

English Technical Writing

Gerry Rau
Fall 2023 (112-1)
Class 2

1

Feedback

2

Feedback

- I appreciate your feedback each week
- Helps me make sure you understood
- This week – problem with eCourse/registration
 - New system – led to ‘second screening’
 - Only allowed new students to register/add to eCourse
 - “Should” be solved today ... and not occur in the future

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Guest access to eCourse

- If you are not able to get on eCourse today
 - I will enable guest access
 - You will be able to access materials
 - You will not yet be able to upload assignments
- If you are not able to get on eCourse
 - Send the 3 Exemplars assignment to my email
- Upload everything when you get on eCourse
 - Self-introduction, Feedback
 - 3 Exemplars (I need this on eCourse to assign a grade)

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Network access

- CCU EE
 - Open network (CCU)
- Will allow you to access textbook, materials
- Will allow you to do feedback before leaving class

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Introductions

Name	Department	Country

Please tell us one thing about yourself to let us get to know you
(your greatest strength or weakness related to research and writing,
what you have done or what you plan to do in this class, ...)

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TA - Tuesday

- Yared
- Computer Science and Information Engineering
- PhD student


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TA

- Joe
- Electrical Engineering
- PhD Student

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Identifying Overall Article Structure



EMI Course Expectations	Typical Structure of Exemplar Articles	Structure of your Exemplar Articles	Course Overview and Assignment
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EMI Course Expectations



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English Medium Instruction (EMI)

- Use English to conduct the class, not an English class
- Many scientific articles and conferences in English
 - English as a lingua franca (common language)
- Practice all areas of English
 - Reading, Writing, Listening, Speaking
 - Practice communicating with different cultures

This is an EMI class,
Not an English Class!

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Fear of English

- Normal
- Will get better as time goes on
- Any main point
 - Will be on a slide, also in textbook
 - I will repeat, emphasize with pointer, body language
- Ask questions!!

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Bilingual language processing



13

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Think in English?

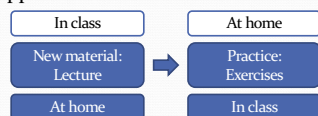
- Try to practice thinking in English
- Different languages in different parts of the brain
- Memory = Strengthened connections
 - Between English/First language = translation
 - In English = think in English

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Class format

- “Flipped classroom”



- Read material before class, come with questions
- PPT introduction (“lecture”) online - optional
 - In class work on exercises and writing

Bring a laptop/tablet to write on
(tell me if that is a problem)

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Electronic devices

- Anything that helps you understand is fine
 - Class-related
 - **Please turn off social media to avoid distractions**

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Exemplar articles

Exemplar articles

- Must be approved before you do the analysis
- You will need at least one to do today’s classwork
- Submit others as soon as possible (if you have not) so you can do your homework


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18

17

Typical Structure of Exemplar Articles

Section 2.2



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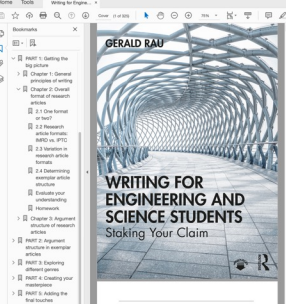
What did you look at?

- Did you read/listen/watch:
 - Textbook chapter 2
 - PowerPoint audio summary chapter 2
 - MOOC (lesson 2)

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Textbook – Reading effectively

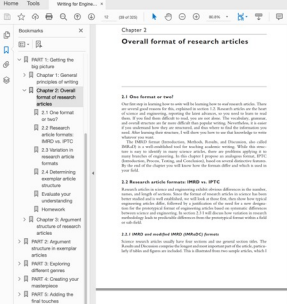
- Navigating pdf
 - Use bookmarks



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Textbook – Reading effectively

- Navigating pdf
 - Use bookmarks



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Textbook – Reading effectively

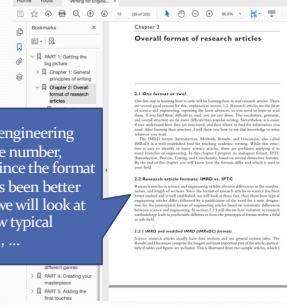
- Features to make it easy to read/do the work:
 - Section headings
 - Summary paragraphs
 - Topic sentences
 - Callout boxes (point out main ideas and location)
 - Tables (often show how to do exercises)
 - Exercises
 - Evaluate your understanding (review of main ideas)
 - Homework (often basis of your homework)
 - Hints (help you do the homework quickly, effectively)

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Textbook – Reading effectively

- Section headings
- Summary paragraphs

Research articles in science and engineering exhibit obvious differences in the number, names, and length of sections. Since the format of research articles in science has been better studied and is well established, we will look at those first. [2.2.1], then show how typical engineering articles differ [2.2.2], ...



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Textbook – Reading effectively

- Topic sentences (first sentence of each paragraph summarizes the paragraph)

Science research articles usually have four sections and use general section titles. The Results and Discussion comprise the longest and most important part of the article, ...

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Textbook – Reading effectively

- Callout boxes (point out main ideas and location)

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Textbook – Reading effectively

- Tables (often show how to do exercises)

Table 2.4 Section titles and length in an IPTC article, "Eight-element receiver"

Div.	Section/Subsection titles	Para- graphs	Word count	%
I	I. INTRODUCTION	3	391	17
	II. EIGHT-ELEMENT PROGRAMMABLE PPA RECEIVER ARCHITECTURE	3	351	
	III. TECHNOLOGY DESIGN AND BUILDING BLOCK MEASUREMENTS			
P	A. Technology	1	106	48
	B. Reconfigurable Input Switching Network	9	402	
	C. Wideband Phased Array Channel	5	441	
	D. Reconfigurable Output Combining Network	4	404	
	E. Differential-to-Single-Ended Converter	1	140	
	F. Digital Beamforming Path	1	301	
	G. Digital and Reference Current Control	2	188	
	H. Layout	1	77	
T	IV. SYSTEM-LEVEL SIMULATIONS	6	683	33
	V. MEASUREMENTS	1	82	
C	A. S-Parameters, Linearity and Noise	4	450	3
	B. Isolation and Forward Coupling	3	208	
	VI. CONCLUSION	1	109	
Total		45	4333	100

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Textbook – Reading effectively

- Exercises (with hints)

Exercise 2.1 Overall structure

- Identify the format [IMRD, IMRaDC, IPTC, or IPC] and break points between the divisions for your first exemplar article.
- Create a table showing the section titles, paragraph numbers, and word count for each division in your exemplar article, following a format similar to Tables 2.1–2.6.

Hint: List the section numbers and titles in the format used by the journal, to get used to it and note differences between journals. If your journal does not use numbers, you will have to pay close attention to font size and location to determine the level of the headings. If the PDF has bookmarks, the levels can easily be seen there.

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Textbook – Reading effectively

- Evaluate your understanding (review of main ideas)

Evaluate your understanding

- What is the difference between a "section" and a "division" of a research article?
- How do section titles differ in IMRD and IPTC?
- Why does the relative length of divisions differ in IMRD and IPTC?
- Why are there differences in reporting format within a field?

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Textbook – Reading effectively

- Homework (often basis of your homework, not identical)
- Hints (help you do the homework quickly, effectively)

Homework

- Repeat Exercise 2.1 for your other two exemplar articles. Number and give titles to your tables.

Hint: Think about how to best organize your information to make it easy to understand. The way you collect and record the data may not be the best way to present it. This is true for all research. For example, instead of using a table to show the total word count for each division, you could use a graph or figure to indicate the relative proportions. What would be the advantage of each? Which would convey the important information most clearly?

Hint: If you have more than one table or figure, how should they be numbered? Should they be, for example, Table 1, Table 2, and Table 3, or Table 1a, 1b, and 1c, or Table 1.1, 1.2, and 1.3 (that is the format used in this book, but why)? What would make it easier for the reader to see that they are connected? Which is more similar to your exemplar articles?

Hint: The table title should describe the contents of the table, not just list the name of the article. For example, "Table 1a: Overall structure of exemplar article 1."

Hint: Eliminate extra white space from your tables to make them easier to read.

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Think, Pair, Share

- Think: think about your own answer first
- Pair: talk with one other person, compare answers
- Share: volunteers share with whole class

- Answers or further questions

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Evaluate your understanding

- 1) What is the difference between a “section” and a “division” of a research article?
- 2) How do section titles differ in IMRD and IPTC?
- 3) Why does the relative length of divisions differ in IMRD and IPTC?
- 4) Why are there differences in reporting format (article structure) within a field?

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Section vs. Division

Overall format of research articles 13

will refer to by shortened tides rather than authors' names, for ease of recognition.¹

Throughout this book I will use the term “section” to refer to the actual named sections of an article, and “division” when referring to the conceptual units of a format. A division sometimes contains several sections.

“Section”—the numbered and named portion of a research article;
 “Division”—a conceptual unit, including one or more sections.

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Evaluate your understanding

- 1) What is the difference between a “section” and a “division” of a research article?
- 2) How do section titles differ in IMRD and IPTC?
- 3) Why does the relative length of divisions differ in IMRD and IPTC?
- 4) Why are there differences in reporting format (article structure) within a field?

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Science: Effects of Rainfall

Table 2.1

Division	Section/Subsection Titles
I	1. Introduction
M	2. Materials and Methods 2.1. Water Sample Collection 2.2. Water Sample Collection after Rainfall Event 2.3. Sample Analysis 2.4. Statistical and Graphical Analysis
R	3. Results Tables (9)
D	4. Discussion
Total	

42

42

Engineering: Spatial Query Integrity

Table 2.5

Division	Section/Subsection Titles
I	1 Introduction 2 Related Work
P	3 Preliminaries 3.1 Voronoi Diagrams 3.2 Signature Aggregation 4 Data Transformation 5 Authenticating Spatial Inquiries 5.1 Query Processing at the SP 5.2 Signature Verification 5.3 Geometric Verification (5.3.1-4)
T	6 Experiments 6.1 Experimental Settings 6.2 VN-Auth and MR- and MR*-trees 6.3 Advanced Spatial Inquiries 7 Discussion
C	8 Conclusions
Total	

43

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IMRaDC vs. IPTC

<p>Pt-Ni Nanocages</p> <ul style="list-style-type: none"> I: 1. Introduction Standard M: 2. Experimental section General R&D: 3. Results & Discussion Standard C: 4. Conclusion Standard <p>Division Section</p>	<p>Spatial Query Integrity</p> <ul style="list-style-type: none"> I: 1 Introduction Standard 2 Related Work General P: 3 Preliminaries General 4 Data Transformation Specific 5 Authenticating spatial inquiries Specific T: 6 Experiments General 7 Discussion General C: 8 Conclusions Standard <p>Division Section</p>
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First look

- Number of sections
- Titles of sections: general or specific to the research?
- Length of divisions

	IMRD	IPTC
Number of sections	4	>4
Titles of sections	General	Specific
Length of divisions		

45

45

Evaluate your understanding

- 1) What is the difference between a “section” and a “division” of a research article?
- 2) How do section titles differ in IMRD and IPTC?
- 3) Why does the relative length of divisions differ in IMRD and IPTC?
- 4) Why are there differences in reporting format (article structure) within a field?

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Science: Effects of Rainfall

Table 2.1

Division	Section/Subsection Titles	Para-graphs	Word count	%
I	1. Introduction	6	787	15
M	2. Materials and Methods			
	2.1. Water Sample Collection	2	257	
	2.2. Water Sample Collection after Rainfall Event	2	449	
	2.3. Sample Analysis	1	48	
	2.4. Statistical and Graphical Analysis	1	79	
			833	16
R	3. Results Tables (9)	9	1274 1629	
			2903	55
D	4. Discussion	6	788	15
Total		27	5341	100

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Engineering: Spatial Query ...

Table 2.5

Division	Section/Subsection Titles	Para-graphs	Word count	%
I	1 Introduction	8	1164	
	2 Related Work	4	742	
			1906	19
P	3 Preliminaries	8	551	
	3.1 Voronoi Diagrams			
	3.2 Signature Aggregation			
	4 Data Transformation	4	609	
	5 Authenticating Spatial Inquiries	27	4304	
	5.1 Query Processing at the SP			
	5.2 Signature Verification			
	5.3 Geometric Verification (5.3.1-4)		5464	53
T	6 Experiments	13	2219	
	6.1 Experimental Settings			
	6.2 VN-Auth and MR- and MR*-trees			
	6.3 Advanced Spatial Inquiries			
	7 Discussion	2	471	
			2690	26
C	8 Conclusions	1	172	2
Total		67	10248	100

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Mathematics: 4-ordered ...

Table 2.6

Division	Section/Subsection Titles	Para-graphs	Word count	%
I	1. Introduction	6	595	19
P	2. 4-Ordered cells	17	1966	
	3. Generalized honeycomb torus	24	1819	
			3785	84
C	4. Main result and concluding remarks	3	125	3
Total		50	4505	100

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IMRD vs. IPTC

IMRD	IPTC
Introduction	Introduction
Materials and Methods	[Process or Product]
Results	[Testing]
Discussion	Conclusion

IMRD:

- Introduction: Questions to be addressed by the *data*
- Materials and Methods: How the *data* were generated
- Results: Summary of the *data*
- Discussion: Explanation of the *data*

IPTC:

- Introduction: Problem to be solved by the *design*
- Product or Process: Solution proposed by the *design*
- Testing: Comparison with previous *design*
- Conclusion: Advantage of *design*

Figure 2.2 Summary of the focus of each division in IMRD and IPTC formats.

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First look

- Number of sections
- Titles of sections: general or specific to the research?
- Length of divisions

	IMRD	IPTC
Number of sections	4	>4
Titles of sections	General	Specific
Longest divisions	R/D	P

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Overall Structure – IMRD vs. IPTC

Figure 2.1

IMRD (Final Structure): Introduction, Methods, Results, Discussion. Section names: general, vary by field.

IPTC (Hidden Structure): Introduction, Process or Product, Testing, Conclusion. Section names: specific to research.

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Evaluate your understanding

- 1) What is the difference between a “section” and a “division” of a research article?
- 2) How do section titles differ in IMRD and IPTC?
- 3) Why does the relative length of divisions differ in IMRD and IPTC?
- 4) Why are there differences in reporting format (article structure) within a field?

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Different purpose, Different format

- Primary research articles – new data or design
 - IMRD or IPTC
- Review – what have others done, where should we go?
 - Introduction
 - Summary
 - Discussion
 - Conclusion
- Case studies – what have others done, did it work?
 - Varied – depends on how many cases

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Determining Exemplar Article Structure

Section 2.4

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Placing the divisions – IMRD

Division	Clear	Common Alternatives
I	Introduction	
M	Materials & Methods	
R	Results	
D	Discussion	

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Placing the divisions – IMRD

Division	Clear	Common Alternatives
I	Introduction	
M	Materials & Methods	Experimental methods Experimental procedures
R	Results	
D	Discussion	

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Placing the divisions – IMRD

Division	Clear	Common Alternatives
I	Introduction	
M	Materials & Methods	Experimental methods Experimental procedures
R	Results	Experimental results
D	Discussion	

Division	Clear	Common Alternatives
R&D	Results & Discussion	
C	Conclusion	

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Placing the divisions – IMRD

Division	Clear	Common Alternatives
I	Introduction	
M	Materials & Methods	Experimental methods Experimental procedures
R	Results	Experimental results
D	Discussion	

Division	Clear	Common Alternatives
R&D	Results & Discussion	Testing Results (although it also includes Discussion)
C	Conclusion	

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Placing the divisions – IPTC

Division	Clear	Less Clear
I	Introduction	
P		
T		
C	Conclusion	

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Placing the divisions – IPTC

Division	Clear	Less Clear
I	Introduction	Related Work, Previous Work, Background, Motivation (Related to Importance/Need)
P		
T		
C	Conclusion	

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Placing the divisions – IPTC

Division	Clear	Less Clear
I	Introduction	Related Work, Previous Work, Background, Motivation (Related to Importance/Need)
P		
T	Testing Discussion	Experiment, Comparison, Verification, Simulation (Related to comparison to current best or ideal)
C	Conclusion	

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Placing the divisions – IPTC

Division	Clear	Less Clear
I	Introduction	Related Work, Previous Work, Background, Motivation (Related to Importance/Need)
P		Preliminaries, [Specific to Research] (Related to new Design)
T	Testing Discussion	Experiment, Comparison, Verification, Simulation (Related to comparison to current best or ideal)
C	Conclusion	

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What are your articles?

- Mostly follow established method to get new data
 - IMRD
 - Modified IMRD = IM R&D C
- Mostly focus on designing a new process/product
 - IPTC
 - Mathematical = IPC
- Some are hard to determine, intermediate/mixed
 - You can change your mind later

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Think, Pair, Share

- Pairs: how are your articles similar/different
 - IMRD, Modified IMRD, IPTC, Math format
 - Number and length of sections

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Overall Exemplar Article Structure

Exercise 2.1

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Overall Article Structure

- 1) Identify the format (IMRD, IMRaDC, IPTC, or IPC) and break points between the divisions for your first exemplar article.
- 2) Make a table showing the section titles, paragraph numbers and word count for each division in your exemplar article, following a format similar to Tables 2.1-2.5. [use Word tables, not PowerPoint]
- 3) Note any difficulties, for example in getting an accurate word count, just as you would any other problem with data collection.

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Hint: Look at hints in textbook

- Hint: List the section numbers and titles in the format used by the journal, to get used to it and note differences between journals. If your journal does not use numbers, you will have to pay close attention to font size and location to determine the level of the headings.
- Hint: Word count will be useful not only to determine the relative length of each division, but also total length, giving you a goal for your own writing. Export the text from pdf into Word, or copy each section into a Word document, then use the Word Count feature (Review tab).
- Hint: It may be hard to get an accurate word count for articles with large numbers of non-text features like equations. Give the best estimate you can.
- Hint: Should you count the words separately for each section and subsection? I did for most of the tables in section 2.3, but not for Table 2.4 because the large number of sub-sub-sections was not a common feature in that journal. Your goal is to establish the typical pattern.

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Word count in pdf:

- A program that will give word count in a pdf directly: <https://www.foxitsoftware.com/pdf-reader/>

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Course Overview

See Syllabus on ECoursez



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Schedule

English technical writing schedule
National Chung Cheng University, Electrical Engineering Department, Fall 2023 (112-1, section 1, Tuesday)

Date	Topic	Text	Classwork	Submit to ECourse	Bring to next class	
1	9/5	Fitting in, standing out	1: 1-4	Course overview, Types of writers and advisors, Acceptable exemplars	3 exemplars	
2	9/12	Identifying overall structure	2: 1.2, 4	IMRD vs. IPTC, Track changes, Using electronic resources find exemplars	Three Exemplars (5%) 9/17	Read 3 exemplars
3	9/19	Understanding argument structure	3: 20.2	Components, Recognizing and writing claims, Document navigation, Improving tables	Marked exemplars - Introduction	
4	9/26	Establishing importance and need	4	Exemplar article Introduction, Research goal, Track changes Exemplar presentations (2) (5%)	Writing a Claim (5%) 10/1	Marked exemplars - P (or M)
5	10/3	Demonstrating continuity and novelty	5	Exemplar article Method/Process Exemplar presentations (2)	Marked exemplars - T, C (or R&D, C)	
10/10 National holiday, no class						
6	10/17	Analyzing contribution	6	Exemplar article last 2 divisions Exemplar presentations (2)	Peer Review (5%) 10/20, 22*	Draft of three divisions
7	10/24	Using past research for support	7, 1.2, 20.3, 25	Citing past research, Reference managers Exemplar presentations (2)	Component Anal. (10%) 10/29	References and citations formatted
8	10/31	Using present research for support	8, 1.5, 24.1-3	Evaluating graphics Exemplar presentations (2)	Marked exemplars - P (or M)	Draft of complete description
9	11/7	Presenting your work	16: 1-3	Preparing an oral presentation	Exemplar Descript. (15%) 11/12	Title, research goal
10	11/14	Planning your writing	10; 19.1-2	Planning, Using electronic resources to find a topic Writing presentations (2) (5%)	Peer Review (10%) 11/26	Argument structure outline +1 article
11	11/21	Getting your ideas in order	18; 19.3-4	Brainstorming, Linearizing, Avoiding plagiarism Writing presentations (2)	Prewriting (10%) 11/28	+1 article
12	11/28	Organizing the argument	20, 1.4, 21	Coherence, Coconsciousness Writing presentations (2)	Peer Review (5%) 12/8, 10*	+1 article
13	12/5	Clarifying your claims	22	Connection, Connotation Writing presentations (2)	First draft (10%) 12/17	+1 article
14	12/12	Adding the final parts	23; 26: 1-3	Consistency, Correctness, Collaboration, Title, Abstract Writing presentations (2)	Final draft (15%) 12/31	Complete draft
15	12/19	Requesting assistance	17	Email, testing electronic resources for writing email		
16	12/26	Sharing your achievement	-	Final oral presentations (10) (10%)		

1/4 No final exam = No class

*Submit your work to ECourse and your partner by the first date; submit your peer review at the normal submission time.

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Schedule

English technical writing schedule
National Chung Cheng University, Electrical Engineering Department, Fall 2023 (112-1, section 2, Thursday)

Date	Topic	Text	Classwork	Submit to ECourse	Bring to next class	
1	9/7	Fitting in, standing out	1: 1-4	Course overview, Types of writers and advisors, Acceptable exemplars	3 exemplars	
2	9/14	Identifying overall structure	2: 1.2, 4	IMRD vs. IPTC, Track changes, Using electronic resources find exemplars	Three Exemplars (5%) 9/19	Read 3 exemplars
3	9/21	Understanding argument structure	3: 20.2	Components, Recognizing and writing claims, Document navigation, Improving tables	Marked exemplars - Introduction	
4	9/28	Establishing importance and need	4	Exemplar article Introduction, Research goal, Track changes Exemplar presentations (2) (5%)	Writing a Claim (5%) 10/3	Marked exemplars - P (or M)
5	10/5	Demonstrating continuity and novelty	5	Exemplar article Method/Process Exemplar presentations (2)	Marked exemplars - T, C (or R&D, C)	
10/12 National holiday, optional class						
6	10/19	Analyzing contribution	6	Exemplar article last 2 divisions Exemplar presentations (2)	Peer Review (5%) 10/22, 24*	Draft of three divisions
7	10/26	Using past research for support	7, 1.2, 20.3, 25	Citing past research, Reference managers Exemplar presentations (2)	Component Anal. (10%) 10/31	References and citations formatted
8	11/2	Using present research for support	8, 1.5, 24.1-3	Evaluating graphics Exemplar presentations (2)	Marked exemplars - P (or M)	Draft of complete description
9	11/9	Presenting your work	16: 1-3	Preparing an oral presentation	Exemplar Descript. (15%) 11/14	Title, research goal
10	11/16	Planning your writing	10; 19.1-2	Planning, Using electronic resources to find a topic Writing presentations (2) (5%)	Peer Review (10%) 11/28	Argument structure outline +1 article
11	11/23	Getting your ideas in order	18; 19.3-4	Brainstorming, Linearizing, Avoiding plagiarism Writing presentations (2)	Prewriting (10%) 11/28	+1 article
12	11/30	Organizing the argument	20, 1.4, 21	Coherence, Coconsciousness Writing presentations (2)	Peer Review (5%) 12/10, 12*	+1 article
13	12/7	Clarifying your claims	22	Connection, Connotation Writing presentations (2)	First draft (10%) 12/19	+1 article
14	12/14	Adding the final parts	23; 26: 1-3	Consistency, Correctness, Collaboration, Title, Abstract Writing presentations (2)	Final draft (15%) 12/31	Complete draft
15	12/21	Requesting assistance	17	Email, testing electronic resources for writing email		
16	12/28	Sharing your achievement	-	Final oral presentations (10) (10%)		

1/4 No final exam = No class

*Submit your work to ECourse and your partner by the first date; submit your peer review at the normal submission time.

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Assignment

Week 1

If you have not completed it

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Student information sheet

- Listed as homework - no credit
- Download from eCourse, upload to same place
- Helps me get to know the needs of the class

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Read first week's assignment

- Read Chapters/Sections (if you have not)
 - 1.1-4 Exemplar articles
 - 2 IMRD vs. IPTC (Today's class)
- Optional resources listed on ppt for first week

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Exemplar articles (4 files)

- Upload three exemplar articles to ECourse2 (.pdf)
 - Use short title as filename
 - Example:
 - Spatial query integrity.pdf
 - Authenticating top-k queries.pdf
 - Authenticating location-based skyline queries.pdf
- Upload Word document with References listed (.doc)
- I will approve or say why they are not suitable
- **Print and bring articles to class next week

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Assignment

This week

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1 Read

- Read Chapters/Sections (if you have not)
 - 3 Argument structure
- Optional: Audio PPT summary of Chapter 3
- Optional: MOOC lesson 3

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2 Read

- 3 Exemplar articles
- Look ahead at the next assignment: Plan ahead

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3 Write

- (1) Identify the format (IMRD, IMRaDC, IPTC, or IPC) and break points between the divisions for each exemplar article.
- (2) Create a table showing the section titles, paragraph numbers, and word count for each division in your exemplar articles, following a format similar to Tables 2.1–2.6.
- (3) Note any difficulties, for example in getting an accurate word count, just as you would any other problem with data collection.

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Hint: Getting used to format

- *Hint: List the section numbers and titles in the format used by the journal, to get used to it and note differences between journals. If your journal does not use numbers, you will have to pay close attention to font size and location to determine the level of the headings. If the PDF has bookmarks, the levels can easily be seen there.*

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Hints: Word count

- *Hint: Word count will be useful not only to determine the relative length of each division, but also the total length, giving you a goal for your own writing. Export the text from PDF into Word, or copy each section into a Word document, then use the Word Count tool.*
- *Hint: It may be hard to get an accurate word count for articles with large numbers of non-text features like equations. Give the best estimate you can.*
- *Hint: Should you count the words separately for each section and subsection? I did for most of the tables in section 2.3, but not for Table 2.4 because the large number of sub-subsections was not a common feature in that journal. Your goal is to establish the typical pattern.*

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Hints: Organization

- *Hint: Think about how to best organize your information to make it easy to understand. The way you collect and record the data may not be the best way to present it. This is true for all research. For example, instead of using a table to show the total word count for each division, you could use a graph or figure to indicate the relative proportions. What would be the advantage of each? Which would convey the important information most clearly?*
- *Hint: If you have more than one table or figure, how should they be numbered? Should they be, for example, Table 1, Table 2, and Table 3, or Table 1a, 1b, and 1c, or Table 1.1, 1.2, and 1.3 (that is the format used in this book, but why)? What would make it easier for the reader to see that they are connected? Which is more similar to your exemplar articles?*
- *Hint: The table title should describe the contents of the table, not just list the name of the article. For example, "Table 1a: Overall structure of exemplar article 1."*
- *Hint: Eliminate extra white space from your tables to make them easier to read.*

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Feedback

- Please fill out Feedback 2 (ECourse2):
 - What did you learn in today's class?
 - What did like about today's class?
 - What did you dislike/could be improved?
 - What questions do you have?
- Use these questions as guidelines, not requirements. Feel free not to answer a question, or to make other comments.
- Open until 7:00 (do it right after class)

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