

How to Use This Guide

本書的使用方法

This guide has been written to suit a wide range of scholars, from graduate students writing their first English language research paper through to experienced writers of journal papers. It is suggested that novice writers read through the first two parts carefully before starting work on a paper, as it should help make the whole writing process smoother. Part 1, “Before You Start,” introduces some important issues you should be aware of before even beginning to write, whereas Part 2, “Article Structure: Language Issues,” should be of particular help to novices who may feel intimidated about writing a paper in English. This section provides many example sentences and useful sentence patterns that can be used as models to help you get started with the writing process.

On the other hand, the very detailed Table of Contents should make it quick and easy to find the exact information required for those more experienced scholars who just want to dip in to clarify details. No matter your level of experience or needs, I hope this guide will be of help.

There are many examples provided throughout this guide; some are of commonly made mistakes while others are provided as models for your writing. While many of these examples are based on actual papers, they have all been reworded and simplified, both to protect the privacy of the writers, and for ease of understanding. Also, please note that nearly all of the citations in the examples are made up – they do not refer to actual papers.

Many of the journals in the social sciences, and particularly in education, require that papers conform to APA style. Throughout this guide, the APA requirements are highlighted wherever relevant. All recommendations are based on the 6th edition of the APA Publication Manual (2010).

這本指南適用於各種程度的學者，不論你是第一次寫英文論文的研究生

還是資訊的學術論文學者，這本指南都能提供幫助。建議剛入門的新手在執筆前先將最前面兩部分讀過，這會讓整個寫作過程更順暢。第一部分「在開始之前」介紹一些在開始寫作前就必需注意的要項；第二部分「文章結構：用法問題」對於用英文寫論文有恐懼感的入門者來說，會特別有幫助。此部分提供許多例句與實用句型，可作為範本幫助讀者開始寫作。

此外，本書提供的詳細章節目錄可以幫助想要迅速找到所需資料的資深學者深入細節。不論你的程度為何，希望這本指南都能夠助你一臂之力。

本指南中提供許多範例，包含常見錯誤的例子以及寫作範例。雖然這些例子有許多是實際從論文裡擷取出來的，但這些例子都有經過改寫與簡化，以保護作者的隱私權，並使範例更易於理解。此外，請注意，大部分的引用文獻都是編造出來的。

很多社會科學領域的期刊，特別是教育領域，往往會要求學者採用APA格式撰寫論文。本指南中會特別標示出與APA格式要求相關的地方。所有的建議皆是根據APA Publication Manual (2010)（APA格式出版手冊）的內容而提出的。