المجلة العربية للعلوم الجيولوجية
Arabian Journal of Geosciences

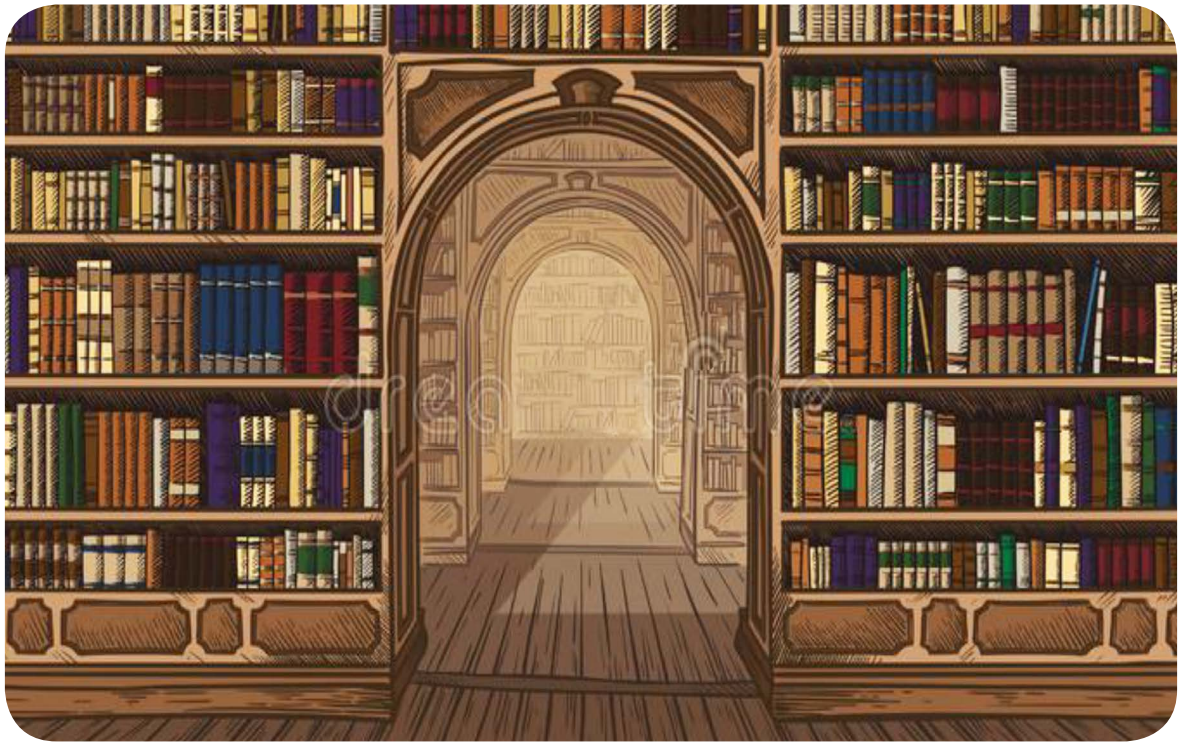
جامعة الملك سعود
King Saud University

الجمعية السعودية لعلوم الأرض
Saudi Society for Geosciences

Al-Amri's Encyclopedia of Earth Sciences
24
موسوعة العمري في علوم الأرض

الدليل إلى كتابة الرسائل الجامعية والنشر العلمي

Guide to Theses Writing & Scientific Publication



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1444 - 2023

www.alamrigeo.com

King Fahd National Library Cataloging – in- Publication Data

Alamri, Abdullah Bin Mohammad Bin Saeed

Guide to Writing Theses & Scientific Publication /

250 p., 21.5 x 28 cm

ISBN: 5-2565-04-603-978, **L. D. no.** 2313 / 1444

1 - Writing Theses - Research Methods - Scientific Research.

ISBN: 5-2565-04-603-978
L. D. no. 2313 / 1444

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www.alamrigeo.com

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FIRST EDITION
2023 - 1444

﴿ وَفِي ٱلْأَرْضِ ءَايَٰتٌ لِّلْمُوقِنِينَ ﴾

[سورة الذاريات : آية 20]

﴿And on the Earth are Signs for
Those Whose Faith is Certain﴾


موسوعة العمري في علوم الأرض

Preface

Praise and thanks to Allah who helped me accomplish this modest effort associated with writing the Scientific Encyclopedia. The comprehensive scientific encyclopedia in earth, environment and energy sciences aims to provide and serve researchers, school and university students and groups of society, due to the suffering of those interested in the problems of the scarcity of Arab references in this field. The encyclopedia is one of the largest in the world includes **30** scientific and cultural books documented and supported by pictures and simplified illustrations in approximately **6000** pages, covering five main parts:

The First Part consists of six books that discuss the age of the Earth, its shape, movements, internal structure, minerals and mining ores, gravity and its relationship to tides:

- Estimating Age of the Earth
- Earth's Shape & Movements
- Earth's Gravity & its Applications
- The Internal Structure of the Earth
- Minerals & Mining
- Tides

As for the Second Part of the encyclopedia, it included six books that link the Earth's relationship with the solar system, especially the moon, and the atmosphere, water, and vitality surrounding the Earth. As well as the role of earthquakes, explosions, volcanoes and tsunamis in affecting the structure of the earth and how to reduce its risks:

- Tsunami Waves
- Earthquakes & Explosions
- Seismic Hazard Assessment
- Volcanoes & Ways to Confront Them
- Geology of the Moon
- Spheres Surrounding the Earth

The Third Part consists of six books related to everything related to environmental problems and disasters and their solutions, climatic changes, the importance of afforestation and the treatment of global warming:

- Environmental Problems & Their Solutions
- Afforestation: Challenges & Solutions
- Climate Change & Global Warming
- Slips, Landslides & Floods
- Desertification & Drought
- Torrents & Water Dams

The Fourth Part of the encyclopedia consists of six books that discuss the relationship of Earth sciences with other sciences nuclear, and medically, as well as the role of clean, sustainable energy, economically and environmentally:

- Geothermal Energy
- Is the Age of Oil Over?
- Nuclear Geophysics
- Medical Geology
- The Future of Energy in our World
- Guide to Writing Theses & Scientific Publication

As for the Fifth Part, it consists of six books that contain **2020** Questions and Answers **(Q & A)** to help university students and researchers and prepare them for comprehensive and qualifying exams for postgraduate studies and practice the profession.

- **321** Questions & Answers in the Evolution of the Earth
- **358** Questions & Answers in Petrology, Geochemistry, Remote Sensing and GIS
- **358** Questions & Answers on Natural Resources
- **380** Questions & Answers in Geological Hazards
- **303** Questions & Answers in Seismology and Engineering Seismology
- **300** Questions & Answers in Applied Geophysics

Introduction

Every step of the lengthy process of writing dissertations, research papers, or reports can provide intellectual and psychological hurdles to students. Among the queries they may have to consider are:

- What kind of subject matter is acceptable?
- What books ought they to read?
- How would they structure the research's literature review?
- What etiquette should they follow when writing?
- What part do the supervisors play in this procedure?
- What make up the methods section's components?
- How should they present their findings?
- How does they connect their research to earlier studies?

As a result, the primary goal of this book is to offer preliminary responses to these and many other queries a graduate student may have had on the process of producing reports and theses. Despite the fact that each person's circumstances are somewhat unique, practical experience has shown us that nearly all authors of university reports and theses encounter some common difficulties. In doing so, we'll try to give them tools and suggestions for overcoming these obstacles in this work. Although no textbook can completely resolve all

research issues, we think the concepts in this book will at least provide you with a direction to follow, which is one of the keys to effectively finishing your report or thesis!

This book's second objective is to support graduate students in becoming more self-reliant report or dissertation writers. Although it is acceptable to depend on your boss to some extent, you will probably discover that she is quite busy and has little time to offer you advice. The concepts in this book should help you become more autonomous and aid you in your efforts to come up with solutions for any problems you may encounter in the future. Additionally, by doing this job, you'll be able to talk to your boss about strategies and potential solutions rather than just asking questions. Your supervisor will be able to see clearly from this that you could be engaged in the most crucial activity of a report or thesis writer, which is to work as a freelance researcher.

Supporting you through the emotional difficulties you are likely to experience is the third objective of this book. Although some student report or dissertation authors appear to love writing seamlessly from beginning to end, this is not the rule. In reality, as we've already mentioned, the majority of graduate students endure periods of irritation, anxiety, or stress due to the unfamiliarity, complexity, and length of experience producing reports and theses. Taking charge of your destiny through the creation and execution of a plan you believe in is one method to lessen these kinds of negative emotions.

Students at universities and other institutions of higher education are required to prepare academic papers based on investigations and research as part of their academic educational programs. Five types of academic writing are presented below for students and scholars to encounter:

Graduation projects: which are assigned to university students (bachelor's).

Theses : are assigned to master's students.

Dissertations : which are assigned to doctoral students.

Reports : are joint projects between students, researchers and faculty members.

Articles : The supervisors of theses and their students send the results of the study to specialized scientific journals for publication and distribution. if; Academic writing involves presenting scientific papers to solve some epistemological problems related to the existence of gaps in scientific knowledge whose causes range from insufficient awareness to complete ignorance.

A serious researcher who wants to improve the caliber of his work is expected to read widely and have access to databases and other information sources in order to gather enough data. Researchers and other professionals in the field of scientific study may publish these sources.

The scientific investigation must be impartial, empirical, systematic, and add to our body of knowledge. Because a scientific research paper must be objective (i.e., not based on the personal bias), empirical (able to be measured in practice), and methodical, the thesis must have these qualities (following the procedures or steps established to conduct the research).

While independent work is necessary for dissertation preparation, it is typically supervised by a teacher or subject-matter expert. The three phases of writing must be considered, just like with any other form of demanding writing job. It involves prewriting, writing, editing, and proofreading, and finally rewriting.

The student selects a topic that interests him during the pre-writing phase or is assigned a topic by the supervisor. To fulfill a deadline, gather research information or materials over time. In the writing stage, the data is organized and written using the format required by the department, school/college, and institution. The student reads through their work throughout the editing step to make sure there aren't many mistakes or gaps.

Finally, it is acknowledged that the student is eager to publish his findings in prestigious scientific journals during the final stages of his master's or doctoral thesis in order to clearly communicate the findings to the scientific community and make it simple for others to use or expand his work. Students are thus interested in learning how to transform a scientific thesis into publishable scientific research, the barriers to publishing of this study, how to identify the most crucial goals for the research being presented, and how these studies actually operate. Refereed scientific publications are focused on publishing research, establishing its legitimacy, and advancing it constantly. Scientific conferences are another effective way to publish research and have their own benefits and significance.

The final step after choosing a peer-reviewed scientific journal is to submit the Manuscript to it. This is done after corresponding with the journal, introducing the researcher, and then informing it of the study's concept, its intended audience, and the deadline for publication. After sending the file, it is then subjected to review and arbitration while waiting for approval.

This book is intended to assist undergraduate, graduate students and researchers and serve as a beacon pointing them in the direction of the best practice for excellent scientific writing.

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Scientific Writing

Knowledge advancement depends on the drafting and publication of scientific articles, yet aspiring authors encounter difficult obstacles. With the right tools and training, authors can get over obstacles like a lack of knowledge of scientific writing and the publishing process. Future writers should understand their audience so they may write accordingly.

Four important guidelines for writing for scientific publications are to clearly state the study's value, develop the main message, avoid using needless words, and employ strategic sentence construction. From a lab notebook to a project report, from a paper in an academic journal to an article in a scientific magazine, scientific writing can take many different forms. This manual focuses on writing scientifically for academic homework, which frequently includes describing and explaining.

A report is created with a specific goal in mind. A specific problem is given, examined, and addressed using specific facts and supporting evidence. Writing is a crucial component of science since it is used to record and share thoughts, activities, and discoveries with others.

This manual is meant to assist you in producing higher-caliber technical reports, graduation projects, theses, and dissertations, as well as peer-reviewed scientific papers. Accurate and clear terminology is required. Grammar, spelling, and punctuation all need to be used correctly. The key to communicating in science is the content's effective structure. Your report will be more effective if it is simpler to read.

Prior to writing

Make careful to include the complete publishing information of any pertinent text you read in your notes or on any photocopied materials whenever you read or research material for your work. These specifics ought to contain:

- The author(s)' last name(s) and initial(s).
- The date of publication.
- The title of the text; if a paper, the title of the journal and volume number;
- If a chapter of an edited book, the title of the book, the editor(s), the publisher, and the place of publication.
- If a journal article or a chapter in an edited book, the first and last page numbers.
- Include the appropriate page reference in your notes for any particularly crucial details or passages you might want to quote verbatim.
- Please be aware that the publisher and printer of a book are two different entities. Typically, a book's main title page and typically its spine bear the publisher's name.

Plagiarism & Originality. Any use of, or copying of, facts, ideas, phrases, sentences, or paragraphs belonging to another person must be cited with quotation marks and a reference number. If not, it is assumed that you have plagiarized, or willfully taken someone else's

words and presented them as your own. This is a grave transgression. If a fellow student was the one who copied something, this is cooperation, which is a significant felony. This also holds true for data gleaned from websites and the Internet.

Proofreading. is the process of comparing the text and layout. After finished, it must be thoroughly checked. We can have someone, such as one of your classmates or a professional proofreader, look it over for any mistakes in the content, style, structure, or formatting. In this situation, we ought to give credit where credit is due.

Deliverables. An explanation of the goods and services that clients can expect as a result of your work, such as documentation, tools, software, etc.

Important Phases of Scientific Writing

- Specify the report's objective, title, and target audience.
- Create a proper structure with relevant headings and subheadings.
- Compile any pertinent materials (such as books, articles, online information, and your own field notes) and make notes of the key topics under the proper headings and subheadings; Don't try to take in too much knowledge; Be harsh and eliminate anything that is not pertinent to the report's principal goal.
- Before you begin writing, consider the best diagrams to use to accompany the content. Create drafts of these diagrams.
- Prepare a rough first draft as rapidly as you can; it's best to do this on a computer because writing things out by hand takes time.

- Write the final draft, checking all data, references, figures, etc.; making sure the text flows smoothly; making sure paragraphs are used appropriately; checking for spelling errors using the word processor's spell-check feature; checking for proper grammar and punctuation; making sure your subheadings match the Table of Contents; and carefully reading it to make sure everything you've written is pertinent.
- Compose an abstract or executive summary; this should be done last and should include a summary of the report's key points and findings.
- Ask a friend or co-worker to read the report to check for clarity and comprehension.

Characteristics of Good Scientific Writing

Clear and simple writing: which avoids voluminous or convoluted sentences, are qualities of good scientific writing. Only when essential for accuracy are technical terminology and jargon used.

Impartial: it stays away from generalizing like "Everyone knows that" and unsupported claims (It can never be proved that ...). It explains how and where data was gathered, and provides proof to back up its claims.

Logically organized: concepts and procedures are presented in a logical sequence. Sections of the book are clearly labeled with headings.

Accurate: it avoids unclear and vague vocabulary like about, roughly, and almost;

Objective: assertions and ideas are backed up by pertinent evidence that shows how inferences were made and acknowledge the work of others.

Writing Consultation Prompts

Respond to the following queries before finalizing:

- Does the abstract effectively communicate the paper's main idea? The issue? The techniques? The outcomes?
- Does the order of the paragraphs within a section make sense?
- Do the concepts in each part flow from broad to detailed, or from large to small?
- Does the report demonstrate to readers how an experiment was carried out or a procedure was finished?
- Are the outcomes described in such a way that the procedure might be precisely repeated?
- Does the thesis statement like, "This report's goal is to...?".
- Are charts, tables, and diagrams properly interpreted and comprehended? Can tables and graphs be understood by readers?
- Do tables, figures, and diagrams have the proper labels and text references?
- Is objectivity upheld by the author? Is the paper free of "I think" and "I feel" editorials? Does the report contain few, if any, adverbs or adjectives?
- Is the writing well-written and edited?

Writing

Before you start writing, create the structure for your report. Your material is hierarchically divided into chapters, sections, etc. in the structure, with keywords assigned to each division.

- Create a draft of the Title.
- Make sure to clearly state the issue in the Introduction section.
- Before you begin writing, create a tentative table of contents with headings and subheadings. This will assist you in organizing the information and avoiding duplication.
- Every time you add or remove something, you should revise the content.
- As soon as your technique is established and any first challenges have been handled, write the Materials & Methods section.
- Compose the initial Results section.
- Include good headings and legends for tables, drawings, diagrams, and graphs, and make a note of their placement in the preliminary text.
- Avoid aiming for perfection out front. Based on the structure you have created, write a “fast and dirty” version of the content, then iteratively edit it.
- Throughout the task, notes on ideas for the Conclusion can be put together.
- Finish the introduction.
- List your sources.
- Produce the first full draft.
- Edit the initial draft in its entirety.

- The second draft should be given to two individuals to read before being revised in light of their comments.
- Verify that your company approves of publication and that none of the material you want to share is secret or private.
- Before using any content protected by copyright, get written consent.
- To ensure that the work of others is accurately portrayed and full, read all the references that were cited in the text once more.
- Verify that everything in the manuscript is placed correctly.
- Look over the typescript.
- Depending on the situation, seek approval from your manager, department head, or employer before submitting the updated typescript.

How to Write a Scientific Report ?

A scientific report's goal should be to enlighten, not to impress the reader with how much you know or have read or to downplay your ignorance. The clarity in communication should be your top concern. Factors to be considered for writing report :

- Who will read this report?
- What level of knowledge do they now possess?
- How much data is required?
- What historical context should be provided?
- Why is the report being read by the reader?
- Does the document aim to persuade or inform?
- How much time is allotted for the reader to read it?

Front Matter

The front matter, which comes before the text, is more concerned with the paper's bibliographical information than with the research itself. The title page, the summary or abstract (for a report), the table of contents (for reports), and a list of indexing keywords make up the front matter.

Page Cover: The report's cover page serves as a means of identification and protection. It must include the title, the first names and last initials of the writers, the date, the department and institution names, and the logo of the organization.

Title Page: A page of a book or report that includes the title, the author and publisher's names, the location, and occasionally the publication date. Every report and document needs to have a title page. Students can learn from the title page what class, professor, and organization the material were intended for. The title page offers professional writers the chance to disclose any potential ties or conflicts of interest.

The title page is not numbered by custom. Roman numerals are used to identify the pages of the preliminaries; the page immediately after the title page is Roman numeral ii). Arabic numbers 1, 2, etc. are used to identify the text pages. As a result, the Introduction is where the report starts on page 1. Most word processors should be able to handle this.

Title: The title essentially states the purpose of the report. It should briefly and unequivocally state the subject of the report. For a formal business report, the name of the individual or organization to whom the report is sent appears on the title page along with the author's name, address, and date.

Executive Summary: A brief introduction and summary of your proposal comprise an executive summary. People are frequently too busy in a professional setting to read an entire report. To gain a rapid overview, gauge the quality of the report, or even decide, they read the executive summary. For someone who hasn't read the report, it must make sense. This means that it must accurately reflect the report's structure and give a summary of every part. It is a separate portion that comes before the meat of the report; it does not take the place of the body or the introduction.

Because most readers will only read the executive summary after the title, it must be written with great care. Without referring to the rest of the report, it must be thorough, entertaining, and informative—with the exception that nothing in the title should be repeated.

The Following Points Must be Included in the Summary

- Objective: formulation of the problem.
- Methodology: materials and procedures.
- Results.
- Conclusions.

Some Tips for Creating the Summary

- Only when the report's other components are finished can the summary be written.
- Use simple, non-technical language when writing so that the summary is clear to everyone for whom the report is meant.
- The summary must be written in the third person, and it must contain whole sentences. The issue you looked into has to be stated.
- You should mention the methods you chose.
- The procedures employed in reported experiments should be indicated.
- When introducing new techniques, the fundamental tenets, functional range, and level of precision should be specified.
- List the key conclusions in the same order as they appear in the report.
- Summarize the main conclusions and indicate their range of them.
- You must mention everything that is brand-new and important for people to know.
- The report's contents should be the only information, concepts, or assertions made.
- Include any significant figures, numbers, citations, references, or acronyms.
- Request feedback on your summary from a reader who hasn't read your report.
- Include a number of words or phrases for the indexer's convenience. Include words that aren't in the paper's title.

Foreword. Written by a person other than the author. Typically, he/she is an authority on the subject matter of the book. The foreword's content should introduce the author and work to readers, explain why readers should read the book, and establish the author's authority.

Preface (Optional): A brief introduction, generally written by the author, that describes the scope, purpose, or history of the work. The preface's goal is to contextualize the report within the context of the degree and to provide space for a statement stating that all work that hasn't been credited to others is your own. You have the chance to introduce yourself to your audience in the introduction and tell them why they should care about what you have to say. Since this is where you establish credibility, you should explain how you become an authority in your field. You should clarify the who, when, and where of everything in the preface.

List of Contents: Since there is no index, the contents list should be thorough. It is arranged by chapter/section numbers, with the proper headings and subheadings, as well as the page number on which they begin.

List of Figures: This section lists every figure you used in your thesis or report along with the page number where it was utilized. Every list should start on a separate page.

List of Tables: gathers every table you used in your thesis or report and presents it along with the page number where it was used. Every list should start on a separate page.

Main Body

The abbreviation **IMREC**, which stands for: describes how a scientific paper's main body is organized.

- **Introduction**: What problem was the research project addressing?
- **Materials** and Methods: How did you study the problem?
- **Results**: What did you find?
- **Evaluation**: How do you explain the findings?
- **Conclusion**: What do the findings mean?

Introduction: All reports should begin with a statement of the aim or a precise statement of the report's purpose. A lengthy report will require an introduction that responds to the following questions:

- When was the report's work completed?
- What kind of investigation was it?
- Why was the topic studied?
- What was the context of the issue or activity that was undertaken?
- Where is it situated? Outline the geological and topographical setting using a map?

Literature Review : List any sources that might be relevant to the topic. Include a list of all the work done in the broad context of your topic in addition to your bibliography.

Methodology: This term describes approaches to gathering, organizing, and analyzing data. It is the entire design of the research study, including the sample size and methodologies, the methods and procedures used to gather data, and the steps taken to analyze that data.

Results: The results should be arranged to help you achieve your goal. Describe what occurred and what you discovered. Include enough data to support your conclusions. Include a discussion of computational techniques (such as computerized analysis) or statistical techniques if necessary. Use tables and graphs to clearly and succinctly present results.

Discussion and interpretation: Results are analyzed and discussed in connection to earlier research in the Discussion. The discussion section needs to be robust because it provides the report's main points. If it is extremely lengthy, it might be organized into chapters or sections and include analyses, justifications, and inferences. To set the stage, state the issue in sufficient depth and with figures. Apply all the knowledge and technical data to the issue at hand to arrive at conclusions that are simple to understand. Make sure to connect the discussion to your aims and demonstrate the significance of the findings for the broader field of knowledge, if at all possible, by framing the conversation in terms of the literature review.

Conclusions: The Discussion may include conclusions. Nothing that hasn't already appeared in the report's body should, in general, be stated as conclusions, whether or not they are given their own section. This ought to be:

- Each conclusion is brief, complete in itself.
- It Develops the facts in a logical manner.
- It is also to the point and numbered for emphasis.

Recommendations: Indicate the precise actions or instructions that can be performed

findings of your investigation.

Back Matter

The back matter, which comes after the main text, contains a list of sources that weren't used in the research but helped carry it out. These include contributions to the field of study, financial sources, and sources of information.

Acknowledgments: This section's main goal is to provide acknowledgment to those who have contributed substantial research to your project. This section's acknowledgment of the people and organizations that have offered crucial assistance, such as grants and fellowships, serves another significant purpose. Not to be confused with dedications are acknowledgments.

References: The reader must be able to confirm the legitimacy of the ideas, procedures, or conclusions you have employed, which is why scientific writing requires accurate referencing. To avoid accusations of plagiarism, you must distinguish your own work from that of others. Any information that is not well-known or accepted must be cited. Every time you cite (make a reference to a piece of writing in your text), you should also include the whole reference to a reference list at the conclusion of the document (before the Appendices).

Appendices: Any material with very fine detail, including lengthy mathematical proofs or derivatives, computer programs, and any lists, glossaries, documents, tables, etc., should be included in one or more appendices to avoid disrupting the flow of the main text and making it harder for the reader to understand the main arguments. All loose material must be labeled with your name, the date, and enough details to allow someone to find it if it ever separates from the report. The text should make mention every appendix. The order of the items in the appendices should match the order in which they are mentioned in the body of the report.

Styles of References & Bibliography

Bibliography. In contrast to a reference list, allows you to incorporate sources that you haven't included in your work but which nonetheless provide a review of the literature on the subject at hand. Annotations may also be included. The bibliography is a list of sources, typically books, that gives a general overview of the subject but are not specifically cited in the text. A bibliography is only present in thorough technical reports, such as some theses. Accuracy is crucial, thus references in both bibliographies and reference lists must provide sufficient details for readers to be able to recognize the things. There are various widely used systems, but no unbreakable principles of referencing. The most important thing is to be consistent and adhere to one system.

How and When to Cite ?

Every time a point you make, statistics you use, or other information you employ that is mostly the work of another author and not your own should be cited. As a very rough guide, while the introduction and the conclusions to your writing may be largely based on your own ideas, you would expect to be drawing on, and thus referencing your debt to, the work of others in each main section or paragraph within the main body of your report, essay, or dissertation. Examine the manner in which your sources cite other authors in their own writing, and turn to the companion guide for more advice.

Referencing Styles

There are numerous different referencing styles that are widely used. Every department will have a particular format it prefers, and every editor of a book or magazine has a set of "house rules." This tutorial explains the two most used formats, the "author, date" system, and footnotes or endnotes, in detail in order to illustrate the main principles. You should be able to apply the unique guidelines established by your own department once you have grasped the principles shared by all referencing systems.

How to Cite Sources Using the "author, date" format

The "author, date" approach, often known as the "Harvard" system, requires that only the most basic information about the source from which a discussion point or factual statement is taken is provided in the text. A reference list or bibliography is then provided at the conclusion of the text with all the source's information. This enables the author to fully credit all of her or his sources without materially altering the writing's flow.

1. Citing Your Source Within the Text

As the name suggests, the citation in the text normally includes the name(s) (surname only) of the author(s) and the date of the publication. This information is usually included in brackets at the most appropriate point in the text.

When a publication has several authors, it is usual to give the surname of the first author followed by et al. (an abbreviation of the Latin for 'and the others') although for works with just two authors both names may be given, as in the example above.

Do not forget that you should also include reference to the source of any **tables of data**, **diagrams** or **maps** that you include in your work. If you have included a straight copy of a table or figure, then it is usual to add a reference to the table or figure caption thus:

Figure 1: The continuum of influences on learning (from Knapper and Cropley, 1991: p. 43).

Even if you have reorganized a table of data, or redrawn a figure, you should still acknowledge its source:

Table 1: Type of work entered by humanities graduates (data from Lyon, 1992: Table 8.5).

You may need to cite an **unpublished** idea or discussion point from an oral presentation, such as a **lecture**. The format for the text citation is normally exactly the same as for a published work and should give the speaker's name and the date of the presentation.

Recent research on the origins of early man has challenged the views expressed in many of the standard textbooks (Barker, 1996).

If the idea or information that you wish to cite has been told to you personally, perhaps in a discussion with a lecturer or a tutor, it is normal to reference the point as shown in the example below.

2. Reference Lists / Bibliographies

When using the 'author, date' system, the brief references included in the text must be followed up with full publication details, usually as an **alphabetical** reference list or bibliography at the end of your piece of work. The examples given below are used to indicate the main principles.

Book References

The simplest format, for a book reference, is given first; it is the full reference for one of the works quoted in the examples above.

Knapper, C.K. and Cropley, A. 1991: Lifelong Learning and Higher Education. London: Croom Helm.

The Reference above Includes

- The surnames and forenames or initials of both the authors.
- The date of publication.
- The book title.
- The place of publication.
- The name of the publisher.

The title of the book should be formatted to distinguish it from the other details; in the example above it is italicized, but it could be in bold, underlined or in inverted commas. When multi-authored works have been quoted, it is important to include the names of all the authors, even when the text reference used was ***et al***.

Papers Within an Edited Book

A reference to a paper or article within an edited book should in addition include:

- The editor and the title of the book.
- The first and last page numbers of the article or paper.

Lyon, E.S. 1992: Humanities graduates in the labor market. In H. Eggins (ed.), Arts Graduates, their Skills and their Employment. London: The Falmer Press, pp. 123-143.

Journal Articles

Journal articles must also include:

- The name and volume number of the journal.
- The first and last page numbers of the article.

The publisher and place of publication are not normally required for journals.

Pask, G. 1979: Styles and strategies of learning. British Journal of Educational Psychology, 46, pp. 128-148.

Note that in the last two references above, it is the book title and the journal name that are italicized, **not** the title of the paper or article. The name highlighted should always be

the name under which the work will have been filed on the library shelves or referenced in any indexing system. It is often the name which is written on the spine of the volume, and if you remember this it may be easier for you to remember which is the appropriate title to highlight.

Publications of Different Genres

The three aforementioned instances encompass the most typical forms of publications. You could also want to consult other kinds of literature, such as doctoral dissertations, translated works, journal articles, dictionary or encyclopedia entries, legal or historical writings, or newspaper pieces. All published sources should be referenced using the same broad guidelines; however, for specific conventions, contact your department's handbook, your teacher, or one of the more in-depth reference books indicated in the section below for further reading.

Writing Master Theses & Ph.D Dissertations

A master's thesis is a written report on a research effort that is overseen by the thesis advisor and aims to advance and build the body of knowledge in a particular field of study. The student will employ a variety of approaches, including those from that field of study, to manage and resolve engineering and scientific challenges. As part of the degree requirements, the student must present a thesis that summarizes the thesis work's content, deliverables, and verified outcomes.

When they are finished is the fundamental distinction between a thesis and a dissertation. A master's program's thesis serves as the capstone project, whereas a doctorate program's dissertation is the final endeavor. Actually, the two have very different goals from one another. A thesis is a collection of research that demonstrates your familiarity with the material covered in your graduate program. **A dissertation** is your chance to advance your area through new knowledge, theories, or practices while enrolled in a doctoral program. The goal is to produce a brand-new idea, support it with evidence, and propose it. These two significant works are different in length. A master's thesis should have at least 100 pages, preferably a few more. A doctoral dissertation, on the other hand, should be significantly longer because it includes a lot of history and research information, as well as every little nuance of your proposal and how you came to the information.

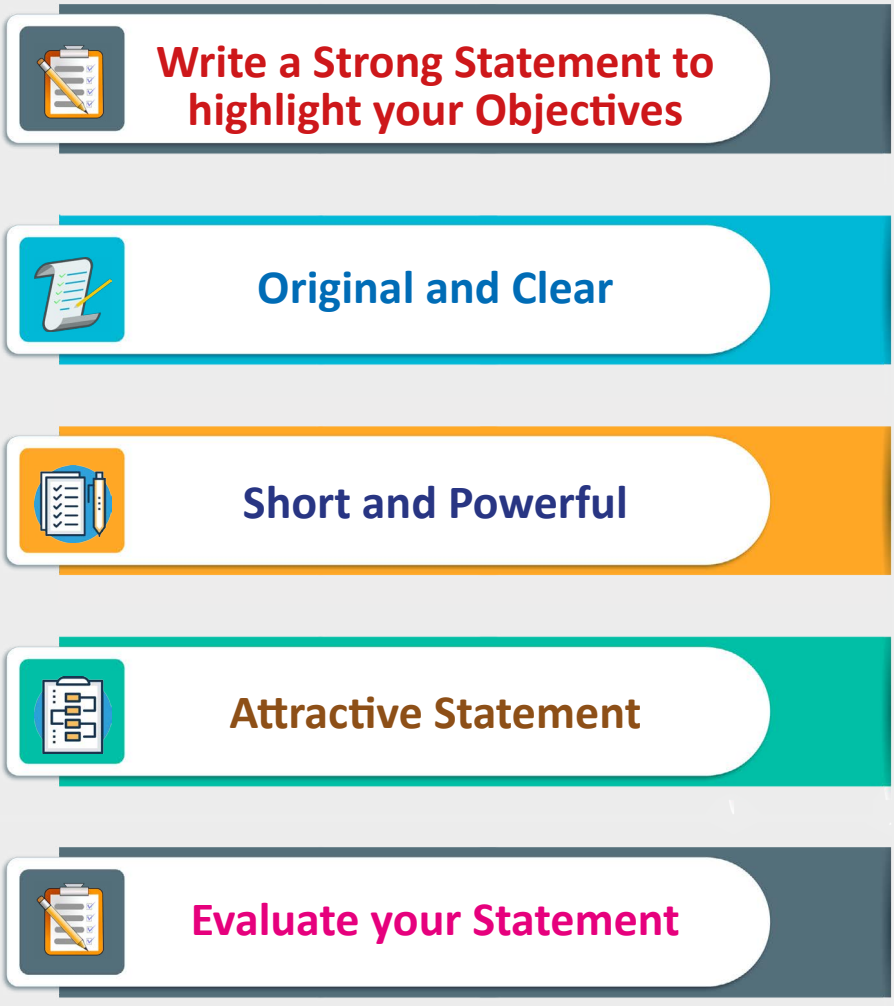
What Should a Master's Tthesis Include?

A master's thesis ought to be the product of an independent study that demonstrates originality and critical analysis. The student needs to exhibit the following:

- Knowledge and motivation to carry out the planned research activity.
- Capability to plan a research activity.
- Capability to analyze the results of the research.
- Capability to draw reasonable conclusions from the research.
- Capability to complete a written description of the work in the form of a well-written, properly organized thesis.

The capacity to finish a thesis with the potential for publication in scholarly journals, presentation at meetings, or both.

HOW TO WRITE A GOOD THESIS STATEMENT



Master's Theses: Key Components

Title. is a statement that frames the argument you are presenting in your thesis. It is a short phrase that tells the audience what the content is about. Readers should be able to get a glimpse of the study from the thesis title.

Title Page. Title (including subtitle), author, organization, department, delivery date, research advisor, and advisor's organization.

Effective Titles

Important Points

- Informative
- Brief and Clear
- Short
- Descriptive
- Fractual

Avoid

- Questions
- Technical Jargon
- Cultural Jargon
- Insignificant Words such as: The, A, Notes on, Report on and On.

Poor Title:

"Building Walls and Dissolving Borders: The Challenges of Alterity, Community and Securitizing Space"

Good Title:

"Recent Landform Evolution: TheCarpatho-Balkan-Dinaric Region"

Informative Title:

" Seismicity of the Arabian Plate "

Acknowledgments

Advisor(s) and everyone who helped:

- Technically (including materials, supplies).
- Intellectually (assistance, advice).
- Financially (for example, departmental support, travel grants).

Dedication: The report is dedicated to a family member, friend, or acquaintance in this short statement in the center of a separate page. Short technical reports may not include it and rarely do. It works better for theses.

Abstract

- A strong abstract briefly states the significance of the thesis. The summary of your main findings is then provided, ideally in the form of numbers with error bars. The key ramifications of your work are explained in the concluding sentences. Concise, accessible, and quantifiable abstracts are desirable.
- It should be no more than 1-2 paragraphs long, or about 300 words.
- The title's information shouldn't be duplicated.
- Be specific.
- When relevant, use numerical data.

Responses Which can be Discovered in the Abstract

- How did you act?
- What drove you to do it? What were you attempting to answer?
- How did you manage it? List techniques?
- What did you discover? List the main findings?
- Why is it important? List at least one noteworthy implication?

Table of Contents

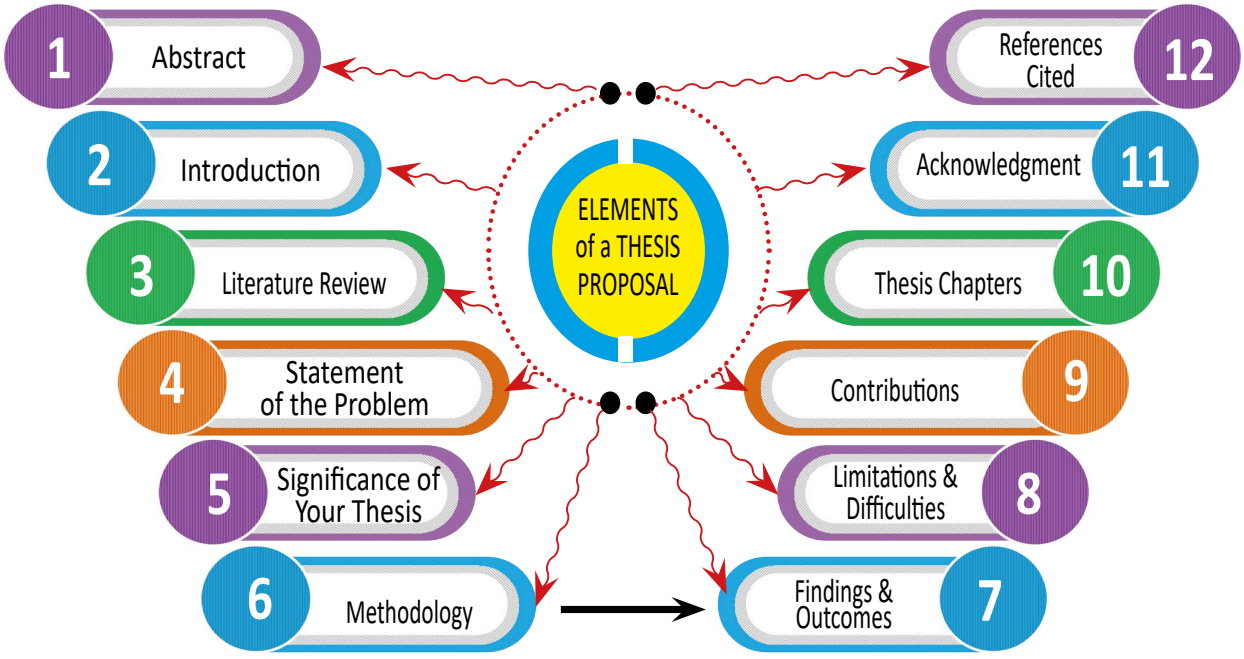
Include page numbers in the table of contents for each heading and subheading. Each heading and subtitle in the list need to have a succinct title.

List of Figures

List all of the figures' page numbers. Each figure's brief title should be included in the list, but not the full caption.

List of Tables

List all of the tables' page numbers. Each table's brief title should be included in the list rather than the full caption.


ELEMENTS of a THESIS PROPOSAL
1 Abstract
2 Introduction
3 Literature Review
4 Statement of the Problem
5 Significance of Your Thesis
6 Methodology
7 Findings & Outcomes
8 Limitations & Difficulties
9 Contributions
10 Thesis Chapters
11 Acknowledgment
12 References Cited

Introduction (Chapter I)

If you don't know what the thesis's body will say, you can't compose a strong introduction. Think about writing the introductory section(s) after you have finished writing the rest of the thesis. A hook should be placed at the start of the introduction. This is a declaration of an important/interesting scientific topic that your thesis either solves or addresses. It should be fascinating enough to entice the reader to read the rest of your thesis. The reader should be interested in your writing and eager to read the rest of your thesis.

The introduction's following sentences need to reference earlier studies in this field. It must list both the original thinkers of the notion or ideas as well as the authors of the most recent, pertinent work. Then, you could elaborate on why additional work was required (your work, of course).

What else in your thesis' introductory section(s)?

- A description of the thesis's objective, including a justification for the study's existence or the thesis's composition. Don't say the abstract again.
- Enough background information to let the reader grasp the relevance and context of the issue you're attempting to tackle.
- Giving due credit to the earlier work you are building upon. enough citations to enable a reader to gain a thorough understanding of the question's significance and background by visiting a library.
- The thesis question should be the main topic of the introduction (s). The goals of the thesis should be directly addressed by all cited works. This is not the place to include every article you've ever read on a particular topic.

- Describe the extent of your job and what will and won't be covered.
- The reader is given a verbal "road map" or "table of contents" that directs them to the next section.
- Is it clear where the preamble (the "old stuff") ends and your contribution (the "new thing") begins?

Literature Review (Chapter II)

The literature review is a written summary of significant books and other sources on a certain subject. The review's sources may include academic publications, journal papers, reports from the government, websites, etc. Each source is described, summarized, and evaluated in the literature review.

- Related subtopics to the study project.
- It should support the goal of the investigation and include.
- A thorough review of the literature
- Literature that influences current research.
- A theoretical framework that is appropriate to the study.

Methodology (Chapter III)

What information belongs in a thesis' "methods" section?

- Details that will help the reader determine whether your findings are credible.
- Details required for a different researcher to conduct your trial.
- A description of your methodology, theory, and materials
- Equipment, technique, procedure, and calculations.
- Constraints, assumptions, and validity range.
- An explanation of your analytical procedures, with any specific statistical software mentioned.

Results & Data Analysis (Chapter IV)

- The findings include statistics, charts, and graphs as well as actual observations.
- Provide details about the variation's range.
- Mention both positive and negative outcomes. Save the interpretation of the results for the debate.
- Present your case to the jury. Give enough information so that people can make their own deductions and come up with their own explanations.
- Use S.I. units throughout the thesis **(m, s, kg, W, etc.)**.
- Use subheadings to divide your results into logical sections.

Discussion & Interpretation (Chapter V)

Start by summarizing the key findings in a few phrases. The discussion portion ought to be a quick essay in and of itself that responds to the following inquiries:

- Which key trends may be seen in the observations? (Refer to the differences in space and time).
- How are the results related to one another? Are there any trends or generalizations?
- What are the patterns or generalizations to which these exceptions apply?
- What are the most plausible reasons (mechanisms) for these patterns and the associated forecasts?
- Is the preceding work in accord or disagreement?
- Interpret the findings in light of the background described in the introduction. How do the current results relate to the original query?
- How do the current findings relate to other unresolved issues in earth sciences, ecology, environmental policy, etc.?
- What are the things that we currently comprehend or know that we previously did not?
- Describe the evidence or train of thought that each interpretation is supported by.
- What does the current research mean, and why should we care?

Summary & Conclusions

What is the clearest and most significant conclusion you can draw from your observations?

- What do you want the reader to remember about your paper if they run into you at a meeting in six months?
- Refer back to the original issue and explain the conclusions you came to after conducting this study. Also, briefly discuss any fresh findings that emerged from the current work.
- Include the bigger picture effects of your findings.
- Do not recite the abstract, introduction, or discussion verbatim.

Recommendations

- When appropriate (most of the time), include.
- Corrective action to address the issue.
- Additional research to close knowledge gaps.
- Suggestions for further research on this or similar subjects.

References

- Cite all ideas, concepts, text, data that are not your own.
- If you make a statement, back it up with your own data or a reference.
- All references cited in the text must be listed.
- Cite single-author references by the surname of the author (followed by date of the publication in parenthesis) .
  - ... according to Hays (1994)
  - ... population growth is one of the greatest environmental concerns facing future generations (Hays, 1994).
- Cite double-author references by the surnames of both authors (followed by date of the publication in parenthesis)
  - e.g. Simpson and Hays (1994)
- Cite more than double-author references by the surname of the first author followed by et al. and then the date of the publication
  - e.g. Pfirman, Simpson and Hays would be:
  - Pfirman et al. (1994)
- Do not use footnotes
- List all references cited in the text in alphabetical order using the following format for different types of material.

- Hunt, S. (1966) Carbohydrate and amino acid composition of the egg capsules of the whelk. ***Nature***, 210, 436-437.
- National Oceanic and Atmospheric Administration (1997) commonly asked questions about ozone. http://www.noaa.gov/public-affairs/grounders/ozo1.html, 9/27/97.
- Pfirman, S.L., M. Stute, H.J. Simpson, and J. Hays (1996) Undergraduate research at Barnard and Columbia, ***Journal of Research***, 11, 213-214.
- Pechenik, J.A. (1987) A short guide to writing about biology. Harper Collins Publishers, New York, 194pp.
- Pitelka, D.R., and F.M. Child (1964) Review of ciliary structure and function. In: ***Biochemistry and Physiology of Protozoa***, Vol. 3 (S.H. Hutner, editor), Academic Press, New York, 131-198.
- Sambrotto, R. (1997) lecture notes, Environmental Data Analysis, Barnard College, Oct 2, 1997.

Appendices

Include an appendix with all of your data.

- Reference materials and data are not readily available (theses are used as a resource by the department and other students).
- A table (where more than 1-2 pages).
- Computations (where more than 1-2 pages).
- An appendix containing a vital item is optional.
- You could want to include a list of extra resource material, etc. if you used a lot of references but did not cite them all.
- A list of the instruments used in an experiment or the specifics of challenging methods.
- Take note: Unless they take up more than 1-2 pages and are not essential to your argument, figures and tables, along with their captions, should be included in the text rather than an appendix.

Major Components of your Thesis

Introduction	• Purpose of the study • Statement of the Hypothesis / Research Questions • Significance of the study • Delimitations, Limitations, and Assumptions	**WHY?**
Methodology	• Process by which the study will be completed • Detailed description of materials • Instrumentation (reliability, validity!) • A clear description of analyses and their meanings	**HOW?**
Results & Data Analysis	• Order of presentation similar to that of Questions • Clearly describe your data (do not interpret!) • A brief summary of the main results (at the end)	**WHAT?**
Discussion & Conclusion	• Findings and Contributions of the study • Specific conclusions • Synthesize your findings with the current research • Implications of findings in view of other research	**SO WHAT?**

Checklist for Thesis Revision

Think about the following inquiries as you edit your thesis:

- Is the goal obvious?
- Is the thesis appropriate for the target audience?
- Is the title properly phrased, pertinent, and brief?
- Do you find the abstract to be satisfactory?
- Is the thesis' structure clear to the reader, and are the sections well labeled?
- Have all the key elements received the proper attention and been considered fairly?
- Has the topic been developed logically?
- Is the explanation of your findings adequate, comprehensible, and convincing?
- Is everything you've said necessary?
- Does the conclusion make sense given the previous sections?
- Are the sentences brief, easy to read, basic, and required?
- Does the text contain any unchecked or uncited data?

- Do the diagrams effectively communicate their message?
- Are the captions and numbers correct?
- Is there the best possible connection between the text and the illustration?
- Are the photos in the appropriate orientation and do they provide a scale indication?
- Are citations in the text formatted correctly?
- Do they match the references listed there?
- Have the proper acknowledgments been made?
- Have you proofread your work for typos and spelling errors?
- Do the pages and appendices numbers match completely with their listings on the content's pages, any in-text references, etc., and are they numbered correctly?

Tips to Make Your Thesis Defense Presentation

- Examine your sources.
- Practice before the presentation .
- Keep Your Ideas Limited.
- Get Ready for Unexpected Questions
- Relax.

Things to Avoid When Defending a Thesis

- Prevent rushing during the presentation's preparation.
- Limit the number of slides you make for the presentation.
- You Provide Out of Context Answers.
- You Give Generalized Descriptions or Explanations.
- You Permit Stress to Overwhelm You.
- Bad Planning.

How to Write & Publish a Scientific Paper ?

Introduction

The publishing of original research in journals through scientific papers with a prescribed framework is generally referred to as scientific writing. The communication of science through other forms of journal articles, such as review papers that integrate and summarize previously published research, is also referred to as scientific writing. Writing in the scientific field should be as plain and clear as feasible.

A written and published report presenting the findings of original research is known as a scientific paper. A scientific article must be prepared in a specific manner, as determined by tradition, editorial practice, scientific ethics, and the interaction of printing and publishing methods, to qualify that brief definition.

In order to properly define “scientific paper,” we first need to define the process by which a scientific article is produced, namely genuine (i.e., primary) publishing. Numerous sorts of literature, including abstracts, theses, conference reports, and others, are published, but they typically do not pass the criteria for a valid publication. A scientific manuscript is also not properly published if it is published in the incorrect location, even if it passes all the other requirements.

If the phrase “scientific paper” refers to a report on original research, how should this be separated from reports on research that are not original, are not scientific, or otherwise do not meet the criteria for being considered scientific papers? Review paper, conference report, and meeting abstract are a few particular words that are frequently used.

A review paper may examine a wide range of topics, although it usually focuses on recent research in a specific field or the work of a certain person or organization. In order to

summarize, analyze, assess, or synthesize previously published information, a review paper is written.

You should be aware of the fundamental ethical standards for conducting research and publishing it in a scientific journal before you start writing a scientific paper. A written and published report presenting the findings of original research is known as a scientific paper. A scientific article is formatted to satisfy the requirements of a legitimate publication. It is or ought to be extremely stylized with recognizable and immediately obvious component elements. In the fundamental sciences, the component components are most frequently categorized as an introduction, methodology, results, and discussion.

Clarity and efficiency in scientific communication depend on the effective organization. One aspect of this structure is adhering to the format required for a scientific publication. It also entails rationally structuring concepts inside that format. The second essential component of a scientific study should be acceptable language, after organization.

Good editing is usually the key to good writing. Your early drafts won't be seen by anyone, and it doesn't matter how imperfect they are. It's crucial to edit your writing until it flows effectively. You should first edit your own writing. After showing it to others, make extra revisions to your work based on their comments.

Why publish? To exchange ideas globally...

Scientist as user of scientific information

- Registration
- Dissemination
- Certification
- Archival of scientific research

Scientist as creator of scientific information

- Access to content precondition
- Awareness
- Literature review
- Not redoing existing research

Research Cycle & Necessity to Publish

Authorship

Authorship denotes that a person has contributed significantly to the work and is responsible for it. It has tremendous importance for a researcher as well. Therefore, it's critical that authorship be properly and accurately acknowledged.

There are intellectual, social, and economical ramifications because authorship assigns credit and implies an obligation for published work. Making sure those who contributed to a study are acknowledged as authors is crucial. Additionally, it's important that those who are acknowledged as authors are aware of their obligations and accountability for the material they publish.

Administrators, managers, and people who just provide normal technical help are not included. Authorship and co-authorship are not determined by seniority or grade.

Authorship is Typically Determined by the Following Criteria

- Significant contributions to the conception or design of the work; Acquiring, analyzing, or interpreting data for the work.
- Drafting the work or critically revising it for significant intellectual content.
- Final approval of the version to be published.
- Consent to accept responsibility for all facets of the work in order to guarantee that any concerns about the accuracy or integrity of any component of the work are duly investigated and addressed.

Various Kinds of Authorship that Should be Recognized

- **Co-author:** is somebody who contributed significantly to a journal publication. They are jointly accountable for the findings of the published research as well.

- It is the responsibility of each co-author to determine whether their contribution to the project justifies being given authorship credit. At least insofar as it pertains to their contributions to the project, co-authors should examine and approve the manuscript.

- **Corresponding Author:** if an article is written by more than one author, you will designate one author to serve as the corresponding author. On behalf of all the writers, this person will handle all correspondence regarding the piece and sign the publishing contract. They agree on the order in which the writers' names will appear in the article and are in charge of making sure that all the authors' contact information is accurate. The authors must additionally confirm that affiliations are accurate, as will be detailed in greater detail below.

Preparation

- When conducting an experiment, take notes.
- Maintain a daily log of your efforts in your logbook.
- Maintain complete bibliographic information for each pertinent reference used, preferably in an electronic database.
- As each observation or experiment is finished, make notes about it.
- List relevant ideas from your research as well as ideas from other people's work so you won't forget them when it comes time to create the report or paper.
- After finishing your job, create a thorough topic outline.
- Think about whether publishing your work is appropriate. Should your report be published in full or in part if new discoveries are made?
- Should it be released as a single paper or several papers?
- Update the topic outline if necessary.
- Carefully consider which journal(s) your paper(s) would best belong in.
- Read the journal's "Instructions to Authors".
- To make sure that your work complies with these guidelines, you should, if required, rewrite the topic outline.


RESEARCH PAPER WRITING
Identify the Research Problem
Analyze that Data
Tip
Proofread and Improve
Select a Topic
Collect the Relevant Data
Write the Research Paper

Steps to be Considered in Writing a Manuscript

- Consider your motivations for publishing your work and its viability before doing so.
- Select the sort of manuscript you want to write.
- Select the desired journal.
- Read the Guide for Authors' requirements for journals carefully.
- Pay attention to how the paper is organized.
- Recognize publication ethics to prevent transgressions.

Guidelines for Paper Submission

Always write simply; if you can't describe anything clearly, you probably don't understand it very well. (Albert Einstein)

Write to express, not to impress. Consider that your audience may not be English-speaking.

Wrong Reasons to Publish

- To have a record of one's work.
- To be listed in a journal.
- To be indexed by Google Scholar / Web of Science.

Right Reasons to Publish

- To finish your research.
- Communicate findings clearly to the scientific community.
- Make it easy to understand.
- Make it easy for others to use or expand on your work.

Qualities of Publishable Findings

- New – Nobody has published such findings before.
- Useful – Findings have important, practical use, or solve an important problem in the field.

How to Identify Hot Topics?

- Look for clues — unexplained findings, controversies.
- The literature, including related fields.
- Attend International Conferences & Meetings.

Before you Begin... Spend Time Reading!

- Read at least 30 minutes per day.
- Read once a week for two hours.
- Journal club.
- Discussions with your Co-workers (1 h meeting once a week).

Become a Good Communicator.

- Writing effectively.
- Selecting the right journal.
- Logically organizing your ideas will help you achieve your objective of becoming widely read in your profession in addition to being published.

Effective Writing

Verbs are vigorous, direct communicators. Use the active rather than the passive voice, and select tense or mood carefully.

Preferred: We conducted the survey in a controlled setting.

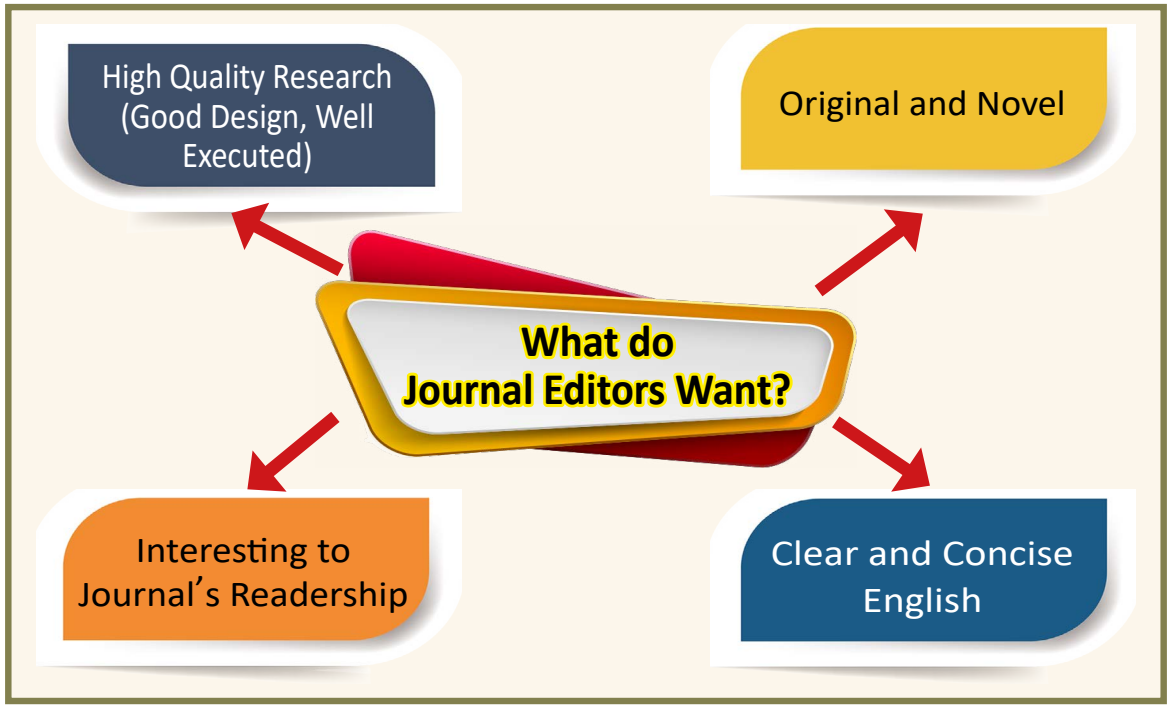
Nonpreferred: The survey was conducted in a controlled setting.

Preferred: Simpson (2001) designed the experiment.

Nonpreferred: The experiment was designed by Simpson (2001).

Preferred: Participants sat in comfortable chairs equipped with speakers that delivered the tone stimuli.

Nonpreferred: The participants were seated in comfortable chairs equipped with speakers that delivered the tone stimuli.



Getting Started

Choose your co-authors and your relationship with them before you start writing the paper. Each author should have contributed significantly to the study, and they should have written and reviewed the manuscript. Before you begin writing your book or once you have a rough draft ready, choose the journal to which you will send it. The ideal journal differs depending on the manuscript being submitted to it. To make sure you are aware of the topics that the journal accepts, look up the titles in the table of contents. Examine the quality, style, and topic matter of a few articles you've read carefully. Identify the publisher and whether the manuscript will be peer-reviewed. Because of this procedure, refereed or reviewed papers are virtually always better.

Obtain the **"Instructions to Authors"** from a journal issue, website or by writing to the editor once you have chosen the journal to submit your paper. A lot of journals provide policies yearly, while some have policies for every issue. Write your initial draft with the audience and the publication style of the particular journal in mind after studying the magazine and its rules.

Before beginning to write your paper, carefully read the author's guidelines. These instructions may provide answers to the following queries, for example:

- Does the journal publish research articles in different categories? If yes, which category does yours fall under?
- How long can articles be in total? What's the longest an abstract can be?
- Does the journal have an article template? If so, how would one get to it?
- If applicable, does the journal make supplemental content available online? If yes, then how should this information be delivered?

- What sections ought to be in the article? What rules apply to each and what should they be?
- What rules for writing style should be adhered to? How many tables and figures are permitted? What specifications for figures and tables does the journal have?
- How should references be formatted? Is there a cap on the number of references?
- How should the document be formatted for electronic distribution? Do figures and tables belong towards the conclusion of the text, in the middle, or should they be supplied as separate files? Exists a system for online submission that I can use?

Consider the journal's circulation and the anticipated time between submission and publication when choosing where to submit your work. Since some journals are accessible worldwide, national or international services and data banks may abstract the articles from those journals. A local, regional, or national publication might be a better fit for your unique manuscript.

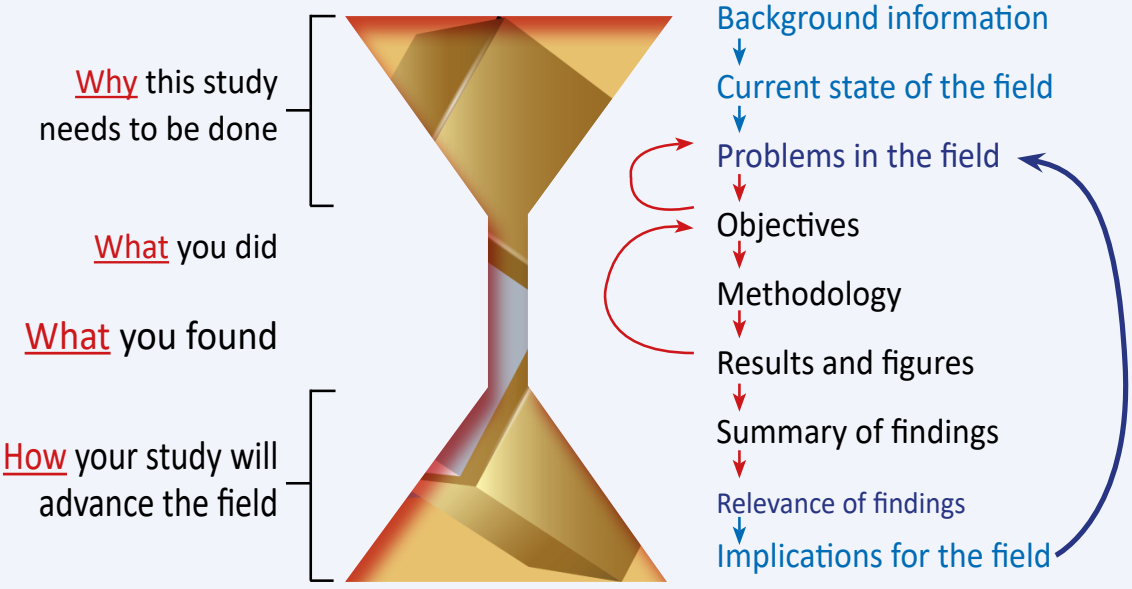
As you conduct the research, draft the paper. Before your results are available, compile background reading and prepare a rough copy of the introduction.

- Write a draft abstract without referencing the findings. When you start to think about the outcomes, this abstract will help you maintain the justification, objectives, and core idea in mind.
- As soon as the experiment is set up, write the materials and techniques section. You can then write the results and discussion section(s), the conclusion, and the revised introduction once the results are ready.
- Add results and a final observation to the revised abstract. Keep in mind that before the work is ready for publication, every section will need to be rewritten multiple times.

You will reach a point where you are unable to imagine how the communication could be improved after you have written and reread your article and your co-author has examined and updated it. The next step is to request feedback from your colleagues.

Linking your Ideas

Answer the four key questions for your reader



Logically link your ideas throughout your manuscript

Submission

Authors must carefully review the journal format before submission. Failure to adhere to the journal's rules may result in immediate rejection. The lead author must also make sure that all other authors have had an opportunity to read and comment on the manuscript's final draft. Submitted manuscripts come with a cover letter to the editor. The subject and significance of the document are briefly discussed in this letter. Journals frequently ask for the names and contact details of potential reviewers. This is a great chance to direct the reviewers who are most qualified to evaluate the work and are most likely to be receptive to the manuscript.

Only one journal should receive your work. The typical submission guidelines state that a work will only be taken into consideration if no other journal is doing so at the same time. You might believe that submitting to two or three journals will increase your chances of being accepted, but the publishing team and reviewers cannot afford to spend time and resources reviewing and revising your manuscript only to have it accepted by another journal.

Before submitting your manuscript to a second journal, wait for the first one to reject it or request that the first editor release it. Request that the manuscript be released and sent to another journal if you feel that the initial publisher is taking too long or requesting changes that you are unable to make, but until then, practice patience. The journal's acceptance rate and the suitability of the subject are other factors that affect whether your work will be published, in addition to how well the research and writing are done.

Rejection

No paper is ever published in the exact form that it is submitted. Reviewers' and editors' comments are normally either accepted subject to minor adjustments or rejected without a request for resubmission.

Although several of the following explanations apply to your manuscript, one or more of them may explain why it was rejected for publication:

- The research was misguided or improperly planned and carried out.
- The manuscript lacked clarity or did not adhere to the journal's style.
- The findings are ambiguous; you've used insufficient information or incorrect interpretations.
- The debate is unnecessary or there is a lack of interpretation.
- The research is pointless (not enough data), the knowledge is not brand-new, or it is a rehash of past works.
- Your work is excessively long or is loaded with irrelevant information or discussion because you have too much stuff.

Author Checklist

- The title page must be finished.
- Does the report's title give the most succinct summary of its contents?
- Do the contents page still have a purpose? If yes, are they the same as the report's headings?
- Are all of the headings and subheadings used when designing the report still necessary? Is the use of headings and subheadings consistent throughout the report? Are the headings succinct?
- Is the Introduction succinctly and clearly stating the goal and scope of the report?
- Is each paragraph appropriate, required, and relevant?
- Is the order of the paragraphs in each part optimal?
- Is the relationship between paragraphs obvious? Any irrelevant material should be crossed out. Keep in mind that writing involves erasing.
- Are the paragraphs engaging?
- Is the topic stated clearly and is every sentence in the paragraph pertinent to the subject? Is the emphasis where it will be most useful?
- Are all arguments compellingly established, followed through logically, and are any original points appropriately emphasized?

- Is there anything that needs to be illustrated more powerfully or that needs to be said more clearly?
- Should a few lines of text take the place of any illustration?
- Does the report adhere to the standards for scientific writing?
- Is each claim true, supported by adequate data, free from inconsistencies, and without omission errors?
- Are there any words that may be replaced by numbers, such as “many” or “few”?
- Are all of the sentences required?
- Does it accidentally rephrase anything that has previously been said?
- Could any sentence be better defined in terms of its meaning?
- Are there any extraneous words?
- Is it simple to read each sentence?
- Is the emphasis where it needs to be and does it sound good when spoken aloud?
- Are your conclusions stated clearly?
- Have you succeeded in your goals and stayed within the parameters set forth?
- Has anything important been omitted?
- Are all of the reader’s inquiries addressed?

- Are any abbreviations, symbols, or technical terms adequately explained?
- Are there any logical flaws or spelling or grammar errors?
- Are you consistent with your spelling, capitalization, hyphenation, and quotation marks?
- Are all the references accurate, particularly the names' spellings?
- Do the dates shown in the references list match the ones mentioned in the text?
- English is a common language for communication across borders. Make sure your writing is clear and direct if your report is intended for a large audience or readers with diverse interests.
- Look over the summary.
- Are there improvements in every revision? Is your document legible in all capital and lowercase letters, numbers, and symbols?
- Are all of the pages numbered and arranged correctly?
- Is the new report well-balanced and easy to read?

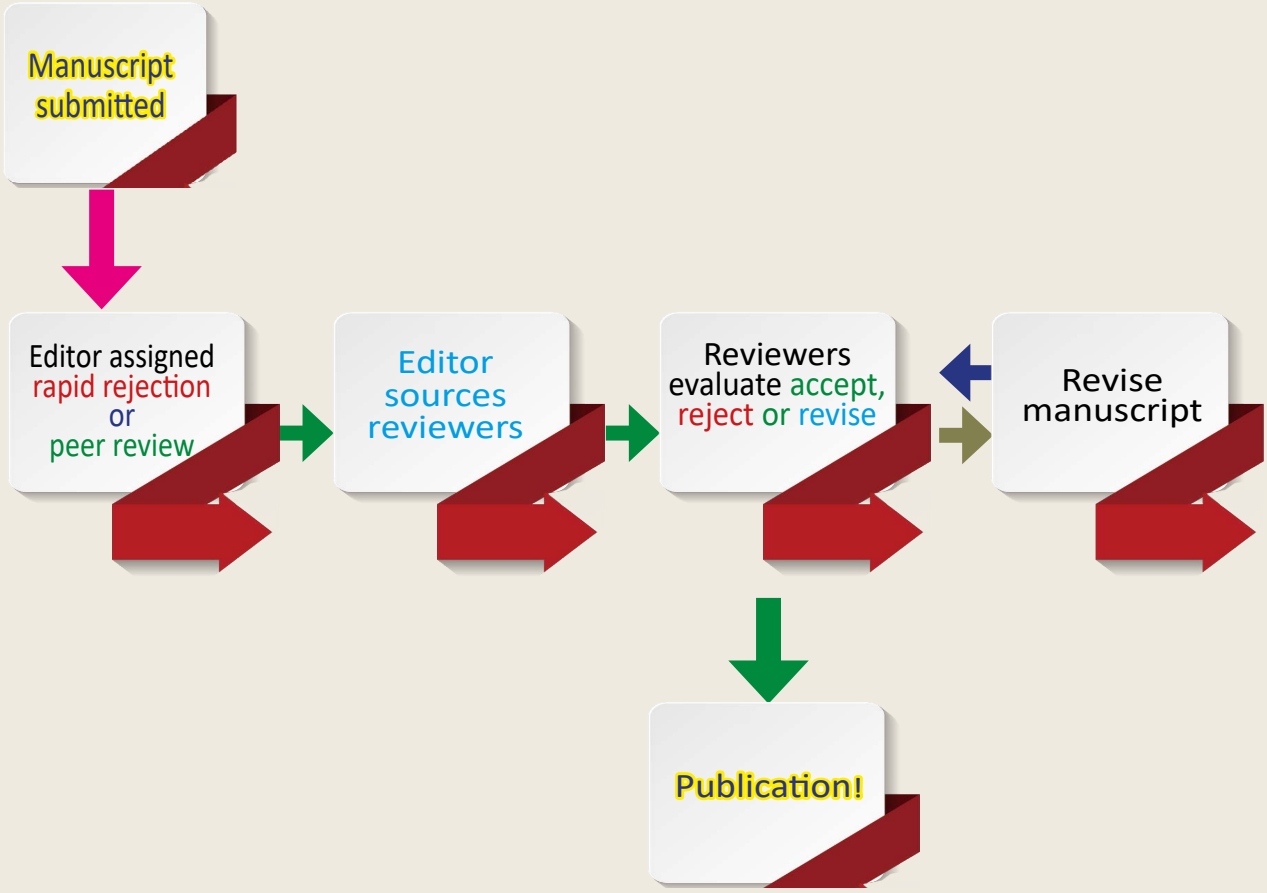
Referees Checklist

- Is the paper appropriate for this journal's publication?
- Do you suggest that the paper be published?
- (a) as is, or (B) following revision?
- Is the work being reported original? Has any of it been previously published?
- Is the work finished?
- It's a contribution, right?
- Are there any mistakes or logical flaws?
- Is the paper written clearly?
- Are there any questions?
- Were any sentences poorly expressed?
- Are any components unnecessary?
- Are any points being highlighted too much or not enough?
- Is a longer explanation necessary?
- Does the paper follow the journal's guidelines? Should the entire paper be made public?
- Is the title succinct, clear, and compelling?

- Are these appropriate keywords if they are needed?
- Is the abstract thorough and succinct?
- Are the techniques sound? Are the procedures succinctly and clearly explained?
- Are the tables and graphics appropriately formatted? Are there enough facts to support the conclusions?
- Are all pertinent citations made? Are any of the mentioned references superfluous?

Submitting - Publishing timeline

Submission to publication: 3—12 months



Presentations & Communications

Writing a thesis is stressful but preparing an oral defense can be even more painful. But it doesn't have to be, with proper preparation and a good presentation you will be able to better equip yourself come time to present your thesis defense. But what makes a good thesis defense?

A proper presentation helps you with your thesis defense because it helps you to capture the panels attention and give you cues and reminders on what to say as well. It also helps keep your data organized, while visually looking good and provides a flow structure for the rest of your presentation.

Any presentation should report, explain, convince, and inspire. Oral presentations come in a variety of forms, including workshops, seminars, and training sessions. Like producing quality scientific papers, giving an oral presentation at a conference takes time, but it is time well spent. An oral presentation should be viewed as an exciting and priceless opportunity because it is one of the best ways to share your work.

Suggestions for Enhancing Oral Presentation

- Inform your colleagues about your research.
- Before the conference, practice speaking in front of people.
- Practice for the presentation. Don't read the slides aloud.
- Must demonstrate the significance, validity, and applicability of the research.
- Only choose the most significant findings.
- Be sure to keep to the time allotted to you.
- Bring handouts from your presentation for any potential viewers.
- Make your presentation in the hallway's center or on a side.
- Make more pictures and use less text.
- Remain composed, assured, and passionate without being haughty.
- Keep looking the audience in the eye.
- Highlight the purpose behind the endeavor and its results.
- Acknowledge and express gratitude to the audience
- Encourage inquiries and feedback.

- If you are questioned, acknowledge the questioner and keep your responses to a minimum.
- Presentations should be made to educate, not to impress.
- Make sure your slides are brief and basic.
- Speak slowly, and when necessary, use gestures or pointing
- Express yourself personally. Try to enjoy yourself.
- Be engaged with your listeners by emphasizing your self-assured body language.


The Purpose of a Presentation
To Report
Updating the audience on a project or event
To Explain
Detailing how to carry out a process or procedure
To Persuade
Convincing the audience to accept an idea
To Motivate
Inspiring the audience to take some action

How to Deliver an Effective Communication?

The process of transmitting information that ensures that the message is received and interpreted with clarity and purpose is known as effective communication. The sender and the receiver are both delighted when we communicate successfully. Your profession, school, and personal life can all benefit from better communication skills. Effective communication consists of being empathetic, accurate, thorough, and clear.

- Facilitates the development of deeper relationships Promotes increased creativity and innovation.
- Enhances your mental, emotional, and social wellness.
- Enhances your ability to cooperate with others and solve problems.
- Improved creativity and invention as well as improved social, emotional, and mental health result from being able to properly communicate your results. This also creates new relationships built on trust and transparency.

There are many other ways to communicate, including writing, listening, visuals, and verbal and nonverbal cues. It can take place face-to-face, over the phone, through the mail, or online (on websites and social media).

Suggestions to Help you Communicate Better

- Learning to Listen.
- Investigating, and Appreciating Nonverbal Communication.
- Questioning Techniques and Emotional Intelligence.
- Over communicating.
- Identify Your Audience.
- Draw in the audience.
- being concise, clear, and confident.
- Building trust via kindness and patience.

How do you Become an Engaged Listener?

- Looking at the speaker in order to observe body language Understanding.
- Asking questions but only to insure understanding.
- Giving speakers time to articulate their thoughts.
- Letting speakers finish their speech before giving your opinion.
- Give regular feedback, responding with nods and „uh-uhms“.
- Listen to the words and try to picture what speaker is saying.
- Don’t interrupt and don’t impose your “solutions”

Networking

- Networking is challenging work—like it's taking on a second job!
- Networking is not a choice... It's essential!
- You need to expand your network if you want to land a decent job.
- The development of your interpersonal abilities is essential.
- Technical knowledge is not as important as interpersonal abilities. The next stage is to use these abilities to expand your network and land a job.
- Nearly 50% of recruits at prestigious firms come via networking.

Developing Your Career

- Attend business or scientific conferences and hang around after the talk... Engage.
- The key to networking is "following up after the meeting"...
- You should present yourself as their assistant.
- Spend minimal time on your CV and resume.
- Don't merely network with PhDs because they are your rivals.
- Don't take advice from an academic if you want a career in a firm.

Tips to Advance Your Career

- Create and grow your network.
- Plan out your career objectives.
- Recognize your options.
- Look at the big picture.
- Improve your knowledge.
- Show off your personality and assurance.
- Maintain a positive outlook.
- Make yourself helpful to your coworkers.
- Investigate mentorships.
- Discover the influence of sponsorship.
- By asking for more duties, you can stretch yourself.
- Observe internal opportunities.
- Join industry organizations as a volunteer.

Style & Layout

The organization that will publish the material specifies the layout. Utilize their style files and templates. It will be confusing if you create your own layout.

Wording & Terminology

Pick your terminology wisely. The use of the same phrases repeatedly when using non-technical language should be avoided. However, when using technical jargon, always use the same words to convey the same meaning.

If the literature you have studied already contains the vocabulary you require, avoid creating your own terminology. It is possible for two authors to use different terms for the same item; nevertheless, this does not always warrant the introduction of a third term.

Eliminate unnecessary words, and try to eliminate repetition.

Lessening the number of words used to make a point enhances readability.

Replace a phrase with a single word and steer clear of grandiloquence (a pretentious manner).

- Steer clear of cliches and euphemisms.
- Avoid using the same term more than once in a single sentence.
- Employ synonyms (via the thesaurus). either to break up the monotony or to convey a precise shade of meaning appropriate to a given situation.
- Create nouns in the possessive singular form.

Spelling

Check your spelling before continuing. Use the spelling-checking features offered by the majority of word processors! Additionally, be sure that your spelling is properly correct (e.g. a singular subject requires the verb to be in singular).

Given the significant American influence in science, it could be wiser to follow the majority and use American spelling. In contrast to "flavour, catalogue, modelling, and optimise" which are UK English words, "flavor, catalog, modeling, and optimize" are US American English words.

Sentence Organization

The verb's number and the subject's number must match. Recognize irregular plurals like formulae and data. When the words "either.. or" or "neither.. nor" are used to connect singular and plural subjects, the verb must agree with the closest subject.

Voice Types : Active & Passive.

The action is carried out by the subject in the active voice. The subject is given the action in the passive voice. Because the passive voice always incorporates some variation of the verb to be with a past tense, the active voice produces shorter phrases. However, it is the typical but not preferable voice for technical documents.

Verbs Become Nouns

Action can be expressed through verbs. There are nouns that describe the outcome of several action verbs.

"Perform/performance," for instance. By using the noun form, the action is just implied.

- Passive voice in the perfect tense: Instead of saying "is/are/was/were," use the verbs "has/have/had/been" to describe accomplished actions.

Adverb or Adjective:

Most of the time, the adverb is created by following the adjective with the suffix-ly. Example: a simple task; the task is simple; nonetheless, the task is simple to do.

- Leave out pointless words.
- Group words that are related.
- Avoid using text inside of brackets. Use a new sentence instead.

Punctuation

Punctuation is frequently used to make text as clear in its meaning as feasible.

- To break up overly long sentences, use commas (,).
- When separating two sentences, use semicolons (;). A semicolon is more than a colon but less than a period.
- Use asterisks (?) to pique curiosity.
- To be succinct, use colons (:).

To minimize confusion, use commas (,), include a brief reading break, or substitute another word for conjunction like and.

- Place punctuation symbols such as the dot, comma, semicolon, etc. directly after the word before them, followed by a space.

Close parenthesis has only space to its right, while an open parenthesis only has space to its left (and no space around it when followed by a dot, comma, etc.).

- Use a comma after every phrase except the final one in a series of three or more terms with single conjunction.
- Place commas between parenthetic expressions. Applying this rule can be challenging since it can be challenging to determine whether a single word, like however, or a short sentence is parenthetic or not. The writer may safely delete the commas if there is only a tiny break to the sentence's flow.
- Before "and" or "but," which introduce an independent phrase, use a comma.
- Avoid separating clauses with commas. Semicolons are the appropriate punctuation mark when two or more grammatically sound clauses are combined to produce a compound sentence without the use of a conjunction.

Abbreviations

Never use an acronym before understanding what it means. Include a list of abbreviations in your report if you frequently use them.

Although beginning capital letters are used in the majority of abbreviations, you shouldn't use them in the words that make up the abbreviation (unless any of the words is a proper noun).

Counting and Bullets

If you want to list items in a logical order, use enumeration. The list should include comparable numbersthat:

- Exclude (at least without overlap).
- Are Together Complete (At Least Roughly Explicit).
- Are of the Same Order or Importance,.
- Are Listed in a Logical Order (if that exists).

For succeeding lists, try to utilize enumerated lists. If not, use bullets. Use the correct language style and create homogeneous listings.

Electronic Scientific Knowledge Sources

Electronic scientific knowledge sources include e-books and electronic magazines (ejournals), indexes and collections of press articles and reference works and digital collections. Due to the continuous expansion of the volume of resources, the number of databases through which you can access is also increasing to these resources.

Although, over time, you will begin to learn the most relevant and useful databases. For your own research, and which magazines and other special resources are most productive, when just getting started, it can be hard to know where to start. In this case, a good strategy is to go to a database Master multidisciplinary and work from there, narrowing the scope Gradually focus.

There are Three Popular Databases:

Web of Knowledge, **Cambridge Scientific Abstracts (CSA)** and **.OCLC FirstSearch**.

The list in it gives you an idea of the huge range of databases. The British Library also provides a comprehensive list of databases that can be find it on the website:

http://www.bl.uk/eresources/main.shtml#dbases

These resources can usually be accessed through your academic institution's library and the Learning Services website. The university pays its staff and students to access these resources free of subscription and licensing fees. Your fees help cover the cost included, so make sure you get the most out of this invaluable resource affordable and convenient.

Availability of the following websites listed on the Mantex website).

http://www.mantex.co.uk/ou/resource/eval-01.htm

Also useful information on how to check from the quality and reliability of web resources.

How to evaluate a web page
http://manta.library.colostate.edu/howto/evalweb.html

Evaluating web resources
http://www.science.widener.edu/~withers/webeval.htm

Evaluation of information sources
http://www.vuw.ac.nz/~agsmith/evaln/evaln.htm

Internet detective: an interactive tutorial
http://sosig.ac.uk/desire/internetdetective.html

Thinking critically about web resources
http://www.library.ucla.edu/libraries/college/instruct/critical.htm

Evaluating World Wide Web information
http://thorplus.lib.purdue.edu/library_info/instruction/gs175/3gs175/evaluation.html

Evaluating internet research sources
http://www.sccu.edu/faculty/R_Harris/evalu8it.htm

Evaluating the quality of internet information
http://itech.coe.uga.edu/Faculty/gwilkinson/webeval.html

Evaluating information found on the internet
http://milton.mse.jhu.edu/research/education/net.html

Evaluating information on the internet
http://www.udmercy.edu/htmls/Academics/library/evaluation

Ten C's for evaluating internet resources
http://www.uwec.edu/Admin/Library/10cs.html

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http://adam.ac.uk/adam/reports/select/sect31.html

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GLOSSARY

Abstract. An abstract is a concise summary of a research article, thesis, review, or other in-depth analysis of a specific topic or discipline. It is frequently used to assist readers in rapidly understanding the main points of a research piece without reading the entire text. The conclusion of the study findings is included in the abstract, which is always presented at the start of academic or technical work. Abstracts are frequently found in databases and indexes, and they can be used to determine whether an article is pertinent for a certain purpose.

Acknowledgments. It is intended to express gratitude to people and groups for their assistance in the research and writing of the article, including any advice, materials, or financial support.

Affiliation. is the organization to which a particular author belonged at the time the study was carried out. For the stated institution, each connection on a paper receives a Count of one in the Nature Index.

Annotated Bibliography. A list of sources with each source having a brief comment or description that includes information about the publication. Typically, three to seven sentences long, each annotation. While the annotation in some bibliographies only identifies the source's scope and content, in others it additionally assesses the source's dependability, correctness, and applicability to the researcher's goals.

Appendix. Supplemental material is typically too lengthy to be included in a standard publication without disrupting the flow of the manuscript (examples include vast data tables and questionnaire examples). Sometimes an article will have an appendix at the conclusion, or they may only be available online.

Archives. A selection of written materials that together make up the detailed historical record of a person or an organization.

Article Processing Charges (APC). An article processing charge, or APC, is a fee paid by the author or the relevant institution to pay the costs of publishing and disseminating an article. Potential readers can then access the article for free. Both for-profit and open-access publications are subject to APCs.

Author. A person who actively participated in the planning and execution of the study and who accepts intellectual accountability for the research findings revealed is an author.

Authorship. This shows that someone was responsible for the work and made a major contribution to it. It has tremendous importance for a researcher as well. Therefore, it's critical that authorship be properly and accurately acknowledged.

Back Matter. mentions resources that weren't used in the research study but helped with its implementation after the main content. These include contributions to the field of study, financial sources, and sources of information.

Bibliography. A list of books, articles or other sources on a specific topic is called a bibliography. At the conclusion of books, essays, or research papers are bibliographies. A bibliography is a list of all the sources that have been used to support a certain claim in a book or article.

Book review. An article describing and evaluating a book.

Case study. A descriptive, exploratory, or explanatory analysis of a person, group, or event within the social sciences and life sciences; in the medical sciences, sometimes used interchangeably with case report.

Citation: The details that name a book or piece of writing. The author, title, place of publishing, publisher, and date are typically included in the citation for a book. The author, article title, journal title, volume, page(s), and date are all listed in the citation for an article.

Co-author. Any individual who has significantly contributed to a journal publication is a co-author. They are jointly accountable for the findings of the published research as well. It is the responsibility of each co-author to evaluate if their contribution to the project justifies being given authorship.

Conference paper. The text of an individual speech or paper that is presented by a speaker at an academic conference.

Conference proceedings. The entire collection of academic papers presented at an academic conference. See also Symposium proceedings.

Conference report. A paper written for presentation at a conference. Most conference reports do not meet the definition of valid publication. A well-written conference report can and should be short; experimental detail and literature citation should be kept to a minimum.

Conflict of interest. is a circumstance in science where a researcher's neutrality in carrying out or reporting research may be hampered by financial or other personal motives.

Consortia. Identifies collaborations in research between several institutions. For each affiliation in which the consortium is included, each member institution receives an equivalent Share.

Contributor. a person who was involved in the writing of the scientific paper or the research that was reported in the study. Possibly eligible for inclusion as an author. **COPE** (Committee on Publication Ethics) (Committee on Publication Ethics). a nonprofit organization whose goal is to help editors, publishers, and other publishing industry professionals by defining best practices in scholarly publishing ethics.

Copyright. The sole legal authority to publish, sell and reproduce written works is known as copyright.

Corresponding author. If an article is written by more than one author, you should designate one of them as the corresponding author. On behalf of all the writers, this person will handle all correspondence regarding the piece and sign the publishing contract. In a publication with many authors, one of the authors is assigned to receive and address questions from readers and the editorial office of the journal.

Data analysis. It entails looking over and analyzing research data to find the answers to the questions the project is attempting to tackle. It entails spotting patterns and outlining the essential ideas, and it's frequently carried out using specialized computer tools.

Database. usually refers to data or material that has been input into a computer program and is arranged by searchable fields for authors, titles, subject headers, etc.

Dedication . This brief phrase expresses the report's dedication to a family member, friend, or acquaintance. Short technical reports may not include it and rarely do. It works better for theses.

Deliverables. An explanation of the products and services that clients can expect as a result of your work, such as documentation, tools, software, etc.

Digital Object Identifier (DOI). An identification code, assigned to an online article, that provides a persistent link to its location on the Internet.

Discussion. A paper's conclusion for an IMRAD project. Its goal is to incorporate the study's findings into the body of knowledge already in existence. Conclusions are used to express the key points.

Dissemination. entails sharing a research project's findings with a large audience of potential users. Producing reports, writing articles for magazines or newsletters, releasing press releases, or delivering speeches at conferences are all ways to accomplish this.

Dissertation. A written essay that synthesizes ideas about a past study on a topic (perhaps with some new insights), often done for academic credit (sometimes used interchangeably with Thesis).

DOI. A digital object identifier, or DOI, is a distinctive alphanumeric string given by a registration agency to distinguish information and offer a constant connection to where it is available online. When an article is published and made electronically available, the publisher assigns a DOI.

Duplicate submission. submission of an article to multiple publications at once Authors can take this step to make sure that one of these publications immediately accepts their paper. They might do it to get more feedback. They can be randomly submitting submissions to various publications in the hopes that one will accept. Because they want to publish original content, journals view this practice as unethical.

Dual publication. publishing the same information twice (or more) in scholarly journals Unless permission is acquired from the original publication site and the information is clearly indicated as being republished, this is a violation of scientific ethics.

Editing. Is the process of modifying a document's language, syntax, and appearance such that it is appropriate for its intended use.

Editor. The term was typically given to the person who makes the final decision on what is published in a journal or a book with multiple authors.

Editorial Board. A group of people that supports the Editor-in-Chief, and help shape the editorial direction of a journal. They may serve the journal directly by assigning reviewers to manuscripts or work in a more advisory capacity. The Editor-in-Chief typically calls at least one editorial board meeting annually.

Editor- in- chief. In journal publishing, the Editor-in-Chief normally has the final say on what content is published. They are typically, but not exclusively, drawn from amongst the leaders in their particular field. They have responsibility for accepting content for publication, assembling issues in a timely fashion and providing oversight of the peer review process by either directly assigning reviewers or assigning an Associate Editor to manage that part of the process. The Editor-in-Chief appoints an editorial board. They also have a responsibility to generate editorials.

Electronic billboard (e-poster). The poster is delivered digitally and shown on a screen. Likewise called a "digital poster."

Digital Journal. journals that are available online. The articles are often offered as PDF files or text files. Through the subscription databases of the library, you have access to the articles. Articles can be searched directly in the databases, as well as through Oria or Google Scholar.

Embargo. Some journals have a rule that research presented in accepted papers cannot be discussed elsewhere, such as in the popular press, before it is published in the journal.

Embargo period. is a period of time before a study output is made freely available for people who have not paid for access or do not have institutional access.

Encyclopedia. reference material can be helpful when searching for a definition or fundamental details regarding a particular subject. Encyclopedias can be printed or digital, although digital versions have the benefit of having links to sources that are valuable and pertinent to the topic.

Executive summary. A concise introduction and summary of your plan make up an executive summary. It must provide a summary of each component and represent the report's organizational structure. It stands alone and comes before the report's primary content. It doesn't belong in the body and doesn't take the place of the introduction.

Fabrication. generating research results without using scientific research to do so. Obviously, a serious ethical breach.

Festschrift. A collection of works by many authors is shown as a homage or memory to a certain person.

Footnotes. In a manuscript, additional material that appears at the bottom of the page offers more explanation or commentary. In some domains, references to earlier published works are made in footnotes.

Forward. Written by a person other than the author. Typically, he/she is an authority on the subject matter of the book. The foreword's content should introduce the author and work to readers, explain why readers should read the book, and establish the author's authority.

Front Matter. precedes the text and focuses more on the paper's bibliographical details than its actual study. The title page, abstract, table of contents, and indexing keyword list are all included.

Funding institution. an organization that finances research but is not in charge of how the research is conducted or managed. Except in circumstances when a funding institution has its own research facilities, in which case those affiliations will earn a Share, affiliations that are considered to be from funding institutions do not receive a Share.

Graphs. Lines, bars, or other visual representations of data make up a graph. Graphs are helpful for displaying data trends and directions. In most cases, a table is preferable when accurate quantities must be listed.

h-index. The h-index is an index that measures a scientist's or scholar's apparent scientific effect in addition to their actual scientific productivity. The scientist's most frequently cited papers and the number of times they have been cited in other people's publications form the basis of the index. The index can be used to measure the output and influence of a nation, department, university, or another group of scientists.

Hard copy. is what is produced using a word processor or computer and resembles a traditional manuscript on paper.

Hot paper. An article that has been published within the last two years and has received the most citations in a period longer than two months. Essential Science Indicators publishes a list of the newest hot articles in science every two months. Hot papers are chosen because they received the highest 0.1 percent (or tenth of one percent) of citations over the previous biweekly period.

Hybrid journal. By paying an article processing charge (APC), which guarantees that the Version of Record (VOR) is published as OA on the journal website, an author of a hybrid journal has the option of publishing their paper immediately open access (OA).

Impact factor. measurement of the number of citations to science and social science publications is the impact factor (IF). The ratio of citations to recently published, citable articles is known as the impact factor. It is frequently used as a stand-in for a journal's significance to its field. A journal's impact factor is computed by dividing the total number of citations in the current year by the total number of sources published in that journal over the previous two years.

IMRAD. Is an abbreviation created from the structure of most contemporary scientific articles, which is an introduction, methodology, results, and discussion.

Introduction. the opening paragraph of an IMRAD paper. Its goal is to properly define the issue under investigation and give the reader background information.

ISBN. A book's unique 10- or 13-digit International Standard Book Number (ISBN) is used to identify it.

ISI. The Institute for Scientific Information, or ISI, provided services for bibliographic databases. Indexing and analyzing citations is its area of expertise. Additionally, the ISI releases yearly Journal Citation Reports that provide an impact factor for each journal they track.

ISI Web of Knowledge. Is the best research tool for finding, analyzing, and managing data in the social sciences, humanities, engineering, and science fields? A researcher can use this database to find out which papers have been referenced the most and by whom. The database not only offers a reliable assessment of the academic value of the papers it indexes but also boosts that impact by making the papers more visible and associating a quality seal with them.

ISSN. A print or electronic periodical publication is identified by its 8-digit International Standard Serial Number (ISSN). A print ISSN and an electronic ISSN may be assigned to periodicals that are published in both print and electronic form.

Issue. A group of journal articles that are related to one another by being assigned the same issue number and are presented as a recognizable unit online or as a set of physically bound and covered pages with numbers on them in print.

Jargon. According to the 11th edition of Merriam-Collegiate Webster's Dictionary, jargon is "a confusing incoherent language."

Journal. a journal with academic content that is not meant for the general public and is typically written by professors, researchers, or subject-matter experts

Keyword. a term used to search the Internet, websites, and library databases. By matching the search term to an item in the resource being searched, keyword searches locate results. Searches using keywords frequently return extensive results from numerous database fields. However, it's possible that researchers won't find everything in the database that pertains to their issue if they conduct a keyword search using phrases that are different from those the database uses.

Legend. An illustration was given a title or name along with a description and background information. Known as a "caption," too.

Letter of intent. Letter indicating to a funding source that one plans to submit a grant proposal.

Letter to the editor. A letter intended for publication in a journal or elsewhere.

Literature cited. The heading used by many journals to list references cited in an article. The headings "References" and (rarely) "Bibliography" are also used.

Literature review. An account or discussion of what has been published in scholarly journals on a given topic, including substantive findings and theoretical and methodological contributions to the topic; sometimes includes a new interpretation of old material or combines new with old interpretations.

Magazine. a publication with articles on many topics authored by numerous authors, many of whom are not necessarily experts in the area they have written about, that is aimed more at the general public than academics.

Managing director. The person in charge of a journal's business affairs frequently receives a title. The managing editor typically does not participate in editing (acceptance of manuscripts). he / she or she might, nevertheless, be in charge of copyediting (part of the production process).

Manuscript editor. a person who is in charge of polishing manuscripts for publishing by verifying compliance with the desired style, correcting mechanics like spelling and grammar, and giving markup for the typesetter or printer. This person might be a publisher employee or a freelancer. as a "copy editor," as well.

Masthead declaration. An ownership declaration by the publisher, usually on the journal's title page, along with a brief statement outlining the journal's goals and subject matter.

Misconduct. acting in an unethical manner. This usually applies to author behavior (plagiarism, authorship disputes, failure to reveal necessary information), but it can also apply to reviewer behavior on occasion (such as accepting an invitation to review when they held a significant conflict of interest).

Methods. The following part of an IMRAD paper. Its goal is to provide enough information about the experiment so a knowledgeable colleague could reproduce it and get similar or identical findings.

Monograph. a thorough, specialized book published by experts for experts.

Name and year system. A year and name system. Is a citing style where a source is referenced in the text using the author's last name and the year of publication, such as Smith (1990). called the "Harvard system" as well.

News release . A news release is a written notification sent to journalists, such as one announcing the release of a journal article similar to how a newspaper story is organized. called a “press release” as well.

Newsletter (offline and online). An email newsletter is a regular publication that is sent out by organizations, associations, and corporations to their members, clients, or staff. It can be delivered by mail or disseminated electronically.

Novelty. The idea is that the assertions must be completely original. The innovation must never have been disclosed in any way, anywhere prior to the filing date of the patent application.

Offprint. An offprint is a distinct print of a typeset and published article. Offprints are made during the first print run; presses are merely left running longer to produce extra article pages, which are subsequently folded, trimmed, stapled, and distributed to writers and other clients. Before the advent of the digital age, authors would get offprints of their pieces for their own use or to give away to others who might be interested. Nowadays, the majority of publishers merely offer a PDF of the finalized piece.

Open Access (OA). Making peer-reviewed scholarly manuscripts freely accessible online, allowing anyone to read, download, copy, distribute, print, link to the full text of these articles, crawl them for indexing, pass them as data to software, or use them for any permissible purpose without facing any financial, legal, or technical obstacles aside from those inherent in gaining access to the internet. Giving writers control over the integrity of their work and the right to be properly credited and cited should be the only restriction on copying and dissemination, as well as the sole purpose of copyright in this field.

ORCID. “Open Researcher and Contributor ID” is abbreviated. a program that gives researchers permanent, distinctive identifying numbers, known as ORCID identifiers, which are primarily used to unambiguously identify journal authors.

Original article. research articles that include fresh data that has just been published.

Patent. A patent is a privilege awarded for any new, innovative, and useful device, substance, method, or process, as specified by applicable law. It is legally enforceable and grants the owner the sole authority to use the innovation for commercial gain for the duration of the patent.

Peer review. The procedure by which a journal obtains the evaluation of scholarly work (such as a manuscript or a research proposal) by authorities in the same field to make sure the work satisfies the appropriate criteria before it is published or approved by the journal.

Periodical. The general phrase refers to periodicals like journals, magazines, and newspapers that are regularly published.

Plagiarism. Is the practice of taking another author's words, ideas, or concepts in one's own work without proper referencing or crediting the original author?

Poster presentation. Is a presentation of research data made at a conference for academics, scientists, or professionals by an individual or by members of research teams?

Predatory conference. The organization that the organizer advertises as a legitimate conference is actually a ploy to get money from potential registrants.

Predatory journal. Although it makes the claim to be a reputable journal, the organization actually takes advantage of authors by accepting their money without offering legitimate publishing.

Preface: A statement or essay that serves as the introduction to a book and describes its purpose, intent, or history; it is typically written by the author.

preliminary proposal. A funding source receives a brief initial proposal and decides whether to request a full proposal after reviewing it. also referred to by other names, such as “pre-proposal” and “letter of inquiry.”

Primary journal. a publication that features original research findings.

Primary publication. the first release of unpublished original research findings in a journal or other easily accessible source that allows the author’s colleagues to replicate the experiments and evaluate the findings.

Production editor. a book editor who oversees the manuscript editing process as well as other elements of book production.

Program officer. person in charge of overseeing all or a portion of the funding source’s grant program. The position may involve giving grant applicants advice.

Proof. a copy of the typeset text that has been forwarded to the authors, editors, or managing editors for typographical editing.

Proofreading. An editing service that Edit Age provides to its research clients in which editors check for and fix grammatical, spelling, punctuational, and consistency mistakes.

Publication ethics. a set of rules and guidelines that must be followed in order for scholarly research to be published honestly and without any misconduct.

Publisher: An individual or group in charge of the administrative tasks related to publishing a book or journal.

Query. a query an author receives from a manuscript editor (copy editor), such as one regarding a work’s ambiguity or consistency.

Query letter. a letter suggesting a story for a magazine.

Questionnaire. A questionnaire is a list of questions that have been carefully thought out and are used to gather data from study participants. You can fill out questionnaires on paper, online, or with an interviewer.

Redundant Publication. Publishing a document that substantially resembles another one already published or that is essentially the same article is known as a redundant or duplicate publication.

Referee. A person, typically an author's peer, is invited to review a manuscript and provide feedback to the editor on whether it should be published. Although more frequently used, the term "reviewer" may be less precise. Occasionally referred to as an "editing consultant."

References. In academic writing, a list listing the sources (books, papers, presentations, letters, etc.) mentioned within the work is supplied at the conclusion to help the reader find and confirm the sources utilized.

Reprint. Reprints often involve running an article through the printing press one more; they are typically a result of a sales order for more copies. Reprints frequently have a more beneficial effect on the journal budget than advertising sales and can bring in large sums of money for journals.

Report. is an official or unofficial description of events or research findings. Among the organizations that create reports are governments, agencies, and businesses.

Researcher ID. Through creating their own unique publishing profiles, researchers are encouraged by Researcher ID to prevent the frequent issue of author misidentification. A special URL for quick access, rapid citation measures like an h-index, privacy restrictions, and tools that show interactive global maps of collaborators and citing papers are all provided to researchers.

Research proposal. Usually, researchers must fill out an application form or a series of documents outlining the type of research they intend to do and the methodology they will use. The proposal may address a specific research brief, and it will also address the purpose of the study, its objectives, its research questions, its participants and investigators, as well as its budget and timeline.

Resubmission. an article involves sending it to the same journal a second time after it has been revised in accordance with the journal's or its peer reviewers' guidelines, or sending it to a different journal after the original journal has rejected it.

Results. the final paragraph of an IMRAD paper. Its objective is to provide It is stated that the study revealed new information.

Retraction: When a journal retracts a paper it previously published in one of its issues, usually happens when the findings in the paper are no longer regarded as reliable due to misconduct or error in the scientific process, when the paper is discovered to have copied previously published work, or when the paper is discovered to have broken ethical rules.

Reviewer comments. reviews' remarks Opinions, advice, and recommendations made to the author(s) of the paper under consideration by peer reviewers.

Review paper. A paper is written to compile previously published information on a subject. a critical, interpretive study of the literature in the field or an overview of the field. Likewise called a "review article."

Scholarly. books or articles that present original research findings and are authored by experts in the topic in a complex or technical language

Scientific editor. An editor, trained as a scientist, whose role is primarily to oversee evaluation of submitted papers and participate in deciding which ones to publish.

Scientific paper. A written and published report describing original research results.

Scientific writing. A type of writing whose purpose is to communicate new scientific findings to other scientists. Also sometimes includes other scientist-to-scientist communications, such as review articles and grant proposals.

Serial. Any publication that is published in a series of sections, usually at regular intervals and that is generally meant to be continued indefinitely. Periodicals, newspapers, annuals, numbered monographic series, as well as the proceedings, transactions, and memoirs of societies, are included in this category.

SNIP. The ratio between a journal's average number of citations per paper and the potential number of citations in its field is shown by SNIP (Source Normalized Impact per Paper). The weighting of citations according to the overall number of citations in a topic field is how the Source Normalized Influence per Paper (SNIP) gauges the impact of contextual citations. In fields where citations are less likely, the significance of a single citation is given more weight and vice versa.

Summary. A conclusion summary is typically included at the end of the work. Unlike an abstract, which typically summarizes all key points of a document and is located in its introduction (heading abstract).

Symposium. Is a gathering of researchers on a certain topic to present and exchange ideas?

Syntax. the wording within sentences, clauses, and phrases.

Table: A columnar presentation of numbers (typically). When a lot of conclusions need to be presented and the precise figures matter, tables are utilized. A graph is typically preferred when "the shape of the data" is the sole factor that matters.

Template. For one of the procedures carried out as part of peer review, a template was employed. There will be a substantial library of template letters in online peer review management systems, frequently with coding elements (tags) that let the system automatically incorporate personal information into the template letter.

Thesis. An advanced degree candidate is required to submit a manuscript that demonstrates their capacity for conducting original research and writing about it. Although they are virtually comparable, a document submitted for a doctorate should only be referred to as a "dissertation."

Thesaurus. Because it reveals which term among the possible synonyms was chosen by the database compilers to describe a topic, a thesaurus is helpful to researchers. A searchable thesaurus is offered by several databases to assist researchers in selecting the best search phrases before they begin their searches. In a database, it is a list of the subject headings or descriptors that are used to characterize the subject matter of each item in a specific catalog or database, together with a collection of words and synonyms.

Thomson Reuters. The top provider of insightful information for businesses and professionals worldwide is Thomson Reuters. Worldwide, research is conducted using Thomson Reuters' products in all the top academic, business, and governmental organizations. These instruments are the best for every discipline, whether in the sciences or the arts and humanities, due to their strength and adaptability.

Title. The title of a paper, book, poster or other work should contain the fewest words necessary to convey its meaning.

Truncation. Is the trimming or shortening of a keyword. In order to match all phrases with the same stem, the keyword is condensed.

User guide. An instructional manual or technical guide meant to help users of a certain machine or system.

URL. A URL (Uniform Resource Locator) identifies a specific resource or page within a domain by using a protocol type (such as HTTP), a domain name, an extension, and a string of characters and/or digits. Many online databases have lengthy URLs that are produced during searches and change every time one is made. An item may occasionally have a "permanent URL" that can be used to find it again in a database record.

Web content. Is the online material Text, photos, audio, videos, and animations being all examples of information that website users can access?

Word count. Text, photos, audio, videos, and animation are all examples of information that website users can access.

Zotero. Free, open-source software called Zotero is used to gather, manage, and reference research sources. It is simple to use and compatible with the web browser you use to do your task. Zotero will store web pages, books, PDFs, abstracts, and nearly anything else with all of its citation data with just one click. Additionally, Zotero lets you arrange your citations into collections for various projects, add PDFs, notes, and photographs to them, as well as build bibliographies.

APPENDICES

Appendix 1 : A table of Common Symbols and Conventions in Writing Scientific Papers

Anon	Anonymous
art.	article (for parts of a law, not for newspaper or magazine articles)
bk.	book (for example, “vol. 1, bk. 1”)
cf.	confer, compare
chap.	chapter (plural “chaps.”)
col.	column (plural “cols.”)
ed.	edition (first, second, etc.); editor (plural “eds.”); edited by: editor’s note
e.g.	exempli gratia, for example
ex.	example
ff.	and following (e. pp. 34ff.)
fig.	figure (plural “figs.”)
fol.	folio (plural “fols.”)
ibid.	ibidem, on the same page in the previously cited work
i.e.	id est, that is
inf.	infra, below
MS	manuscript (plural “MSS”)
n.	note (plural “nn.”) (for example, “cf. n. 3)
NB, n.b.	nota bene, pay attention to
n.d.	no date of publication

no.	number
n.p.	no place of publication
n.s.	new series
P.	page (plural “pp.”)
par.	paragraph
passim	throughout (use this abbreviation when the author treats the concept throughout the work, instead of on a particular page)
pseud.	pseudonym (do not confuse this abbreviation with “pseudo,” a term that indicates instead that the authorship of a work is uncertain)
r.	recto, one of the odd-numbered pages of a book
sec.	section (also §)
[sic]	thus, written in this manner by the author I am quoting
trans.	translated by; translator(s) (this abbreviation is followed by the name of the translator and, sometimes, of the original language; it can also indicate a translator’s note)
V.	vide, see; verse (plural “vv.”); verso (one of the even-numbered pages of a book, as opposed to recto); versus (in some contexts)
viz.	videlicet, that is to say, namely
vol.	volume (plural “vols.”)
VS.	versus, as opposed to

=	equals; is the same as	≠	does not squallis not the same as
>	is more than/larger than	<	is less than /smaller than
∴	therefore; as a result	∵	because
↑	to increase	↓	to decrease
→	leads to; causes	←	is caused by; depends on
⌉	includes	I	percent
+	or ę and; also; plus	…	continues' and so on
$	dollars	%	percent
#	unmber	~	for example or approximately
Δ	change	ℜ	million
@	at	⁄	per
#	unmber	%	percent
You can abbreviate, long words and names. For example			
def	= definition	ex or e.g.	= example
co	= compang	intl	= international
av	= average	agrs	= agrees
fb	= feedback	diagrs	= disagrees
no.s	= unmbers	stats	= statistics
esp	= especially	signif	= significant
fig	= figure	diag	= diagram
w/out	= withant	i.e.	= that is in other words

Appendix 2 : Table of Ancient Greek Letters

Capital Letters	Small botters	Translteration
A	α	a
B	β	b
T	γ	g
Δ	∂	d
E	ε	e
Z	ζ	z
H	η	e
Θ	Θ	th
I	i	i
K	k	c
A	λ	l
M	μ	m
N	v	n
Ξ	ξ	x
O	o	ö
Π	π	p
p	ρ	r
Σ	σς	s
T	τ	t
Y	υ	Ü
Φ	φ	ph
Y	χ	ch
Ω	ώ	Ö

Appendix 3 : Table of Latin Abbreviations

cf.	compare (Also see cp below)
circa	about (a specified date or number-e.g. circa 2003)
eg	for example
et al.	and others
etc.	and so forth
et seq	and the following (pages, material, etc.); e.g. p. 23 et seq.
ibid.	in the same book, article (used when the writer wishes to refer to a book or article s/he has already mentioned; e.g. ibid., p. 307).
i.e.	that is
infra	below or further on in a book, article etc.
loc. cit.	at the place quoted; from the same place cited before; e.g. McFarnham, loc. cit. (Note: You must give the author's name.)
op. cit.	in the book cited before; e.g. Hudd, op. cit., p. 33. (Note: You must give the author's name and a page reference.)
NB	note well
pas-sim	throughout or at many points in a book, article, etc. (Used when a topic is referred to several times in a book, article, etc. to which you are referring.)
qv	look up this point elsewhere: eg. q.v. p. 99.
(sic)	thus used; as printed or written in the original. (Used when the person you are quoting has made a mistake, such as a spelling mistake, and you want to indicate to your reader(s) that it is not your mistake.)
viz.	namely, that is to say, in other words


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THE END

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Qualifications & Experiences	❖ Professor of Geophysics at King Saud Univ. My research interests are in the area of crustal structures and seismic micro zoning of the Arabian Peninsula. My recent projects involve also applications of EM and MT in deep groundwater exploration and geothermal prospecting. ❖ PhD in Geophysics (1990) from the University of Minnesota, USA ❖ Supervisor of the Seismic Studies Center, KSU. ❖ Supervisor of the Groundwater Exploration Chair at KSU. ❖ Supervisor of the Geothermal Energy Center at KSU. ❖ President of the Saudi Society for Geosciences. ❖ Head of the Department of Geology & Geophysics, KSU. ❖ Founder & Editor-in-Chief of the Arabian Journal of Geosciences (AJGS). ❖ Team Leader of the Scientist Fellowship Program with Oregon State University, USA. ❖ Team Leader of the Scientist Fellowship Program with Max Planck Institute, Germany.
Consultancies & Memberships	❖ Consultant of King Abdulaziz City for Science and Technology. ❖ Consultant of the Saudi Geological Survey ❖ Consultant of Military Survey & Civil Defense ❖ Advisor to King Abdullah City for Atomic and Renewable Energy. ❖ Advisor to the Nuclear and Radiological Resources Authority. ❖ Principal researcher in several research projects supported by King KACST & Aramco. ❖ Principal researcher in projects supported by the US Department of Energy, the University of California, Lawrence Livermore National Lab., Universities of Alabama, PSU, OSU, USA ❖ Member of the American Seismological Society. ❖ Member of the American Geophysical Union. ❖ Member of the European Union of Geologists and Engineers. ❖ Member of the Saudi Building Code Committee. ❖ Member of the Gulf Seismic Forum (GSF). ❖ Member of the Earthquake Risk Mitigation Committee of the Eastern Mediterranean Countries (RELEMR) ❖ Among the list of outstanding Arab achievers by Rivacimento International. ❖ Among the Who's Who in Asia for Scientific Excellence. ❖ On the Who's Who in the World List of Scientific Contributions.
Scientific Publication	❖ Published more than **200** scientific papers in peer-reviewed journals ❖ Authored **35** scientific books ❖ issued a digital encyclopedia of earth sciences of **14** volumes and **107** scientific files.
Projects	❖ Completed **40** local projects, **16** international projects and **74** technical reports.
Conferences	❖ Participated in more than **125** local and international conferences & **75** specialized seminars and workshops
International Cooperation	❖ Principal researcher in **13** American and German working groups.
Prizes	❖ Received Almarai Prize for Scientific Creativity in 2005. ❖ Received the Golden Excellence Award from KACST in 2006. ❖ Received Abha Appreciation Award for Scientific Contributions in 2007. ❖ Received King Saud University Award for Scientific Excellence in 2013. ❖ Received the American Geophysical Union Award for International Cooperation and Research Activities in 2013. ❖ Received the Sultan Qaboos University Award for Scientific Contributions in 2013. ❖ Received the King Saud Prize for inclusion of the Arab Journal of Geological Sciences in the ISI list. ❖ Received the award for the best editor-in-chief of the scientific journal of the year 2017 & 2018 from the German publisher Springer. ❖ Recipient of the 2018 Albert Nelson Marquis Lifetime Achievement Award from Who's Who ❖ Received **85** honorary shields and certificates of appreciation from Saudi Arabia, Oman, Kuwait, UAE, Jordan, Egypt, Tunisia Algeria, Germany and America

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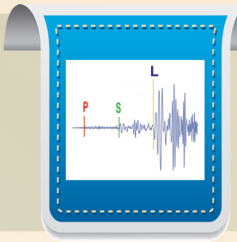

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