also boosts readership. Given the highly competitive nature of academic publishing, it's vital to present a clear argument, outline relevance, and detail your approach right at the beginning.

Revising Your Opening:

- **Title:** Think of your title as a billboard; it must be both inviting and informative. Avoid generalizations by creating a distinctive title with searchable keywords that highlights the article's focus.

Revising Your Introduction:

An effective introduction must:

- Clearly articulate the central argument.
- Provide essential context about the topic, offering foundational knowledge for readers.

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- Outline the article's structure, guiding the reader through the forthcoming discussion.

Opt for compelling starts to draw interest whilst steering clear of overused phrases and broad assertions.

Revisiting Your Abstract, Literature Review, and Author Order:

Your abstract serves as the first impression; it should accurately encapsulate the essence of your article. Clarity in co-authorship delineates roles and responsibilities, helping to mitigate potential conflicts later.

Revising Your Conclusion:

In the conclusion, distill your arguments and emphasize their significance within a wider context. A strong conclusion should not only recap findings but also propose directions for future research or implications following the discoveries.

Documenting Your Writing Time and Tasks:

Establish a writing schedule that allows you to track both the time spent writing and the tasks you accomplish. This documentation is not only a way to reflect on your progress but also a means to build a disciplined writing habit.

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By following this structured approach in revising your article, you can enhance its overall quality and improve its publication chances, solidifying your contributions to the academic community.

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Rahul Malviya

Beautiful App



This app is a lifesaver for book lovers with busy schedules. The summaries are spot on, and the mind maps help reinforce wh I've learned. Highly recommend!

Alex Walk

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Chapter 9 Summary: Week 9

Week 9: Giving, Getting, and Using Others' Feedback

As you embark on Week 9, the focus shifts to the critical aspect of feedback in the writing process, particularly in the context of refining your article for publication. This week is designed to harness the power of peer insights, emphasizing the importance of informal feedback over structured peer reviews. Engaging with colleagues will not only enhance your writing but also contribute to your development as a writer.

Daily Tasks Overview

Your daily tasks are structured to facilitate thoughtful engagement with feedback:

- **Day 1 (Monday):** Begin by reviewing page 229 of your material and initiate a documentation of your writing time, dedicating 30 minutes to this task. This sets the stage for a reflective week.
- **Day 2 (Tuesday):** Share your draft article with peers, allocating 60 minutes to receive their constructive feedback. This exchange will be pivotal in identifying strengths and weaknesses in your work.
- **Day 3 (Wednesday):** Create a list of remaining tasks to outline your next steps, spending another 60 minutes on this organization.
- **Day 4 (Thursday):** Utilize the feedback you received to start revising



your article, again dedicating 60 minutes to this crucial phase.

- **Day 5 (Friday):** Continue the revision process based on the feedback, ensuring all suggestions are thoughtfully considered over the last hour of the week.

Eighth Week Review

Reflecting on the preceding week highlights the importance of collaboration in the writing journey. Amidst the revisions, it's essential to differentiate between doubts fueled by emotional fatigue or genuine flaws in the content. If you encounter significant concerns, decide whether to amend your current article or pivot towards a new project that may serve you better.

Types of Feedback

This week's focus emphasizes honing your peer engagement. Constructive criticism is vital, yet it's essential to avoid certain pitfalls during this process:

- Refrain from obsessing over bibliographic sources and demanding further research.
- Rather than attempting to rewrite the article yourself, provide insightful responses.

Aim for feedback that combines:

- Positive reinforcement to encourage further development,
- Specific praises that acknowledge strengths,

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- Constructive suggestions aimed at clarifying content without judgment.

What to Do When Giving Feedback

When offering feedback, foster a constructive dialogue by:

- Starting with positive comments to create a supportive atmosphere.
- Being specific in your praise to highlight what works well.
- Focusing on the overarching argument and structure to avoid getting bogged down in minor details.
- Framing critiques as constructive suggestions, acknowledging your own potential biases and limitations.

What to Do When Receiving Feedback

As you receive feedback, adopt strategies to maximize its effectiveness:

- Clearly communicate the type of feedback you are seeking so your peers can provide relevant insights.
- Emotionally detach from the delivery of feedback to objectively assess the content.
- Listen actively, taking notes without defending your work prematurely.
- Critically evaluate the feedback, remembering that the ultimate authority on your writing is you.

Exchanging Articles

Facilitate a structured exchange of articles with your colleagues that encourages focused feedback. Tasks might include identifying the strengths



of the articles, noting areas for improvement, and providing a summary of each piece to reinforce comprehension.

Documenting Your Writing Time and Tasks

Throughout the week, graph your anticipated writing schedule against actual accomplishments. This exercise fosters self-reflection on your writing habits and productivity, providing insights that can guide your future writing endeavors.

By the end of Week 9, you will not only have refined your article through thoughtful feedback but will also have enhanced your collaborative skills, setting a strong foundation for future writing projects.

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Chapter 10 Summary: Week 10

Week 10 Overview Summary

In the tenth week of editing practice, the focus is on enhancing the clarity and effectiveness of written work through systematic revision. This week is structured with a series of tasks designed to refine writing skills and develop better habits.

Editing Tasks:

The schedule for Week 10 is meticulously organized:

- **Day 1** involves reading specified pages and documenting your writing time for a dedicated 30 minutes.
- **Day 2** centers on running a diagnostic test of your writing for an hour, which helps identify specific areas needing improvement.
- **Days 3 and 4** are dedicated to revising your article based on the diagnostic results. Each day allows for 60 minutes to implement substantial revisions.
- **Day 5** wraps up the week by correcting additional problematic sentences, again allocating 60 minutes for focused editing.

Importance of Time Management:

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Effective writing hinges on good time management. By scheduling specific writing times and tracking the time spent, writers can cultivate consistent and productive writing habits.

Lessons from Experience:

A personal anecdote serves as a poignant reminder that even small contributions to academic discourse can lead to significant, lasting impacts. This narrative underscores the importance of taking the time to write, illustrating that every effort counts in the larger academic landscape.

Types of Revising:

Revising can be categorized into two important types:

- **Macrostructure Revising:** This entails making substantial changes, such as reorganizing paragraphs and refining arguments for overall coherence.
- **Microstructure Revising:** This focuses on sentence-level modifications, ensuring that grammar, punctuation, and word choice are precise and enhance clarity.

Editing Principles:

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Effective writing is anchored in clear sentence structure, featuring robust characters (nouns) and dynamic actions (verbs). Notable editing resources, such as texts by Joseph M. Williams and Bruce Ross-Larson, provide valuable guidance on style and clarity.

Diagnostic Test for Improving Writing:

The diagnostic test identifies common writing issues by highlighting signal words that suggest redundancies, unclear pronouns, and weak verbs. By categorizing these issues, writers can systematically address areas of their text that require cutting, adding, or rephrasing.

Principles of Clarity and Brevity:

To foster clarity, writers should eliminate unnecessary words and complex structures that obscure meaning. Using strong verbs and precise pronouns not only improves readability but also engages the reader effectively.

Correcting Problem Sentences:

Guidelines are provided to help identify and rectify overused weak phrases, ensuring grammatical correctness and enhancing the overall quality of sentences.

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Finalizing the Article:

The last two days of the week are devoted to applying insights from the diagnostic feedback during revisions. On Day 5, additional attention is given to grammatical accuracy and reviewing sentence constructions for improved clarity.

Documenting Writing Progress:

A weekly calendar is recommended to monitor writing activities, effectively addressing patterns in both time management and overall writing output.

Overall, this summary from Chapter 10 underscores the systematic approach to editing, highlights the significance of personal experiences in shaping writing quality, and stresses the vital role of time management in nurturing effective writing practices.

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Chapter 11 Summary: Week 11

Week 11 Overview: Wrapping Up Your Article

In this concluding week, the focus shifts to finalizing your article for submission. The outlined daily writing tasks are designed to help you systematically refine each component of your work, ensuring clarity and coherence while allowing for a pragmatic approach to perfectionism.

Daily Writing Tasks

- **Day 1 (Monday):** Begin by revisiting your article, focusing on page 268, and track your writing duration for 30 minutes. This review will set the stage for necessary revisions.
- **Day 2 (Tuesday):** Dedicate an hour to polish your literature review and finalize your bibliography. Accurate citations are crucial for credibility and acknowledgment of prior research.
- **Day 3 (Wednesday):** Spend 60 minutes refining your introduction, making sure it effectively captures your article's essence and engages your audience from the outset.

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- **Day 4 (Thursday):** Allocate another hour to finalize your evidence and structure. Focus on enhancing clarity without overhauling previously established ideas, staying mindful of word limits.

- **Day 5 (Friday):** Conclude the week by finalizing your article's conclusion and selecting an appropriate journal for submission in the next hour, ensuring that your end ties together your arguments succinctly.

Key Focus: Finalizing Your Article

As you navigate these tasks, remember the importance of scheduling dedicated writing time while tracking your actual writing duration to gauge productivity. The chapter underscores that striving for perfection can hinder completion; accepting minor imperfections might allow reviewers to provide constructive feedback that could enhance your work.

The Perils of Perfection

The narrative of an apprentice painter serves as a metaphor for writing; just as an artist may inadvertently create flaws that redirect a client's attention, writers often find that their perceived imperfections can lead to valuable

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insights and critiques. It's natural to feel a sense of loss when concluding a project, but sending your work into the world, even if it's not perfect, is a crucial step in the writing process.

Steps to Finalize Your Article

- **Day 1: Finalizing Your Argument** Review and print your article, marking areas that need changes to strengthen your argument.
- **Day 2: Finalizing Your Literature Review.** Ensure your bibliography is clean and citations are properly formatted.
- **Day 3: Finalizing Your Introduction** Enhance the introductory section to reflect the core focus and engage your readers effectively.
- **Day 4: Finalizing Your Evidence and Structure** Aim for improvement rather than complete rewrites, keeping the word limits in check.
- **Day 5: Finalizing Your Conclusion** Craft a clear and impactful conclusion to encapsulate your main ideas succinctly.

Documenting Your Writing Time and Tasks

To bolster your productivity, draft a weekly plan outlining expected writing times and tasks. Set aside 15 minutes to an hour each day for writing, and at the week's end, reflect on your accomplishments and patterns that emerge,

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guiding future writing endeavors.

Conclusion

Week 11 serves as a vital reminder of the necessity of wrapping up revisions and preparing for submission. It emphasizes embracing imperfection and maintaining a steady, progressive approach throughout the writing process. By breaking down your final touches into manageable tasks, you can approach submission with confidence, knowing that every detail has been considered, even if perfection remains out of reach.

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Chapter 12: Week 12

Week 12: Sending Your Article

Overview

In the final week of the writing journey, the focus shifts to completing and submitting your article to an academic journal. This chapter highlights the importance of overcoming procrastination and the often paralyzing quest for perfection, which can delay the submission process.

Daily Tasks Breakdown

- **Day 1 (Monday):** Start by documenting your writing time and drafting a submission cover letter in just 30 minutes.
- **Day 2 (Tuesday):** Dedicate an hour to preparing any necessary illustrations, ensuring they meet print-quality standards.
- **Day 3 (Wednesday):** Spend another hour formatting your article meticulously according to the journal's specific style guidelines.
- **Day 4 (Thursday):** Use an hour to prepare the final version of your manuscript, ensuring it aligns perfectly with submission requirements.
- **Day 5 (Friday):** Conclude the week by submitting your article and taking an hour to celebrate this significant achievement.

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Importance of Completion

Completing and submitting your article is integral to your growth as a scholar. It marks a transition from the writing phase to contributing to the academic dialogue. Prioritizing completion over perfection fosters both personal and professional development.

Final Submission Preparation

1. **Cover Letter:** Craft a professional cover letter on letterhead, addressed to a specific journal editor. Be sure to include your article's title, articulate its importance to the field, and reference any previous communications while asserting authorship and copyright ownership.
2. **Illustrations:** Ensure that all visuals are high-quality, as digital images may not suffice for print formats.
3. **Formatting to Journal Style:** Adhere strictly to the submission guidelines outlined by the journal and apply a consistent style (such as APA, MLA, or Chicago) for coherence.
4. **Final Version Preparation:** Remove any identifying information to maintain anonymity in the review process. Prepare a clean manuscript,



double-checking for formatting adherence.

Submission and Documentation

After ensuring everything is in order, submit your article via the designated

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Chapter 13 Summary: Week X

Summary of Chapter 13: Responding to Journal Decisions

Chapter 13 focuses on the crucial steps authors must take after receiving a decision from a scholarly journal regarding their submitted articles. It underscores the significance of resilience and strategic responses in the academic publishing process, reinforcing that setbacks can often lead to growth and improvement in one's work.

The chapter outlines a structured process for authors to follow upon receiving a journal decision, emphasizing the following key tasks:

- 1. Read the Editors' Letter and Reviewers' Comments (30 minutes)** Authors should carefully analyze the decision communicated by the journal, alongside any feedback provided by reviewers. This step is crucial for understanding the strengths and weaknesses highlighted in their submission.
- 2. Identify Decision and Plan Next Steps (60 minutes):** Authors categorize the journal's decision as either acceptance, revision requests, or rejection. Each category necessitates a distinct approach to the next steps.
- 3. Prepare Response to Recommendations (60 minutes):** A detailed plan



should be drafted outlining how the feedback will inform revisions.

4. **Revise Article (Time varies):** Authors will need to incorporate suggested changes into their manuscript, a process that may take varying lengths of time depending on the extent of the revisions.

5. **Draft Cover Letter and Resubmit (60 minutes):** A cover letter summarizing the changes made and outlining reasons for those changes should accompany the resubmission, demonstrating responsiveness to the feedback received.

6. **Start Permissions Process (30 minutes):** If the article includes visual elements or significant excerpts from other works, authors should begin obtaining the necessary copyright permissions promptly to avoid delays.

Dealing with Journal Decisions

The chapter encourages authors to view negative decisions as commonplace in the academic world, emphasizing that such outcomes do not equate to personal failure. Instead, they should leverage reviewer feedback as a constructive tool for enhancing their scholarship.

Several types of journal decisions are discussed:

- **Acceptance:** This is a rare occurrence, often contingent on revisions.

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- **Revise and Resubmit:** This decision indicates that the submission shows promise for publication but requires adjustments based on reviewers' comments.
- **Rejection:** Though discouraging, rejections can provide feedback that facilitates resubmission to other journals.
- **Withdrawals:** Authors can consider withdrawing their submission if communication with the journal is lacking.

Responding to Revisions

Authors are urged to calmly evaluate critiques and devise a methodical plan to address them, leading to iterative revisions that enhance their manuscript's argument, clarity, and overall scholarly contribution. A detailed cover letter is essential for outlining the specific changes made in response to reviewer comments.

Navigating Rejections

In the aftermath of a rejection, the chapter highlights the importance of allowing oneself time to process any emotional responses. Authors are encouraged to pivot their focus to resubmission opportunities, potentially revising their manuscript based on the constructive feedback received.



Persistence in Publishing

The text underscores narratives of successful authors who faced numerous rejections before achieving recognition, reinforcing the message that persistence is a vital component of academic success.

Permissions for Illustrations

For authors incorporating visual materials or significant reproductions in their work, the chapter stresses the importance of understanding copyright permissions, guiding them to initiate these requests proactively.

Final Thoughts

Chapter 13 champions a diligent and resilient approach to the publishing process, stressing that rejections are a common experience among scholars and revisions frequently result in enhanced manuscripts. Maintaining a professional tone in communications with editors and reviewers is imperative, along with encouraging authors to cultivate multiple scholarly projects concurrently to improve their chances of success in an unpredictable publishing landscape.

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