ALEC 604: Writing for Professional Publication

Week #1: Publishing Research/Ethics

Activities
- Review Course Syllabus
- Introduce Participants
- Ethics in Publishing Research

Syllabus
- Course details
- Course outcomes
- Textbook and Web site
- Course outline
- Assignments

Keys Elements to Publishing
- Formulate a research problem
- Review past literature
- Develop research plan/methods
- Collect data
- Analyze data
- Publish your research study

Publishing Research
- Manuscripts common to our discipline:
  - Reports of empirical studies
  - Philosophical/theoretical arguments
  - Methodological issues
  - Case studies
  - Reviews

Authorship
- People who make primary contributions to the final research product (manuscript)
- Author order should be established early
- Author responsibility in the writing process should be established early, with deadlines
- Published research can be authenticated
  - Author agreement to veracity checks
  - Consent to distribute
Manuscript Elements

- Title page
- Abstract
- Introduction
  - Theoretical Framework, or
  - Conceptual Framework
- Methods
- Results
- Discussion
- References

Manuscript Matters

- Writing style is factual, concise, logical
- Avoid jargon, wordiness, redundancy, bias
- Check all resources for grammar use
  - APA Chapter 2 is a good source

Ethical Standards

- Confidentiality
- Privacy
- Institutional approval
- Informed consent

Ethical Standards in Reporting Results

  - 6.21 – data concerns
  - 6.22 – plagiarism
  - 6.23 – publication credit; (c) student research
  - 6.24 – duplicate publication of data
  - 6.25 – sharing data
  - 6.26 – professional reviewers

Ethics

- Personal standards of right and wrong action; Standards of conduct adopted by professionals.

Source:

Ethical Issues: Plagiarism

- Using someone else’s exact words without quotation marks and appropriate credit.
- Using unique ideas of someone else without acknowledgment.

Source:
Plagiarism

- Intentional
  - Deliberately copying a few sentences, paragraphs, or even an entire paper without quoting or citing a source.
- Unintentional
  - Lack of knowledge of proper source use, misunderstanding rules of citation, careless note taking, reliance on uninformed opinions about citing.

Plagiarism Example

- Manuscript Example #1
  - Report analysis #1
- Manuscript Example #2
  - Report analysis #2

Avoiding Plagiarism

- Whenever you use words, ideas, or information from another source, you must credit the source in a citation.

Copyright

- The right of exclusive ownership by an author of the benefits resulting from the creation of his/her work.


Common Knowledge

- Whatever an educated person would be expected to know or locate in an ordinary encyclopedia.
  - Easily observable information
  - Commonly reported facts
  - Common sayings
- Does not need to be cited

Common Knowledge Examples

- Cigarette smoking may cause cancer
- Waste not, want not
- Look before you leap
- A watched pot never boils
Fair Use

- Copyright law provision that allows teachers, librarians, reviewers and others to reproduce a limited portion of copyrighted materials for educational and certain other purposes without compensation to the copyright owners.

Purpose of Sources

- Context
- Strengthens argument
- Adds Interest
- New Ideas
- Reveals Controversies
- Discover reasoned arguments

Why Cite?

- Create a path for the reader
- Show respect
- Avoid plagiarism

Your Ideas

- Your thoughts and ideas are the “star” of the research.
- Your sources are the “supporting cast”
- Your role is to sort out and apply all the materials to a central conclusion.
- YOU must tell the story

When to Quote

- Expert declaration
- Direct support
- Effective language
- Historical flavor
- Specific example
- Controversial statement
- Material for analysis

Paraphrasing

- “A paraphrase converts a source’s words into about the same number of your own words” (Harris, 2002, p. 49).
  - A paraphrase must be almost entirely your own words.
  - Use a different sentence structure
  - Rearrange the order of ideas
  - Quote any exact words you retain
  - Preserve the original meaning
  - Clearly cite
How to paraphrase
- Read the passage several times
- Outline the passage using your own words
- Rearrange the outline
- Write the paraphrase – Don’t use source text
- Check the result
- Add the citation

Summarizing
- “A summary reduces a source’s words into fewer of your own words” (Harris, 2002, p. 55).
  - Use to simplify
  - Eliminate extra information
  - Condense the source
  - Make a minor point

How to summarize
- Read the source passage several times
- Decide how long a summary you need
- Outline the passage in your words
- Rearrange the outline
- Write the summary
- Check the result
- Add the citation

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