

Contents

Preface	v
Acknowledgments	ix
Part I English Grammar	1
1 Word Choice	3
A. Delete Uninformative Words and Avoid Redundancy	3
B. Use One Word to Replace a Phrase	5
C. Avoid Grandiloquence	5
D. Avoid Clichés and Euphemisms	6
E. Use Synonyms	8
2 Sentence Structure	11
A. Agreement of Subject and Verb	11
B. Pronoun Reference	13
C. Active and Passive Voice	14
D. Nouns from Verbs	17
E. Modifiers	18
F. Germanic Construction	23
G. Punctuation	24
H. American and British Styles	25
3 Paragraph Structure	29
Part II Planning the Paper	33
4 Preliminaries	35
A. To Write or Not to Write	35
B. Format of a Regular Paper	36
C. Communications to the Editor	38
D. Nomenclature and Style	38
5 Title and Running Title	41

6 Authors	45
A. Multiauthorship	45
B. Format of Chinese Names	48
C. Romanization of Asian Names	49
7 Abstract and Key Words	53
8 Introduction	57
9 Materials and Methods (Experimental Procedures)	61
10 Results	63
11 Figures	69
A. Design Principles	69
B. Legends	82
12 Tables	85
A. Table Components	86
B. Design Considerations	88
13 Discussion	93
A. Discussion Format	93
B. Grammatical Style	94
14 Acknowledgments	97
15 References	99
A. Number System	100
B. Author-Date	101
C. Alphabet-Number System	109
16 Summary of Preparing a Manuscript	111
A. Front Matter	111
B. Text	112
C. Back Matter	114
 Part III Publishing a Manuscript	 115
17 Submitting the Manuscript to a Journal	117
A. Preparing the Manuscript	117
B. Submission to the Journal	119
18 Review and Decision	123
19 First Proof	129
20 Posters	133
21 Preparation of an Oral Presentation	141

Appendices	145
A IUPAC Symbols and Terminology for Physicochemical Quantities and Units	147
SI Units	147
SI Prefixes	151
Fundamental Constants	152
Common Physical and Chemical Quantities	152
B Some Standard Abbreviations and Symbols	155
Symbols for Pyrimidine and Purine Bases and Nucleosides	155
Symbols for Nucleotides	155
Symbols for Amino Acids	155
The Standard Genetic Code	155
Isotopically-labeled compounds	155