**Publishing English (Spring 2019)**

**Course Website: access via http://staff.ustc.edu.cn/~msherk**

**Purpose and Goal:**

* This course is designed to help students with good English writing skills develop those skills sufficiently to write papers with the presentation quality required by top academic journals. The course will focus on writing skills including techniques, tools, style, and professionalism.
* By the end of the course, each student will have the necessary skills to design, write, proofread, and polish a paper for submission to a top-quality journal.

**Teacher: Murray Sherk (**[msherk@ustc.edu.cn](mailto:msherk@ustc.edu.cn), Management R&D Building Office 909**)**

Office hours by appointment – arrange a time by email or talk with Murray after any class.

**Class Time & Place:**

* *Classroom Sessions*: EMBA seminar room 3 (Management R&D Building, USTC East Campus), Mondays 9:00AM-12:15PM. These 3 clock hours (+short breaks) = 4 USTC classroom hours per week.
  + *Attendance is required*. School policy says that students who miss more than 1/3 of the classroom hours will fail the course.
* *Workshops*: The first two hours of each classroom session will be a more-or-less regular sort of classroom lesson. The last hour of each session will be a workshop in which students will be analyzing and doing actual writing.

**Class Requirements:**

* *Textbook*: None. We will use handouts and internet references. Some books and internet material will be suggested for reference purposes.
* *Computer*: During class time, students will be accessing the Internet for material and will be writing text for others to analyze. The student may also be asked to use some writing/editing tools that need to be installed on a computer. Each student should bring to class a portable computer or tablet device with a reasonable-size screen. If a student cannot bring such a device, a smartphone could be used for accessing information and the student could write by hand on paper (that the student brings) but this will make it harder for the student to participate fully.
  + Smartphones may be used as reference tools (e.g. to get Internet resources) but must not be used for phone calls, texting, or social media during class time.
* *Project*: Each student is expected to have a writing project during this course: a research paper he/she is writing for publication. This paper could be at any stage in the writing process from initial design to final proof-reading. Many workshop activities will involve these projects so the project in electronic form should be brought to every class. (If the project is completed during the course, a new one should be started.)
* *Homework*: Homework assignments will be given. Most of these will relate directly to the student projects.
* *Final Exam*: The exam will include knowledge of material covered in class, some practical editing/proof-reading questions, and a half-page writing question. It will be an “open-device” exam so students can use computers, the Internet, online notes, etc. Communication with another person, however, is forbidden during the exam.
  + *Students must pass the final exam (exam mark >50%) to pass the course*.

**Evaluation:** To get credit for this course, a student needs to do the following things:

* Attend class enough.
* Pass the final exam. The exam will include knowledge of material covered in class, some practical editing/proof-reading questions, and a half-page writing question.
* Get at least 75% on the following grading scheme:
  + 20% Attendance and participation, 30% Homework, 50% Final exam

**Course Schedule:** See the other side of this sheet.

**Course Schedule** (Dates may change due to holidays during the term or other factors.)

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| **Lesson** | **Date** | **Content** |
| 1 | March 11 | Course introduction, being a professional writer, good writing habits, logical arguments, mind mapping (CMapTools) |
| 2 | March 18 | Logical fallacies; “Good” articles from the viewpoint of the editor, reviewer, and reader; tools of the trade: Microsoft Word and Grammarly; The Science of Scientific Writing |
| 3 | March 25 | What makes a paper good; examining model papers; principles for good writing; tools of the trade: software |
| 4 | April 1 | Matthew Might’s advice; more principles for good writing; techniques for writing/editing/proof-reading |
| 5 | April 8 | Wording issues: a sentence repair method; noun phrases; pronouns; main verbs; analysis of model papers and student writing |
| 6 | April 15 | Research proposals; reference-keeping systems; more principles for good writing |
| 7 | April 22 | Cultural bias; personal pronouns; British English vs. American English; more principles for good writing; text analysis and correction |
| 8 | April 29 | Finish looking at all principles for good writing; review all principles; course review; final exam preview including looking at 2018 exam |
| Exam | To be scheduled | Final written exam: Maximum 2 hours, location to be announced, open book, open computer, all aids allowed except for communication with another person (no email, no messaging, no talking). You may use all the tools of the trade including your computer but cannot get help from any other person. All responses on the exam must be your own work, not copied from others. |