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Nota di contenuto	Intro -- Introduction -- Who is this book for? -- How is this book organized? How should I read it? -- What is different from the previous editions of this book? -- Contents -- Part I: Writing Skills -- Chapter 1: Planning and Preparation -- 1.1 Why should I publish? How do I know whether my research is worth publishing? -- 1.2 Should I write the initial draft in my own language rather than writing it directly in English? -- 1.3 Which journal should I choose? -- 1.4 How do I know what style and structure to use? -- 1.5 What preparation do I need to do? -- 1.6 How can I create a template? -- 1.7 Writing style: how do I keep the referees happy? -- 1.8 In what order should I write the various sections? -- 1.9 How can I highlight my key findings? -- 1.10 How can I improve the chances of my paper not only being published, but also being read, understood and cited? -- 1.11 I know that the recommendations in this book about writing simply and clearly will improve the readability of my paper, but my professor … -- 1.12

Summary -- Chapter 2: Word order and sentence length -- 2.1 Basic word order in English: subject + verb + object + indirect object -- 2.2 Place the subject before the verb -- 2.3 Keep the subject and verb close to each other -- 2.4 Avoid inserting parenthetical information between the subject and the verb -- 2.5 Don't separate the verb from its direct object -- 2.6 Put the direct object before the indirect object -- 2.7 Don't use a pronoun (it, they) before you introduce the noun that the pronoun refers to -- 2.8 Locate not before the main verb, but after auxiliary and modal verbs -- 2.9 Locate negations near the beginning of the sentence -- 2.10 Deciding where to locate an adverb -- 2.11 Put adjectives before the noun they describe -- 2.12 Deciding where to put new and old information within a sentence. 2.13 Analyse why and how long sentences are created -- 2.14 Learn how to break up a long sentence -- 2.15 Summary -- Chapter 3: Structuring Paragraphs -- 3.1 Elegance vs Effectiveness -- 3.2 Choose the most relevant subject to put it at the beginning of a sentence that opens a new paragraph -- 3.3 First paragraph of a new section - begin with a mini summary plus an indication of the structure -- 3.4 Deciding where to put new and old information within a paragraph -- 3.5 Link each sentence by moving from general concepts to increasingly more specific concepts -- 3.6 Present and explain ideas in the same (logical) sequence -- 3.7 Break up long paragraphs -- 3.8 How to structure a paragraph: an example -- 3.9 Summary -- Chapter 4: Being Concise and Removing Redundancy -- 4.1 Being concise is not just an option -- 4.2 Write less and you will make fewer mistakes in English, and your key points will be clearer -- 4.3 Cut any unnecessary generic words -- 4.4 Consider deleting abstract words and phrases -- 4.5 Prefer verbs to nouns -- 4.6 Choose the shortest expressions -- 4.7 Cut redundant adjectives -- 4.8 Cut pointless introductory phrases and unnecessary link words -- 4.9 Be concise when referring to figures and tables -- 4.10 Consider reducing the length of your paper -- 4.11 Summary -- Chapter 5: Avoiding ambiguity, repetition, and vague language -- 5.1 Use a simple and accessible style -- 5.2 Beware that pronouns are probably the greatest source of ambiguity -- 5.3 Avoid replacing key words with synonyms and clarify ambiguity introduced by generic words -- 5.4 Restrict the use of synonyms to non-key words -- 5.5 Be as precise as possible -- 5.6 Choose the least generic word -- 5.7 Use punctuation to show how words and concepts are related to each other -- 5.8 Defining vs non defining clauses: that vs which / who. 5.9 Clarifying which noun you are referring to when which, that, who and the -ing form -- 5.10 -ing form vs. subject + verb -- 5.11 Avoiding ambiguity with the -ing form: use by and thus -- 5.12 Uncountable nouns -- 5.13 Definite and indefinite articles -- 5.14 Referring backwards: the dangers of the former, the latter -- 5.15 Referring backwards and forwards: the dangers of above, below, previously, earlier, later -- 5.16 Use of respectively to disambiguate -- 5.17 Distinguishing between both … and, and either … or -- 5.18 Talking about similarities: as, like, unlike -- 5.19 Differentiating between from and by -- 5.20 Be careful with Latin words -- 5.21 False friends -- 5.22 Be careful of typos -- 5.23 Summary -- Chapter 6: Clarifying and Highlighting -- 6.1 Why is it so important highlight and differentiate my findings in relation to the findings of other research groups? -- 6.2 Check your journal's style - first person or passive -- 6.3 How to form the passive and when to use it -- 6.4 Use the active form when the passive might be ambiguous -- 6.5 Consider starting a new paragraph to distinguish between your work and the literature -- 6.6 Ensure you use the right tenses to differentiate your work from others, particularly when your journal prohibits the use

of we -- 6.7 For journals that allow personal forms, use we to distinguish yourself from other authors -- 6.8 Make good use of references -- 6.9 Avoid long blocks of text -- 6.10 When you have something really important to say, make your sentences shorter than normal -- 6.11 Other means of attracting the reader's eye and keeping their attention -- 6.12 Show your paper to a non-expert and get them to underline your key findings -- 6.13 Summary -- Chapter 7: Discussing your limitations -- 7.1 What are my limitations? Should I mention them? -- 7.2 Recognize the importance of 'bad data'. 7.3 How to avoid losing credibility -- 7.4 Be constructive in how you present your limitations -- 7.5 Clarify exactly what your limitations are -- 7.6 Anticipate alternative interpretations of your data -- 7.7 Refer to other authors who experienced similar problems -- 7.8 Tell the reader that with the current state-of-the-art this problem is not solvable -- 7.9 Explain why you did not study certain data -- 7.10 Don't end your paper by talking about your limitations -- 7.11 Summary -- Chapter 8: Readability -- 8.1 You are responsible for enabling your readers to understand what you have written -- 8.2 Basic rules of readability -- 8.3 Place the various elements in your sentence in the most logical order possible: don't force the reader to have to change their perspective -- 8.4 Don't force readers to hold a lot of preliminary information in their head before giving them the main information -- 8.5 Try to be as concrete as possible as soon as possible -- 8.6 When drawing the reader's attention to something use the least number of words possible -- 8.7 State your aim before giving the reasons for it -- 8.8 Be as specific as possible -- 8.9 Avoid creating strings of nouns that describe other nouns -- 8.10 Be careful how you use personal pronouns and avoid stereotyping -- 8.11 Summary -- Chapter 9: Chatbots -- 9.1 What are the key things I need to know about chatbots? -- 9.2 What prompts (instructions) can I use to get a chatbot to fulfill my request? -- 9.3 How can I see the changes that the bot has made? What can I learn from the list of changes generated? -- 9.4 What good corrections do chatbots make? -- 9.5 What can't GPT do? Is it a good idea to pre-edit my original text that I wrote in English? -- 9.6 What kinds of grammar mistakes does a bot currently fail to correct? -- 9.7 What kinds of errors will a bot probably never be able to correct?.
9.8 What the most dangerous errors that chatbots make when revising a text in English? -- 9.9 What are the dangers of modifying the chatbot's version? Is there a solution? -- 9.10 What decisions do I need to make before rejecting a change made by GPT? -- 9.11 Will a chatbot negatively affect my writing style? -- 9.12 How can I assess whether the bot's version is actually better than my original version? -- 9.13 Using AI to generate a rebuttal letter and other types of email -- 9.14 When not to use a bot to generate / correct an email -- 9.15 How easy is it to tell that a text has been generated by artificial intelligence? -- 9.16 Is using a chatbot an act of plagiarism? -- 9.17 Summary -- Chapter 10: Automatic translation -- 10.1 How does this chapter differ from the chapter on translation in the companion volume on Grammar, Usage and Style? -- 10.2 Should I use machine translation? Which application? -- 10.3 Pre-editing: how to improve the chances of getting an accurate automatic translation -- 10.4 Grammar and vocabulary areas where MT may be more accurate than you -- 10.5 Typical areas where automatic translators may make mistakes in English if your language is not a major language -- 10.6 Areas where machine translation will not help you even if your language is a major language -- 10.7 The dangers of using machine translation -- 10.8 How can I combine my use of machine translation with a chatbot? -- 10.9 Will

I still improve my level of English if I use machine translators and chatbots? -- 10.10 Do NOT use an automatic translator to check your English -- 10.11 A note for EAP teachers -- 10.12 Summary -- Part II: Sections of a Paper -- Chapter 11: Titles -- 11.1 How important is my title? -- 11.2 How can I generate a title? -- 11.3 Should I try to include some verbs in my title? -- 11.4 How will prepositions help to make my title clearer?.
11.5 Are articles (a / an, the) necessary?.