

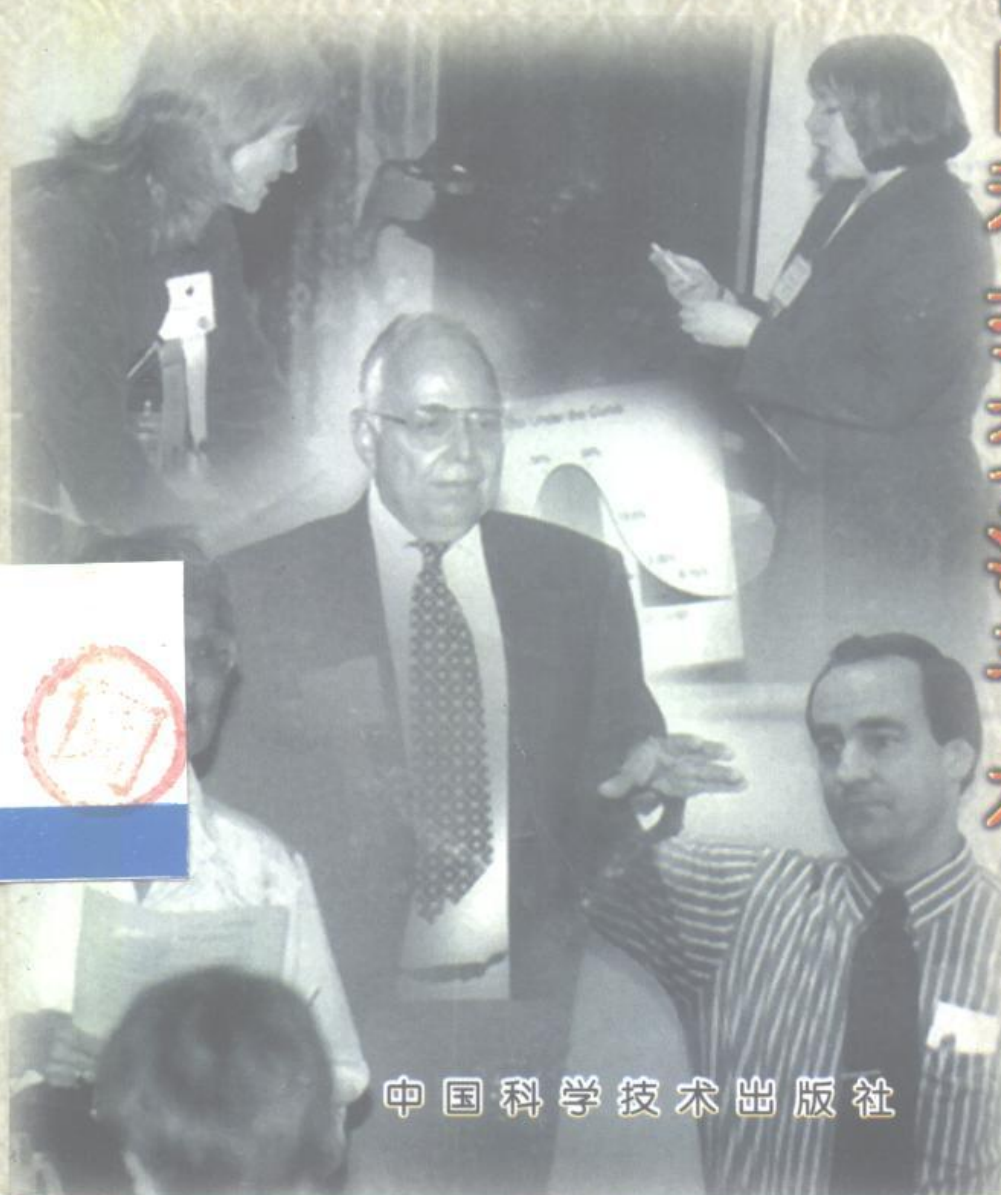
钱寿初 著  
(修订版)

绝 密

INTERNATIONAL  
SCIENTIFIC  
COMMUNICATION  
IN ENGLISH

*A Handbook for Scientists*

英语国际科技交流手册



中国科学技术出版社

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# 第一部分 科技论文的写作

## 第一章 写论文前的考虑

一项科研工作完成,从观念上理解,包括从课题设计到工作完成,形成文字的全过程。富兰克林(Benjamin Franklin, 1706 ~ 1790)说过:“研究,完成,发表”(To study, to finish, to publish)。没有形成文字的科研工作,只能说功亏一篑。科研成果没能在刊物上或其他场合作交流,则达不到积累知识、促进科学发展的目的。现代社会中,知识更新迅速,表现在科学技术范围内的竞争也日趋激烈;小至个人名声、地位、利益,大至国家、民族的生存。科研论文的发表则是另一种竞争形式的体现。但是,只有表达准确、清楚的科学论文才能产生影响,才能使别的科学工作者进行鉴别、学习、重复,从而促进学科发展。某种意义上说,科学工作者在从事某项研究工作之初,便迈上了要发表论文的道路。

### 1.1 基本问题

论文要写得准确、简练、清楚、可读性强,学位论文及一般技术报告概莫能外。准备论文之前,必须先弄清楚三类问题。

首先,所做工作解决了什么问题?是否制订了周密的方案?目标是否有偏离或产生疑义?统计方法是否合理?

其次,实验研究是否符合道德标准?比如,如果用人及动物作实验要慎重。做实地研究工作,要注意对实验环境和场所的影响。论文是否有保密问题,会不会泄露秘密,影响日后专利权。必要时作者可以听取有关人员的意见。

最后,在研究过程中,是否有详细的内容记录?有些研究机构的实验室,实验内容记录是按规规定填写的。记录本有编号、有页码、日期、时间。原始表格和图片,均应妥善保善,以便使用、查找

方便。从研究开始之时起,必须建立完备的档案,无论是纸上的内容文字,或是计算机内储存的数据资料,都须做到查找方便。档案资料还包括查阅过的有关文献资料。

## 1.2 研究过程中的文字记载和讨论

一项研究工作进行了几个月之后,要回头重新审视一下研究的方向。方法之一是写下自己研究的问题,并叙述实验步骤。记录自己的工作,能迫使自己更认真、仔细地思索所研究课题。做实验和观察时,这一点往往是做不到的。这时,不清楚的地方,在叙述过程中,往往会暴露出来。写作时,遣词造句与思维密不可分。准确、完整、清楚的记录离不开准确、严密、清晰的逻辑思维。

另一种方法是在科室或某种范围之内,以小组讨论的方式,口头介绍实验目的、方法和结果。或者采用海报方式在某种范围内张贴、介绍,或在学术会议上宣读。有时,会议结束后,不一定会出版全文论文汇编。这时,同行所提出的问题和意见往往有针对性,有启发作用。因此,作者心中要有数,论文此时是否适合在专业刊物上公开发表。

## 1.3 什么时候动手写

有些工作,最初看起来有价值,最后还是不宜写出来发表。作者要着眼于发表水准高的论文,宁缺毋滥。只有内容好,才经得起时间的考验;否则纵然写得多也无用。一篇值得发表的论文,必然在实验方法上、理论上、观察结果上有新颖的东西,能推动学科发展,在应用已有知识方面,有所进步。因此,将实验研究的结论写下来,然后针对现有的报道和研究水平,进行比较、鉴别。如可能,让不同学科的有经验的科研工作者对结论进行评论,也可以像开会发言一样,让听众评议、讨论。将结论写下来进行讨论,有助于在动手写作前,作一些弥补,说明观察的不足之处。

此外,作者考虑结论是否与自己开始研究的问题相一致;如果发现偏离,要重新审视原来的问题。这样可以防止在动手写论文时出现无所适从的局面。

搞清上述问题之后,作者可以起草论文,可以先写方法和结果



部分。

## 1.4 用什么文体写

根据研究所得材料,作者可决定用什么文体来写,用长文还是短文,是原著还是简报。根据文章类型,再选择综合性杂志、专科杂志,还是别的刊物;国际性杂志,还是地区性杂志。为了便于迅速交流,要从自己的专业出发,找到合适的刊物。如果论文是首次发表,要尽可能写得完整、出色。假如作者从事的专业有极强的竞争性,或是某一方面的热门领域,可将文章写得短小一些,先在出版周期短的刊物上发表。

一般情况下,不要将一项工作分几篇文章发表。以连续形式发表论文,通常是因该工作规模大,耗时多年,或者研究工作本身由几个自然部分组成,而各部分又能单独引起不同专业的读者的兴趣。

论文写作不能东拼西凑,剽窃他人的成果。论文内容必须是新的,没有发表过或没有同时向别的刊物投稿。同一论文在两个或两个以上的刊物上发表属于重复发表,这种行为是要受谴责的。

一篇论文同时投寄几个刊物,撒大网,碰运气,结果浪费编辑及审稿人的时间、精力,也浪费出版单位的金钱。国际上不少刊物要求作者在来稿中或在版权协议书上注明该论文在别处未曾发表过,没有同时向其他刊物投稿。

一般而言,重复发表概念只限于正式完整的论文。对初步报告和简短报道类文章不适用。作者写过一篇初步报告或简要报道,以后仍可写一篇同一内容而更详细、具体的论文。因为大多数初步报告和简短报告内容一般不太具体、完整,当初发表只是为了抢首先发表权。但在写详细论文时,要标出简要发表时的文献。向会议提交的摘要则不属于正式论文,因其内容不详细,也没有向新闻媒介透露太多的东西。

涉及重复发表,有一些例外情况。比如刊物针对不同的读者对象,或刊物以不同语言出版,在不同地区发行(非国际性刊物)。在这三种情况下,如果作者要重复发表自己的论文,那么作者要尽早与两刊物的编辑取得联系,获得他们的许可。

## 1.5 选择刊物

写作时,作者心中要有读者,要考虑文章的读者群。什么样的刊物有什么样的读者对象。确定刊物后,便可以找到写论文的范本和写论文的要求,即每种刊物刊登的作者须知(Instructions to Authors)。

选择刊物不能盲目,要有针对性,以下一系列问题可以考虑。

### 1. 选择什么样的英文刊物

国际上,科技文献 80% 以上是英文。大多数有国际影响的刊物是用英文出版的,因此作者要选择恰当的英文刊物。这方面可以征求同事或图书、情报工作者的意见。

### 2. 什么样的刊物能刊登自己的文章

一般杂志在作者须知中对刊物宗旨、专业范围以及稿件要求有所说明。有时候在版权页适当的地方有简要文字,这是作者投稿时必须阅读的。

### 3. 了解自己专业领域内的著名刊物

要选择对口刊物,有名气的刊物自然比较好,编辑质量较高;但也不是绝对的。国际上新出版的刊物很多,投稿时要慎重。有时这些刊物往往并不持久。如果这种刊物停办,那么论文的影响也可能随之消失。但是,如果某种新刊物专业方向对头,编辑出版和发行单位靠得住,向该刊物投稿未尝不可。

### 4. 什么样的刊物学术质量高,退稿率低

退稿率是受专业影响的,差异很大。有些声誉很高的国际性刊物退稿率达 80% ~ 90%。如果认为自己的论文达不到国际水准,不妨投寄国家级或地区性刊物。有的国际性刊物每年登载刊物的退稿率,作者可事先了解。

### 5. 什么刊物列入国际主要文献检索系统或刊物

有的刊物在版权页显著处注有被二次文献检索系统及刊物收录的文字。有些作者须知中也有说明。最方便的办法可查大图书馆中近期《乌尔里希国际期刊指南》(*Ulrich's International Periodicals Directory*)。凡列入该书者均为世界重要检索系统收录。

### 6. 哪些刊物有著名学者、科学家任编辑,并有认真、仔细、公正

的审稿制度

并不是一流的科学工作者就可以当一流的编辑。办好一份杂志并不是一件容易的事。有著名人士组成的编委会或顾问委员会,并不一定保证有一流的学术和编辑水准。这要看这些成员多方面的素质和对杂志具体工作的热心程度和认真程度。

7. 什么刊物可以在收稿半年或一年之内将稿子刊出

月刊当然要比双月刊、季刊好,周刊则更好。有的刊物发表论文时刊出收稿日期,可以估计处理稿件的时间。这是可以选择发表论文的刊物,当然,作者可以按作者须知要求去做,这样可以缩短发表时间。

8. 有的刊物只收该刊物主办学会会员的论文

投稿时,作者要搞清楚刊物是否刊登非学会会员的论文,往往作者须知有说明。这种情况并不特殊。

9. 哪些刊物收版面费、稿件处理费

不少国际性刊物是要收版面费及稿件处理费的。有的研究工作有资助,有科研经费,问题不大,资金从中出即可。有些刊物对异国作者的稿子,版面费及稿件处理费就免了,因为涉及外汇问题,比较麻烦。这些问题可以同刊物编辑商量。

10. 刊物是否登载高质量照片(电镜图片等),是否登彩图

平时阅读本专业的刊物,可以了解什么刊物登照片图质量高,彩图层次好。另外,可以让同事出主意。

11. 哪些刊物提供免费抽印本,单行本和数本刊物

一般刊物都有传统,都免费提供一定数量的单行本或抽印本,或数本当期刊物。但有些刊物是要作者付钱购买的。往往不太著名的刊物要慷慨一些。

12. 哪些刊物文献标引比较标准,要求高

文献标引看来事小,但往往麻烦也多。主要是因作者不熟悉该刊的文献格式而造成的。要找来该刊物的文献标引格式,按要求核对、逐个标引。文献格式不一,会给读者带来诸多不便。

## 1.6 作者须知

在选定刊物之后,要认真阅读该刊的作者须知(Instructions to

Authors)。有些刊物每期都刊登作者须知,有些是一年的第一期刊一次,有的每年刊出几次,做法都不相同。作者须知有的刊物提供单行本,写作者可直接写信去索取。生物医学类刊物的作者须知中,大多数要求按照国际医学期刊编辑委员会(International Committee of Medical Journal Editors)规定的《向生物医学期刊投稿的统一要求》(*Uniform Requirements for Manuscripts Submitted to Biomedical Journals*)投稿(见第九章附录)。

编辑重视作者须知,目的是为了提提高来稿的科学质量,加强出版物的准确性和时效,同时节省人力、物力和财力。同研究工作相比,阅读作者须知毕竟花的时间很少,但是能使论文写得好,有利于发表。

作者须知,各杂志规定的内容详简不一,有的庞杂具体,有的简略笼统。但是,现在国际上有一种趋势,作者须知规定得越来越具体。从文章类型,具体文字限制,打字间隙,到光盘、磁盘的使用,图表和参考文献的要求,国际计量单位的使用,专业术语的使用,都一一说明。这些要求,作者都要认真阅读,才有把握把稿子准备好。

作者须知中还会涉及道德方面的问题。比如用人及动物作试验,事先要准备有关道德机构(或当事者)的准许信(permission letter)。这在国际上非常普遍,目的是防止引起一些法律诉讼纠纷。复制或使别人材料,也要提供准许信。另外,还要准备投稿信,及与出版者签订稿件发表的版权协议书(copyright form)。这些做法随杂志而异。

## 第二章 论文结构

什么时候考虑文章的结构？在确定文体之后，考虑文章的结构，这是一般习惯。但在这之前，有些作者往往先要估量自己的研究工作，然后初步选定发表论文的刊物，做到胸中有数。而在考虑结构之前，又须处理好作者署名(authorship)问题。

### 2.1 作者署名

作者署名处理不好，会引起纠纷。发生纠纷，往往是因为多个作者参与一项工作。因此，在起草论文之初，要确定论文的署名。署名者都必须参与研究工作。《向生物医学期刊投稿的统一要求》中规定：

“每一位作者必须充分参与研究工作，并对公众负有内容上的责任。著作权是基于对以下诸方面的贡献：a. 酝酿、设计、数据分析及解释；b. 起草论文，并对论文内容作认真的修改；c. 决定最终稿的发表。这三项条件都必须达到。”

《向生物医学期刊投稿的统一要求》还指出不该列入作者之列的情况：

“仅仅参与争取资助和收集数据，不能列为作者。研究组的一般管理人员也不能列为作者。”

因此，没有参与决定研究课题，制订实验方法，或为研究做过实际工作的本科室负责人或有名望者，都不该列入作者名单。凡提供一些研究材料，或提出一些简单的意见者，也不列入作者之列。技术人员和普通工作人员参与辅助性工作，视为职责范畴，不能列为作者。但是他们可以在论文的“致谢”(acknowledgement)部分中给予感谢。

列为作者得征得本人同意；本人不知道，则不能列为作者。

如果作者人数很多，要认真核对。有的刊物遵循《向生物医学期刊投稿的统一要求》，要求作者书面说明对该工作作过贡献，并负有责任，有的要求具体说明从事部分工作的内容。

《英国医学杂志》(BMJ)采用在文章末加感谢文字和列出作者在研究中各自的作用。如:

We thank local coordinators and Mrs Judith Hopkins for their help with data collection. We are also indebted to Miss Z Guildea and Dr F Dunstan for statistical advice and Mr J King for his assistance.

Contributors: JHS initiated and developed the core idea and study design and participated in data collection, analysis, and writing the paper. JA contributed to data analysis and provided clinical advice on the manuscript. PHTC initiated and directs the all Wales perinatal survey. He participated in study design, data analysis, and writing the paper, and is the guarantor of the study.

Funding: The all Wales perinatal survey is funded by the Welsh Office.

Conflict of interest: None.

### 2.1.1 作者姓名次序

有时,一篇论文的作者会很多。按国际惯例,引用文献时,可引6个人名,6个以上则标引3个,后用 et al。所以前三名或前六名作者名次一定要确定好。至于用姓名一年份的哈佛格式标引,不是第一作者,更不能列出;因为这种方法只能列出第一作者。因此,同决定哪些人为作者一样,决定这些作者的次序也同样重要。有些国际刊物要求将姓名按阿拉伯字母次序排列,这不易做到,除非每个人对该项工作的贡献差不多,并且所有作者一致同意。作者姓名次序应由作者自己决定,别人不能代替。

如果一位作者承担绝大部分研究工作,或者承担全部或大部分文稿的撰写工作,其姓名要列为第一。其余者,要按其参与程度先后排列。通常,研究组的领导人物或科室的主任要列于作者名单的最后一位或第二位。如果他们在研究中起了关键的作用,则另当别论。假如大家所做工作相当,姓名按字母顺序排列也未尝不可。

还有一种情况是,研究组的成员共同写几篇文章,那么可以轮流署为第一作者。但是切忌同一论文署不同作者的姓名。这样既造成文献的混乱,也极不道德。此外,还要注意作者姓名的习惯拼写。

### 2.1.2 集体写作

如果一项工作有几个作者参加,最后有专人负责论文的写作。由几个作者分头负责写论文的不同部分,最后一定要有专人统一、整理全文。

集体写作要周密讨论。动手写作前,各成员要集体讨论论文的目的、内容范围以及各部分提纲,意见要趋于一致。可以分块、段写,即每人写某个段落,预定页数。这样,内容详简可以控制。此外,写作成员要定时在一起讨论、检查写作进度。每个人对各自的部分负责。

论文送出发表前,写作成员都要阅读统一后的文稿。以后,遵照审稿意见修改过的文稿,大家也要过目。

## 2.2 草拟文题

写论文之前,先拟一个文题。这样做有利于确定论文的内容范围。文题要集中反映研究课题,尽可能概括全貌,可详细一些,字数先别限制。因为以后还要重新斟酌。

## 2.3 论文结构及段落标题

确定论文主要段落的标题,作者写起来有所遵循。另外,论文发表后,又有指导读者阅读的作用。实际上在记录工作过程中,大致都有粗略的标题,甚至为图表也拟了标题或说明文字。在此阶段,作者则是做些重写或修改,使内容更贴切。

生物医学论文中,常用的主要标题有引言(Introduction)、方法(Methods)(或 Materials and Methods)、结果(Results)和讨论(Discussion),习惯称之为 IMRAD 格式。在实地科学调查论文中,标题结构为引言(Introduction)、地理或历史内容(Geographical, Historical Context)、实地工作(Field Work)、结果分析(Analysis of Results)、讨论和结论(Discussion and Conclusions)。理论性文章的主要标题可以是引言(Introduction)、理论分析(Theoretical Analysis)、应用(Applications)和结论(Conclusions)。介绍新方法的论文标题可以是引言(Introduction)、方法说明(Description of Procedure)、新方法的检测(Tests of New Method)及讨论(Discussion)。

有些论文将结果和讨论两部分结合在一起,这样容易引起混淆。最好还是将两部分单独分开。有的科学论文,在引言后立即介绍结果,这样可以表明使用该研究方法的优越性,但方法要随后作介绍。将方法与结果两部分结合起来的情况不多见。

有的刊物发表的论文往往有结论、总结类标题(Conclusions, Summary),作者要安排好讨论部分的内容。

详细的研究方法及步骤,为了避免冗繁,可以放在论文的附录中介绍。同样,附录作为文章的一部分,要与论文主体一起经过审稿过程。另一种办法是,将这类文章投学报类刊物。表注中的方法说明、图说明,以及论文结尾的附属内容,要按刊物习惯作法写。

刊物上的论文及作者须知,是作者决定使用什么结构的参考依据。如果难以找到自己合适的结构,可选择适合自己材料的标题,但是不要离传统的格式太远。

主要标题确定后,最好分别将每一个标题写在文稿的顶端。然后将属于这一标题的内容要点写下来。这时不要太多考虑逻辑,只要把有关观点写下便成。然后找出自己的笔记、引文资料、详细参考文献、以及草拟好的图表,分类归入各部分。如果材料储存在计算机中,那么要将各种材料移到相应标题或档案之中。这时论文的提纲也可以说产生了。

## 2.4 写提纲

写作时准备好提纲,可以使文章变得紧凑,内容充实。如果中途受阻,写作停顿下来,有了提纲,好比指路牌一样,可以很容易地继续写下去。因此,列出写作提纲是写好论文的重要一环。

提纲有两种。一种是主题式(topic outline),另一种是句式(sentence outline)。主题式提纲是按逻辑次序,用一系列名词或名词词组,列出文章各部分观点。句式提纲则是主题式提纲词语扩展成句子。这些句子将成为初稿中各段落的关键性句子。因人而异,也有采用主题式提纲及句式提纲相结合的方式来写的。

### 2.4.1 主题提纲

主题提纲是将主要观点用标题按逻辑顺序列出。这时候,可以再参考笔记和其他材料,注意还要补充些什么。然后,按重要



性,列出不同层次的标题。一般来说,主标题以下标题的层次不超过三级。要搞清楚每一层与另一层次的关系,可以用数字系统标列清楚。国外有计算机作提纲的磁盘,则不失为理想的辅助工具。

下面是一篇医学论文的主题式提纲,文章本身不长。

- 1.0 Introduction
  - 1.1 Adverse effects on nonsmokers
  - 1.2 Indoor environments
  - 1.3 Commercial flights
- 2.0 Methods
  - 2.1 Subjects and procedures
    - 2.1.1 Four attendants and five passengers on each of four flights
    - 2.1.2 Data collection within a 19-day period
    - 2.1.3 Nicotine concentration in cabin air
    - 2.1.4 Exposure to cigarette smoke between flights
  - 2.2 Data analysis
    - 2.2.1 Air nicotine concentrations
    - 2.2.2 Urinary data analysis
    - 2.2.3 Reexposure possibility
- 3.0 Results
  - 3.1 In-flight nicotine exposure
  - 3.2 Urinary cotinine excretion
  - 3.3 Self-reported symptoms
- 4.0 Comment
  - 4.1 Other studies
  - 4.2 Nicotine air levels
  - 4.3 Ventilation types
  - 4.4 Increased cotinine levels in the urine of both passengers and attendants
  - 4.5 Eye and nose symptoms, annoyance and smokiness attributable to in-flight nicotine exposure
  - 4.6 Failure of total separation of smoking and nonsmoking sections

## 2.4.2 句式提纲

由上面的主题式提纲演变成句式提纲为：

In-flight exposure to nicotine, urinary cotinine levels and symptom self-reports were assessed in a study of nine subjects (five passengers and four attendants) on four routine commercial flights each of approximately four hours' duration. Urine samples were collected for 72 hours following each flight. Exposures to nicotine measured during the flights using personal exposure monitors were found to be variable, with some nonsmoking areas attaining levels comparable to those in smoking sections. Attendants assigned to work in nonsmoking areas were not protected from smoke exposure. The type of aircraft ventilation was important in determining the levels of in-flight nicotine exposure. The environmental tobacco smoke levels that occurred produced measurable levels of cotinine (a major metabolite of nicotine) in the urine of passengers and attendants. Passengers who experienced the greatest smoke exposure had the highest levels of urinary cotinine. Changes in eye and nose symptoms between the beginning and end of the flights were significantly related both to nicotine exposure during the flight and to the subsequent urinary excretion of cotinine. In addition, subjects' perceptions of annoyance and smokiness in the airplane cabin were also related to in-flight nicotine exposure and urinary excretion measures.

## 2.5 版权问题

提纲写好以后,作者要确定是否要直接引用别人的材料。如果要复制图表及直接引用别人的文字,一定要得到原作者的书面同意。此外,还要得到版权持有者(copyright holder)的正式同意书。这种工作应由作者负责,不属于刊物编辑职能范围。这些信件要立档,复印件备用。

### 2.5.1 引用发表过的材料

凡刊物中没有载有放弃版权的文字说明,作者采用该刊发表过的材料,要征得版权持有者的同意。一般来说,复制完整的图表,或直接引用超过 100 字或原文 5% 的文字,必须经版权持有者

准许。版权持有者准予引用或复制,按惯例是不收费用的。如果版权持有者坚持要收费,作者可以重新绘制图表,或用自己的词汇重新整理材料。这样做,仍需标引文献。如重新绘图,在图说明中可标出 Based on (redrawn 或 adapted from) Powsner(1999)这样一类文字,并且在参考文献中要列出。

文章版权通常为刊物、出版社所有。作者本人为版权持有者很少,当然也可能是另一个人或某一个机构、组织。这类特殊情况常常在文章的首页会注明。如果文章版权持有者不清楚,作者可写信给出版社版权部门或刊物的主编,帮助解决。

即便作者不是版权持有者,出于礼貌,也要写信,征求同意。尽早写这类信件,可以减少纠纷,也可从对方回信中获得重要信息,有利于自己的工作。版权持有者虽然拒绝的情况很少,但回信往往很慢,有时要花上3~6个月时间。

要尽快得到对方的回信,最好向版权持有者和原作者分别送上预先打印好的准予信,并附上印好的地址、贴好邮票的信封。附上要引用、复制的复印本,并在文本上标出需作改动的内容。如果回信中,对方没有提出志谢的文字内容,在引文后括号内或表注及图说明中,要写上 reproduced, with permission, from(作者姓名,年份或刊名,卷号,全部页码号)。常见的文字有如下一些,可根据文字或图表类属相应使用:

Reproduced with permission from Guice et al., 1992.

Reprinted with permission of the *New England Journal of Medicine* from Russel et al, 1992.

Reprinted with permission from *Electrical Engineering* 53: 114, 1993.

Reprinted from reference 43.

From reference 43.

Reid 1999

From Reid, 1999.

From Deffebach et al., 1992.

From Staub, 1990, with permission.

Source: Adapted from Borow and Braunwald, 1991.

Source: Adapted with permission from Shapiro et al. ,1993.

Adapted by copyright permission of the American Society of Clinical Investigation from Daoud et al. ,1982 and Naeije et al. ,1990.

在参考文献部分,还要列上文献。这种做法在西方很普遍。

如果只是参考别人的材料,并不需要直接引录,不必取得对方的准许。但必须引参考文献。用自己的语言重写,或重新绘制图表,都要标引文献;内容要具体。在正文及图表说明中,引用原作者姓名要准确。

引用自己发表过的文章中的材料,要核对以前签的版权单中的措词。有些出版者允许作者不经允许,就可重新引用自己的材料;但是,如果版权单上没有放弃版权的文字,仍需得到出版社的准许。

这些作法在欧美国家比较重视。我国现已加入国际版权公约(Berne Convention),因涉及知识产权,作者要认真对待。

下面举三个例子。前两例均为请求准予引用或复制已发表过的材料。第三例为使用当事人的材料。

#### 1. 请求准予复制材料信

March 1,1999

Dr John Maddox  
Editor, Nature  
4 Little Essex Street, WC2R 3LF  
London  
UK

Dear Dr Maddox:

I am preparing an article (tentatively) entitled *The Population Explosion* for submission to *Scientific American*.

I should be grateful for your permission to include the following material: Figs 3 and 4 from your paper/the paper by PS Bergeson entitled *State for the World* published in *Nature* 1999;130-138.

I am also writing to the copyright holder/author requesting permission to reproduce this material. A full reference to the original paper will be included.

The acknowledgement will include the words 'Reproduced by permission of (copyright holder)' and I should therefore be glad if you would confirm the name of the copyright holder. If this form of acknowledgement is not sufficient, please indicate below what form the credit line should take.

Please indicate your agreement to this request by signing and returning the attached copy of this letter.

With many thanks for your help.

Yours sincerely,

WM Wang

---

I/We give permission for this material to be used as specified above:

Signed: ..... (Copyright holder/Author)

Name: .....

Date : .....

Credit line to be used:

.....

---

[亲爱的马多克斯博士:

我正在撰写一篇论文,题目暂称《人口爆炸》。该文拟投《科学美国人》杂志。

如果你允许我引用下述材料,我将不胜感激:

你/PS Bergeson 发表在《自然》杂志 1999 年第 130 ~ 138 页,题为《世界的现状》一文中图片 3 及 4。

我也已去信版权持有者/作者,请求准予复制这一材料。原文将有详细参考文献。

致谢部分措词有 Reproduced by permission of (copyright holder)。为此,若能确定版权持有者的名称,我将非常高兴。倘若致谢语词

不妥,望在下面标出具体致谢语句。  
尚请同意这一请求,希签名,并将此信副本退我。  
十分感谢你的帮助。]

2. 请求准予引用材料信

July 18, 2000

The Editor  
British Medical Journal  
British Medical Association  
Tavistock Sq.  
London WC1H 9JR  
United Kingdom

Dear Sir:

I wish to quote a paragraph of an editorial published in your journal in 1992. The quotation is to be used in a paper, *The Future of Medicine*, I am preparing for publication in *The Journal of American Medical Association*.

The reference for the editorial from which I wish to quote is as follows:

McKie RM. *Health and the Ozone Layer*. Br Med J 1993;87:895-7.

The paragraph to be quoted begins, "Public health played a crucial role in the nineteenth and. . ."

I am also requesting Dr. McKie's permission to use this quotation from his editorial.

Acknowledgement of permission to quote the editorial will be given in the review. You may wish to specify the form of acknowledgement.

Thank you for considering this request.

Sincerely,

Li Menghua MD  
42 Dongsi Xidajie  
Chinese Medical Association  
Beijing 100710  
China

〔亲爱的先生：

我想引用 1992 年发表在贵刊述评中的一段文字。引文准备用于《未来的医学》一文，拟在《美国医学会杂志》发表。引用该文字的参考文献如下：

McKie RM. *Health and the Ozone Layer*. Br Med J 1993;87:895-7.

所引文字开头为 Public health played a crucial role in the nineteenth and...

我也去信作者 McKie 医生，希望准许引用述评中的文字。

准予引用述评中文字的致谢内容在文中有表示。你也可确定致谢方式。

谢谢你考虑我的请求。〕

3. 请求准予使用当事人(病人)的照片

July 30, 2000

Mr Robin Fox  
1440 Main Street  
Waltham, MA 02154-1649

Dear Mr Fox:

I am writing an article on the treatment of electrical burns for publication in *Burns* or a similar professional journal. I would like to reproduce in the article the pictures of your body taken by the hospital photographers immediately after the burn and six months later.

If you are willing to let me use those photographs in my article, please date and sign at the indicated points below and return this letter to me in the enclosed envelope. A copy of this letter is enclosed for your records.

Thank you.

R. G. Robinson, MD

RGR:dw

Date \_\_\_\_\_ Signature of Patient

〔亲爱的福克斯先生：

我正在撰写一篇治疗电烧伤的论文，准备在《烧伤》杂志或同类专业刊物发表。我想在文章中使用你烧伤后及6个月之后，医院摄影师拍摄的你的人体照片。

如你同意我使用这些照片，请在下面签名并注日期。同时将此信用附去的信封寄我。附去此信副本供你备查。

谢谢。〕

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## 第三章 表格设计

读者往往有一种习惯,先看论文的图表(tables, figures),然后,再决定是否阅读全文。因此,每一个表自身要单独能存在,不须再参见正文。表格不能形同虚设,或为装饰物,必须对正文内容叙述起重要的作用。

首先,决定是否要用图表。如果图表起不了特别的作用,宁可用文字;因为图表毕竟费事,又占篇幅。有的刊物对图表的数量有限制,如果图表过多,则可考虑删减。表格用于表示数字关系有其优越性,精确、一目了然,纵向、横向比较甚为方便,有时是坐标图(graph)所不能比拟的。而坐标图能比较好地显示实验数据各种变数间的趋向和关系。

### 3.1 初步设计

首先,作者要看一看作者须知,了解刊物对表格的数量和大小有没有限制。

在研究工作进行过程中,作者设计的表格可能比较粗糙,一般都为原始记录。原始表格不能作为正式论文的表格使用,要重新设计、取舍,要符合统计学原理。

不同主题要用不同的表格,不能主题混杂,或是原始数据的罗列,眉毛胡子一把抓。要突出主题,数据则要典型,要为样本。如果要在正文中叙述或图片中显示数据,那末不必列表,以免冗繁。

#### 3.1.1 表格大小及形式

一张表一般包括表题(title)、栏头(column headings)、侧栏头(row 或 side headings)、表身(the field)、还有注释(explanatory notes)。因此,一张表必须含有充足的数据,否则就失去了存在的价值。倘若一个表只有几行数据,宁可用几个句子在文中叙述。除非这种表的数据非常重要,读者必须在读文章时见到。另外,表格不能设计得非常大,甚至刊物一页都装不下,非要放到另一页去。总之,可以用文字叙述的,就不必用表格;有时候用文字说明反而清楚。

例如下面一个表就可用文字来表达。

Table 1. The mean blood pressure of the patient in different periods

Time (hr)	Blood pressure [mean kPa(mmHg)]
1	14.7(110)
2	16.0(120)
3	17.3(130)

文字可以写成: At one hour the mean blood pressure was 14.7kPa (110mmHg), 2 hours, 16.0(120), and 3 hours, 17.3(130).

科学论文的许多表格, 都有长短线, 分别表示各部分, 各栏目, 各标题。起草一张表, 作者可以以所投刊物上的表格为模子, 这样更切合实际。如下面一表就比较典型, 置信限(probability)是按传统方法表示的, 但可以给实际值。花星号起到节省篇幅的作用, 当然这种方法也不是万全之法。

Table 2. Similarity in percentage of major fatty acids from lymph and serum

Stub (side heading)	Column heading(straddle)		Column heading(straddle)	
	Column sub- heading (units) <sup>a</sup>	Column sub- heading (units)	Column sub- heading (units) <sup>b</sup>	Column sub- heading (units)
Row(stub) entry 1 indented for run- over	90.15* (0.54)	... <sup>c</sup>	80.31 (0.31)	93.19* (0.42)
Row entry 2	73.21 (0.35)	91.22** (0.44)	91.15* (0.46)	73.15* (0.81)
Row entry 3	85.42 (0.44)	70.15 (0.15)	76.35** (0.35)	64.73 (0.35)

The  $\chi^2$  test was used to measure the difference between observed values and expectations.

Standard errors of the mean are given in parentheses.

a, b Footnotes. c No measurements made. \*  $P < 0.05$ ; \*\*  $P < 0.01$ .

表格结构要尽量简单。要明确让读者从表中了解些什么, 哪些内容是读者所具备的, 不必介绍。根据习惯, 数据要从左到右、

从上到下安排。

读者有时希望了解某个特殊项目(比如蛋白质),那么该项目其他特性都要列出,如其浓度等,纵向列出后,成为第一栏(stub)。然后在横栏标题或侧标题后,分别列入数据(见表2)。而浓度、分子量等可列为别的栏目。估计读者对分子量感兴趣,然后列出每一项的数值。表格的主谓语一定要突出,符合逻辑,简明。

每一种刊物的版面都是固定的,有单栏,有双栏,因此表格一定要适合刊物的版面。如果是单栏,表格不能很小,要不然空白很多。当然可以设计两个表排在一起,但要看需要。

如果表格太宽,要考虑表中的栏目是不是均需要。有些内容相同,可以放在表注中或表题中。如下面一个表中的 sex of authors 一项是相同的。此外,表题太长,栏目太多,有些为不必要的重复,项目次序不一致。最后5个栏目没有表示出数目的计量单位。

Table 3. Acceptance rates of manuscripts by authors from Beijing and Shanghai and specialties after revision for different periods before resubmission to the *Chinese Medical Journal*

Cities	Specialties	Sex of authors	No of manuscripts	Length of manuscripts (AV.)	Length of revision				
					0 day	1 day	1 wk	2 wk	3 mo <sup>a</sup>
Beijing	Psychiatry	male	30	8pp	1	3	30	34	40
	Radiology	male	25	10pp	1	2	24	46	25
	Internal med	male	20	12pp	0	3	20	40	45
	Surgery	male	90	9pp	0	0	11	21	30
	Obstetrics	male	50	15pp	2	4	25	52	45
Shanghai	Internal med	male	60	13pp	4	6	34	32	40
	Psychiatry	male	30	15pp	3	4	30	50	51
	Surgery	male	80	6pp	0	5	10	23	35
	Radiology	male <sup>b</sup>	25	11pp	1	3	20	50	43
	Obstetrics	male	50	13pp	3	2	35	55	49

a No further improvement after revision for 3 months is due to loss of an unknown number of manuscripts or loss of interest by their authors.

b Nine were women.

同样,有些数值,Notes 或 References 等栏目可并入注中。如果

第5栏中的数字可以从第3、4栏中很容易计算出来,第5栏可删去。如果横栏头有重复,可改作中心栏头,放在表中央。根据上表改动的表为:

Table 4. Effect of revision on acceptance rate of manuscripts from male authors<sup>a</sup> from Beijing and Shanghai and specialties

Specialties (manuscripts)	Mean of pages	Acceptance rates after revision(%)				
		0	1	7	14	92 <sup>b</sup> (days)
		Beijing				
Radiology(25)	10	2	2	24	46	25
Obstetrics(50)	15	1	4	25	52	45
Psychiatry(30)	8	1	3	30	34	40
Internal med(20)	12	0	3	20	40	45
Surgery(90)	9	0	0	11	21	30
		Shanghai				
Radiology(25)	11	1	3	20	50	43
Obstetrics(50)	13	3	2	35	55	49
Psychiatry(30)	15	3	4	30	50	51
Internal med(60)	13	4	6	34	32	40
Surgery(80)	6	0	5	10	23	35

a Nine authors of radiology papers from Shanghai were women.

b No further improvement after revision for 3 months is due to loss of an unknown number or manuscripts of loss or interest by their authors.

原表的两个层次的标题在表4内,相应作了简化。合并了两个栏目,其中一栏的条目相同,去掉,'pp'(页数)移至标题。纵栏题表示5个项目。其中,小数点作了妥善处理。此表只是一种形式,根据刊物编辑要求,仍可作改动。

有些表特别大,可以变成两个表。作者要明确,通过表中的数据,读者能很容易地判断你的工作,也有利于他们作针对性对照。

表格有一定的宽度,但也要考虑长度。有时表很长,以至一页容不下。这时编辑要让作者压缩表的内容。因此,作者准备表时心中有数,要看看所投刊物的表的格式要求。不要将表的字打印得很小,密不通风,一点空隙也没有,或者用表的缩印件应付。表的字太小,往往容易出现排版错误。如果表格复杂,为了避免差

错,有的刊物要求作者直接照相制版。照相制版,要注意字体适于缩至原来大小的 50% ~ 75%。

### 3.1.2 表题

表的题目要清楚,要说出要点,比如比较了什么数据或实验的设计,等等。表格的作用是说明什么,而不是简单地介绍什么。如表题 Peroxide values 过于笼统,最好写成 Peroxide values of lipids from aortas at different stages of atherosclerosis,这样较具体。考虑到表题的风格和长度,作者一定要参照刊物表格的模子,可以减少不必要的重复劳动。有时候,作者可将表题列出来,然后进行比较,确定其涵盖的信息是否清楚。有的刊物要求表题有注,简要说明统计方法等。

### 3.1.3 栏目次序和栏头

表的栏目要安排有序,要使读者容易理解。要比较的栏目要紧挨在一起,不可离得很远。一般来说,正常数据和对照组数据列在表的开头一栏,纵栏或横栏。按逻辑,数字排列习惯上从小到大,当然,还有别的合理方法,也能把资料排列得很好。如果按做实验时的顺序排列条目,或用一些别的数字系统和阿拉伯字母顺序,都会给读者带来方便。

为了节省篇幅,纵栏目标题尽可能要简洁。横栏目标题虽可比纵标题长些,但也要尽量简约。如果纵栏标题和横栏标题有相同处,要考虑纵栏标题是否可以删去一些词语。

纵栏标题中数字倍数要避免使用。如纵栏标题中有  $\times 10^3$ ,那么 5.0 在条目中可以当作 5000g 或 0.005G。所以,要避免  $\times 10^3$  在纵栏标题中使用,代之以 kg, mg 等确切的计量单位。下面两个表格可作比较。

Table 5a. Changes of nonspecific airway responses as plasma level increases or decreases

	Plasma level(M)		
	10 <sup>-6</sup>	10 <sup>-5</sup>	10 <sup>-4</sup>
Increase(nmol/L)			
control(20)	40 ± 2	31 ± 7	35 ± 6
patients(30)	32 ± 5	25 ± 2	12 ± 3
Decrease(μg/dL)			
control(20)	0.4 ± 0.03	0.3 ± 0.09	0.3 ± 0.07
patients(30)	0.1 ± 0.05	0.4 ± 0.08	0.1 ± 0.02

In 30 patients, 15 were male and 15 female, aged from 30 to 70 years. In the control group, 20 were male. Values are means ± standard errors.

Table 5b. Changes of nonspecific airway responses as plasma level increases or decreases

Plasma level (m)	Increase(nmol/L)		Decrease(nmol/L)	
	Control	Patients	Control	Patients
10 <sup>-6</sup>	40 ± 2	32 ± 5	11.0 ± 0.8	2.8 ± 1.4
10 <sup>-5</sup>	31 ± 7	25 ± 2	8.3 ± 2.5	11.0 ± 2.2
10 <sup>-4</sup>	35 ± 6	12 ± 3	8.3 ± 1.9	2.8 ± 0.6

In 30 patients, 15 were male and 15 female, aged from 30 to 70 years. In the control group, 20 were male. Values are means ± standard errors.

纵栏变横栏,表 5b 中的数字比表 5a 要容易比较一些。用 mm 表示数值单位比较好,也可减少小数点后的数字,10<sup>3</sup> 或 10<sup>-3</sup> 倍数是国际计量单位接受的单位。

Table 6a. Detection of amino acids

Strain	Amount detectable*		Amino acid requirement
	Plate autography**	Slide autography***	
<i>E. coli</i> 75	10 <sup>-1</sup>	10 <sup>-2</sup>	Tryptophane
<i>E. coli</i> 13	10 <sup>-1</sup>	5 × 10 <sup>-2</sup>	Histidine
<i>E. coli</i> 14	1.0	5 × 10 <sup>-2</sup>	Methionine
<i>E. coli</i> 1875	1.0	10 <sup>-1</sup>	Arginine

\* In micrograms; \*\* With terazolium; \*\*\* See text.

Table 6b. Sensitivity of detection of amino acids by autography on microscope slides compared to plate autography in the presence of tetrazolium salts

Strain of <i>E. coli</i>	Amino acid requirement	Amount detectable( $\mu\text{g}$ )	
		Plate autography	Slide autography
75	Tryptophane	0.1	0.01
13	Histidine	0.1	0.05
14	Methionine	1.0	0.05
1875	Arginine	1.0	0.1

表 6a 经修改后,表题比原有者具体,与文章标题接近。*E. coli* 不再重复出现在横栏头内。栏目按逻辑程序排列。另外计量单位不再在脚注中说明。数字比较容易理解。

### 3.1.4 表体

表体是指列出数据的部分,往往纵、横排列。表体中数字要精确,但不是绝对正确,因为数字都经过计算后,按舍入法处理过的。在生物医学刊物中,用 4 位数以上的数字不是很多的。

有的刊物,数字处理不完全采用四舍五入的方法。如 1.565 则取 1.56,有的刊物则取 1.57。将数字按国际标准单位(SI)换算不一定要绝对精确,事实上也做不到,当然内容和专业要求绝对精确,则另当别论。如,将 1 gallon 转换成 4.5 liters,不必为 4.546 liters,这是一般而言;有关生物医学及物理学的论文,换算时则要参照标准的换算系数。

为标题选择适当的换算系数和计量单位,可以去掉大数字及小数中多余的 0。如把数字限定在 0 与 1000 之间,用 mg 代替  $\mu\text{g}$  可使栏目标题下的数 115 000,192 000 等作相应变化。

表中零可写作“0”。省略为“...”,表示没有作测定和观察。如果纵、横栏目标题不能用,干脆留空。+、- 等往往同波折号“—”一样,会引起混淆。如若使用,或用缩略法,都要在脚注中说明。ND(not done)和 NA(not available,not applicable)这种缩略法也易混淆,也不要使用。

要说明使用了什么样的显著性测验方法(test of significance)(如  $\chi^2$ , *t* 和 *F* test),并要根据刊物和自己的专业,标出置信限值(*p* 或

P)。有时要根据杂志的要求,要用\*来表示显著性差异的程度。如果作过标准差(SD或 $\bar{x} \pm s$ )或平均标准误(SEM或 $\bar{x} \pm S\bar{x}$ )的计算,也要说明。观察次数可以用*n*来表示,如*n* = 5, *n*为斜体。

### 3.1.5 注释

用于说明整个表的注,要先列出,但不用数字标序号。注中包括缩略语,在表中一出现,就要解释清楚。如果这些缩略语在某个专业中已经普遍使用,刊物也认可,就不必作说明。但要记住,读者往往习惯先读表格,后读正文,因此,即使在正文中已作解释,也要在表注中再说明一下为好。

表中其他脚注要用刊物常用的符号表示。字母、符号较之数字符号有易于分辨的优越性,而数字符号容易与表中的数字混淆。不少刊物的作者须知中要求作者用指定的符号,其先后次序为\*, †, ‡, §, ||, #等。有些符号是打字机就有的,所以用起来并不麻烦。此外还可以加以变化,用\*\* , ††等。在表格中,这些符号使用是从横栏第一行起从左至右一行一行渐次由上而下扩展,不能无先后散乱地乱用。如果用\*表示置信限值,在别的脚注后要说明。

如果有必要在表中说明方法,只要刊物允许,在表下的注中可作说明。但是这种说明尽可能在论文的方法部分作详尽描述,而不要集中在脚注中,两者主次要分明。脚注的字在正式发表的论文中要小于正文字体。另外要注意注不能冗繁,否则卒不可读。如果几个表都有相同的内容,那末,脚注可放在第一个表后,其它表则可注出符号,让读者参阅第一个表的脚注。甚至同样的符号及缩略语,也可用这种方法。

## 3.2 表格的最后修改

最后修改表格时,要再一次仔细检查全部表格,是否觉得太多,或正文文字反而偏少,显得不协调。此外,表格与正文内容是否相一致,是否要增加别的表,或者增加别的数据,这些都要考虑。

在最后修改表格时,要将表题与注作比较。各表格的表题用词是否一致,与正文内的用词是否一致,要去掉不必要的词和矛盾、含混的文字。表中脚注的文字、符号要与说明相对应。缩略语



要有说明。要重新核对表中的数字和百分比。

表格在正文中出现先后要与正文中叙述的内容一致,不能颠倒。并且表中所列项目不能似是而非,如正文中提及3项内容,而表中却有4项。这就难为读者了。

### 3.3 表格打印

表格的内容与形式定下以后,就要打字。一般一张表打一张纸,双行行距。表格编号通常用阿拉伯数字(1,2,3,⋯),用罗马数字的情况不多见,但可遵循各种刊物的规则。编号后为表的表题。表题不用斜体,或全部大写体,这些都由刊物决定。

如果表题一行打不下或打两行,但要双行间隙打。表注也应按此要求打字。实际上表中的数据也是按双行打,这样可避免排字错误。国外刊物在处理横行数多的表格时,多采用每5行后留一个双行间隙,这样可保证读者阅读方便。

如果纵横栏头间隙不够,可将长字拆开。如果各栏的计量单位一样,可将计量单位置在其上,统率各栏,免去重复。如果表一页装不下,要延伸到另一页,在表的第一页底部打上“continued”一词,在第一页顶端打上“Table 1(或其它号),page 2”,之后重新打出纵横栏的栏目,打出表的其余部分。如果表太宽,一页装不下,可以试一试将表倒过来安排,即将横栏头当作纵栏头来处理。

打字时,字体不要太小。此时还要检查表中的符号是否与表注中的符号相一致,这些符号出现次序是否合理。

脚注要紧挨表后,除非表已充满一页。如果表的脚注长,要另换一页。同样第一页末尾应注“continued”,另一页顶端注“Table 1,page 2”。

表格横线各种刊物均有规定,不能每行一线,或者表有纵线,四周有线。有些刊物有自己的格式,则是另一回事。作者须参照国际标准行事。

表中的数字要以小数点为中心对应。如有 $\pm$ 、 $=$ 或 $-$ 等符号,则以此为中心上下对应,尔后再对应小数点。如:

$$\begin{array}{r} 68.1 \pm 1.5 \\ 234.0 \pm 21.0 \\ 0.29 \pm 0.03 \end{array}$$

## 第四章 图片准备

科技论文中,图片(figures, illustrations)的选择要根据内容的需要,还要看篇幅及读者的接受程度。论文图片的要求与幻灯片的要求有所不同,制作也不一样。当然,如果精心设计,这种图片也可能适于做幻灯片,甚至壁报用。

图片及图说明如同表格和表题一样,应是正文的独立部分,并且相互间也相对独立,读者浏览刊物,总是先看论文的标题,文摘和表格以及图、图说明,然后决定是否要读全文。所以在起草正文前,也要先准备好图片。

图片可以形象、生动地表达文字难以或不足以说明的内容。因此,图片要简洁、清晰,易于读者辨认,并获得所需的信息。图片不好反而会毁了论文。所以,不少刊物根据作者提供的图,重绘或重新标符号。如有可能,作者可以请专业绘图员绘图。

如果图片有单位专职绘图员制作,要标出版权属于该单位,这样就不必获得绘图员的版权转让许可。但是,职业绘图员制作的图片,则要有他们转让版权或给予其他权利文字说明,道理很简单,版权是属于职业绘图员的。

不管谁拥有版权,如果绘图员要在图上签名,一般也是允许的。如医学解剖图经常有绘图者的签名,特别是著名的绘图者如此。

如果作者找不到专业绘图员制图,可以请教有关人员。其次,可以阅读有关制图的书籍,参照说明及刊物要求绘制。

### 4.1 图片的初稿

首先,作者要了解刊物是否对论文图片的数目及大小有限制。先检查原始的图片,选择其中适合者备用。如需要重新设计,则制备新的。与此同时,要为图片配上图说明。但这时的图和图说明不必都定下来,仍可再作考虑。比如说,有些图制作起来花费昂贵,事后可考虑更换或删除。图片的最后决定使用与否,要放到论

文修改阶段考虑。

图片的形式有几种。按形式分有线条图(line graphs),散点图(scatter graphs)(包括线条与散点结合图),矩形图(column graphs)(包括横矩形图 bar graphs),扇形图(pie charts),另外还有照片图。有些刊物准许使用线条图的照片,可不用原图。有些则禁止一幅图中既有线条图又有照片图。这些都是刊物的特殊需要,不能强求一律。

选用坐标图(线图、矩形图),一般不强调具体数值(参数),而是数值间的关系及表示的趋向,或要表示某种意义,揭示潜在的关系和趋势。所以,若要表示精确的数字,还是用表格为好。比如,如果数据分布比实际数字重要,可以绘制分布图。若要表示过程、次序、或某种系统,可以用流程图。为了解决某一问题,达到某一结果,采取的步骤和决定都可以使用演示图表示。要显示某物或某人的具体形象则用照片图。通常,照片图不宜很多,有时照片图制作费用也会比线条图贵。坐标图、地图、流程图和照片图以下作分别说明。

#### 4.1.1 坐标图

科学论文的数据可以用图来表示其内在的关系。比如曲线图可以表示两个参数之间的关系,或表示某一参数的数据变化。矩形图(或直条图)则利用相邻条块表示某一参数观察分布情况,如时间、重量等。

线图一般用于动态比较。如果要推测某种趋向,线图比直条图要好一些。但是,采用条块图表示同一目的,直条图比横条图要好些。横条图用于构成比率比较,说明某时发生的变化。如果实验中的发现没有一致的迹象,或可分类或按不同方式进行比较,即可用条块图。

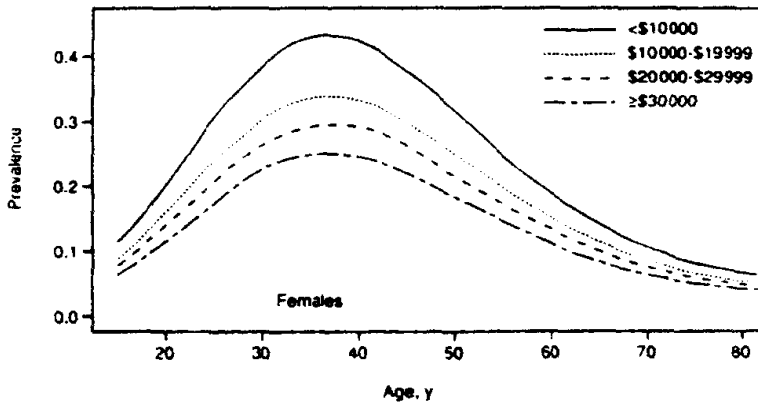
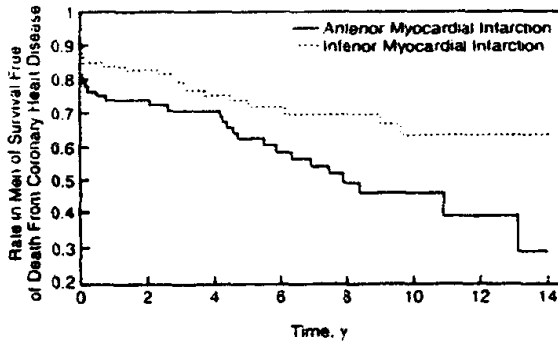
一张线条图可以显示多种趋势和关系,但是设计时不要太复杂,不要浪费空间。一般而言,一张线条图中曲线不得超过三四条,线条交叉不得超过两次以上。如果曲线必须交叉,要用粗细不一,形式相异的线条表示出来。

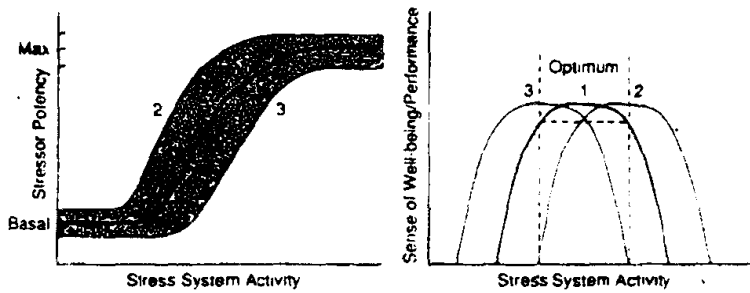
两个数据点可以用直线联接起来,或用流畅的曲线表示,不必让曲线通过每一个点。独立的参数列于纵坐标,表示因变量(又称

y 轴)。非独立的参数,如时间,其值不受其他参数变化而变化,一般列于横坐标,表示自变量(又称 x 轴)。如果用不同方法测定两个参数,不能在同一轴上作比较。在合适的情况下,可以用同一个轴,但要两个参数的曲线分别画出来。

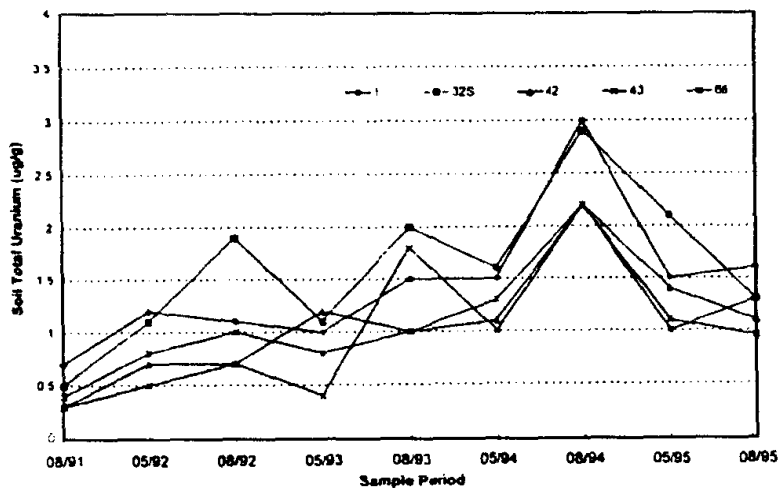
线条制作时,符号文字越少越好,但要说明问题。图中的符号,一篇论文中各图要一致,不能忽而多变。有时,要比较不同图片中的值,坐标可以一律。

a. 线图

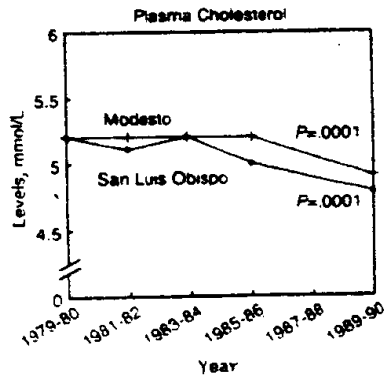




线图一般要求纵横线粗细一致,有的刊物主张坐标线比图内线细。连接点像●、△、○、■、▲等连接清楚,即线比点细;也有主张连线与点之间留有空隙。目的都是为了防止在线成直角或三角形时看不出交叉点。上面讲到线图中,线条不能太多而成一团糟,失去了线图的意义。一般参数表明趋向,纵横轴无需向上向右出现箭头。否则因变量与自变量的函数曲线反而模糊。上面三图不用点连接曲线,甚至有虚线。下面一图则不然,试比较。

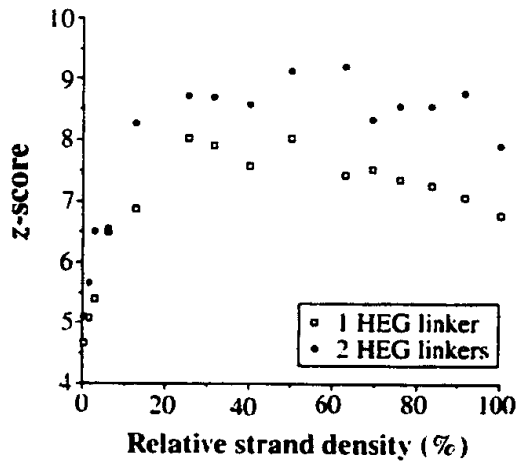


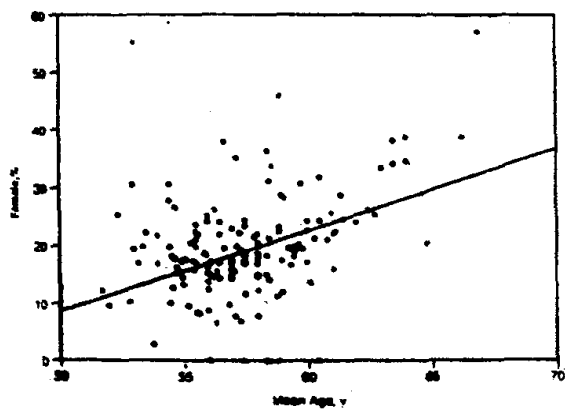
为了调整坐标大小,有时将标尺删节,常见用 $\nearrow$ 或 $\nwarrow$ 符号。另外,标尺指示线以于坐标外侧居多。指示数置于坐标轴线的外侧,不可造次。



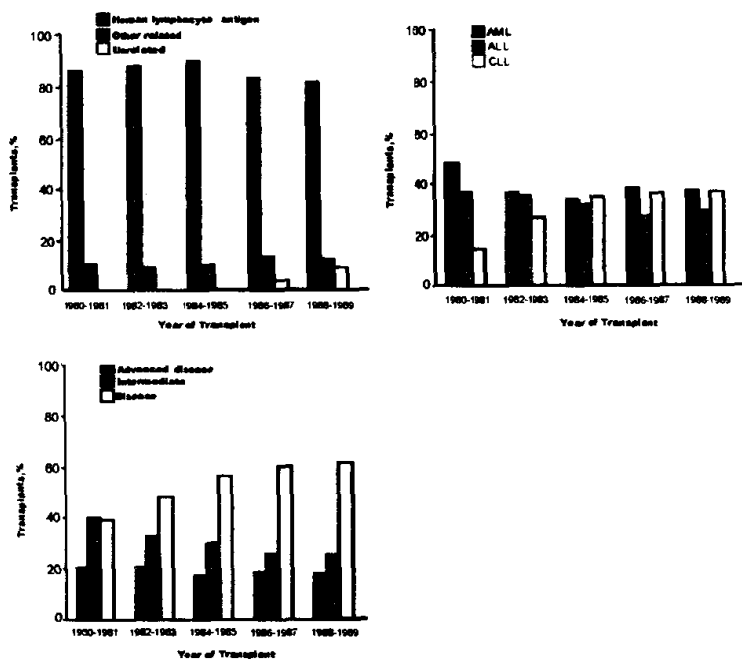
b. 散点图和点线图

此类图用各种点的数量及稀疏程度表示某些项目或参数在特定条件下分布状况,表示趋向及各项目间关系。





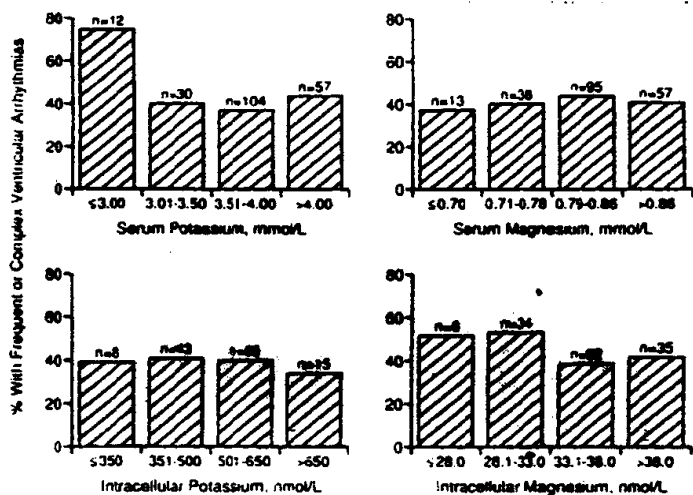
c. 矩形图(条块图)



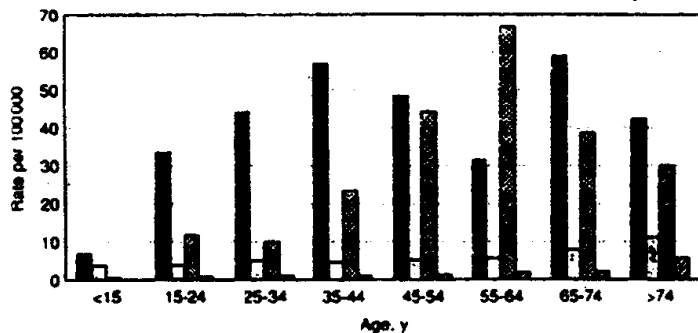
这组矩形图共 3 个,说明一个问题。图设计非常好。(1)一般

来说纵轴(y)和横轴(x)说明文字不要制成 TRANSPLANTS(%)和 YEAR OF TRANSPLANT,大写体不易辨认。其它图内文字也是如此。(2)三个矩形图标尺(scales)一致,常见类似成组的矩形图标尺不一致,无从比较。(3)AML, ALL, CML 缩略词在图说明中写出全名,当然也可以写出全名。(4)纵轴没有用过多数字填满,略去奇数:10,30,50,70,90。y 轴线没有超过数 100 以外,出穴。(5)y 轴单位没有少,%。(6)线条粗细匀称,没有轴线比矩形图线粗的现象。(7)凡数字标尺,刻度在轴线外则为佳。

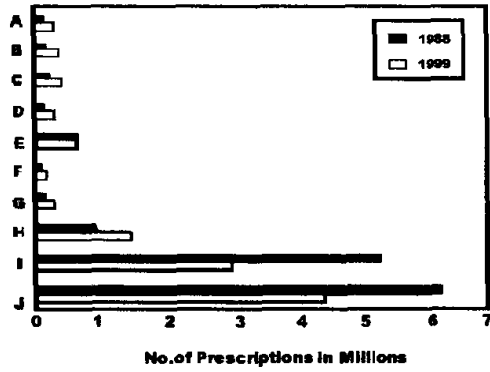
矩形图种类也有好几种,下面四个图纵轴说明共一个。



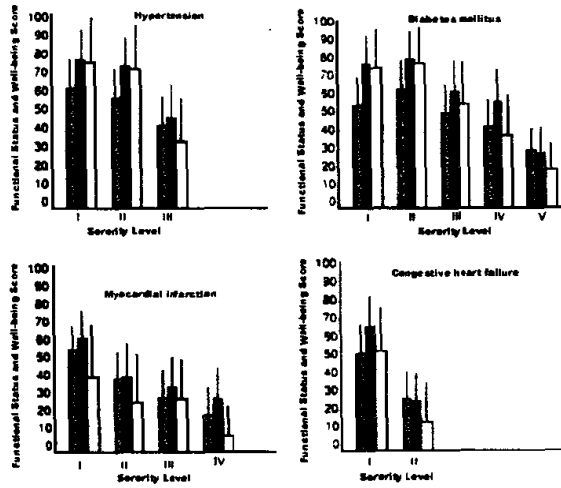
无刻度者,但另有虚线表示者。



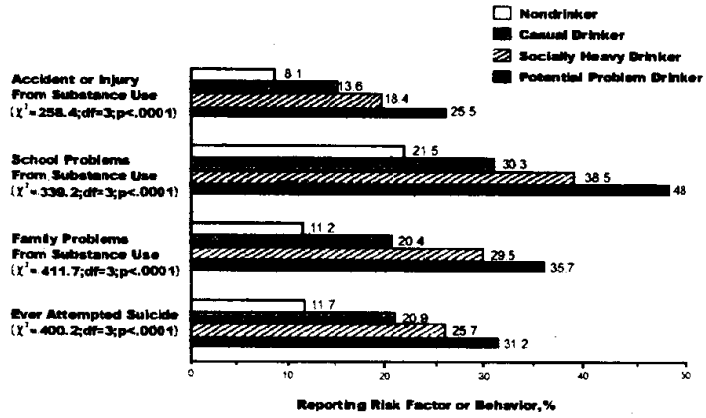




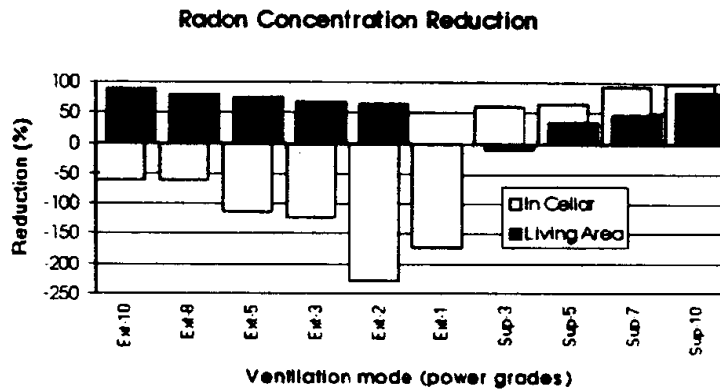
纵轴相同,无刻度、标尺者。



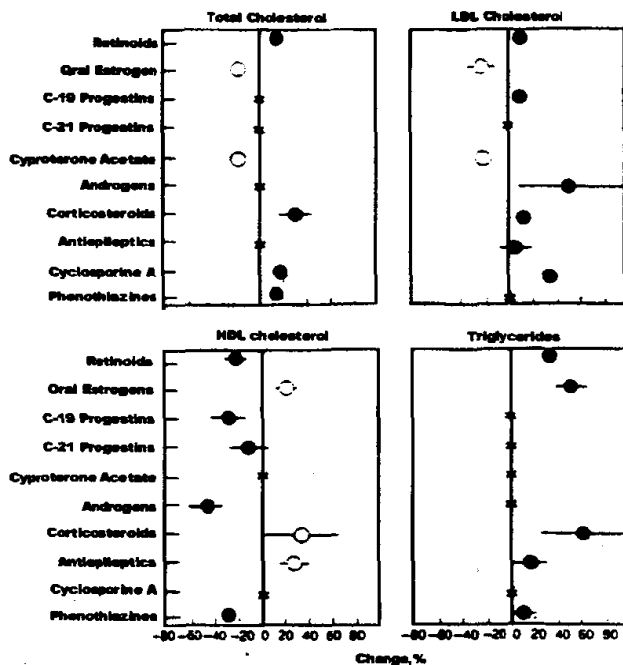
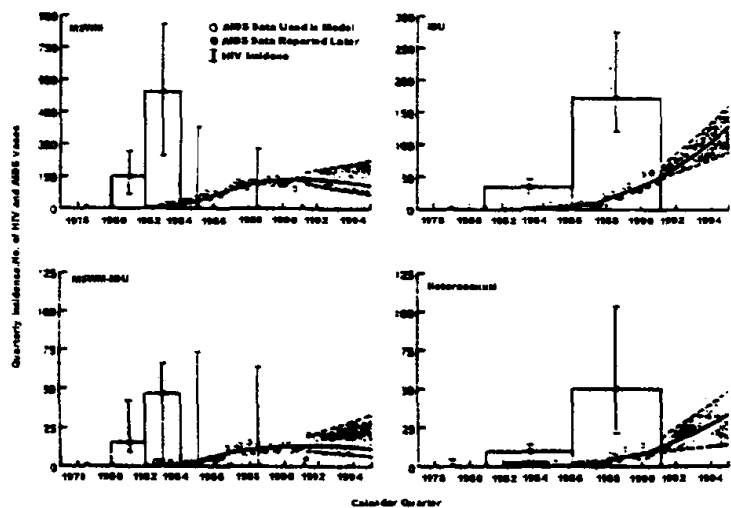
横式矩形图。



其他矩形图。



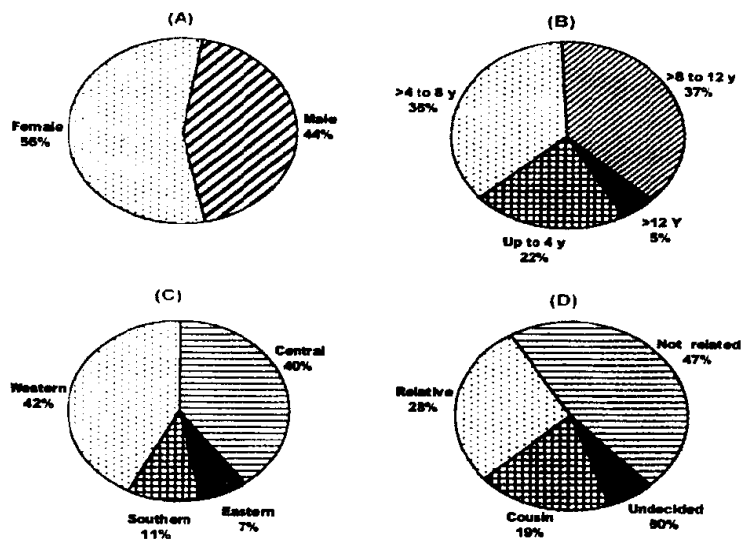
复合图形。



#### 4.1.2 扇形图

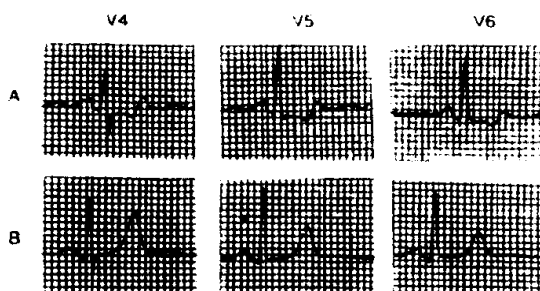
扇形图,以圆形或其他图形出现,说明部分占整体的百分数。

这种图反映大体百分数准确、美观,视觉效果好。但作具体比较不如条块图好。

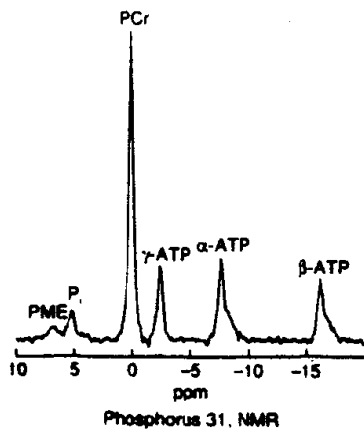


### 4.1.3 其他一类图

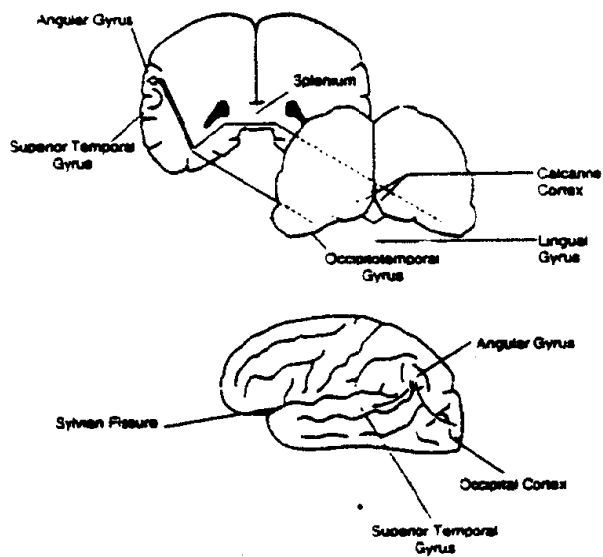
#### 1) 心电图



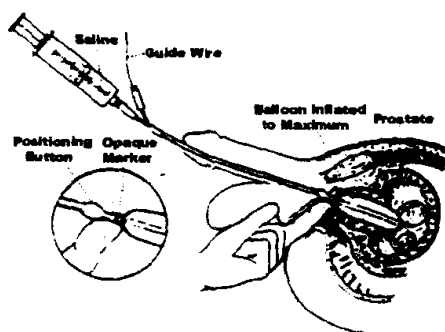
## 2)核磁共振光谱



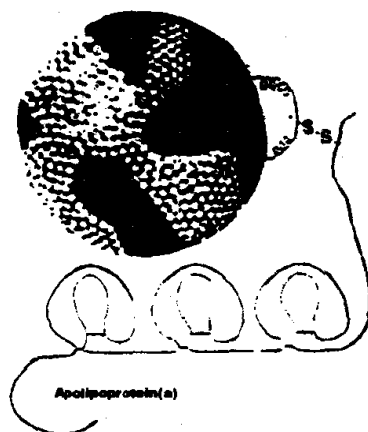
## 3)解剖示意图



#### 4)手术示意图



#### 5)物质示意图



#### 4.1.4 分布图

分布图,这里指统计地图。首先使用这种图要确定传递的信息内容,然后在图说明中作简要说明。

这种图可以是表示世界的地区图,也可以是各种定量及定性数据的地区分布图。这两种图均应由专业人员制作,不过现在一些国家用计算机制作的这类图也可达到发表的标准。

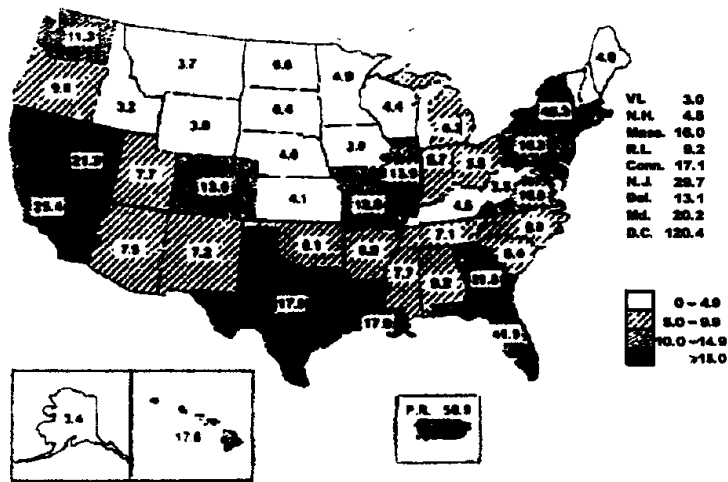
分布图有各种类型。铜版图可以利用不同的灰色调和不同的

平行线表示不同比例、频率的区域。点圈符号图用点、圈和其他符号表示绝对值和频率。等值线图,通常用于表示气象变化,将连点的线表示各种参数的界线,比如高度、雨情。流线图是用不同长度和宽度的箭头表示某一参数的流量。

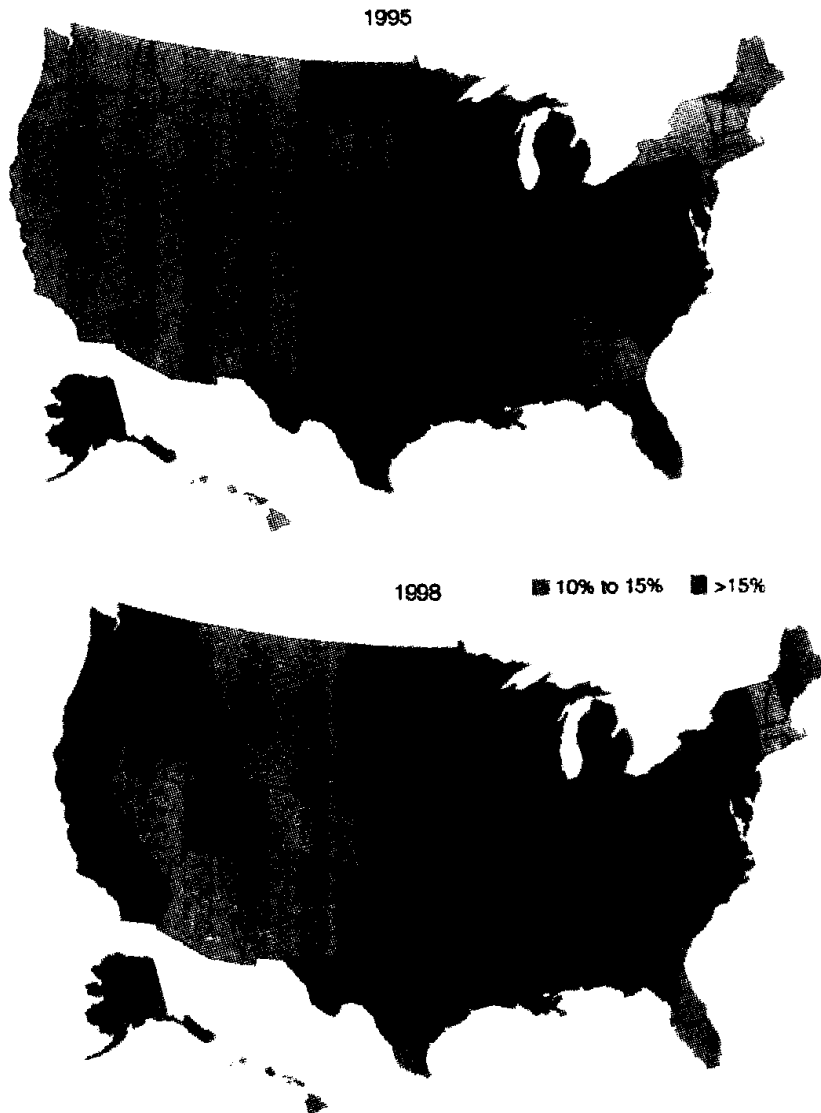
在选定什么形式的分布图后,则要决定内容详简程度,使用什么标尺。如果考虑用的图只是小块地区,如考古场所、发掘地,要有坐标方位表示。

多数图的制作,先要从图书馆或某机构借阅基础图,或从地理调查机构,计算机绘图中心,或地图收藏机构寻求帮助。当然制作使用这些参考图要经允许,然后绘制草图,表示出要在印出的地区图上标出的部位。绘制草图时,还要列出注释文字标出的内容,但这些内容要分类列出,如城市、河流、山脉,等。与此同时,要显示出各特征的重要性。

下图是美国 1991 年度艾滋病病例分布图,按十万分之一计算。



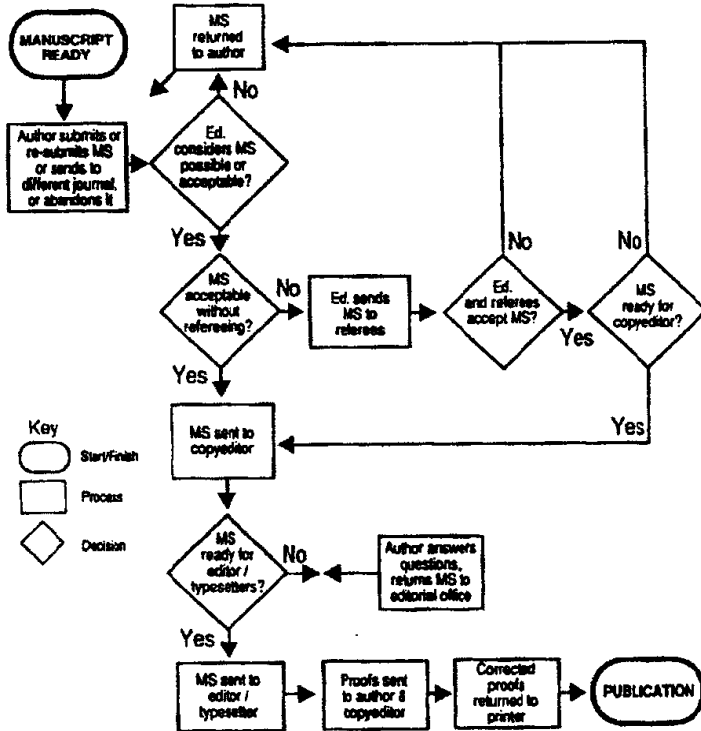
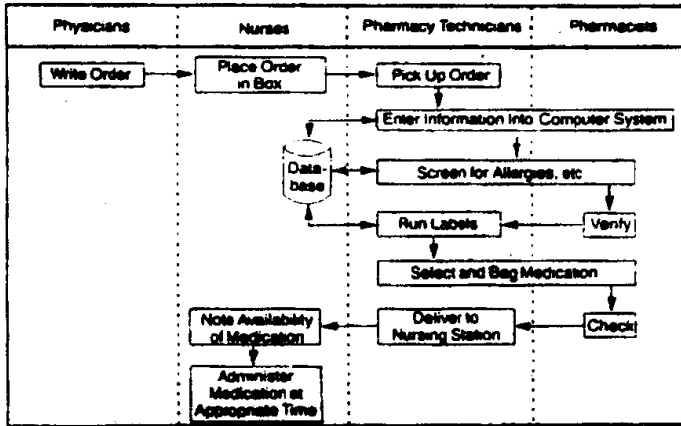
下图是美国 1998 年成年人肥胖病发病分布情况。



#### 4.1.5 演变图、流程图

演变图、流程图可以将复杂的过程或系统用每一关键性决定和步骤,表示某一结局,得出一个正确的答案。演变图可以仅列名称内容,也可以按逻辑排列分布流程,或分析层次、结论。也有的流程图只列过程,不列关键步骤。





后一流程图还可以用文字表示出来。如：

00

Manuscript ready.

01

Author submits, re-submits or submits to different journal.

|

MS POSSIBLE OR ACCEPTABLE?

Y    N

|    02

|    -MS returned to author

|    MS ACCEPTABLE WITHOUT REFEREEING?

Y    N

|    03

|    -MS sent to referees

|    MS ACCEPTED AFTER REFEREEING?

|    Y    N

|    |    04

|    |    GO TO STEP 2

|    -MS READY FOR COPYEDITING?

|    |    Y    N

|    |    |    05

|    |    |    GO TO STEP 2

06

| MS sent to copy editor

|

MS READY FOR TYPESETTER/EDITOR?

Y    N

|    07

|    -Author answers queries &

|    returns MS to Editorial Office.

08

-MS sent to editor/typesetter.

09

-Proofs sent to author & copy editor

10

-Proofs returned to printer

|

Publication

决定使用什么样的演变图和流程图后,要决定使用国际通用的标准符号。如必要,图中可选用箭头,以示方向,要肯定,读者容易阅读。

#### 4.1.6 照片图

使用病人的照片,作者要经病人及有关人员的同意,最好有文字为证。照片上的人不能被辨认出真实身份来。要遮盖一下眼或其他显要部位。

如果作者希望表现材料、对象或病人的实际形象,要选择质量最好的照片。黑白照片以每英寸 133 ~ 220 线效果为佳。但是印刷过程中,由于反复印刷,图象表面清晰度就会受到损伤。因此,黑白照片效果与原片总有一定的差距。

照片拍摄时,焦点要对准,光暗对照明晰,如果使用的纸张好,一般刊物的光暗对比度范围可大于 133 ~ 150 线。

有些材料记录照片质量并不好,如自动射线照片,色谱图等制片后效果较差。补救办法可用箭头标出重要部位,或根据原来照片,画图,最后与原图附在一起发表。同样,如果要用某种设备或仪器、最好画出示意图,这比用实物照片好。

如果要用彩色图,作者可参阅作者须知对彩图的要求,或者与编辑联系。有些杂志不刊登彩色照片;如登,则要求作者出钱,一般都很贵。

作者用彩片或彩胶片制作黑白图,细节内容会受损失。因此,如有可能,作者尽量事先做好黑白片。

#### 4.1.7 草拟图说明

按照刊物要求拟出图说明和简要的注释。不要将图说明附在图上,应将所有图说明打字在一起。这与制作幻灯片有所不同。在起草正文时,可将图说明置在案头,便于查阅。

## 4.2 最后修改

### 4.2.1 一般要求

最后修改图片时,作者要将图分别放在一张纸上。纸大小一律,最好和打字纸一般大。

计算机制作的图,质量一定要好,能够复制。线要清晰,与白纸对比明显。图中的轴线、曲线,字母都要完整、流畅,不能粗细不匀,若连若断。符号要清晰,合乎比例,易于区别。

作者自己画图,要用质量好的白纸或硫酸纸。绘图笔市面上规格不少,要选择按国际标准生产的笔,这样画出的线条与国际要求一致。一般笔线宽度为 0.35,0.5,0.7,1.0mm。绘图墨水质量要好,要用专用炭素绘图墨水,用前要摇匀。

图中的符号要清晰,不能搞混。地图,缩微图或解剖图要标出比例尺。图片绘好后要照相。照相前,要注意检查原稿的每一细节,拼写、缩写、符号是否都正确,是否符合专业和刊物要求。缩略符号越少越好,如果有位置,尽量不用缩写。现在用计算机扫描制图,完全可以达到理想的程度。

### 4.2.2 图片大小及形状

原图大小要符合刊物版面的要求。一般图片尺寸不能大于打字纸。太大的图容易折、压、挤坏,太小的图容易丢失。因此,在准备过程中,图片要用胶带将照片反面与一张打字白纸粘在一起。

图片制版都要缩小到刊物版面或栏别的大小。原图一般不能大于缩小后的两倍,参照栏的宽窄,可以估计出来。理想大小为 130mm×200mm。按图大小比率,线与曲线的粗细也应是缩小后线粗细的两倍。如果图宽为一栏或一页的两倍,在缩一半以后,图高比较合适。若图为 100mm 宽×100mm 高,缩一半(50mm×50mm),图的面积缩小了 75%,不是 50%。

一般来说,图的宽与高之比为 2:3 最合适;当然以图内容为主。如果不得不用大的图,要留出足够的空间,并要容下图说明。切忌缩小后图仍超出版面。要节约版面。使用符号要统一,不要图与图之间使用不一。

照片图最好一开始就为原大,不要缩小,或是比缩后大小大 1/5。

论文中,有些图可以安排在一起,其高、宽要安排好,相互照应。

为了避免图缩小后,细部看不清,一开始要留出读者须注意的部位,裁去其余无关紧要的部分。多数图片可以这么处理。如自己做不到,可在图的复制件上,标出主要部位,由编辑人员加工。

如果一张照片中有粗细两部分内容,要在复制件上标出要保留的细微部位。主要让编辑人员注意到必须显示的细部,突出照片中的重要内容。另外,不能颠倒过来,要按图说明去做。图和说明要分别处理,但须照应。

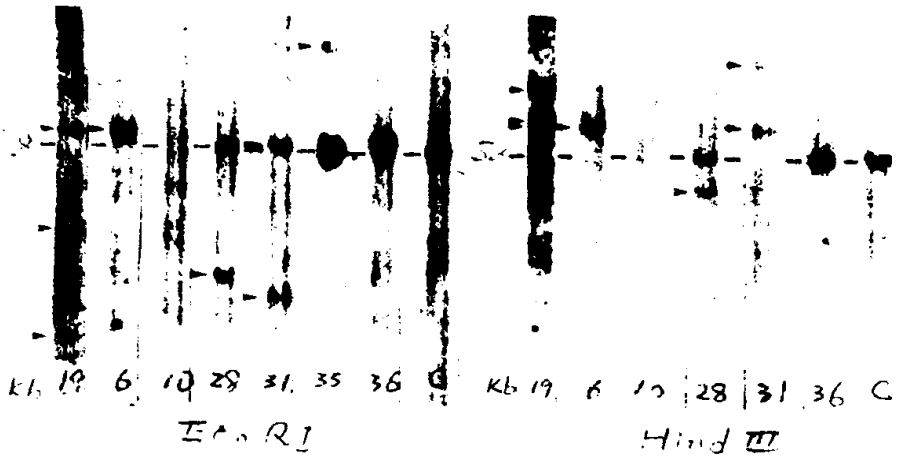
下面是一些未处理前和经处理后的图。前后对照优劣自明。



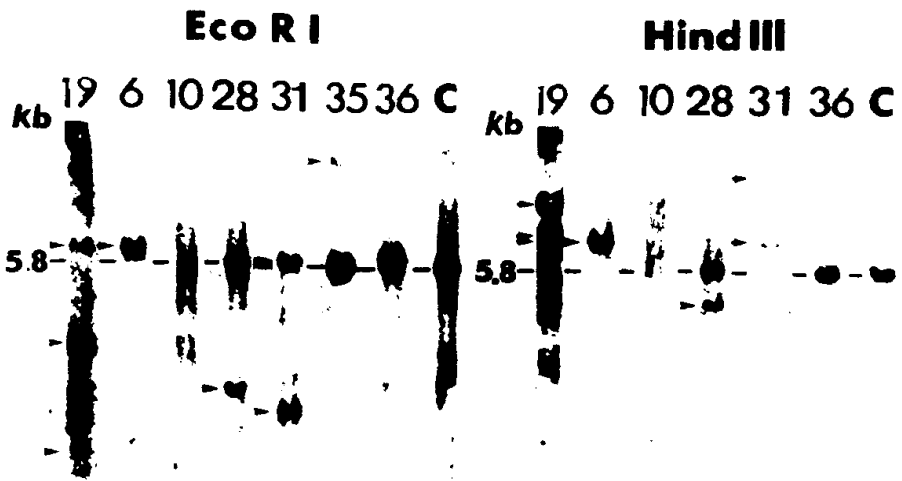
加工前



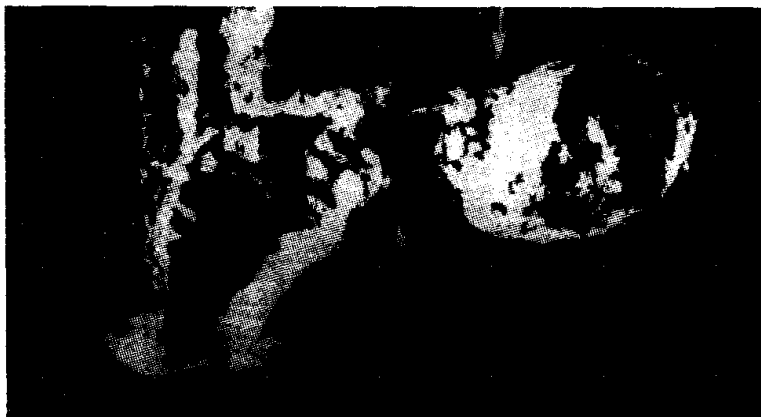
加工后



加工前



加工后



加工前



加工后

#### 4.2.3 拼凑图

一页上有时可以将许多黑白照片拼成一图,一起制版。这时要把每张图安排好,关系要搞清楚,整个版面四角角度正确,要成直角,不能歪歪斜斜,其中间隙要匀称。作者要注意,图片是按同一比率缩小,要保证个别图中保留细小部位。

图中的字母和数字编号要按从左到右,由上至下的顺序安排,整个图要与刊物的版面和栏面一致。图标号、字体要统一。一般来说图中标识文字不宜全用大写体,那样不易辨认。

#### 4.2.4 字母标记及符号

刊物作者须知中,对图片上的字母、符号都有详细说明。有的要求将字母符号直接贴在原图上,有的则要求贴在衬在原图上的透明胶片上,但胶片不能有移动,要固定,否则字母、符号会对不上号。

标字母符号需要有实践功夫。许多图做得很好,但因为字母符号零乱、不规则而效果受到影响。

字母符号在图片缩小后,比率一定要合适。比如线图的x符号缩小的高度至少为1.5mm,在原照片上为2.5~3.0mm。不要用黑色的大写字母,因为印出后,会显得很黑。国外市场有预先印好的字体,可供选用。甚至有刊物要求用斜体,也可选用斜体字,极为方便。现在有了电脑排版,图片扫描,后期工作容易多了。

使用符号和缩略词要符合刊物要求。计量单位使用要准确,数字书写正确,如0.1不能写成.1。

流程图中符号要统一(ISO 5807:1985)。比如流程图图例中长方形表示采取的方法和过程,而正方形则为决策步骤。如果必要,还可使用箭头表示演进方向,并在适当的地方标出简短的词语和问题。字母符号大小比率要适当,否则缩小后会显得不协调。

照片图背景为黑色,字母、数字和符号要用白色,预先制好在黑底的纸上,然后贴在照片适当部位。或者不贴,留有制版人员晒制符号。当然还可以用其他贴字方法,如用现成不干胶字模,市场有时能买到。

前面已说过,作者要使用标准绘图笔(ISO 9178-1:1989, ISO 9178-3:1989)绘制曲线、线条,化学结构式和数字符号。当然,用预先印制好的更好,但也要符合标准。同样,标准的计算机程序绘制的图也可使用。图上的符号,切忌信手画上去,除非是专业老手,难以做到风格统一。此外,有些字母,如u不能随意改作 $\mu$ ,意义不同,易成错局。



#### 4.2.5 线和曲线

一般坐标图或线图四周不加框线；有些杂志有要求，则属例外。图中曲线及点的黑色程度要比纵横轴深。线多了不一定都能做到，但尽可能区别开来。

为了区别曲线，可以用不同的符号作为点连接同一类线，如  $-●-$ ， $-○-$ ；又可用相同的符号，不同的线来连接。如线图(a)例中第4图。如果只有两条曲线，使用不同类型的线即可。同样，如果符号清楚，不再须要用线作太多区别。常用的线图的连点符号在线图部分叙述过。这些符号在绘制中，比率要比线粗2~3倍为好。也就是说，图制成后可缩一半，线条、符号按预定的要求，达到协调。特别要注意的是线的粗细比率，太粗太细都不合适。如果曲线粗细0.5mm，那么纵横轴线要细一些，以0.35mm为好。在普通印刷中，最细的线为0.16mm。如果背景为黑色，白线可以为0.2mm。线细一般不易粘上油墨，所以线条不清，如果印出来的线为0.16mm粗细，原图线的粗细约为2倍，即0.35mm，这样效果较好。如果没有把握，可用复印机缩小到所要的比率，看看效果如何，再作决定。

#### 4.2.6 轴标和尺标

坐标图轴标目文字要尽可能简洁。y轴的轴标目要与该轴平行，由下而上读。x轴标目置在轴下中央，由左而右。

轴标要说明数量的计量单位，不能将图的内容都包括进去。计量单位要以国际标准为准，一般用小写字母在括号内表示，或用逗号分隔开。不明确的倍数关系不要用，如 $\times 10^3$ 。参数字母小写，但第一个字的字母大写。图说明中要注明缩略词语的完整文字。

尺标要仔细设计。如果轴线不是从0开始，那么要有断线 $\nmid$ 或 $\neq$ 标志，然后，依次标明数字变化。轴线不能超出最后一个标点，也不能用箭头表示延伸。标尺的标度要清楚，一般标线和数字在轴线的外侧，并按需要标列。这些可参阅前面例子。

有的照片图要有标尺，在图缩小后，仍可知道其正确的倍数。同时，图说明中也要标出倍数，如 $\times 12\ 000$ , photographic reproduction at 80%。80%是指原图大小的80%，也就是原面积的64%。

#### 4.2.7 统计地图

制作地图一般要比刊物上印出的图大 2 倍。因此,字母符号,线条等都要适合缩小 50% 的比例。如果是用计算机制图,要肯定适于刊物使用。

地图上要有标尺、标示出北的方位。必要时标出经、纬度。地理名称要正确,要使用国际通用的名称,并要与正文相一致。地图上主要河流及城市可标出,有导向作用。地名符号要大致统一,但可按特点作区分,粘贴方向要一致。图中线条不能过细,以致缩小后显不出来。

#### 4.2.8 图片最后核对

图说明要根据最后确定下来的图核对、重写。如果图片已经重新编号,说明也要重编号,检查图说明中的缩略语、符号是否确切。作者要注意说明的用词,不要重复。根据刊物要求,图附在每一张纸上,要逐张打字,标出 Figs. 1, 2, 3···, 或 Figures 1, 2, 3···。标题下不要打线,不加大写体。如刊物有特殊要求,另作别论。

图片都整理好后,按正文出现先后排好。不要直接在图片上标号。一般将图号、第一作者姓名和简短的论文标题打在纸条上,贴在图片背面。有些刊物要求标签贴在图片正面非制作部位。另外,要把图的上下在图的适当部位标出,便于编辑使用。如果不用标签用手写,图号要用软铅笔写在图的上边角,切忌用圆珠笔、钢笔。甚至曲别针也最好不要用,以免损坏了图片。将图片准备好后,要用两块硬纸片夹好,装入牢固的信封内,同论文和介绍信一块寄给编辑。

有关图片制作要求,各种刊物的作者须知(Instructions to Authors)中都有明确、具体说明,作者确定所投刊物后要认真阅读,然后按要求办。

## 第五章 正文写作

表格和图片准备好后,就可以着手起草论文。这时候实验工作已结束,作者可以全身心地投入写作;最好在没有任何干扰的环境下,连续写作,并保持身心和头脑处在最佳状态。

写作时,材料要齐全,如提纲、笔记、表格、图片、实验室记录、参考资料和工具书等。不因缺东西而东找西寻,影响写作进度。

纸、笔、打字机,甚至录音带、录音机等都要准备,恐有一用。现在文字处理机使用比较普遍,写初稿比较顺手。但修改有人则在纸本上修改,在显示屏上改,往往有的差错不易发现。现在国际上有些刊物接受作者的磁盘(computerscripts)直接用于制版生产。但这么做,要解决与刊物匹配问题,因此要有相应的编辑程序。磁盘投稿仍需要附以纸本稿件,这是国际通例,因为还有一道审稿顺序。从目前研究结果来看,纸本上改稿仍是占主导地位。

### 5.1 先写什么

作者一开始会觉得无从入手,但不要紧,可采取先易后难的方法。如果有些部分已有初稿或详细的笔记,则先在此基础上扩展,整理。比如,可先将引言部分(Introduction)留到稍后去写,先将材料和方法(Materials and Methods)部分写出来,随后再写结果部分(Results)。这两部分相对地说,比较容易写。而讨论部分(Discussion)则比较难一些,也可靠后处理。写作一上轨道,尽量要一气呵成;尤其是短篇论文,不要中途停顿,否则会影响文章的连贯、脉络,甚至逻辑、气韵。

写作提纲第二章中已有详细说明,不要以为可有可无。有了提纲则有所遵循。一般来说,文章段落,是提纲中列出要点的扩展、发挥,往往是一句一句与主题有关联的串连。在写作中,依据提纲将与主题有关的段落写下来,也可能将认为不必要的去掉,随时去芜存菁。提纲是帮助写作的指示牌,但不应该是紧箍圈。

## 5.2 风格与文字

一开始,不要太在意语言文字,尽量把注意力集中在写得简洁、准确上,要让读者读懂。文字问题可以留待修改阶段去处理。一般学术论文专业性很强,但并不一定非写得深奥莫测不可;而一些刊物,如综合性刊物,读者面很广,不可能都是某一方面专家。所以,论文写得文字通俗易懂,能扩大读者面。当然,不是写简单就完了,也要写得有趣味。许多科研论文似乎都是一副严肃的面孔,这是可以改变的。严肃并不等于枯燥。作者要把对课题倾注的热情表现出来,虽不能充分,也要偶尔有所表示。这里面有语言文字的功夫问题,光说 *It is interesting to note that...*, *This is an interesting finding* 是不足以打动读者的。

如果英语水准不够,作者在写好稿子后可让熟悉专业,文字又好的同事或专家审核。

## 5.3 缩略语、引用文献、标题

写作中,要用通用的缩略词语,或刊物规定的缩略词语和缩略方式。一开始不要多顾虑这些,可在修改时再专门考虑。

文中引用参考文献,开始可先采用哈佛格式(Harvard style),即姓名一年份排列规则,如写 *Freedman 1998 and Campbell et al 1999* 或 *As Freedman (1998) and Campbell et al (1999) reported...*。这种方法在确定最后参考文献目录有其优越之处,从人名辨认比按标定的数字号码容易一些。

文章都有中间标题,有的要分几级。这是科技体论文固有格式,沿袭几百年,经过历史的考验。通常第一级为 *Introduction, Materials and Methods, Results, Discussion*。长篇论文都有类似的第一层标题。在此之下,还有次标题,都是为了叙述有条理,读者阅读方便。但是文中标题不要超过4级,再往下,编排就困难了。一般第一层标题排在居中位置,次标题则靠左,再一层标题紧随其后。标题可以用各种字体表示,以求醒豁。这方面可参考刊物论文的格式,比较直感。必须注意的是,标题无论哪一层都要准确、简短,最好不超过10个字。

## 5.4 论文主体

科技期刊论文的各部分,实际上是以回答问题形式出现的,即使不按传统格式写,也要遵循此规律。如为什么要做该研究,目的是什么,这是引言中要说明的内容。使用什么材料,怎样用,则是材料及方法部分的内容。发现了什么则是结果部分的内容。研究发现说明什么问题,有何价值属讨论部分的内容。

### 5.4.1 引言

读者在见了文题、摘要、图表之后,很想读一下文章全文。这时,论文引言所起作用很大,要让读者的兴趣保持下去。引言部分要说明研究工作的目的、宗旨,既要简明,又要有趣味。但是不能叙述、解释太多,这是作者要时刻明确的问题。

有关研究课题已有成果,要择要叙述,并要引用相关文献。作者要说明为什么对已有的成果有不同的看法,并希望作进一步探讨的理由,指出已往工作所存在的问题、结论。作者还要简要说明研究工作的性质、途径,有何新颖或重要之处。如必要,可以说明结果。

如果是报道一种新方法或新仪器,则要说明现有方法的使用情况,其存在的问题及局限性。之后,再说明新方法、新仪器的优越之处,但也需说明其不足。

引言不可能写得面面俱到。多数引言1~3个段落就够了。比较长的引言一般适用于综述及学位论文。如果引言过长,可按引言自身的目的,压缩水分,把不必在开头说的内容去掉。但是,在起草之初,不必太顾忌这些。以下是一篇千余字长,引用10条参考文献的论文引言,写得较简单。

It has been suggested (1) that lipid peroxides formed in the arterial wall are active in atherogenesis. The suggestion has been widely accepted as reasonable, since these compounds break down readily, initiating chain reactions as they do so and forming various products that are potentially toxic. For example, lipid peroxides denature serum  $\beta$ -lipoproteins (2) and attack the SH group of proteins (3). When vitamin E-deficient rats are fed a diet rich in polyunsaturated fats, lipid peroxides appear in their adipose

and muscular tissues (4); similarly, it is thought, unsaturated lipids present in atherosclerotic arteries may autoxidize and then polymerize to form "ceroid" (5).

Lufton and Sowerby (1) provided some evidence for the atherogenic role of lipid peroxides. They showed that the content of peroxides in lipids extracted from the human aortic wall increased with the degree of atherosclerosis. They extracted the lipids, however, by mixing the tissue, exposed to the air, with anhydrous sodium sulfate and extracting the mixture with chloroform at room temperature. These treatments may have caused the artifactual formation, by oxidation, of peroxides from unsaturated lipids during the extraction. We have therefore reopened the question of whether lipid peroxides occur in aorta lipids, using anaerobic extraction at much lower temperatures in order to minimize oxidation. (Reproduced, with minor modifications, from Celsior and Provemnt 1998)

#### 5.4.2 材料和方法

材料和方法部分,有的论文统称实验部分,主要说明实验使用的材料及方法。因此,这部分中,有必要说明使用这种方法的理由,其中包括统计方法。此外说明实验设计、理论途径;如在引言中已作说明,不必详述,反之亦然。实验设计而引发的假设可作说明,但详尽说明可移到讨论部分考虑。有关实验方法的描述要具体,以便读者重复实验,知其可靠性。运用已有方法,不必假于文字描述,可径直引用文献表示。通常,有些论文写别人的方法不厌其详,尽可简化,如 The results were analysed according to Campbell's method(1999)。

##### 材料

尽量要把材料说清楚,这在初稿中要注意。比如,作者对某一个特殊地区的地质作了研究,就要把该地区说清楚,不能含糊其词,并且名称、拼写要规范。如果该地区非常偏僻,研究内容非常具体,则可考虑列一幅图,并且图应是标准地图。

化学物质,包括药物要用系统名称或国际通用的非商品名称。若使用商品名称,第一次使用时要将商品名第一个词的第一个字

母大写,并写出完整的化学名称。有些刊物要求作者列出药物厂家的名称和简单地址(town, city, province, country)。

有关动物、植物和微生物的分类学特性,要说明种、株、繁殖等内容,名称要准确。动物,则要说明动物的年龄、性别、遗传特性、生理特性、饮食状况,等等。植物、微生物也要相应作有关说明。

如果是以人或其它高等动物作为研究对象,则要说明年龄,性别,健康状况,如必要,要说明种族。以人作实验对象,要符合国际道德规范。

#### 方法

叙述使用方法要符合逻辑顺序,当然有时可按方法的重要程度来叙述。但是,无论怎么写,要使读者看得懂。

有些实验步骤的作用不太明显,要说明目的,并提供有关背景内容。实验涉及病人,要说明选择标准及方法。科研往往是从个别现象到普遍,因此,选择样本要典型。

使用已经发表过或众所周知的方法,往往不必非常具体详尽地叙述,只需引出参考文献。同样,出版物,最新的教科书及手册之类的内容引述,也要列文献出处。如果作者对以往的方法作了改进,要具体说明。新方法,则必须详细说明,并要有验证结果。如果验证方法是该研究的主要目的,可将结果列入论文的结果部分。

使用什么统计方法也要详细说明。如果使用了多种统计方法,要在结果的适当部分作必要的叙述。常见的统计方法,有时有几种形式,必须注明形式,如 Student's *t* test。复杂的统计方法,则要详细说明。如果使用计算机程序分析数据资料,要说明何种程序,何种版本。

以人或其他高级动物作实验,如果从有关方面得到的证件,尚不足以说明问题,仍需在方法部分作讨论。

以下是范文的方法部分,其引言上文已列举。

**Aortic tissue.** Aortas were obtained at autopsy, within 6-12 hr of death, at the University Hospital, Barchester. Aortas were classified as being at stage 0, I, II, or III of atherosclerosis according to the appearance of the intima (6), and the adventitia was rapidly removed.

Each preparation, comprising intima and media, was immediately submerged in about 100 volumes of methanol-chloroform 2:1 (v/v) and stored at  $-20^{\circ}\text{C}$ . After about one week the lower (lipid-containing) layer was separated and its peroxide content was determined.

Some of the aortic material was further extracted with the same solvent mixture at room temperature with stirring, and subsequently under reflux. The further yield of lipid never exceeded one half of that initially extracted; the lipid peroxide value of the second extract was negligible. These findings quashed the possibility that peroxides were not efficiently extracted at the lower temperature and permitted conclusions to be drawn from examination of the low-temperature extract exclusively.

To determine how easily lipid is oxidized while it is still contained in the tissue, we divided a few aorta preparations into two. One part was exposed to the atmosphere at room temperature ( $25^{\circ}\text{C}$ ) for 30 minutes before extraction, while the other was extracted immediately after removal of the adventitia.

Total lipid concentration of each extract was determined by drying a portion in a tared glass shell; the peroxide concentration of another portion was measured by micro-iodimetry.

**Determination of lipid peroxides by micro-iodimetry.** The iodimetric method for determination of lipid peroxides is convenient, precise, and accurate for samples containing more than  $50\ \mu\text{eq}$  of peroxides (7), but as generally applied it is too insensitive for use with extracts of single aortas, which usually contain (especially if they are relatively free from atherosclerotic lesions) a small total amount of lipid which itself contains little peroxide. The micro-iodimetric method of Proudie and Slope (8) is about 100 times as sensitive as earlier methods and was successfully applied. It employs electrometric titration of iodine liberated from iodide by the peroxides in acid solution. (Celsior and Provemont 1998)

### 5.4.3 结果

论文结果部分主要说明实验结果,发现什么。结果部分要自成体系,读者不用参考文章的其它部分,就能了解工作成果。叙述



结果要按逻辑顺序进行,可遵循方法部分的叙述方法。首先,要把研究的主要结果放在第一段中,其中包括对照物的主要结果。其它研究结果可放后面,必要时提供支持性材料。如果结果与所说明的问题关系不大,可略而不述,但不能隐去与自己的观点相左的材料,并要说明理由。如果仅说正面材料,不述反面者,科学上则是不道德的。应由读者自己去判断结果的真伪。

如果作者不准备详细说明结果,可以将结果和讨论两部分合在一起处理,但必须说明结果所表明的那种意义。

实验及观察结果一定要与自己的观点联系起来。在图表中列出数据的同时,要把主要结果在文中交代,包括分析结果。这种数字比较式分析,在论文中是普遍采用的方法。比如:

The hemoglobin level was lower in the treatment group than in the control group(120{SE0.5}versus 150{SE1.1}g/L)。不写作:

In the control group the hemoglobin level amounted to 150 {SE 1.1} g/L. In the treatment group it was 120{SE 0.5}g/L。

但是,不能在正文中重复图表中列出的大量数据。同样,表格标题及图说明在正文中也不能重复引述。如,可写 The hemoglobin level was lower in the treatment group than in the control group(Fig.1),不要写成 The level of hemoglobin found in the treatment group and in the control group is shown in Figure 1。此外,不要将表格标题或图说明作为段落的主题句。

#### 统计学问题

统计学方法使用要为读者熟知,不可含糊;否则编辑和审稿人会认为论文资料不足。

同方法部分一样,作者要说明怎样将原始材料转变为结果。首先,必须明确数据资料要能让读者确定其实验差异,结果的精确程度。因此,要用标准差(standard deviation, SD 或  $\bar{x} \pm s$ )表示个体间的差异,用平均标准误(standard error of the mean, SEM 或  $\bar{x} \pm S\bar{x}$ )表示平均样本的精确度。如果数据为对称分布要给出中数及中间数范围(一般为 25% ~ 75% 之间)。

有的统计学家主张使用 15.9(SE 1.6)取代  $15.9 \pm 1.6$ ,因为  $\pm$  可能会引起误解。确切的概率,如  $P = 0.34$ ,  $P = 0.02$  不超过两个

显著数,可用  $P < 0.05$  表示,或者干脆说明结果无意义。

初步假设和数据分析结果要作仔细区别,必要时,还要作双向测验。要用置信限(confidence interval)决定结果的不定程度。比较研究结果,置信限要与组别联系起来。

下面是短文的结果部分,其中表已删。

The results are shown in Tables 1 and 2. The number of values obtained for less diseased aortas is small, for the reasons given below. The peroxide values in Table 1 are all much lower than those of Lufton and Sowerby (1), which ranged from 3 (“Stage I”) to 17 (“Stage V”)  $\mu\text{eq/g}$  lipid. Only one of our values was higher than 2 and most were below 1  $\mu\text{eq/g}$ . There was no obvious correlation between peroxide content and stage of atherosclerosis.

Exposure of the tissue to air at room temperature increased the peroxide value 2-3 times (Table 2), which strongly suggests that lipid peroxides are easily formed artifactually before the lipids can be extracted. Since some exposure is inevitable during autopsy and removal of adventitia, all values in Table 1 are likely to be too high. For this reason, and because even these sensitive methods are incapable of giving an accurate result on the small amounts of lipid that can be extracted from Stage 0 or I aortas, the project of comparing peroxide contents of aortas with differing degrees of atherosclerosis has been abandoned. (Celsior and Provoment 1998)

方法和结果部分写好后,作者可以在非正式场合征求同事的意见。这样,有些观点可以解释得更合理,忽略的内容又可以补充。如可能,可以在写讨论部分前,在某正式会议上作介绍,倾听外界的意见,恐怕有所裨益。

#### 5.4.4 讨论

在讨论部分,作者主要说明结果能说明什么问题,要回答引言中提出的问题,实验得出的结论要与现有知识联系起来。新的发现,要说明其重要意义,但不能夸大其辞,要留有余地。任何一项科学研究工作,总有不足之处,要说明其原因和改进办法,在方法部分,没有说明方法及假设的局限性和误差,在此,有必要作讨论。

此外,相关的经验和理论要作适当介绍、讨论、比照。现象说明及推测要合理,务必小心,盲目推测往往使读者产生厌恶。

议论要集中,精炼,不能面面俱到。常见的问题是在讨论部分重复结果中的内容。

写讨论的开头,常见的方法是从引言末尾的句子内容着手。如果重申引言中的问题,要确定其一致性,并在讨论别的结果前,作出解答和说明。

讨论中,时态使用要确切。结果一般用过去式,结论和一般说明用现在时态。说明结论中内容,宜用有力量的动词,如 show, indicate, reveal, demonstrate 等。如涉及推测,预示则用 might, may 等。

下面是范文的讨论部分,供参阅。

If the peroxides measured in lipid extracts from the arterial wall are artifacts, how can we explain Lufton and Sowerby's findings (1) that the peroxide content is correlated with degree of atherosclerosis? It has recently been discovered (6) that arterial lipids become progressively more unsaturated with increasing degree of atherosclerosis. Among the lipid classes, cholesteryl esters show the most striking increase in unsaturation, and the proportion of cholesteryl esters relative to the other lipids also rises (9, 10). The more atherosclerotic the aorta, therefore, the more susceptible will its lipids be to oxidation during dissection; this effectively explains the observed correlation.

Our results do not exclude the possibility that lipid peroxides play a role in atherogenesis or in the development of atherosclerosis. The small amounts found may not be entirely artifactual. Furthermore, lipid peroxides present in vivo may decompose between death and autopsy. More importantly, they may have formed earlier in the patient's life and subsequently decomposed, with the undesirable consequences mentioned in the Introduction. We do not believe, however, that their possible role in atherosclerosis has been or can be established by examination of the lipids after death. (Celsior and Provoment 1998)

## 第六章 文 题

写论文正文先起初稿,文题(title)也要拟一个初稿。待正文的各部分写好,进入最后修改阶段时,文题再作最后定稿。

可以说,文题初稿是作者自己使用的,而定稿后的文题一经发表则是为读者服务的。读者拿到一本刊物,首先看目录,发现有趣的题目和熟悉的作者,再浏览文摘或图片,进而阅读全文。由于刊物太多,文献量越来越大,上述方法读者已很少采用,特别是为了集中了解某学科的进展,这样做太费时。越来越多的科学工作者,通过二次文献检索系统来查找自己所需要的材料。传统的、电子的,CD-ROM 的,如《近期目录》(*Current Contents*),有索引目录,如《医学索引》(*Index Medicus*)等。另外,还有文摘杂志,如《化学文摘》(*Chemical Abstracts*)等等。有通过计算机联网查找文献资料的,如 MEDLINE, MEDLARS, DIALOG 等。除文摘类二次文献刊物或数据库外,多数只收录文题、作者姓名、刊出日期。又分主题词索引及作者索引。因此,把文题及有关部分写好十分重要,因为它是二次文献主题索引及数据库的关键。文题差,不言而喻,重要的科学信息和作者被冷落。

### 6.1 文题的基本要求

多数科技刊物要求文题短小,不超过 100 个字母,其中包括字之间的间隙,大概 10~12 个单词。文题长则不易阅读、记忆。如果在计算机屏上查阅,更觉困难。因此,文字宜少,但要准确反映出论文的中心论题,又要易懂,这似乎是限制很强的难题。文题一般不主张用完整的句子结构,多数情况下用短语词组处理。文题中避免用缩略语,但不排除一些众所周知者,但仍以非缩略词语为妥。数理公式,甚至一些非专门的行话不应在文题中出现。同时,文题中要将关键词包括进去,目的是为了日后作索引,为二次文献检索提供方便。

医学论文的文题可分两类。一类属“结果”(results)论文的文

题,另一类为“方法”(methods)论文的文题。“结果”类大致结构为如下模式:“Effect of X on Y in Z”。X 为非变数,Y 为变数,Z 为对象、物质、人群等。如:

Effects of esmolol on airway function in patients with asthma  
(羟乙氨苯酸对哮喘病人气道功能的作用)

在此结构基础上,各种变化有“Y in Z”形式,“X of Z in…”形式等等。

文题要直接回答论文提出的问题,关键词不可忽视。如:

Reduced metabolic rate in rats during radio-frequency irradiation  
(大鼠放射幅射中代谢率降低)

该文题回答了论文中大鼠接受放射幅射中代谢率是否降低的问题,所以用“reduced”作形容词突出了答案。

“方法”类文题结构多为“for doing X”。如:

Solute removal index for quantitating the adequacy of hemodialysis  
(溶质清除指数量化血液透析的充分性)

这类文题在介词 for 之后是动词的-ing 形式。此结构还可细小变化,如“…as…for doing X”。总之,论文涉及技术、方法、仪器设备、材料等都可适当使用类似结构。但是凡“new”这样的词在这些场合最好去掉,代之以“improved”等一类具体的修饰词。但“improved”和“impaired”多用于修饰性质类名词,如“function”;而“increased”和“decreased”则修饰量一类名词,如“metabolic rate”。

文题式样很多,但都需直指主题,这是不变的法则。

## 6.2 常见问题

### 6.2.1 过于笼统

文题不能写得过于笼统,不能超出文章内容范围。文题要突出研究的中心问题,而不是研究的结果和结论。比较以下例子:

原文题: Protein in rice

修正: Evaluation of protein quality and properties in six varieties of Chinese rice

(六种中国大米蛋白质含量及品位分析)

注:原文题过于笼统,没有范围限制。

原文题: Cimetidine and renal function

修正: Adverse effects of cimetidine on renal function  
(甲氰咪胍对肾功能的副作用)

注:原文题也是大题目,没有作限定。

原文题: Membrane permeability in insects

修正: Amino acid activation of ion channels in locust muscle 或 Ion channels in locust muscle: activation by amino acids  
(氨基酸激活朗格斯肌离子隙)

注:原文题已离开了文章内容,不知所云。

### 6.2.2 过于繁杂

文题过于繁杂,主要原因是不作剪裁,没有突出中心内容。而文字又冗长,中间夹杂一些无用的虚词,如 the, of, in, after, on... 等一类。从中文翻译,过份拘泥于中文也会产生这一问题。

原文题: The role of a special care unit in the rehabilitation of elderly patients after hip fracture

修正: Rehabilitation of elderly patients after hip fracture  
(老年病人髋骨骨折后的康复)

注:原文题虚词(介词)太多,着意去掉次要内容后,内容较突出。

原文题: The effect of diet on statistical risk in patients with coronary artery disease

修正: Coronary artery disease: diet and statistical risk  
(冠心病:饮食及统计学危险程度)

注:经修改,文题分主次两部分,内容较突出。这种修改可省去一些空泛的虚词。

原文题: A double-blind trial of low doses of subcutaneous heparin in the prevention of deep-vein thrombosis after myocardial infarction

修正: Deep venous thrombosis after myocardial infarction: prevention by heparin  
(肝素用于预防心肌梗塞后深静脉血栓形成)

注:原文题过长,内容不突出。有的内容可在正文内叙述,不宜放在文题内。

原文题: Roentgenologic study of aorto-arteritis: Chest X-ray appearance and its clinical significance

修正: Aorto-arteritis: chest X-ray appearance and its clinical significance  
(大动脉炎的胸部 X 线表现及临床意义)

注:原文题中,主标题的 roentgenologic study 在内容上与 chest X-ray appearance 有重叠。修改后主题内容突出,主次分明。

用主、次文题(hanging title)方式可以突出主题,同时省去一些空泛的词。主、次标题形式使用,意见并不一致,但优点还是突出的。缺点是做索引时有时会把次标题遗漏。

### 6.2.3 精简套语

文题的写作、翻译除要注意内容和虚词的精炼外,还要注意一些多余套语的处理,词性、词序的变化。如以下一些词语 Studies of..., Evaluation of..., Observations on..., Experimental report of..., Some notes on..., An approach to..., A consideration of..., On the... 是从中文文题的“研究...”,“评价...”,“观察...”而来的,常有浓厚的中文腔,生硬照搬。实际上都可以删掉,大意不变。如:

原文题: Study of lymphocyte subpopulations in human cerebrospinal fluid by mixed rosette(E-YC3)method for detecting T, B, C, and N lymphocytes simultaneously

修正: Simultaneous detection of T, B, C, and N lymphocytes in human cerebrospinal fluid by mixed rosette(E-YC3) assay  
(人脑脊液淋巴细胞亚群的研究:可同时检查 T, B, C 和 N 淋巴细胞的混合花环法)

注:原文题过长,删去 Study of 等无用的词,词序也作些变动,突出关键词及文章主题。

原文题: A new method for lung carcinoma induction by carcinogenic iodized oil intra-lobar-bronchial instillation in rats

修正: Induction of lung carcinoma by intra-lobar-bronchial instillation of iodized oil in rats  
(肺叶支气管内灌注致癌物质碘油诱发大鼠肺癌)

注:原文题不一定要写出 a new method。

是否是新方法可以让读者去判断。应该指出,说自己的工作  
是“发明”、“新方法”要慎重,尽可能在文内说明,让读者去判断。

原文题: A morphological study of carcinoma of the head of the pancreatic  
and ampullary region with special reference to pathological basis  
of jaundice

修正: Pathological basis of jaundice:morphology of pancreatic head  
and ampullary carcinoma  
(胰头-壶腹区癌的形态学研究及造成黄疸的病理学  
基础)

注:原文题复杂,可以去掉一些介词,另外作词序上的变动。

原文题: Treatment of malignant trophoblastic tumors with 5-fluorouracil

修正: 5-fluorouracil in treating malignant trophoblastic tumors  
(5-氟尿嘧啶治疗恶性绒毛膜上皮癌的作用)

注:用 treatment of 这种套语的情况很多,但文题中有时可用  
-ing形式。原文题词序有问题。with 短语不应在 tumors 后。

另外,还要注意一些文题词意重复、累赘现象。如:

*Traumatic injuries of the inferior vena cava*

*Surgical postoperative bleeding associated with aspirin ingestion*

*Early maternal handling and preschool behavior of human children*

#### 6.2.4 逻辑问题

有些作者写文题时往往不太考虑逻辑,结果出现不合逻辑  
(illogic)的现象。这类错误也是照搬文中概念所致。

原文题: Nursing of trans-sphenoid removal of pituitary adenomas

修正: Nursing for patients after trans-sphenoidal removal of pituitary  
adenomas  
(经蝶窦脑垂体瘤切除术病人的护理)

注:手术是否能护理?很显然,作者的意思是指接受这种手术  
的病病人的护理。

原文题: A preliminary report using materials made in China to test thyroid  
function in neonate with radioimmunoassay

修正: Radioimmunoassay with China-made materials in testing neonatal



thyroid function

(用国产材料作放射免疫测定新生儿甲状腺功能)

注:原文如何理解?显然 report 与 using 的关系是不妥的。

原文题: Toxoplasmosis in humans derived from cats

修正: Toxoplasmosis derived from cats in humans

(猫弓形体病在人类中的特征)

注:原文题与上一例属同一类问题,即修饰语不当而产生截然不同的意思。

此外,作者还要注意逻辑上另一种不合理的现象,如:

*Recurrence after curative excision of scalp cancer*

*Prevention of recurrent sudden death...*

### 6.2.5 介词不当

介词是不易掌握的词类,非常灵活。在文题中使用时,一定要小心,要注意习惯用法,勤查词(辞)典。请观察、比较下面的例子:

原文题: Clinical research of dibutyryl cyclic AMP

修正: Clinical research on dibutyryl cyclic AMP

(双丁环磷腺苷治疗银屑病的临床研究)

注:“研究”、“调查”什么,“on”之后是对象。但 study 之后用 of 则是通的,但这种用法在标题中不用为好。

原文题: Insulinoma: diagnostic and therapeutic experience with 60 cases

修正: Insulinoma: diagnostic and therapeutic experience in 60 cases

(诊断和治疗胰岛素瘤 60 例的经验)

注:可以说 experience with acupuncture, 使用某种技术、方法获得经验,但实验动物、病人等则通常用 in。

原文题: Anesthetic management of carotid surgery

修正: Anesthetic management for carotid surgery

(颈动脉手术的麻醉处理)

注:此处 of 是错误的,非直接对象。如果是手术、方法,一定要用 for。

原文题: Changes of serum lipid and lipoprotein in patients of cerebrovascular diseases

修正: Changes of serum lipid and lipoprotein in patients with cerebrovascular

diseases

(脑血管病人血脂与脂蛋白的改变)

注:可以说 cases of cerebrovascular diseases。注意 cases 与 patients 的区别。

### 6.2.6 名词堆砌

名词堆砌(stacked nouns)是因简而产生的极端,过尤不及,往往歧义迭出。试比较以下例子。

原文题: Severe respiratory tract erosive burns

修正: Severe erosive burns of the respiratory tract  
(呼吸道严重腐蚀性烧伤)

原文题: Lidocaine induced central nervous system toxicity

修正: Central nervous system toxicity induced by lidocaine  
(利多卡因引起中枢神经系统中毒)

原文题: Factors influencing primary liver cancer resection survival rate

修正: Factors influencing survival rate after resection of primary liver cancer  
(原发性肝癌切除后影响生存率的因素)

原文题: Streptomycin glycyrrhizinate effect on vestibular function

修正: Effect of streptomycin glycyrrhizinate on vestibular function  
(甘草酸链霉素对前庭功能的影响)

### 6.2.7 其他问题

文题不主张使用句子形式,但是陈述句还是疑问句形式不乏例子,这与主次文题使用一样,各种刊物自有主张,不可能统一。事实上,各种形式都存在,不过是使用多寡,普遍与否的问题。例如:

句式: Pollen morphology of *Saxifraga nathorstii* in Sichuan resembles that of *S. azoides* and *S. oppositifolia* in Yunan

多见: Pollen morphology of *Saxifraga nathorstii* in Sichuan and of *S. azoides* and *S. oppositifolia* in Yunan

强调式: High incidence of multiple myeloma in northwest China, 1990-1993

主次标

题式: Multiple myeloma in north-west China: high incidence recorded in 1990-1993

多见: Incidence of multiple myeloma in north-west China, 1990-1993

疑问式: Who should pay the cost of malpractice insurance?

寻常: An economic dilemma

同一课题,分一系列文章来写,最好每篇文章单独有一个文题,而不用那种总的标题下,再标有号(I, II, III)的次标题形式。学术刊物,多数不愿接受这样标号的连续文章。往往经审稿,系列文章的其中某一篇可能适合发表,其他则要修改,或需退稿。所以分题写作,可在脚注中指出与其它文章的关系,或直接在引言中做说明。如果一定要用总标题下标号的副标题方式,作者次序要一致。如果出现作者姓名次序不一,会给读者、情报图书工作带来麻烦。

有些刊物还要求作者提供短文题作眉题(running title, page headline),字数约为45~60个字母。有时也当作地头(footline)。如果文题过长,可以压缩。如:

原文题: Care of women infected with the human immunodeficiency virus

眉题(题后为作者姓): Care of HIV-infected women—Minkoff & De Hovitz

原文题如果不长,则照录,如:

原文题: Intrathecal therapy in tetanus

眉题: Intrathecal therapy in tetanus—Abrutyn & Berlin

总的要求是“结果”类论文的眉题由关键词组成,原文题的次序仍可保持,必要时可省去对象,成“X and Y”结构。“方法”类论文的眉题必须标明方法的名称,或说明方法名称及对象,或方法及目的。

## 第七章 文 摘

根据国际标准组织的规定 (ISO 214, 1976), 期刊论文“文摘 (abstract) 是正式文字材料的准确压缩, 不加解释、评论”, 文摘“根据文字材料的类型及风格, 要有具体信息, 也就是说, 尽可能提供定量和定性资料。”因此, 文摘对句子的要求比正文的其它各个部分更高。每一个句子要求简短、明了, 说明某一特定的内容, 排除一切无谓之词。

文摘通常分资料性文摘 (informative abstract), 指示性文摘 (indicative abstract) 或资料/指示性文摘 (informative-indicative abstract) 三种。资料性文摘适于论著; 指示性文摘及资料/指示性文摘有大量一般性论述, 适于现场报告、综述等类文章。结构式文摘 (structured abstract) 是近年发展起来的新形式, 已为不少国际性刊物所采用, 特点是能把各部分内容按标题写出, 以补阙如, 便于检索。另外还有二次文献文摘、会议文摘, 要求也有不同于一般文摘处。

### 7.1 资料性文摘

资料性文摘通常限于 100 ~ 250 个单词 (1000 ~ 5000 字论文的文摘为 250 个词左右)。这类文摘大体要说明四个部分内容: ①明确研究的目的及范围; ②简单叙述使用的材料和方法; ③简要说明结果; ④扼要阐明结论及某引伸意义。实际上按 IMRAD 的格式写。当然, 上述部分次序不是一成不变的。有些好的文摘也有一开始就写结果和结论的, 然后再简单叙述材料、方法; 但是以上层次一般来说是普遍适用的。

做什么? 为什么要这么做? 首先要说明研究的基础及其局限性, 要明确提出问题, 各种研究设想、目的, 表明研究的范围和重要性。主要回答以下两个问题: 为什么要做这种研究? 希望解决些什么问题? 附带提一下研究的背景情况。

怎样做? 扼要地叙述使用的对象或材料, 说明实验研究是怎

样做的，怎样完成的？使用了什么新技术和对照物，数据是怎样取得的？使用了什么测试方法？计量标准单位是什么？数据资料是否做过定量分析或定性分析？实验范围是什么？研究精确程度如何？

发现什么？要总结研究结果，包括各种结果间相互关系和统计学意义，同时说明其价值和局限性。说明数值是否是原始数值或是推算出来的。说明结果是经过一次测定还是反复测定、观察后得出的。用平均数、绝对值、标准误或标准差总结重要的数据资料，同时说明总数。说明重要发现或其它有意义的发现。

说明什么？简要说明从资料和讨论中得出的结论，即说明结果能说明些什么问题。指出与过去有关报道之间的相似之处和不同点。在作说明的基础上，可以推荐、介绍使用某种方法、理论等。指出新的关系或提出质疑。要将实际现象与假设作区别，并将结论与文章的目的联系起来。

由于正文内容的浓缩，甚至一个句子要概括一段或几个段落的内容，作者必须有高度的文字提炼功夫，要做到文摘独立成篇。由于文题常与文摘结合在一起，文题中的词语最好不在文摘中重复。以下是一个层次写得比较好的例子。文题，作者姓名、单位、地址以及文摘后的关键词，刊物卷、期、页的列出，是出于收入二次文献方便或检索方便。

**Potential Complications of High-Dose Epinephrine Therapy in Patients Resuscitated from Cardiac Arrest.** *Wang Liming et al.*  
*Department of Medicine, Peking Union Medical College Hospital, Beijing 100730.*

Adults resuscitated from nontraumatic cardiac arrest who received intravenous epinephrine in doses chosen by the treating physician and who survived at least 6 hours were studied to determine if high-dose epinephrine produced more complications than standard-dose. A total of 68 patients were enrolled and evaluated for postresuscitation complications attributable to epinephrine, using a two-tailed *t* test, and contingency analysis. The 33 patients receiving high-dose epinephrine and 35 patients receiving standard-dose epinephrine were similar in demographics and

variables known to affect outcome. There was no difference in potential complications between groups except serum calcium, which was 1.97mol/L(SD,0.20)in the high-dose epinephrine group and 2.10(SD, 0.20)in the standard-dose group. Hospital discharge rates(18% in the high-dose vs 30% in the standard-dose group) and neurological status on discharge were not significantly different. High-dose epinephrine did not produce increased direct complications in this cardiac arrest population compared with standard-dose epinephrine.

Key words: Epinephrine Cardiac arrest Complication

(*Chin Med J* 1989;102:56-72)

由此可见,文摘中的内容要按在正文中的轻重有选择地包括进去,就是说要有特殊性,不能一般化,使读者吃不准要领。要注意,凡正文中没有的内容不能纳入。

通常,论著前摘要为一个段落,这与有些文摘性刊物要求有所不同。文摘性刊物的文摘字数要求放得比较宽,因为这些摘要多数为专门的文摘作者所做。当然一般性刊物,也有文摘比较长的,可以分一、二个段落(第二段为结论)也不为怪,主要取决于刊物本身的要求。文摘的句子要完整,切忌电报式句子,并且句子之间要有逻辑地联系起来。句子尽可能使用主动词态和有利的动词,过去时用于结果的描述。根据国际标准组织的建议,文摘中应使用人称,这样可避免一些麻烦,使文理清楚。

文摘中不要使用不熟悉的术语、词汇、缩略词、符号,这有利于计算机处理、储存及检索。如果要用,则在一开始就需交待清楚。化学物质、药物要用学名,不用商品名。微生物名要用拉丁名。

此外,刊物论文的文摘中不能有表格、示意图、公式、结构式等。这与会议文摘不同,会议文摘往往允许有这些内容,只要有篇幅。文摘中不引文献,如果是特殊情况,如该工作本身是由此而引起的,则作如下简要表示: as Bacon T. S. pointed out(*Metallurgical Transactions* 1998;20:11-13)。这主要是从仅看该文摘的读者考虑。

## 7.2 指示性文摘

指示性摘要一般适用于综述、讲座、一般报道等一类文体。文

摘给读者介绍的是一般性内容,而方法及结果内容很少涉及,或几乎没有。这类论文以介绍近期某学科发展居多,因此,文摘写法与正文一样,比较灵活。体例与资料性文摘不同,英文句子时态多用现在时,现在完成时。以下一例为超声诊断及临床鉴别讲座,以一般说明为主:

**Medical Diagnostic Ultrasound Instrumentation and Clinical Interpretation.** *Li Fante et al. Fu Wan Hospital, Chinese Academy of Medical Sciences, Beijing 100037*

Over the past 20 years, there has been a dramatic increase in the use of ultrasonography as an imaging modality. The introduction of real-time ultrasonography and Doppler units for the measurement of blood flow in the 1970s, recent advances in transducer design, signal processing, and miniaturization of electronics, along with the lack of radiation exposure, have been primarily responsible for the increased use of ultrasound. However, although ultrasonography can provide diagnostic information safely and easily, interpretation of the information requires an understanding of the physics behind ultrasound, how that physics is translated into ultrasound instrumentation, recognition of artifacts that are associated with the various types of ultrasonography, and identification of these artifacts in specific anatomic locations.

Key words: Ultrasonography Radiation exposure Artifacts  
(*Natl Med J China* 1990;70:45-60)

### 7.3 资料/指示性文摘

资料/指示性文摘也是比较多见的形式。由于正文内容涉及目前所存在的问题,研究进展等说明,再加上实验研究工作过程本身的叙述,所以英文文字时态混杂,文摘也是如此。下例第一、二句为存在问题,起因。第三句转而为解决这些问题而进行的调查研究,此为目的。第四句为方法,第五句为结果。第六句为讨论。由此可见,此文摘基本上是循IMRAD写的。

**Health Care Use Among Young Children in Day Care: Results in a Randomized Trial of Early Intervention.** *David M. Koelle et al.*

*Manitoba Follow-up Study, Winnipeg, Manitoba, Canada.*

Exposure of young children to group day-care settings increases the risk of illness and may result in higher use of medical care. These observations raise concerns that the use of such settings for early intervention programs for low-birth-weight infants may increase the already high burden of medical care costs incurred by these children and their families. To address the question of medical care use associated with center-based care, we examined the hospital-based and ambulatory care reported for participants of the Infant Health and Development Program. This project is a multisite randomized trial of an early intervention program for preterm low-birth-weight infants with an intervention including 2 years of center-based care. The intervention group did not differ in hospital-based care and averaged only two more physicians' visits over the 3-year observation period than the comparison group. We conclude that early intervention programs involving high-quality group care are not accompanied by substantial increases in health care use.

Key words: Day-care settings Medical care Center-based care  
(*Ann Intern Med* 1992;116:433-437)

## 7.4 结构式文摘

结构式文摘是近年出现的新形式,最先为国际著名的生物医学刊物采用。这种形式最终将会被科技刊物普遍接受。这是信息科学发展的必然。它便于作者模仿,准确、具体地将内容表达出来。审稿便捷,编辑容易核对、纠正,读者易于阅读,并迅速找到内容针对性强的文章。其次,它又迫使作者在实验设计开始就明确各项内容,使各部分更趋合理,以便得出正确的结论。此外,结构式文摘又可使计算机检索更准确、有效。这种形式将传统出版物与电子数据库沟通起来。

**Outbreak of Group A Streptococcus Septicemia in Children: Clinical, Epidemiologic, and Microbiological Correlates.** *Wheeler MC et al. Alfred Hospital and the Baker Medical Research Institute, Prahran, Australia.*



*Objective.* To determine the epidemiologic, clinical, and microbiological features of group A streptococcus septicemia in children.

*Design.* A descriptive series of 34 cases over an 11-year period from 1980 through 1990.

*Setting.* An academically affiliated tertiary-care pediatric hospital, the principal referral center for the state of Colorado and surrounding states.

*Participants.* Thirty-four patients with positive blood cultures for group A streptococcus (33 medical records were available).

*Main Outcome Measures.* Yearly incidence and clinical features of cases; microbiological features of isolated organisms.

*Results.* There was a significant increase ( $P = 0.01$ ) in the incidence of group A streptococcus bacteremia over an 11-year period, with 14(41%) of these cases occurring in 1989 and 1990. Patients had a rapidly progressing illness, usually without preceding pharyngitis. The prominent M and T types were 1(4) and 12(4). Eleven(73%) of the 15 strains produced pyrogenic exotoxin B that significantly correlated with production of proteinase.

*Conclusion.* There appears to be an increase in group A streptococcus bacteremia in children that is associated with a strain phenotype that suggests a change in organism virulence.

Key words: Group A streptococcus septicemia Pharyngitis Pyrogenic exotoxin B.

(*JAMA* 1991;266:533 - 537)

医学结构式文摘是现在使用比较普遍,多用于临床医学刊物、它与传统型文摘区别在于分项具体,便于临床医生迅速对临床发现的应用及其价值作出判断。现在,这种形式已不再局限于临床,也用于其它一类论文。这种文摘的分项标题如上例有:①目的(objective);②研究设计(study design);③单位(setting);④病人或参与对象(patients or other participants);⑤处置方法(interventions);⑥主要结果测量(main outcome measures);⑦结果(results);⑧结论(conclusions)。使用这些分项标题,往往内容叙述可用短语,不必

用完整句子,这样可节省篇幅。但是结构式文摘字数通常要多一些为 250 ~ 300 字。结构式文摘的正式倡导者是 The Ad Hoc Working Group on Critical Appraisal of the Medical Literature (International Committee of Medical Journal Editors, 1991)。再早还有其他人提出。这种 8 段式结构式文摘,也有不少刊物在此基础上作简化,沿袭传统 IMRAD 的 4 段式,只是目的部分有改用 Background 或 Aims and Background (JAMA 从 1999 年起将目的改为 Context,意思是一样的),内容上要宽一些。结论 Conclusion 也有改用 Interpretation 的,比如 *The Lancet*, *New England Journal of Medicine* 便是。比较通用的有下面的格式。

**Gestational diabetes: postpartum glucose tolerance testing** Wang JY, Li BS, Xue HG, et al. Department of Obstetrics and Gynecology, Shanghai Hospital, Shanghai, 200433, China.

**Objective** To determine the incidence of and evaluate risk factors for postpartum glucose intolerance among predominantly gestational diabetic women.

**Method** One hundred forty-five gestational diabetics underwent a standard 2-hour glucose tolerance test in the early puerperium according to the criteria of the National Diabetes Data Group.

**Results** Fourteen patients (10%) were diabetic and eight (5%) showed impaired glucose tolerance. Maternal age, race or obesity did not predict abnormal postpartum glucose tolerance testing. The requirement of insulin for glucose control during gestation and the gestational age at diagnosis were significantly associated with abnormal postpartum glucose tolerance ( $P < 0.0001$  and  $P = 0.012$ , respectively).

**Conclusions** Pregnancies complicated by gestational diabetes are at increased risk of glucose intolerance during the early postpartum period. Abnormal glucose tolerance occurs predominantly among those patients requiring insulin therapy during gestation or those diagnosed before 24 weeks' gestation.

(目的:测定明确妊娠的糖尿病妇女产后糖耐受异常发生率,评价其危险因素。方法:根据国家糖尿病标准,145 例妊娠糖尿病

患者在产褥早期接受 2 小时糖耐量试验。结果:14 例(10%)糖尿病患者中 8 例(5%)糖耐量减低。孕妇年龄、种族、肥胖症不能预测产后糖耐量试验异常。妊娠期需胰岛素控制糖及诊断时妊娠年龄与产后糖耐量异常有明显关系 ( $P < 0.0001$  和  $P = 0.012$ )。结论:妊娠并发糖尿病,在产褥早期糖耐量异常危险性增加。糖耐量异常主要发生于妊娠期需胰岛素治疗的患者中和妊娠 24 周以前诊断出该病的患者中)。

综述的结构式文摘内容层次不仅仅要叙述讨论课题的范围,还要包括以下各方面内容:

- 目的(objective or purpose)
- 数据来源(data sources)
- 资料选择(study selection)(包括怎样选择)
- 数据提炼(data extraction)(使用规则,怎样应用这些规则)
- 数据综合(data synthesis)
- 结论(conclusion)(潜在应用和研究需要)

具体而言,综述的目的需要说明基本目的,说明特殊人群、处置方法、主要发现、实验结果。若是临床类综述,要集中说明病因、诊断、治疗、预防等的进展。资料来源要说明范围。资料选择要说明选择标准。资料提炼要明确是文摘性还是评论性资料及其质量和有效性。资料综合结果要作定性、定量表述,取得结果的方法可作概述。结论则指出综述结果的应用范围,也可提出进一步研究的建议。如下例:

**Purpose:** To ascertain the clinical benefits of digitalis treatment in patients with chronic congestive heart failure and sinus rhythm.

**Data Identification:** An English-language literature search using MEDLINE(1966-1982), Index Medicus(1960-1965), and bibliographic reviews of textbooks and review articles.

**Study Selection:** After independent review by three observers, 16 of 736 originally identified articles that specifically addressed the stated purpose were selected.

**Data Extraction:** The observers independently assessed studies by using explicit methodologic criteria for evaluating the quality of clinical

trials.

**Results of Data Synthesis:** Because of deficient selection criteria and study methods in 14 studies, therapeutic efficacy could not be adequately assessed. Two randomized, double-blind, placebo-controlled studies suggested that digitalis could be successfully withdrawn from elderly patients with stable heart failure, whereas patients with an  $S_3$  gallop might benefit from digitalis.

**Conclusions:** The benefits of digitalis treatment for patients with congestive heart failure and sinus rhythm are not well established. To better delineate the therapeutic benefits of digitalis, investigators must conduct more rigorously designed trials involving patients with newly diagnosed failure and varying degrees of failure.

综述文摘长度也是由刊物决定的。说明性文摘一般比资料性文摘要短,字数限制同结构式文摘一样为 250 字。

病例报告的结构式摘要要包括目的、临床资料、治疗结果、结论。

文摘的写作风格要与正文的写作风格相一致。作者要采用第一人称来作叙述,多数国际性医学期刊都主张用第一人称,如 We administered surfactant。写文摘,句子要完整,要使用过渡词和短语,保持意思连贯。每一个句子要表达一个意思、要做到简洁、明白。为了追求简洁,作者要注意另一倾向,不要将文摘写得晦涩难懂,分辨不出什么意思来。在可能的情况下,多使用动词并要用主动语态。这样用能使句子的意思简洁、明白。

传统资料性文摘为一个段落,所以主题句(topic sentence)的写作非常重要,要明确说明研究的目的。为了遵守字数限制,许多作者大量使用缩略词。一般来说,缩略语和符号之类在文摘中不用,SI 的计量单位如 kg,  $\mu\text{mol}$  等算例外。但是也有一些特殊,不得不用,主要是为了读者更好地理解文摘内容。但是缩略语不能超过 2 个,这样不致于分散读者的精力,集中在记忆缩略语表示的词语上。

一篇文章字数有限制,选择正确的词语传达确切的意思就非常重要。有的作者写文摘后修改许多次,花在遣词造句方面的精

力很多,说明写好文摘是要下大功夫的。

## 7.5 关键词

随着科学计量学(scientometrics)、信息科学(informatics)的发展,国际上不少刊物在文摘之后标引关键词(key words)。国际标准组织也建立了标准。我国也有相应的标准,要求论文文摘后标引的3~8个关键词。

关键词的出现是计算机数据库的建立和二次文献检索刊物发展的产物。关键词是检索刊物和计算机数据库收录和检出的标识,可以提高论文的收录率、检出率及使用率。

此外,关键词本身又是论文主题的浓缩物,可以判明论文的主题,研究对象、方向、方法等,引起读者的兴趣。而有些刊物半年度或年度编制的累积索引中,主题词索引或关键词索引就是以论文标引的关键词为基础编制而成的。

关键词选择由作者做,因为作者熟悉自己的工作和专业。如医学方面的关键词目前以美国国立医学图书馆编的《医学索引》(*Index Medicus*)规定的 MeSH(Medical Subject Headings)收录的词为准,是经规范化的人工语言。当然也有使用 *Biological Abstracts* 及 *Chemical Abstracts* 中收录的词。这些要依照刊物的要求做。

一般来说,关键词不与副主题词结合。副主题词一般不作关键词,只作限定关键词用。公认及普遍使用的缩略词可选为关键词,如 DNA、AIDS 等。化学名词作关键词要用化学物质的学名,不可用分子式,如 hydrochloric acid 不用 HCl,原因是读者习惯查索引中“hy”词条,不查“hc”条。

## 7.6 总结

现在,因为使用文摘,总结(summary)渐渐被忽视了,这同结论(conclusion)一样。科学文体的变化是随科学技术的发展而发生的。50和60年代论文前尚无文摘,一般只在讨论部分之后有(summary或conclusion)的文字。美国刊物后来采用文前刊文摘后,渐渐地将后面的总结、结论部分取消了。而英国刊物相当一段时期内一仍其旧,特别是一些著名的刊物还是死守旧格式。后来遂

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做了些变化,把结论搬到正文前作文摘用。典型的要数英国医学刊物 *The Lancet* 和 *British Medical Journal*。但到 80 年代,由于国际标准化工作的进程,相应的国际性组织,如国际医学期刊编辑委员会(International Committee of Medical Journal Editors),都明确了文摘的概念和写作标准。现在,绝大多数的刊物都将文摘规定为 abstract。

不用说,现在的文摘与过去的总结、结论不是一回事。无论总结、结论,是在读者读了正文后,作者再增加这么一段文字,目的是让作者掌握重点要领。而文摘则是写给未读正文的读者看的,是让读者先得全文的概貌,再引入阅读全文。现在,有的刊物在刊登文摘的同时,仍保留结论、总结部分。

## 第八章 致 谢

### 8.1 致谢范围

一项研究工作，总离不开多方面的帮助、合作。这些帮助、合作可能来自某机构、组织、团体、企业或个人。帮助、合作又可是经济的、物质的、技术的。其中经济资助总是首先要表示感谢的，一些刊物要求在第一页脚注中显要地表示出来，但是现在较统一的作法是放在正文的致谢中。其它如物质、技术一类帮助，如公司、企业提供各类研究设备、试剂等等紧随其后。这是一般规律。

因此，一般性帮助，非直接参与科研过程，并产生直接影响，都在致谢之列，归为致谢(acknowledgement)部分。其中包括论文写作过程中，来自各方面的帮助。如论文写作指导、提供数据分析、使用别人发表过的材料等等。按习惯，要感谢某某人，首先要经过本人的同意，不要强加于人。

### 8.2 致谢中要避免的内容

一般来说，属于从事本份工作性质的行政人员、技术人员都不予致谢，这有别于额外义务劳动，不计报酬的工作。审稿人员是否列入致谢对象是可讨论的，审稿人有时提出的修改意见是建设性的，极为关键，同写稿其间提出建设性意见没什么区别，审稿人员由刊物指定，但根据所作贡献，可以作为致谢对象，甚至可以列为作者，前提是作者和审稿人双方同意。

为了显示致谢的严肃性，言词要朴素、简洁为宜，切忌矫饰。像 kind generosity of... , who greatly aided... , through the courtesy of... 等词语力戒使用。

### 8.3 致谢句型

致谢的文字表达方式很多，但首先要实事求是，不能浮夸虚

饰。文字简炼、通俗。以下为常用的一些句型。

### 8.3.1 一般性经济资助说明

这类说明以经济资助为中心,涉及出资单位、机构、基金、企业及个人等。

This study was supported by grants from the Italian Ministry of Health and the Istituto Superiore di Sannita for AIDS research projects in 1989 and 1990.

(本研究由意大利卫生部和卫生研究所艾滋病研究项目 1989 年和 1990 年度拨款支持。)

This research was supported in part by grant 5R01 MH 43525-02 from the National Institute of Mental Health, Bethesda, Md, USA.

(本研究受美国全国精神卫生研究所部分资金支持 5R01 MH43525-02。)

This project was supported in part by grants DA04334 and DA06664 from the National Institute on Drug Abuse, US Public Health Service, Rockville, Md, USA.

(本项目由美国公共卫生服务局国家滥用药物研究所部分资金支持 DA04334, DA06664。)

这类表示方法已成固定的套语,使用频繁,但仍不失为较好的感谢形式。

*British Medical Journal* 的用法是:

Funding: The study was partly funded by the British Dietetic Association.

(资助:本研究由英国饮食学会部分资助。)

### 8.3.2 常见感谢词语和句型

1. be grateful to sb. for...

We are grateful to Joan Colman for her help with the laboratory aspects of this study.

(我们对科尔曼在实验室研究方面的帮助表示感谢。)

We are grateful for the assistance of Danielle Archambault, Phil Blatt, MD, and Catherine Bossier, MD.

(我们对阿科姆博特·勃兰特博士,博瑟博士的支持表示感



谢。)

2. be indebted to sb. for...

*We are indebted to* our principal collaborators at the National Institute of Mental Health, Darrel A. Regier, MD, Ben Z. Locke, MPH, William W. Eaton, PhD, and Jack D. Burke, Jr, MD, *for* their assistance with manuscript preparation.

(我们对全国精神卫生研究所的主要合作者里格博士,洛克硕士,伊顿博士,邦克博士在写稿中给予的支持表示感谢。)

*We are indebted to* Venita Boelloeni and Ann Grace *for* providing expert technical assistance.

(我们感谢博洛艾妮和格雷丝在技术方面给予专门的帮助。)

3. thank sb. for...

*We thank* Anthony Scolpino and Dana Stein from the Center for Laboratory Investigation, Newark, NJ *for* their assistance in this study.

(我们感谢实验室研究中心的斯科比诺和斯坦因在研究中给予的帮助。)

*We thank* Lorraine Scampini, Iris Bennett, and Jennifer Brandenburg *for* aid with computer analyses.

(我们感谢斯堪比尼,贝内特和勃兰顿伯格在计算机分析方面给予的支持。)

4. acknowledge sth. or sb. for ...

*We acknowledge* the contributions of Mal Belodoff, Theresa Dailey, and Paula Goldman, MA in the analysis of the data.

(我们感谢贝尔多夫,戴利和戈尔德曼在数据分析中所做的贡献。)

The authors gratefully *acknowledge* the contributions of Sheng-Kwei Song, PhD, a good friend and colleague, who performed most of the NMR spectroscopy, and Dale F. Osborne and Thomas L. Howard *for* excellent technical assistance.

(作者十分感谢我们的挚友、同事宋博士做了绝大部核磁共振方面的工作,感谢奥斯本和霍华德出色的技术帮助。)

5. appreciate sth. ...

We *appreciate* the support and efforts of H. Richard Nelson, MD, and Christine Collins at Brigham and Women's Hospital, Mal Weiner at Beth Israel Hospital.

(我们对布里哈姆妇女医院的尼尔逊博士和柯林斯的支持和努力表示感谢,对以色列医院的威纳的支持同样表示感谢。)

6. pay tribute to sb. ...

The authors *pay tribute* to Walter Willett, MD and Frank Speizer, MD, who gave their advice in the design and conduct of this study.

(作者感谢威尔特博士和斯宾塞博士在研究设计和操作中给予的指导。)

7. own gratitude to sb. for ...

We *own gratitude* to Jan Stansell of the National Center for Health Statistics *for* conducting computerized literature searches.

(我们对全国卫生统计中心的斯坦塞尔在进行计算机文献检索方面的工作表示感谢。)

8. A special thank is due to sb. for ...

*Our special thanks are due* to Dana Stein, MD and Anthony Scolpino MD *for* their assistance in conducting this study.

(我们特别感谢斯坦因博士和斯尔比诺博士在研究方面给予的帮助。)

9. would like to express one's appreciation to sb. for ...; wish to thank sb. for ...

The authors *would like to express their appreciation* to Marry D. Scheetz, Marian Cleland *for* their assistance in the conduct of the study.

(作者谨向施基兹和克雷德在研究中给予的帮助表示致谢。)

We *wish to thank* Sarah Morley at the Lovelace Medical Library, Marsha Starr and Roszumwalt, MD of the Office of the Medical Investigator *for* their assistance in conducting this study.

(我们谨向诺雷斯医学图书馆的莫莱,医学调查者办公室的斯泰和罗斯佐沃尔特博士在研究中提供的帮助表示感谢。)

这类 would like to, wish to 词语表示语气委婉的感谢。

### 8.3.3 混合表示法

This study was presented in part at meetings of the Chinese Medical Association for the study of liver diseases, Qingdao, November 7, 1980 and November 2, 1982. This study was financially supported by the Chinese Academy of Preventive Medicine and we would like to thank Xiao JF, MD, and Li PR, MD for allowing us to study patients under their care.

(本文在1980年11月7日和1982年11月2日在青岛召开的中华医学会肝病会议上宣读过。本研究由中国预防医学科学院提供资助。我们还要向肖博士和李博士准予我们调查他们治疗的病人表示感谢。)

This study was supported by grants from the Robert Wood Johnson Foundation. The investigators thank Nancy Binkin, MD, MPH for her assistance in the preparation and review of the manuscript.

(本研究由罗伯特·伍德·约翰逊基金资助。本项研究的研究人员向宾金博士在写作和审稿中的帮助表示感谢。)

由上述可见,这类感谢是与其它内容结合在一起说明,不再分别在文章不同部位专述。

## 8.4 使用发表过的材料

使用发表过的材料的感谢方式在2.5.1中已有叙述。如在致谢部分另作说明,不妨用如下方式:

Figures 2, 3, and 5 are reproduced with permission from the *New England Journal of Medicine* (1980;98:546-601).

Figure 6 is reproduced with permission from Osmotherly.

Figures are reproduced with permission of Ford's Theater Museum, National Park Service, Washington, DC.

Alfred G. Cane, MD gave permission to report case 5.

这些方式可直接放在图表底下,或在正文中。当然可按2.5.1的简化方式去做。

其它含致谢意义的文字,可涉及多方面内容,可灵活处理。如:

Postmortem studies were done by James B. Janus, MD.

---

Mary R. Crown, MD supplied the electrocardiographic interpretations in cases 2 and 6.

The procainamide hydrochloride used in this investigation was supplied as pronestyl hydrochloride through Jonas M. Brown, MD of E. R. Squibb & Sons, New Brunswick, NJ.

The recorder used in this study was a Polyviso Recorder, model 6701200, provided by Sanborn Co, Cambridge, Mass.

## 第九章 参考文献

参考文献(references)的标引是作者、编辑比较头痛的问题,因为现今国际上使用的文献标引方法有好几种。国际标准化组织虽有规定(ISO 690:1987),其他组织,如国际生物医学期刊编辑委员会也还制订了规则,但仍未很好执行。但是国际标准化是大方向,是最终目标。这也与科学技术的发展密切相关。

### 9.1 文献资料的整理

科技工作者,多数都会从事一些科研工作。因此,要写论文向刊物投稿,那么,与文献资料就不无干系,要了解各种刊物的参考文献标引有差别。只要作者阅读了有关材料,就必须作具体的记录,并要与所投刊物的文献标引方法一致。

现在有了计算机,通过 Internet 联网对文献资料的检索、储存、选择和参考文献的规范化极为有利。一台文字处理机就可做这项工作。如果有储存、制作参考文献目录的磁盘,则更为方便。如有些磁盘插入微机只要一按键,就可从编号查作者,或从作者查编号。在此基础上,按需要编出符合刊物要求的参考文献目录。

如果不用现成磁盘,作者可自行设计文献储存方法,如文献按其各部分分类,有文献号、原作者姓名、刊出日期、文题、刊物的全名、卷号、期号,首尾页码,二次文献来源,关键词,加上作者自己的评议。而书籍,除了上述相关内容外,再增加编辑、版次、出版地、出版者等其它内容。

如果不用计算机,在普通纸片或卡片上用打字机打出文献的主要内容,然后按第一作者姓名第一字母或数字顺序编排。或者做两个卡片,另一个按文献主题词排列。这样即使忘记了作者姓名,也可方便地查出来。

如果作者没有计算机文献制作磁盘,可以按下面方法做。这是 ISO 推荐的方法,大体属哈佛标引法(Harvard System)。

### 9.1.1 刊物文章

Dicken CH, Connolly SM. 1993. A randomized crossover comparison of two low-dose contraceptives: effects on serum lipids and lipoproteins. *Nature*(London)371:453-456.

### 9.1.2 书、书中章节、丛书章节

Burry KA. 1994. *Urban economics and public policy*. New York: St. Martin's Press. 380 pp.

King JS. 1994. Neutron scattering from polymers. In: Allen G, Petrie SEB, eds. *Physical structure of the amorphous state*. Massachusetts: Harvard University Press, pp. 200-205.

Kirkpatrick CH, Sohnle PG. 1993. Chronic mucocutaneous candidiasis. In: Safao B, Good RA, eds. *Immunodermatology*. New York: Plenum Medical Book Co, vol 4. pp. 495-514(Compr Immunol Symp 15).

### 9.1.3 非英语文章

非英语论文,文献标引时要把文题翻译成英文。也有将原文标题列出,译文附在其后方括号中,其它内容放在圆括号内。东方语言虽不好处理,但不可作罢。书籍则要标出译者。

Patate JG. 1990. Zut alors! [Good gracious me!]. *Revue francaise des indiotismes* 123:456-478. (In French with English abstract)

Wang KL. 1992. *Molecules and life: an introduction to molecular biology*. Beijing: Science Press, pp. 78-84. Translated from Chinese by Li XY.

作者姓名要以刊出者为准,家族姓在先。如上所列。作者有文章作者、书籍作者、书中某章节的作者。

书的题目不要从封面上取,而要从标题页取。有时封面标题有简化,要注意核对。出版城市往往取第一个,出版社名用缩略语。如用 Wiley 或 John Wiley 不用 John Wiley & Sons Ltd。如果有同名同姓者或不肯定则可另当别论,可写全名。如果书是丛书一种,也要表示出来,如上面所举之例。

刊出年份以刊物封面年份或书籍版权页上的出版年份为准,不能以投稿日期或会议日期为准。如果刊物不是从每卷第一期第一页算页码,而是每期第一页算起,要标期号。如果没有卷号,要

有出版日期(月、周、日)。

Crews D, Gartska WR. 1993. The ecological physiology of the garter snake. *Sci Am* 245(4):138-140. [or pp 138-140(April 15)]

Saperstein S, Spiller GA, Amen RJ. 1990. Nutritional problems and the use of special dietary foods. *Food Prod Dev*(April):54,53-56.

文献标引方法主要有哈佛法和数字顺序编排法。《向生物医学期刊投稿统一要求》中的文献格式属数字顺序编排法(见附录108页)。

a. 哈佛法(姓名—年份)

集体作者 AMA Department of Drugs. 1980. *AMA drug evaluations*. 4th ed. New York: Wiley. 400 pp.

有副标题的论文 Brum CH, Connolly SM. 1993. A randomized crossover comparison of two low-dose contraceptives: effects on serum lipids and lipoproteins. *Nature (London)* [or (Lond)]371:453-456.

丛书中某篇论文 Kirkpatrick CH, Sohnle PG. 1993. Chronic mucocutaneous candidiasis, In: Safai B, Good RA, eds. *Immunodermatology*. New York: Plenum Medical Book Co, vol. 4, pp. 495-514(Compr Immunol Symp 15).

单个作者论文 Lundberg GD. 1988. SI unit implementation: the next step. *JAMA* 260:73-76.

多作者技术报告 Lock SL, Fraser D, Crook L. 1990. *Environmental research in Wisconsin*. Chicago: Metallurgical Processing Corporation. METPRO/CB/TR-90/256. 150 pp.

单个书籍作者 Englewood Cliffs, NJ: Prentice-Hall, Inc. 250 pp.

多作者论文 Scheller RH, Anderson DM, Posakony JW, et al. 1992. Repetitive sequences of sea urchin genome: subfamily structure and evolutionary conservation. *J Mol Biol* 149: 15-39.

书籍中某篇论文 Wood RK. 1992. Active defense mechanisms in plants. In: Rhodes AG, ed. *American plants*. New York: Wiley, p. 339.

哈佛法的使用,在标点、印刷字体等方面,各杂志、书籍出版社仍有很大差别。这里列出的例子也仅是常见者。

b. 数字顺序编排法

- 集体作者 1. AMA Department of Drugs. AMA drug evaluations. 4th ed. New York: Wiley, 1980.
- 有副标题 2. Brum CH, Connolly SM. A randomized crossover  
的论文 comparison of two low-dose contraceptives: effects on serum lipids and lipoproteins. *Nature* 1993; 371: 453-456.
- 丛书中某 3. Kirkpatrick CH, Sohnle PG. Chronic mucocutaneous  
篇论文 candidiasis. In: Safai B, Good RA, eds. *Immunodermatology*. New York: Plenum Medical Book Co, vol. 4, 1993: 495-514 (Compr Immunol Symp 15).
- 单个作者 4. Lundberg GD. SI unit implementation: the next step.  
论文 *JAMA* 1988; 260: 73-76.
- 多作者技 5. Lock SL, Fraser D, Crook L. Environmental research in  
术报告 Wisconsin. Chicago: Metallurgical Processing Cor. 1990, METPRO/CB/TR-90/256.
- 单个书籍 6. Osler AG. Complement: mechanisms and functions.  
作者 Englewood Cliffs, NJ: Prentice-Hall, Inc, 1978.
- 多作者 7. Scheller RH, Anderson DM, Posakony JW, et al.  
论文 Repetitive sequences of sea urchin genome: subfamily structure and evolutionary conservation. *J Mol Biol* 1992; 149: 15-39.
- 书籍中某 8. Wood RK. Active defense mechanisms in plants. In:  
篇论文 Rhodes AG, ed. *American plants*. New York: Wiley, 1992: 132-135.

数字顺序编排法是以文献在正文中出现先后标数字编目。这种方法同哈佛法一样,标点、印刷字体等要求,各种杂志间差别很大。

作参考文献的论文,作者都应该详细阅读过;但有时候一些原



文、摘要作者未能读到,而只是在别人的文章中提到,往往又与自己的研究课题关系比较密切,这时可将二次文献来源作为原始文献,即在自己的文献目录中标以如 cited by Doe JF, 1992; abstract in Bradley WE 1993 的说明。并将 Doe JF 1992 或 Bradley WF, 1993 文献的具体内容收入自己的文献资料中。

如果是引用未发表的资料,文献标引要尽量具体、明白,表明没有公开发表过。如从会议上得到的信息,要说明会议的时间、地点、会议的名称。同时,要交待发言者的姓名。

如果作者不容易从图书馆查到资料,包括计算机联网查阅数据库,要尽可能将平时读过的材料复印本、单行本等保存好。有时原文没有列入文献检索资料库内;发现后,要随时在本上注明详细情况,并要与原文核对。从联网获得的信息资料,要核实是否打字准确。无论是数据资料库和别人的参考文献都不能不核对,且必须与原文核对。

## 9.2 选择参考文献

论文的图表及正文初步准备好之后,就要着手选择参考文献。首先,要了解所投刊物对参考文献数目是否有限制,有什么特殊要求。一般来说,凡提及以前的工作、别人的工作,都必须引文献出处,但须有选择、节制,不能将无关紧要的文献均列入,事实上也不可能包罗万象。对于某一课题,综述性文献引一二条就可以了,这样便于一般读者了解;但要记住主要文献应是与该项研究有关的原著。

作者要重新阅读引用的文献,重新决定是否采用,抑或增加其它文献。文献的引用必须是自己读过的,并与自己所表述的观点有关。

有时候,确有必要引用自己没有读过的文献资料,可在正文中表示出来,如 Roche CE 1984, cited by Nickerson KW 1993。在参考文献内,则在末尾增加 cited by Nickerson KW 1993 加以说明。

## 9.3 未发表材料

作者须知一般有明确规定是否使用未发表材料的条款。有的

刊物在文献中不用,在正文内则用文字说明。如:

Wang LX, unpublished lecture on 'Vitamin C and blood lipoproteins in an elderly population,' Beijing Medical University, April 3, 1992. 由此读者可以了解到作者观点的根据,并考虑是否有必要进行查阅。

未发表材料,范围较广,如尚未公开发表的论文、个人笔记、保密文件、电话交谈内容、非公开技术报告等。使用这些材料,要经当事人同意,有的材料措词要经当事人过目。

会议文摘通常作为未发表材料处理,因为这类文摘选择并不严格,且常常没有全文。

在正文中表示未发表材料的文字有:W. A. Border, personal communication 或 K. N. Shands, unpublished work, 1993。当然还可以具体一些,如标上日期。但不要用在 preparation, in press。这种表示是过不了编辑关的,如提供稿件副本则另当别论。另外,也不要使用 private communication 的说法,这仿佛作者要出卖秘密似的。

学位论文,可作为参考文献,因这类论文公开发表的较多。

## 9.4 发表过的材料

许多刊物使用哈佛格式在正文中引述文献,即标出作者和论文发表日期,如:

Page and Key (1991) have suggested that...; As already reported (Page and Key 1991)...

使用这种格式的参考文献目录排列是按字母顺序排列的。如上文所示。

还有相当多的刊物文献目录使用顺序数字编排法。数字表示在文中的引文标引处或在括号内,(1)[1]。如:

The following theory was suggested recently<sup>1</sup>... 或 As Bishop<sup>1</sup> has suggested...

这种标引是以文献出现先后为序;因此,参考文献的数字编号与此一致。同一文献不作二次编号。生物医学刊物普遍使用的“温哥华格式”(The Vancouver Style, 见本章附录, 108 ~ 115 页), 就是采用这种数字编排法。

有的刊物喜欢用上述两种方法的结合。先将文献按字母顺序

编号,之后,再编号,最后按编号在文中标引。

其它文献标引法还有按日期,以年份为首要项目。有的化学刊物,参考文献不单独列在论文之后,而随文中文献标引处,作为脚注或边注。一般来说,在写论文初稿时,用哈佛法似乎方便些,也便于核查。

## 9.5 参考文献格式

各种刊物即使采用的是同一种文献标引方法,仍会在标点、印刷字体,项目次序等方面有所不同。一般要按刊物作者须知的要求准备好参考文献,或斜体,或黑体。使用计算机文献制作磁盘,则有省事处。

温哥华格式虽为国际上许多刊物使用,但仍须按刊物要求办,因为各种使用这一格式的刊物,仍然有自己的不同之处。

文献中作者姓要放在前面,这是国际通常作法。姓之后为名的第一个缩写大写字。如 Irving H. Fox 则为 Fox I. H.。中国人的姓名也应按此处理,如 Zhang Kuifeng 为 Zhang K. F.

按字母顺序排列参考文献,第一作者相同,则以按字母顺序排列。如果没有按什么系统排列,先以第一作者的姓按字母顺序排列,然后再按以下办法处理:①如果只有两位作者,以第二作者的姓名的字母顺序排列;②如果有三个或三个以上的作者,并且在正文中有…et al 表示者,则按日期为序(最早者列为先)。

有的刊物要求刊物名称用缩略语,要注意什么缩略方法,什么地方用逗号,什么地方用字母大写、小写。现在多数使用的刊物名称缩略词法与国际标准相一致的(ISO 4:1984)。这种国际系统(ISDS 1975)为《医学索引》(*Index Medicus*)收录的刊物年度名单,《化学文摘服务索引》(*Chemical Abstracts Service Source Index, CASSI*)等一系列国际性二次文献检索系统所使用。如果没有合适的缩略词则可以全名照录,然后由编辑来处理。

### 9.5.1 正文中文献引用

哈佛法:在哈佛法中,如果文献作者在三个或四个以上,有些刊物在论文中第一次出现引用文献时,将人员均列出,如 Page, Key & Pike 1993,再次引用时则在第一作者之后加 et al,如 Page et al,

1993。也有的刊物始终用在第一作者后加 et al 的方式,只要作者在三个或四个以上。

et al 是 et alii 的缩写,为“等”的意思。所以 Page et al 该是 Page, Key & Pike, 不仅仅是 Page 和 Key。在正文中使用 et al, 但所有作者的姓名在参考文献中都仍然列入, 或绝大部分列入。

如果既没有作者也没有编者,最好的办法是从单位中找出一个适当的词来,如 Division of Occupational Health(1992)当作作者姓名,在参考文献栏中也用该名称。如果还是找不到合适的名称,可以想出一个词来,如 Shanghai Investigation。这样,可以将正文中的文献引述与参考文献联系起来。这么做,可以避免使用 Anon, Anonymous 一词。

如果许多文献在一块使用,将重要者列首位。倘若认为都重要,可按先后排列。

有时作者要引述长篇论文的某一页,或书的某一页,正文中还需标出页码,有关文字可以这样写:This was reported by Goldman RL (1993, p.31)。而文献中一般刊物都要求刊出起止页,不能只有起页。

如果引用同一作者同年发表的几篇文章,或由第一作者署名的几篇文章,要在年份后标上 a、b、c···,如 Page 1993a, b; Key et al, 1993a, c。当然这么做要遵循刊物的要求。

数字顺序编排法;顺序法是按引文先后排列数字。数字可在引文处上角,用括号标出数字,也可不用括号。也可以在引文后用括号标出。如果引用长篇论文中的具体一页,引文页码可写作 Ref. 12, p. 15.

## 9.6 文内标引与参考文献目录相核对

参考文献目录编好后,要按刊物要求打字,纸张要使用国际标准的尺寸。如果文献的作者相同,不能在首先出现后,作者姓名都打成 idem, ibid 或用波折号表示。这种情况下,一旦文献有删减,就会出现差错。

文献目录打好后,要仔细核对,包括姓名、专业术语、日期、卷号、页码,因为编辑不可能核得很仔细,往往作者错了会一直错下去。文内引文与参考文献目录标引要相一致。重复的文献条目要

删去, 遗缺者要补充。

哈佛法标引, 文内的人名要与参考文献目录中的人名一致, 年份也需一致。如有差异要仔细核对; 如有可能尽量与原文核对。当然, 有条件的, 可以查阅二次文献检索系统或有关检索工具如 *Index Medicus*, *Current Contents*, *Biological Abstracts*, *Chemical Abstracts* 等。如果作者没有按计算机文献制作磁盘要求做, 可核对: ①是否按刊物要求按字母顺序编排; ②每个文献是否都列入各项内容; ③是否遵照刊物的文献格式分列项目次序, 使用标点、印刷字体。

顺序数字编排, 则要核对文中文献标引号是否与参考文献目录编号相一致, 文献内容是否对应。哈佛法与顺序编号标引法混合使用, 也要作相应的核对。核对文献是一项麻烦的工作, 既是论文的一部分, 就要严肃对待, 否则会延误文章的发表, 甚至影响读者。

附录 《向生物医学期刊投稿的统一要求》(1997年第5版)

## **Uniform Requirements for Manuscripts Submitted to Biomedical Journals**

*International Committee of Medical Journal Editors \**

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\* Members of the Committee are Linda Hawes Clever, the *Western Journal of Medicine*; Lois Ann Colaianni, *Index Medicus*; Frank Davidoff, the *Annals of Internal Medicine*; Richard Horton, *The Lancet*; Jerome P. Kassier and Marcia Angell, the *New England Journal of Medicine*; George Lundberg and Richard Glass, *JAMA*; Magne Nylenna, the *Tidsskrift for Den Norske Legeforening*; Richard G. Robinson, the *New Zealand Medical Journal*; Richard Smith, *BMJ*; Bruce P. Squires, the *Canadian Medical Association Journal*; Robert Utiger, *The New England Journal of Medicine*; Martin Van Der Weyden, *The Medical Journal of Australia*; and Patricia Woolf, Princeton University.

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A small group of editors of general medical journals met informally in Vancouver, British Columbia, in 1978 to establish guidelines for the format of manuscripts submitted to their journals. The group became known as the Vancouver Group. Its requirements for manuscripts, including formats for bibliographic references developed by the National Library of Medicine, were first published in 1979. The Vancouver Group expanded and evolved into the International Committee of Medical Journal Editors (ICMJE), which meets annually; gradually it has broadened its concerns.

The committee has produced five editions of the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals." Over the years, issues have arisen that go beyond manuscript preparation. Some of these issues are now covered in the "Uniform Requirements"; others are addressed in separate statements. Each statement has been published in a scientific journal.

The fifth edition (1997) is an effort to reorganize and reword the fourth edition to increase clarity and address concerns about rights, privacy, descriptions of methods, and other matters. The total content of "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" may be reproduced for educational, not-for-profit purposes without regard for copyright; the committee encourages distribution of the material.

Journals that agree to use the "Uniform requirements" (over 500 do so) are asked to cite the 1997 document in their instructions to authors. Inquiries and comments should be sent to Kathleen Case at the ICMJE secretariat office, *Annals of Internal Medicine*, American College of Physicians, Independence Mall W., Sixth St. at Race, Philadelphia, PA 19106-1572, United States (Phone: 215-351-2661; Fax: 215-351 - 2644; e-mail: kathyc@acp.mhs.compuserve.com).

Publications represented on the ICMJE in 1996 were: the *Annals of Internal Medicine*, the *British Medical Journal*, the *Canadian Medical Association Journal*, the *Journal of the American Medical Association*, the *Lancet*, the *Medical Journal of Australia*, the *New England Journal of*

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*Medicine*, the *New Zealand Medical Journal*, the *Tidsskrift for den Norske Laegeforening*, the *Western Journal of Medicine*, and the *Index Medicus*.

It is important to emphasize what these requirements do and do not imply.

First, the “Uniform Requirements” are instructions to authors on how to prepare manuscripts, not to editors on publication style. (But many journals have drawn on them for elements of their publication styles.)

Second, if authors prepare their manuscripts in the style specified in these requirements, editors of the participating journals will not return the manuscripts for changes in style before considering them for publication. In the publishing process, however, the journals may alter accepted manuscripts to conform with details of their publication styles.

Third, authors sending manuscripts to a participating journal should not try to prepare them in accordance with the publication style of that journal but should follow the “Uniform Requirements.”

Authors must also follow the instructions to authors in the journal as to what topics are suitable for that journal and the types of papers that may be submitted—for example, original articles, reviews, or case reports. In addition, the journal’s instructions are likely to contain other requirements unique to that journal, such as the number of copies of a manuscript that are required, acceptable languages, length of articles, and approved abbreviations.

Participating journals are expected to state in their instructions to authors that their requirements are in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” and to cite a published version.

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## ISSUES TO CONSIDER BEFORE SUBMITTING A MANUSCRIPT

### **Redundant or Duplicate Publication**

Redundant or duplicate publication is publication of a paper that overlaps substantially with one already published.

Readers of primary source periodicals deserve to be able to trust that what they are reading is original unless there is a clear statement that the article is being republished by the choice of the author and editor. The bases of this position are international copyright laws, ethical conduct, and cost-effective use of resources.

Most journals do not wish to receive papers on work that has already been reported in large part in a published article or is contained in another paper that has been submitted or accepted for publication elsewhere, in print or in electronic media. This policy does not preclude the journal considering a paper that has been rejected by another journal, or a complete report that follows publication of a preliminary report, such as an abstract or poster displayed for colleagues at a professional meeting. Nor does it prevent journals considering a paper that has been presented at a scientific meeting but not published in full or that is being considered for publication in a proceedings or similar format. Press reports of scheduled meetings will not usually be regarded as breaches of this rule, but such reports should not be amplified by additional data or copies of tables and illustrations.

When submitting a paper, the author should always make a full statement to the editor about all submissions and previous reports that might be regarded as redundant or duplicate publication of the same or very similar work. The author should alert the editor if the work includes subjects about which a previous report has been published. Any such work should be referred to and referenced in the new paper. Copies of such material should be included with the submitted paper to help the editor decide how to handle the matter.



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If redundant or duplicate publication is attempted or occurs without such notification, authors should expect editorial action to be taken. At the least, prompt rejection of the submitted manuscript should be expected. If the editor was not aware of the violations and the article has already been published, then a notice of redundant or duplicate publication will probably be published with or without the author's explanation or approval.

Preliminary release, usually to public media, of scientific information described in a paper that has been accepted but not yet published violates the policies of many journals. In a few cases, and only by arrangement with the editor, preliminary release of data may be acceptable—for example, if there is a public health emergency.

### **Acceptable Secondary Publication**

Secondary publication in the same or another language, especially in other countries, is justifiable, and can be beneficial, provided all of the following conditions are met:

- The authors have received approval from the editors of both journals; the editor concerned with secondary publication must have a photocopy, reprint, or manuscript of the primary version.
- The priority of the primary publication is respected by a publication interval of at least one week (unless specifically negotiated otherwise by both editors).
- The paper for secondary publication is intended for a different group of readers; an abbreviated version could be sufficient.
- The secondary version faithfully reflects the data and interpretations of the primary version.
- The footnote on the title page of the secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part and states the primary reference. A suitable footnote might read: "This article is based on a study first reported in the [title of

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journal, with full reference].”

Permission for such secondary publication should be free of charge.

### **Protection of Patients' Rights to Privacy**

Patients have a right to privacy that should not be infringed without informed consent. Identifying information should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that the patient be shown the manuscript to be published.

Identifying details should be omitted if they are not essential, but patient data should never be altered or falsified in an attempt to attain anonymity. Complete anonymity is difficult to achieve, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity.

The requirement for informed consent should be included in the journal's instructions for authors. When informed consent has been obtained it should be indicated in the published article.

## **REQUIREMENTS FOR SUBMISSION OF MANUSCRIPTS**

### **Summary of Technical Requirements**

- Double space all parts of manuscripts.
- Begin each section or component on a new page.
- Review the sequence: title page, abstract and key words, text, acknowledgments, references, tables (each on separate page), legends.
- Illustrations, unmounted prints, should be no larger than 203 × 254 mm (8 × 10 inches).

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- Include permission to reproduce previously published material or to use illustrations that may identify human subjects.
  - Enclose transfer of copyright and other forms.
  - Submit required number of paper copies.
  - Keep copies of everything submitted.

### **Preparation of Manuscript**

The text of observational and experimental articles is usually (but not necessarily) divided into sections with the headings Introduction, Methods, Results, and Discussion. Long articles may need subheadings within some sections (especially the Results and Discussion sections) to clarify their content. Other types of articles, such as case reports, reviews, and editorials, are likely to need other formats. Authors should consult individual journals for further guidance.

Type or print out the manuscript on white bond paper, 216 × 279 mm (8.5 × 11 inches), or ISO A4 (212 × 297 mm), with margins of at least 25 mm (1 inch). Type or print on only one side of the paper. Use double-spacing throughout, including for the title page, abstract, text, acknowledgments, references, individual tables, and legends. Number pages consecutively, beginning with the title page. Put the page number in the upper or lower right-hand corner of each page.

#### *Manuscripts on Disks*

For papers that are close to final acceptance, some journals require authors to provide a copy in electronic form (on a disk); they may accept a variety of word-processing formats or text (ASCII) files.

When submitting disks, authors should:

- Be certain to include a printout of the version of the article that is on the disk;

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- Put only the latest version of the manuscript on the disk;
  - Name the file clearly;
  - Label the disk with the format of the file and the file name;
  - Provide information on the hardware and software used.

Authors should consult the journal's instructions to authors for acceptable formats, conventions for naming files, number of copies to be submitted, and other details.

### Title Page

The title page should carry 1) the title of the article, which should be concise but informative; 2) the name by which each author is known, with his or her highest academic degree(s) and institutional affiliation; 3) the name of the department(s) and institution(s) to which the work should be attributed; 4) disclaimers, if any; 5) the name and address of the author responsible for correspondence about the manuscript; 6) the name and address of the author to whom requests for reprints should be addressed or a statement that reprints will not be available from the authors; 7) source(s) of support in the form of grants, equipment, drugs, or all of these; and 8) a short running head or footline of no more than 40 characters (count letters and spaces) at the foot of the title page.

### *Authorship*

All persons designated as authors should qualify for authorship. Each author should have participated sufficiently in the work to take public responsibility for the content.

Authorship credit should be based only on substantial contributions to 1) conception and design, or analysis and interpretation of data; and to 2) drafting the article or revising it critically for important intellectual content; and on 3) final approval of the version to be published. Conditions

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1, 2, and 3 must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Any part of an article critical to its main conclusions must be the responsibility of at least one author.

Editors may ask authors to describe what each contributed; this information may be published.

Increasingly, multicenter trials are attributed to a corporate author. All members of the group who are named as authors, either in the authorship position below the title or in a footnote, should fully meet the above criteria for authorship. Group members who do not meet these criteria should be listed, with their permission, in the Acknowledgments or in an appendix (see Acknowledgments).

The order of authorship should be a joint decision of the coauthors. Because the order is assigned in different ways, its meaning cannot be inferred accurately unless it is stated by the authors. Authors may wish to explain the order of authorship in a footnote. In deciding on the order, authors should be aware that many journals limit the number of authors listed in the table of contents and that the U. S. National Library of Medicine (NLM) lists in MEDLINE only the first 24 plus the last author when there are more than 25 authors.

### Abstract and Key Words

The second page should carry an abstract (of no more than 150 words for unstructured abstracts or 250 words for structured abstracts). The abstract should state the purposes of the study or investigation, basic procedures (selection of study subjects or laboratory animals; observational and analytical methods), main findings (giving specific data and their statistical significance, if possible), and the principal conclusions. It should emphasize new and important aspects of the study or observations.

Below the abstract authors should provide, and identify as such, 3 to

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10 key words or short phrases that will assist indexers in cross-indexing the article and may be published with the abstract. Terms from the Medical Subject Headings (MeSH) list of *Index Medicus* should be used; if suitable MeSH terms not yet available for recently introduced terms, present terms may be used.

### Introduction

State the purpose of the article and summarize the rationale for the study or observation. Give only strictly pertinent references and do not include data or conclusions from the work being reported.

### Methods

Describe your selection of the observational or experimental subjects (patients or laboratory animals, including controls) clearly. Identify the age, sex, and other important characteristics of the subjects. The definition and relevance of race and ethnicity are ambiguous. Authors should be particularly careful about using these categories.

Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods (see below); provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration.

Reports of randomized clinical trials should present information on all major study elements, including the protocol (study population, interventions or exposures, outcomes, and the rationale for statistical analysis), assignment of interventions (methods of randomization,

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concealment of allocation to treatment groups), and the method of masking (blinding).

Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract.

### *Ethics*

When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 1983. Do not use patients' names, initials, or hospital numbers, especially in illustrative material. When reporting experiments on animals, indicate whether the institution's or a national research council's guide for, or any national law on, the care and use of laboratory animals was followed.

### *Statistics*

Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as the use of P values, which fails to convey important quantitative information. Discuss the eligibility of experimental subjects. Give details about randomization. Describe the methods for and success of any blinding of observations. Report complications of treatment. Give numbers of observations. Report losses to observation (such as dropouts from a clinical trial). References for the design of the study and statistical methods should be to standard works when possible (with pages stated)

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rather than to papers in which the designs or methods were originally reported. Specify any general-use computer programs used.

Put a general description of methods in the Methods section. When data are summarized in the Results section, specify the statistical methods used to analyze them. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Avoid nontechnical uses of technical terms in statistics, such as “random” (which implies a randomizing device), “normal,” “significant,” “correlations,” and “sample.” Define statistical terms, abbreviations, and most symbols.

## Results

Present your results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations.

## Discussion

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results section. Include in the Discussion section the implications of the findings and their limitations, including implications for future research. Relate the observations to other relevant studies.

Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by the data. In particular, authors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analysis. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them as such.



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Recommendations, when appropriate, may be included.

## Acknowledgments

At an appropriate place in the article (the title-page footnote or an appendix to the text; see the journal's requirements), one or more statements should specify 1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; 2) acknowledgments of technical help; 3) acknowledgments of financial and material support, which should specify the nature of the support; and 4) relationships that may pose a conflict of interest.

Persons who have contributed intellectually to the paper but whose contributions do not justify authorship may be named and their function or contribution described—for example, “scientific adviser,” “critical review of study proposal,” “data collection,” or “participation in clinical trial.” Such persons must have given their permission to be named. Authors are responsible for obtaining written permission from persons acknowledged by name, because readers may infer their endorsement of the data and conclusions.

Technical help should be acknowledged in a paragraph separate from that acknowledging other contributions.

## References

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure.

Use the style of the examples below, which are based on the formats used by the NLM in *Index Medicus*. The titles of journals should be

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abbreviated according to the style used in *Index Medicus*. Consult the List of Journals Indexed in *Index Medicus*, published annually as a separate publication by the library and as a list in the January issue of *Index Medicus*. The list can also be obtained through the library's web site (<http://www.nlm.nih.gov>).

Avoid using abstracts as references. References to papers accepted but not yet published should be designated as "in press" or "forthcoming"; authors should obtain written permission to cite such papers as well as verification that they have been accepted for publication. Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source.

Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. For scientific articles, authors should obtain written permission and confirmation of accuracy from the source of a personal communication.

The references must be verified by the author(s) against the original documents.

The Uniform Requirements style (the Vancouver style) is based largely on an ANSI standard style adapted by the NLM for its databases. Notes have been added where Vancouver style differs from the style now used by NLM.

#### Articles in Journals

##### 1. *Standard journal article*

List the first six authors followed by et al. (Note: NLM now lists up to 25 authors; if there are more than 25 authors, NLM lists the first 24, then the last author, then et al.)

Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med* 1996 Jun 1;24(11):980-3.

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As an option, if a journal carries continuous pagination throughout a volume (as many medical journals do), the month and issue number may be omitted. (Note: For consistency, the option is used throughout the examples in "Uniform Requirements". NLM does not use the option.)

Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med* 1996; 124:980-3.

More than six authors:

Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukaemia in Europe after Chernobyl: 5 year follow-up. *Br J Cancer* 1996; 73:1006-12.

2. *Organization as author*

The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996; 164:282-4.

3. *No author given*

Cancer in South Africa [editorial]. *S Afr Med J* 1994; 84:15.

4. *Article not in English*

(Note: NLM translates the title to English, encloses the translation in square brackets, and adds an abbreviated language designator.)

Ryder TE, Haukeland EA, Solhaug JH. Bilateral infrapatellar seneruptur hostidligere frisk kvinne. *Tidsskr Nor Laegeforen* 1996; 116: 41-2.

5. *Volume with supplement*

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994; 102 Suppl

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1:275-82.

6. *Issue with supplement*

Payne DK, Sullivan MD, Massie MI. Women's psychological reactions to breast cancer. *Semin Oncol* 1996; 23 (1 Suppl 2): 89-97.

7. *Volume with part*

Ozben T, Nacitarhan S, Tuncer N. Plasma and urine sialic acid in non-insulin dependent diabetes mellitus. *Ann Clin Biochem* 1995; 32 (Pt 3): 303-6.

8. *Issue with part*

Poole GH, Mills SM. One hundred consecutive cases of flap lacerations of the leg in ageing patients. *N Z Med J* 1994; 107 (986 Pt 1): 377-8.

9. *Issue with no volume*

Turan I, Wredmark T, Fellander-Tsai L. Arthroscopic ankle arthrodesis in rheumatoid arthritis. *Clin Orthop* 1995; (320): 110-4.

10. *No issue or volume*

Browell DA, Lennard TW. Immunologic status of the cancer patient and the effects of blood transfusion on antitumor responses. *Curr Opin Gen Surg* 1993; 325-33.

11. *Pagination in Roman numerals*

Fisher GA, Sikic BI. Drug resistance in clinical oncology and hematology. Introduction. *Hematol Oncol Clin North Am* 1995 Apr; 9 (2): xi-xii.

12. *Type of article indicated as needed*

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Enzensberger W, Fischer PA. Metronome in Parkinson's disease [letter]. *Lancet* 1996; 347: 1337. Clement J, De Bock R. Hematological complications of hantavirus nephropathy (HVN) [abstract]. *Kidney Int* 1992;42:1285.

13. *Article containing retraction*

Garey CE, Schwarzman AL, Rise ML, Seyfried TV. Ceruloplasmin gene defect associated with epilepsy in EL mice [retraction of Garey CE, Schwarzman AL, Rise ML, Seyfried TN. In: *Nat Genet* 1994;6: 426-31]. *Nat Genet* 1995;11:104.

14. *Article retracted*

Liou GI, Wang M, Matragoon S. Precocious IRBP gene expression during mouse development [retracted in *Invest Ophthalmol Vis Sci* 1994;35:3127]. *Invest Ophthalmol Vis Sci* 1994;35:1083-8.

15. *Article with published erratum*

Hamlin JA, Kahn AM. Hemiography in symptomatic patients following inguinal hernia repair [published erratum appears in *West J Med* 1995;162:278]. *West J Med* 1995;162:28-31.

Books and Other Monographs

(Note: Previous Vancouver style incorrectly had a comma rather than a semicolon between the publisher and the date.)

16. *Personal author(s)*

Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany(NY): Delmar Publishers; 1996.

17. *Editor(s), compiler(s) as author*

Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

18. *Organization as author and publisher*

Institute of Medicine (US). Looking at the future of the Medicaid program. Washington: The Institute; 1992.

19. *Chapter in a book*

(Note: Previous Vancouver style had a colon rather than a p before pagination.)

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. p. 465-78.

20. *Conference proceedings*

Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

21. *Conference paper*

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.

22. *Scientific or technical report*

Issued by funding/sponsoring agency:

Smith P, Golladay K. Payment for durable medical equipment billed during skilled nursing facility stays. Final report. Dallas (TX): Dept. of Health and Human Services (US), Office of Evaluation and Inspections; 1994 Oct. Report No. : HHSIGOEI69200860.

Issued by performing agency:

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Field MJ, Tranquada RE, Feasley JC, editors. Health services research: work force and educational issues. Washington: National Academy Press; 1995. Contract No. : AHCPR282942008. Sponsored by the Agency for Health Care Policy and Research.

23. *Dissertation*

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis(MO): Washington Univ. ;1995.

24. *Patent*

Larsen CE, Triip R, Johnson CR, inventors; Novoste Corporation, assignee. Methods for procedures related to the electrophysiology of the heart. US patent 5,529,067. 1995 Jun 25.

Other Published Material

25. *Newspaper article*

Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. The Washington Post 1996 Jun 21; Sect. A:3(col.5).

26. *Audiovisual material*

HIV + /AIDS: the facts and the future [videocassette].  
St. Louis(MO): Mosby-Year Book; 1995.

27. *Legal material*

Public law:  
Preventive Health Amendments of 1993, Pub. L. No. 103 – 183, 107 Stat. 2226(Dec. 14, 1993).

Unenacted bill:  
Medical Records Confidentiality Act of 1995, S. 1360, 10th Cong., 1st Sess. (1995).

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Code of Federal Regulations:  
Informed Consent, 42 C. F. R. Sect. 441.257(1995).

Hearing:  
Increased Drug Abuse: the Impact on the Nation's Emergency Rooms: Hearings Before the Subcomm. on Human Resources and Intergovernmental Relations of the House Comm. on Government Operations, 103rd Cong., 1st Sess. (May 26, 1993).

28. *Map*

North Carolina. Tuberculosis rates per 100,000 population, 1990 [demographic map]. Raleigh: North Carolina Dept. of Environment, Health, and Natural Resources, Div. of Epidemiology; 1991.

29. *Book of the Bible*

The Holy Bible. King James version. Grand Rapids (MI): Zondervan Publishing House; 1995. Ruth 3:1 – 18.

30. *Dictionary and similar references*

Stedman's Medical Dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p. 119 – 20.

31. *Classic material*

The Winter's Tale; act 5, scene 1, lines 13 – 16. The complete works of William Shakespeare. London: Rex; 1973.

Unpublished Material

32. *In press*

(Note: NLM prefers "forthcoming" because not all items will be printed.)

Leshner AI. Molecular mechanisms of cocaine addiction. N Engl J Med. In press 1996.



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## Electronic Material

### 33. *Journal article in electronic format*

Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* [serial online] 1995 Jan-Mar [cited 1996 Jun 5]; 1(1): [24 screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>

### 34. *Monograph in electronic format*

CDI, clinical dermatology illustrated [monograph on CD-ROM]. Reeves JRT, Maibach H. CMEA Multimedia Group, producers. 2nd ed. Version 2.0 San Diego: CMEA; 1995.

### 35. *Computer file*

Hemodynamics III: the ups and downs of hemodynamics [computer program]. Version 2.2. Orlando (FL): Computerized Educational Systems; 1993.

## Tables

Type or print out each table with double-spacing on a separate sheet of paper. Do not submit tables as photographs. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations that are used in each table. For footnotes use the following symbols, in this sequence: \*, †, ‡, §, ||, \*\*, ††, etc.

Identify statistical measures of variations, such as standard deviation and standard error of the mean.

Do not use internal horizontal and vertical rules.

Be sure that each table is cited in the text.

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If you use data from another published or unpublished source, obtain permission and acknowledge them fully.

The use of too many tables in relation to the length of the text may produce difficulties in the layout of pages. Examine issue of the journal to which you plan to submit your paper to estimate how many tables can be used per 1000 words of text.

The editor, on accepting a paper, may recommend that additional tables containing important backup data too extensive to publish be deposited with an archival service, such as the National Auxiliary Publication Service in the United States, or made available by the authors. In that event an appropriate statement will be added to the text. Submit such tables for consideration with the paper.

### Illustrations(Figures)

Submit the required number of complete sets of figures. Figures should be professionally drawn and photographed; freehand or typewritten lettering is unacceptable. Instead of original drawings, x-ray films, and other material, send sharp, glossy, black-and-white photographic prints, usually 127 × 173 mm (5 × 7 inches) but no larger than 203 × 254 mm (8 × 10 inches). Letters, numbers, and symbols should be clear and even throughout and of sufficient size that when reduced for publication each item will still be legible. Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves.

Each figure should have a label pasted on its back indicating the number of the figure, author's name, and top of the figure. Do not write on the back of figures or scratch or mar them by using paper clips. Do not bend figures or mount them on cardboard.

Photomicrographs should have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background.

If photographs of people are used, either the subjects must not be

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identifiable or their pictures must be accompanied by written permission to use the photograph (see Protection of Patients' Rights to Privacy).

Figures should be numbered consecutively according to the order in which they have been first cited in the text. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.

Permission is required irrespective of authorship or publisher except for documents in the public domain.

For illustrations in color, ascertain whether the journal requires color negatives, positive transparencies, or color prints. Accompanying drawings marked to indicate the region to be reproduced may be useful to the editor. Some journals publish illustrations in color only if the author pays for the extra cost.

### *Legends for Illustrations*

Type or print out legends for illustrations using double spacing, starting on a separate page, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in photomicrographs.

### *Units of Measurement*

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples.

Temperatures should be given in degrees Celsius. Blood pressures should be given in millimeters of mercury.

All hematologic and clinical chemistry measurements should be reported in the metric system in terms of the International System of Units

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(SI). Editors may request that alternative or non-SI units be added by the authors before publication.

### *Abbreviations and Symbols*

Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

### **Sending the Manuscript to the Journal**

Send the required number of copies of the manuscript in a heavy-paper envelope, enclosing the copies and figures in cardboard, if necessary, to prevent the photographs from being bent. Place photographs and transparencies in a separate heavy-paper envelope.

Manuscripts must be accompanied by a covering letter signed by all coauthors. This must include 1) information on prior or duplicate publication or submission elsewhere of any part of the work as defined earlier in this document; 2) a statement of financial or other relationships that might lead to a conflict of interest (see below); 3) a statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work; and 4) the name, address, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs. The letter should give any additional information that may be helpful to the editor, such as the type of article in the particular journal that the manuscript represents and whether the author(s) would be willing to meet the cost of reproducing color illustrations.

The manuscript must be accompanied by copies of any permissions to reproduce published material, to use illustrations or report information

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about identifiable people, or to name people for their contributions.

## **Separate Statements from the ICMJE**

### **Definition of a Peer-Reviewed Journal**

A peer-reviewed journal is one that has submitted most of its published articles for review by experts who are not part of the editorial staff. The number and kind of manuscripts sent for review, the number of reviewers, the reviewing procedures, and the use made of the reviewers' opinions may vary, and therefore each journal should publicly disclose its policies in its instructions to authors for the benefit of readers and potential authors.

### **Editorial Freedom and Integrity**

Owners and editors of medical journals have a common endeavor—the publication of a reliable and readable journal, produced with due respect for the stated aims of the journal and for costs. The functions of owners and editors, however, are different. Owners have the right to appoint and dismiss editors and to make important business decisions in which editors should be involved to the fullest extent possible. Editors must have full authority for determining the editorial content of the journal. This concept of editorial freedom should be resolutely defended by editors even to the extent of their placing their positions at stake. To secure this freedom in practice, the editor should have direct access to the highest level of ownership, not only to a delegated manager.

Editors of medical journals should have a contract that clearly states the editor's rights and duties in addition to the general terms of the appointment and that defines mechanisms for resolving conflict.

An independent editorial advisory board may be useful in helping the editor establish and maintain editorial policy.

All editors and editors' organizations have the obligation to support

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the concept of editorial freedom and to draw major transgressions of such freedom to the attention of the international medical community.

### **Conflict of Interest**

Conflict of interest for a given manuscript exists when a participant in the peer review and publication process—author, reviewer, and editor—has ties to activities that could inappropriately influence his or her judgment, whether or not judgment is in fact needed. Financial relationships with industry (for example, through employment, consultancies, stock ownership, honoraria, expert testimony), either directly or through immediate family, are usually considered to be the most important conflicts of interest. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion.

Public trust in the peer review process and the credibility of published articles depend in part on how well conflict of interest is handled during writing, peer review, and editorial decision making. Bias can often be identified and eliminated by careful attention to the scientific methods and conclusions of the work. Financial relationships and their effects are less easily detected than other conflicts of interest. Participants in peer review and publication should disclose their conflicting interests, and the information should be made available so that others can judge their effects for themselves. Because readers may be less able to detect bias in review articles and editorials than in reports of original research, some journals do not accept reviews and editorials from authors with a conflict of interest.

#### *Authors*

When they submit a manuscript, whether an article or a letter, authors are responsible for recognizing and disclosing financial and other

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conflicts of interest that might bias their work. They should acknowledge in the manuscript all financial support for the work and other financial or personal connections to the work.

### *Reviewers*

External peer reviewers should disclose to editors any conflicts of interest that could bias their opinions of the manuscript, and they should disqualify themselves from reviewing specific manuscripts if they believe it to be appropriate. The editors must be made aware of reviewers' conflicts of interest to interpret the reviews and judge for themselves whether the reviewer should be disqualified. Reviewers should not use knowledge of the work, before its publication, to further their own interests.

### *Editors and Staff*

Editors who make final decisions about manuscripts should have no personal financial involvement in any of the issues they might judge. Other members of the editorial staff, if they participate in editorial decisions, should provide editors with a current description of their financial interests (as they might relate to editorial judgments) and disqualify themselves from any decisions where they have a conflict of interest. Published articles and letters should include a description of all financial support and any conflict of interest that, in the editors' judgment, readers should know about. Editorial staff should not use the information gained through working with manuscripts for private gain.

### **Corrections, Retractions, and "Expressions of Concern" about Research Findings**

Editors must assume initially that authors are reporting work based on honest observations. Nevertheless, two types of difficulty may arise.

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First, errors may be noted in published articles that require the publication of a correction or erratum of part of the work. It is conceivable that an error could be so serious as to vitiate the entire body of the work, but this is unlikely and should be handled by editors and authors on an individual basis. Such an error should not be confused with inadequacies exposed by the emergence of new scientific information in the normal course of research. The latter require no corrections or withdrawals.

The second type of difficulty is scientific fraud. If substantial doubts arise about the honesty of work, either submitted or published, it is the editor's responsibility to ensure that the question is appropriately pursued (including possible consultation with the authors). However, it is not the task of editors to conduct a full investigation or to make a determination; that responsibility lies with the institution where the work was done or with the funding agency. The editor should be promptly informed of the final decision; and if a fraudulent paper has been published, the journal must print a retraction. If this method of investigation does not result in a satisfactory conclusion, the editor may choose to publish an expression of concern with an explanation.

The retraction or expression of concern, so labeled, should appear on a numbered page in a prominent section of the journal, be listed in the contents page, and include in its heading the title of the original article. It should not simply be a letter to the editor. Ideally, the first author should be the same in the retraction as in the article, although under certain circumstances the editor may accept retractions by other responsible people. The text of the retraction should explain why the article is being retracted and include a bibliographic reference to it.

The validity of previous work by the author of a fraudulent paper cannot be assumed. Editors may ask the author's institution to assure them of the validity of earlier work published in their journals or to retract it. If this is not done they may choose to publish an announcement to the effect that the validity of previously published work is not assured.



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## **Confidentiality**

Manuscripts should be reviewed with due respect for authors' confidentiality. In submitting their manuscripts for review, authors entrust editors with the results of their scientific work and creative effort, on which their reputation and career may depend. Authors' rights may be violated by disclosure of the confidential details of the review of their manuscript. Reviewers also have rights to confidentiality, which must be respected by the editor. Confidentiality may have to be breached if dishonesty or fraud is alleged but otherwise must be honored.

Editors should not disclose information about manuscripts (including their receipt, their content, their status in the reviewing process, their criticism by reviewers, or their ultimate fate) to anyone other than the authors themselves and reviewers.

Editors should make clear to their reviewers that manuscripts sent for review are privileged communications and are the private property of the authors. Therefore, reviewers and members of the editorial staff should respect the authors' rights by not publicly discussing the authors' work or appropriating their ideas before the manuscript is published. Reviewers should not be allowed to make copies of the manuscript for their files and should be prohibited from sharing it with others, except with the permission of the editor. Editors should not keep copies of rejected manuscripts.

Opinions differ on whether reviewers should remain anonymous. Some editors require their reviewers to sign the comments returned to authors, but most either request that reviewers' comments not be signed or leave the choice to the reviewer. When comments are not signed, the reviewers' identity must not be revealed to the author or anyone else.

Some journals publish reviewers' comments with the manuscript. No such procedure should be adopted without the consent of the authors and reviewers. However, reviewers' comments may be sent to other reviewers of the same manuscript, and reviewers may be notified of the editor's

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decision.

## **Medical Journals and the Popular Media**

The public's interest in news of medical research has led the popular media to compete vigorously to get information about research as soon as possible. Researchers and institutions sometimes encourage the reporting of research in the popular media before full publication in a scientific journal by holding a press conference or giving interviews.

The public is entitled to important medical information without unreasonable delay, and editors have a responsibility to play their part in this process. Doctors, however, need to have reports available in full detail before they can advise their patients about the reports' conclusions. In addition, media reports of scientific research before the work has been peer reviewed and fully published may lead to the dissemination of inaccurate or premature conclusions.

Editors may find the following recommendations useful as they seek to establish policies on these issues.

1. Editors can foster the orderly transmission of medical information from researchers, through peer-reviewed journals, to the public. This can be accomplished by an agreement with authors that they will not publicize their work while their manuscript is under consideration or awaiting publication and an agreement with the media that they will not release stories before publication in the journal, in return for which the journal will cooperate with them in preparing accurate stories(see below).

2. Very little medical research has such clear and urgently important clinical implications for the public's health that the news must be released before full publication in a journal. In such exceptional circumstances, however, appropriate authorities responsible for public health should make the decision and should be responsible for the advance dissemination of information to physicians and the media. If the author and the appropriate authorities wish to have a manuscript considered by a

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particular journal, the editor should be consulted before any public release. If editors accept the need for immediate release, they should waive their policies limiting prepublication publicity.

3. Policies designed to limit prepublication publicity should not apply to accounts in the media of presentations at scientific meetings or to the abstracts from these meetings (see Redundant or Duplicate Publication). Researchers who present their work at a scientific meeting should feel free to discuss their presentations with reporters, but they should be discouraged from offering more detail about their study than was presented in their talk.

4. When an article is soon to be published, editors may wish to help the media prepare accurate reports by providing news releases, answering questions, supplying advance copies of the journal, or referring reporters to the appropriate experts. This assistance should be contingent on the media's cooperation in timing their release of stories to coincide with the publication of the article.

## **Advertising**

Most medical journals carry advertising, which generates income for their publishers, but advertising must not be allowed to influence editorial decisions. Editors must have full responsibility for advertising policy. Readers should be able to distinguish readily between advertising and editorial material. The juxtaposition of editorial and advertising material on the same products or subjects should be avoided, and advertising should not be sold on the condition that it will appear in the same issue as a particular article.

Journals should not be dominated by advertising, but editors should be careful about publishing advertisements from only one or two advertisers as readers may perceive that the editor has been influenced by these advertisers.

Journals should not carry advertisements for products that have

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proved to be seriously harmful to health—for example, tobacco. Editors should ensure that existing standards for advertisements are enforced or develop their own standards. Finally, editors should consider all criticisms of advertisements for publication.

## **Supplements**

Supplements are collections of papers that deal with related issues or topics, are published as a separate issue of the journal or as a second part of a regular issue, and are usually funded by sources other than the journal's publisher. Supplements can serve useful purposes: education, exchange of research information, ease of access to focused content, and improved cooperation between academic and corporate entities. Because of the funding sources, the content of supplements can reflect biases in choice of topics and viewpoints. Editors should therefore consider the following principles.

1. The journal editor must take full responsibility for the policies, practices, and content of supplements. The journal editor must approve the appointment of any editor of the supplement and retain the authority to reject papers.

2. The sources of funding for the research, meeting, and publication should be clearly stated and prominently located in the supplement, preferably on each page. Whenever possible, funding should come from more than one sponsor.

3. Advertising in supplements should follow the same policies as those of the rest of the journal.

4. Editors should enable readers to distinguish readily between ordinary editorial pages and supplement pages.

5. Editing by the funding organization should not be permitted.

6. Journal editors and supplement editors should not accept personal favors or excessive compensation from sponsors of supplements.

7. Secondary publication in supplements should be clearly identified

by the citation of the original paper. Redundant publication should be avoided.

### **The Role of the Correspondence Column**

All biomedical journals should have a section carrying comments, questions, or criticisms about articles they have published and where the original authors can respond. Usually, but not necessarily, this may take the form of a correspondence column. The lack of such a section denies readers the possibility of responding to articles in the same journal that published the original work.

### **Competing Manuscripts Based on the Same Study**

Editors may receive manuscripts from different authors offering competing interpretations of the same study. They have to decide whether to review competing manuscripts submitted to them more or less simultaneously by different groups or authors, or they may be asked to consider one such manuscript while a competing manuscript has been or will be submitted to another journal. Setting aside the unresolved question of ownership of data, we discuss here what editors ought to do when confronted with the submission of competing manuscripts based on the same study.

Two kinds of multiple submissions are considered: submissions by coworkers who disagree on the analysis and interpretation of their study, and submissions by coworkers who disagree on what the facts are and which data should be reported.

The following general observations may help editors and others dealing with this problem.

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### *Differences in Analysis or Interpretation*

Journals would not normally wish to publish separate articles by contending members of a research team who have differing analyses and interpretations of the data, and submission of such manuscripts should be discouraged. If coworkers cannot resolve their differences in interpretation before submitting a manuscript, they should consider submitting one manuscript containing multiple interpretations and calling their dispute to the attention of the editor so that reviewers can focus on the problem. One of the important functions of peer review is to evaluate the authors' analysis and interpretation and to suggest appropriate changes to the conclusions before publication. Alternatively, after the disputed version is published, editors may wish to consider a letter to the editor or a second manuscript from the dissenting authors. Multiple submissions present editors with a dilemma. Publication of contending manuscripts to air authors' disputes may waste journal space and confuse readers. On the other hand, if editors knowingly publish a manuscript written by only some of the collaborating team, they could be denying the rest of the team their legitimate coauthorship rights.

### *Differences in Reported Methods or Results*

Workers sometimes differ in their opinions about what was actually done or observed and which data ought to be reported. Peer review cannot be expected to resolve this problem. Editors should decline further consideration of such multiple submissions until the problem is settled. Furthermore, if there are allegations of dishonesty or fraud, editors should inform the appropriate authorities.

The cases described above should be distinguished from instances in which independent, non-collaborating authors submit separate manuscripts based on different analyses of data that are publicly available. In this circumstance, editorial consideration of multiple submissions may be

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justified, and there may even be a good reason for publishing more than one manuscript because different analytical approaches may be complementary and equally valid.

## 第十章 内容与结构修改

论文初稿写成之后,一般要搁一段时间,待心静下来,再集中修改。这时,先考虑论文大体部分、各个段落、句子;它们是否反映了论文的主要内容和观点。如有重复累赘的内容,则可删去。从开始到结尾,叙述要符合逻辑,即从推论、假设、论证到得出真实结论一以贯之,使人信服。如有遗忘的内容可作补充,真正做到言尽其意。

### 10.1 逻辑层次

论文要有层次、逻辑。在此阶段,要检查内容的准确性、连贯性,所叙述的内容要说明问题,不能似是而非;而叙述层次要脉络分明。在写初稿阶段存在的不连贯、罗嗦、阙如或内容颠三倒四,在这一阶段均可纠正过来。

首先,要检查论文各层次的标题是否恰当,相互之间关系是否合乎逻辑,与正文关系如何。如不尽意,可作删改或增加,真正将结构按逻辑建立起来。

另外,还要注意段落和内容的分布。一般来说,每一个段落只能叙述一个中心内容,一个主题。段落应该是一个概念的单元。但在实际中,论文常常涉及某个主题的各方面的叙述,可能有一般性叙述、讨论、争论、批评,也可能有假设,结论,还有具体说明、一般说明等等。在这种情况下,一定要将问题说清楚,一个段落说明一个概念。句子概念不可重复,切莫使读者摸不着头脑。

段落不能太长,一般不要超过 125 个字。太长了往往掌握不住中心意思。另一方面,有些段落往往只有几个句子,甚至一个句子,只要主要内容一致,可以将它们合起来,成为一个段落。

### 10.2 图表

论文结构和逻辑尚觉满意,则可以检查图表。此时发现有的图表纯属多余或与正文内容关系不大,则可删去。如觉得有些图



表可以合并,作用更佳,则合并。有些图表可简化,或作必要的改动,包括图表的标题、脚注等说明文字。在最后确定图表时,也是对正文结果部分内容重新复核。

### 10.3 引文的准确和时效

作者要重新阅读论文中所引用的文献资料。由于有些文献资料阅读已久,单凭记忆引用往往不一定确切,严重时会出现误植。甚至引用作者自己已往发表过的论文,也会有出入或笔误。特别是论文方法部分,具体细节常有出入之处,应仔细复核,并作相应纠正。

在此阶段,作者可以找些近期本专业的刊物,阅读一些新发表的论文,并将重要者加入参考文献目录中。

直接引用文献中的文字,要防止曲解。因此,原文的精神及文字形式不作更动。甚至原文中的错误也照旧,但可在认为舛误处用 sic 在括号中表示。如果在引文中加入了自己的文字要用方括号标出。如系节略,相应文字前后或中间应加有略号(…)表示。

如所引文字非英语,要译成英文,必要时要给原文。译文后在括号内注 my translation。参考文献目录要清楚,与正文中出现相一致。如非英文文献,要说明,在括号中加 in Chinese 等。

根据版权处理方法,再次核实引文(100字或原文5%者)是否经版权持有者允许。

### 10.4 术语、缩略语、脚注

论文中的术语要准确,通常为有关专业学术机构所确认、推荐使用者,或权威辞书收录者。计量单位要以 SI(Système International Units)为准。论文中使用缩略语要一以贯之。非国际通用者要在第一次出现时给出全名,然后在括号中指出缩略形式,但缩略语不能使用太多。一般来说,一篇文章中,较长的词语出现5~10次以上可用缩略语,但不能一页上出现数个缩略语,如:

MPIP is converted by MAO-B to MPP, which reaches SNpc nerve cells via DA uptake systems.

这种缩写除非搞同一专业者,否则很难读懂。因此,缩略语的使

用,前提是方便读者,而不是为了作者自己图方便。

同样,缩略语在文题中使用要慎重,要以国际通用者为准。在文摘中的缩略语也以正文中的处理方法为准。

论文中要避免使用脚注(图表脚注除外)。脚注往往是正文内容的补充说明,但有时反而影响正文的叙述。如果注很短,可以放在括号内,插入正文。

## 10.5 论文的长度

根据刊物要求,确定论文的字数、长度。这些要求在作者须知中一般都详细载明,包括字数、图表数目,甚至参考文献条数。

论文宜短,不宜长,只要将主要内容包括了。实际上一些国际刊物都喜欢短而又新东西的论文。

另外,论文各部分内容比例要适宜。按照所投刊物文章长度的平均数,作者准备时一定要贴近,或少于该平均数。图表和参考文献数目也要接近所投刊物的平均数。如何做?办法是使句子、段落短小。

《新英格兰医学杂志》要求来稿低于 3000 字。《英国医学杂志》则要来稿不超过 2000 字,图表不超过 6 张。该杂志的编辑提出理想的长度是 10 面双行打字页(相当 3 面刊出页),参考文献数目不超过 25 条。有的刊物对超出规定的图表数,征收费用。

## 第十一章 语言文字修改

除修改内容和结构外,论文的语言文字作者也需倾注很多的精力。论文能让读者容易读懂,首先文字要准确、简练,没有语法错误。要做到要言不繁,要下一定的功夫,但是功夫只能来自大量实践。古人云:“文字频改,功夫自出”。刘勰云:“改章难于造篇,易字难于代句”(《文心雕龙·附会篇》)。都说明要下功夫。

### 11.1 科技论文的一般文字要求

在英语科技论文写作中,语言文字要注意以下方面。这些在国际科技写作界及编辑界已有共识。

#### 11.1.1 人称代词

在论文中可使用人称代词 I、we、they 等。这样能更亲切地表示作者的语气、观点,并对读者负有更明确的责任,避免使用隐晦的 the author, the authors(本作者)等词语和过多使用被动语态。但是,人称代词也不能使用过多,而走向反面。

#### 11.1.2 主动语态

积极使用主动语态,少用被动语态。如以下被动语态可作改动,代之以明确的主语。

被动语态	主动语态
Oxygen is needed for combustion.	Combustion needs oxygen. (燃烧需要氧气。)
It is reported by Li FX that...	Li FX reports that... (李氏报道...)
Tests were conducted to determine the rate of diffusion.	We ran tests to find the rate of diffusion. (我们作测试确定扩散率。)

被动语态	主动语态
The possible causes of the disease are now being looked into by the institute's specialists.	The institute's specialists are studying possible causes of the disease. (该研究所的专家们正在研究该病的病因。)
In this paper, the second approach is considered.	We consider the second approach. (我们考虑了第二种途径。)
The screening procedure is illustrated in Figure 5.	Figure 5 shows the screening procedure. (图5示筛选方法。)
Table 3 shows that the incidence of disease was decreased by 10%.	The incidence of disease decreased by 10% (Table 3). (疾病发病率下降10%(表3)。)

有一种误解,以为科技论文的特点就是多用被动语态,因此,使得科技写作被动语态泛滥成风。结果论文毫无生气,沉闷严肃有余。当然,被动语态不是完全要在科技论文中废止,要适宜。比如读者不必知道动作执行者为谁时,一般可用被动语态,如:

The rats were killed 2 hours after injection of androgen.  
(注射雄激素之后2小时,将鼠处死。)

The weeds were introduced as pre-germinated seeds, directly after transplanting the rice, and thinned to the required density later.  
(直接移植水稻后,种子预先发芽,后按预先要求密度播种。)

这种时态在论文的材料和方法部分使用较适宜,可以避免人称代词的重复。但不是为了隐去主观成分,事实上,发表论文,作者就负有责任。

### 11.1.3 过去时态

凡属实验过程中的动作、活动,都是过去的事,因此,要用过去时态表达。在有观察、分析、操作等内容的材料和方法、结果部分一般用过去时态,如:

The agar flowed to the edges of the coverslip and solidified in a thin, uniform layer.

(琼脂流向盖片四周,凝固成薄而均匀的一层。)

#### 11.1.4 现在时态

一般性叙述,包括介绍某学科研究现状以及对实验结果作分析、讨论,作出结论和展望,要用一般现在时态和现在完成时态。这种时态,以引言、讨论部分居多。如:

Many authors have used autographic methods to detect and identify biologically required molecules. In the autographic procedure, nutritionally deficient mutant bacteria with specific nutrient requirements are suspended in an agar medium in a petri dish or on a glass plate. After incubation with the required nutrilitie they show zones of growth. (Introduction section)

(许多作者利用压印法测定生物学所需分子。在此过程中,培替培养皿或玻璃片琼脂培养基中亟需特殊营养的变种细菌呈生长抑制状态。)

Because diffusion on the microscope slide is confined to a single drop of agar, the slide method can be expected to be both more sensitive and less time-consuming than others so far reported. It requires a negligible amount of sample and little equipment. (Discussion section)

(由于一滴琼脂在显微镜载片上扩散是有局限的,载片方法比现在报道的方法敏感又省时,所需标本量小,设备简单。)

#### 11.1.5 通俗化

论文中虽要专业词语(jargon)准确,但不能迂腐俗套,冗长罗嗦,可以用简明、通俗的词语者,要尽量使用,切不可故弄玄虚。如下句:

It must be emphasized that nothing in this plan is self-fulfilling and the plan is as good as its implementation; formulation of the plan is one thing and operationalization is another thing.

可以简化为:

It is not enough to make this plan which must be carried out.

(该计划一定要实现,但准备尚不充分。)

又如:

On average, among adults total food intake was higher for males than

for females.

可改作:

On average, men ate more than women.

(平均而言,男性比女性吃得要多一些。)

所以说术语也要注意其使用,否则也会成为陈词滥调,使文句很别扭。

### 11.1.6 按英语习惯写

英语非母语的作者,用英语写作一定要按英语习惯写。其中语言表达习惯更为重要,这是让国际同行了解自己研究成果的先决条件。开始,作者可以模仿编辑质量高的刊物上的文章;而模仿是改进、提高英语论文写作水平的极好办法。作者可以先从阅读简短的文章入手,然后扩大到其他论文。每次阅读要用心,作些笔记,将主要词语及表达方法牢牢记住。渐次,日积月累,再在自己的短小论文中尝试运用。如果所读论文,与自己要撰写的论文比较接近,则更理想。另外,作者还可以经常读一些科普性刊物,如《科学美国人》(*Scientific American*),《新科学家》(*New Scientist*),《科学新闻》(*Science News*)等。这些刊物是科技工作者获取最新知识、趣闻逸事、提高科技写作能力的理想参考读物。

## 11.2 动词、名词、代词、介词、冠词

论文中有关词类的处理,要注意以下诸点:①用词要简单;②词必达意;③用实义动词代替抽象名词;④避免修饰词堆砌(stacked modifiers)。

### 11.2.1 动词

#### a. 主谓语一致

Adequacy of certain dietary elements are important.

以上一句明显错误是主谓不一致。应改成:

Adequacy of certain dietary elements is important.

(膳食中某些成分充足很重要。)

句子中的主语应该是 adequacy,不是 elements。单数主语则要相应用单数谓语;复数主语,则用复数谓语。造成这种错误,常常是因为主谓之间隔有介词短语和其它词语,如 together with, as well

as, in addition to, except, 等等。

如果是用 and 构成的复合主语, 则也要用复数谓语; 除非两种概念相当接近, 或习惯成为一个概念, 如: Bread and butter is good for you (Gowers, 1986), 语法学家则认为可以用单数谓语。但比较下面一例:

Wang and Xu *contend* that tobacco contributes to cancer of the lung.

Wang, as well as Xu, *contends* that tobacco contributes to cancer of the lung.

(王和徐争论烟草诱发肺癌的问题。)

同样用 or 连接不等的主语时, 要使动词或系动词同与之靠近的主语相一致。如:

Analgesics or acupuncture *was* not given to the patient. (不用 were)

(病人没有用镇痛药或针灸治疗。)

其它一类易犯主谓不一致错误的有:

*Either* of these experiments *is* satisfactory. (不用 are)

(这两次实验都满意。)

Neither the relatives nor the *patient* himself *was* cooperative. (不用 were)

(病人和家属都不合作。)

主谓倒装时可能出现错误。

Accompanying the director of the institute *were* his *fellows* and *visiting scholars*. (不用 was)

(陪着研究所所长的是他的助手和访问学者。)

如果像 board, committee, council, team, number 一类集合名词, 单、复数谓语动词均可用, 但须看主语所强调的是整体, 抑或个体。如:

The board *meets* twice a year.

(董事会一年开两次会。)

这一句是将 board 视作一个整体。同样, 也可视作个体 (Fowler, 1965)。如:

The board *were* not in agreement.

(董事会意见不一。)

number 前有定冠词 the, 则作单数处理。如:

*The number of patients with hepatitis in China is high.*

(中国肝炎病人很多。)

如果 number 之前有不定冠词 a, an, 通常作复数处理。如:

*A number of results from the analysis indicate the pilot project was unnecessarily restrictive.*

(许多分析结果表明, 这一开创性项目没有必要受限制。)

#### b. 连续被动语态中的助动词

助动词 to be, to have 等在连续被动语态句中, 往往可以省略, 但结果并不都正确。作者要注意主谓关系。如:

*The rat was killed and specimens taken for pathological examination.*

这一句是错误的, 因为 specimens 的谓语动词应该是复数 were, 不是 was。可改作以下形式:

*The rat was killed and its specimen taken for pathological examination.*

或:

*The rat was killed and its specimen examined pathologically.*

(小鼠处死后, 其标本作病理检查。)

或许更好的写法可以是下面的样子, 视文章行文而定。

*We killed the rat and took its specimens for pathological examination.*

#### c. 分词短语要紧靠主语

分词短语位置放得不好, 很容易造成误解, 特别是在第三人称为主语的情况下。如:

*Studies on mouse models made to probe the genetic signals for hypertrophy were reported in 1993.*

这句中, 过去分词短语 made to... 可以是修饰 studies, 也可以是 mouse models。为了消除含混, 句子可以重新写成:

*In 1993, they reported studies on mouse models that were made to probe the genetic signals for hypertrophy.*

或:

*In 1993, they reported studies on mouse models, which were made to*



probe the genetic signals for hypertrophy.

(1993年,他们报道了小鼠模型研究,模型用以探测肥大的基因信号。)

又如下例:

Closing the incision, the animal was placed in a restraining cage.

其中, closing the incision, 现在分词短语是游离的, 其逻辑主语不明, 不应是 the animal。解决办法是为分词找一个作用动词来代替, 并加一个主语。如此句可改作:

When we closed the incision, the animal was placed in a restraining cage.

(封闭好切口, 我们将动物放置在受约束的笼子里。)

或改作:

After closing the incision, we placed the animal in a restraining cage.

文稿中, 凡带-ing的词要多加注意, 看它们是否需要一个主语。加主语后, 是否容易辨认。这里分词与动名词要作区别, 形式上一样, 但功用不同。分词短语作状语, 而动名词短语可作句子主语。如下一例:

Using the Teflon tube as a conduit for the guide wire allowed us to attach the opposite end of the wire to a magnetic stylus.

这句中 using 是动名词, 而下面一句就不一样。

Using the Teflon as a conduit for the guide wire, the opposite end of the wire was attached to the magnetic stylus.

这一句本身是错误的。the opposite end of the wire 不能作 using 逻辑上的主语。using... 是分词短语作状语。这是典型的分词游离, 但可作如下修改:

Using the Teflon tube as a conduit for the guide wire, we attached the opposite end of the wire to a magnetic stylus.

或重新写作:

The opposite end of the guide wire was attached to a magnetic stylus with the Teflon tube as a conduit.

(导线对应的一端与带特弗伦导管作暗线的磁性描针相连。)

d. 不定式要与主语一致

不定式同分词一样,也会出现游离现象。原因是作者往往将不定式主语搞错,结果闹出笑话。如:

To explore this possibility, sternal punctures were performed on two patients.

这句是错误的,因为 sternal punctures 不是 to explore 的主语。即使在 to 前加 In order 也不能纠正其错误,不定式仍然是游离的。正确写法是:

To explore this possibility, we performed sternal punctures on two patients.

(为了寻找这一可能性,我们给两个病人作了胸骨穿刺。)

e. 系动词 to be 不要使用过度

在 11.1.2 节中提及少用被动语态,这与 to be 使用多少有些关系。一些国际著名的科技刊物和国际性科技编辑组织,都主张论文中尽量使用第一人称,动词主动语态,实际上与少用系动词有一定关系。系动词毕竟是力量薄弱的动词。这种改革主张从 70、80 年代起,论文中已显明朗。这也是科技英语发展的一个新趋向。这种改革影响到一些套语如:

The fact is that...

It is clear that...

It can be stated that...

It is apparent that...

It has been demonstrated that...

It is interesting to note that...

It is well known that...

It should be remembered that...

It is my opinion that...

...

因此,上述套语在论文中可以修改。如:

It was not felt advisable that any further therapy should be given at this time.

不如写成:

We(I) considered further treatment inadvisable.

(我们[我]考虑进一步治疗是不合适的。)

常见的 it is thought to 可以写成 We(I)think..., 反而明确, 亲切。因此, It is generally thought..., It is generally believed... 中要辨清楚主语该是谁。但又不要偏向另一个极端, 句子必有 we, I, they 等人称代词, 这样同样不堪一读了。

过多使用动词 to be 形式是语言平淡的一种表现。用医学术语讲, 是患了贫血症。to be 是没有什么力量、色彩的词, 而行为动词则相反。稿子中 to be 过多, 要设法用行为动词来代替, 以提高文字的力量和色彩。但是要注意动词的习惯使用方法。因此, there is, there are, there was, there were 要尽可能少用。同上述套语一样, 它们都被用滥了, 使论文死板。比如: There were 10 rats under study. 可改成 We studied 10 rats. 或 Ten rats were studied.

### 11.2.2 名词

#### a. 抽象名词不要使用过多

使用抽象名词过多同过多使用被动语态一样, 使论文枯燥乏味, 使人昏昏欲睡。如下句:

The conclusion that the reduction of moderate myopia brought about by photorefractive keratectomy was published by Lock in 1993.

这句中以 -ion 结尾的抽象名词使句子乏力, 呆板, 其中对应的动词为 conclude, reduce, 似乎被掩盖, 没有发挥作用。使用抽象名词同时, 作者又使用了不少介词、冠词, 如 of、the 等。如果将隐藏在抽象名词之后的动词请出来, 则一些无用的词均会消失:

Lock (1993) found that moderate myopia was reduced when he performed photorefractive keratectomy.

(洛克(1993)发现做屈光角膜切除术可减轻中度近视)

如果文章中有这样一些过去分词 occurred, effected, brought about, achieved, produced, carried out, conducted, done, performed 往往可以发现抽象名词存在, 而这类句子都可作必要的修改。修改后, 文字都会有起色。如:

Protein determinations were performed as described above.  
可改成:

Proteins were determined as described above.  
(蛋白质按上述方法测定。)

Conversion of acetates to iodides was effected.

改作:

Acetates were converted to iodides.  
(乙酸盐转变成碘化物。)

b. 名词不要过多用作修饰词

名词可以作修饰词,这是无疑的;但是一连串的名词修饰词则令读者头痛不已。如下例:

Severe respiratory tract erosive burns.

如果适当调整好名词与形容词之间的关系,增加一些介词、冠词,意思就会明朗起来。

Severe erosive burns of the respiratory tract.  
(呼吸道严重腐蚀性烧伤)

前面提到抽象名词过多,往往与介词 of 和冠词 the 有关,可以去掉这些小品词,将抽象名词对应的动词找出来处理。而词语串联,改正又需增加这些小词。它们是使句子意思清楚不可缺少的。但是要知道一些特殊情况,有时 2、3 个字的词组尚可成立。比如 glutamate receptor subtypes (谷氨酸盐受体亚型) 就比 different subtypes of receptors for glutamate 强,也已被读者所接受。

### 11.2.3 代词

论文中代词指代要清楚,无论指已出现的名词、从句。特别要注意句首的 it, this 等,其先行词不可含糊,要交待。如果意思不清,宁可重复内容,不用代词。如下面一句, this 指什么呢?

This incidence of nausea and vomiting after administration of the drug was extremely low. *This* justifies the conclusion that...  
可以改写成:

The low incidence of nausea and vomiting after use of the drug justifies the conclusion that...

(用药后恶心和呕吐减少,证明……结论。)

又如:

The patient was extremely apprehensive, but he did not show *it*.

可改成：

The patient concealed his apprehension well.

(该病人将其悟性巧妙地掩盖了。)

关系代词 *that* 和 *which* 是有区别的, *that* 用于限制性定语从句, 而 *which* 则用于非限制性定语从句, 一般作补充说明或解释、描述。如：

The patient's heart that was beating rapidly had been adversely affected by the drug.

(病人心跳快是用药后的副作用。)

The patient's heart, which was beating rapidly, had been adversely affected by the drug.

(病人的心脏受药物副作用影响, 跳动很快。)

后一句的 *which* 从句则是补充内容, 对主语不起限制作用。两句的意思有多大区别可细细琢磨。上句的 *that* 可以用 *which* 代替, 意思不变, 但第二句中 *which* 不能用 *that* 代替。严格地讲 *that* 只能用于限制性从句。

#### 11.2.4 介词

介词是用于表示名词之间关系的词。英语中常见的介词有 *at, in, for, on, by, of, from, to, that, through* 等等。介词又可以与动词搭配; 不同的动词与不同的介词结合, 意义又截然不同。介词的用法一般较麻烦, 遇到没有把握的情况, 可以找一本权威的词典查一查。

介词一般不要出现在句子末尾, 这是习惯, 但也不能勉强为之, 结果将句子扭曲了。如：

This is an extremely important biological problem with which scientists are going to deal.

不如听其自然：

This is an extremely important biological problem which scientists are going to deal with.

(这是科学家要解决的极其重要的生物学问题。)

*different from, different to* 比 *different than* 常用。当然 *different than* 要用得正确, 如：

The specimens have a different pathological appearance now than they had 20 minutes ago.

(标本现在的病理形态与 20 分钟前有所不同。)

这说明介词与其它词搭配也存在习惯用法问题,要勤读各类文章,注意查词典。

介词在句子中太多,则文意晦涩,可减少其数目,寻求显达,但切忌走向另一面。如:

The authors are to be commended for bringing together in one volume the techniques for the performance of operations in all the “anatomic specialties” of plastic surgery.

可以改成:

Commendably, the authors have brought together in one volume the operative techniques in all the “anatomic specialties” of plastic surgery.

(值得赞扬的是作者将整形外科所有“解剖专业”的手术方法编成一卷。)

following 当作介词用好比游离分词一样,如: The science editors visited Beijing following the meeting. 其中 following 可由 after 代替,意思更明确。following 最好用作形容词,如 the following recommendations(下述建议)。

### 11.2.5 冠词

冠词有两种,定冠词及不定冠词。冠词的使用主要看内容特殊还是一般。说明特殊性内容则用定冠词。如:

We divided the rats into three groups: the first group ... the second ... and the third...

(我们把小鼠分成三组:第一组...第二组...第三组。)

非特殊内容,包括人、事、物则用不定冠词。如:

A good editor never forgets the limits of written communication.

(一名出色的编辑不会忘记书面文字的限制性。)

而 a、an 的使用主要依据其后面词的第一音节发音或缩略词的发音。如 a marker(一种标记), a malignancy(一种恶变), an increase(一种增长), an AIDS diagnosis(一次艾滋病诊断), 但 mRNA 前用 an, an mRNA, 该词习惯上读作 an em RNA, 不读 a messenger

RNA。这种例外不多见。

用什么冠词,有规律,可以多读文献,增强感性知识,实有困难,则查语法书。一般来说,要认识冠词后的名词。一般性名词,即非特指名词则用不定冠词:

We presented a case of immunodeficiency.

(我们报道了一例免疫缺损病人。)

如果已经在前文提及,及在该名词后有定语从句,绝大多数情况下,名词前要加定冠词:

We presented the case of immunodeficiency which we had discussed earlier.

(我们报道了一例曾讨论过的免疫缺损病人。)

但是没有提到的复数名词前不用冠词,不管名词前有没有数字。如:

We presented ten cases of immunodeficiency treated at our hospital.

(我们报道了 10 例在我院治疗过的免疫缺损病人。)

在专有名词及抽象名词之前,不用冠词,如:

Beijing is a beautiful city.

(北京是一座漂亮的城市。)

Action of this kind is rarely seen.

(这种作用很少见。)

但是这类名词作普通名词用,则要用冠词,如:

The Beijing I knew as a child has gone.

(孩提时我所见到的北京城已不复存在。)

The action was a sudden one.

(这一作用是突然的。)

有关定冠词及不定冠词的用法很复杂,要多阅读,留心文献中的使用,多练习,实践,勤查辞(词)书,就能掌握其规律。

### 11.3 比较、否定

句子中凡出现 more, less 时要特别小心。这类句子应该是比较句,要比较就要有对象,否则就不明确,也可以说不完整,不如用别的词代替。

This investigation is *more* difficult and we will therefore need *more* time.

或许改成以下样子就够了。

This investigation is difficult and needs a lot of time.

(此项调查有困难,需不少时间。)

但是比较是一回事,有时候当作定语是另一回事,试比较。

After three consecutive negative tests, the scientist may recommend *less* frequent testing.

(连续三次阴性测验后,科学家不太可能再作测定。)

The national health objectives for the year 2000 include reducing death from cancer of the uterine cervix to *no more than* 1.5 per 100,000 women.

(二千年全国卫生目标包括将妇女宫颈癌死亡率降到十万分之1.5以下。)

In particular, radiation-does readings *less than* the threshold of the external-does detector were recorded as zero.

(特别是,低于内剂量探测器阈值的辐射量记作零。)

Presumably, *lower* doses were missed because subthreshold doses were discarded *less* frequently.

(也许,由于亚阈剂量不常取消,低剂量没有再使用。)

使用比较和定语分辨不清,往往会出现一些错误,如:

误: The disease rarely affects older patients.

正: The disease rarely affects old patients.

(该病很少涉及老年病人。)

误: Experimental results were as good or better than previously.

正: Experimental results were as good as or better than they were previously.

(实验结果与他们以前的一样好,甚至更好。)

误: Mr Wang had higher fever than any patient on our service.

正: Mr Wang had higher fever than any other patient on our service.

(我们查房时发现,王先生发烧要比其他病人高。)

在科技论文写作中,作者要特别注意各种比较句型和一些与



比较相关的程度副词。这些词并没有具体内容,用不好,反而弄巧成拙。如: considerably, fairly, markedly, moderately, probably, relatively, comparatively, remarkably, significantly, completely, positively, somewhat, 等等。比如 quite 与没法相比的词用在一起就显累赘: quite true, quite identical, quite unique, 不如没有好。同样,过份用一些强调、夸张之词也是没有意义的,有害文意,如: exceedingly, extremely, markedly, severely, tremendously, very, rather, several, much, 等。如:

His purpose was to *thoroughly* determine the composition of the product.

此句可以写成:

His purpose was to determine the precise composition of the product.  
(其目的是要确定该产品的精确成分。)

*Very little* evidence has been accumulated about inhaling tobacco smoke as an influence on its ability to do harm.

可改作:

Little evidence has been accumulated about inhaling tobacco smoke as an influence on its ability to do harm.

(关于吸烟对其危害力有影响的证据积累很少。)

在科技论文中不需要许多华而不实的词语。明朝袁宏道曾云:“夫质犹面也,以为不华而饰之朱粉,妍者必减,媸者必增也。”(《行素园存稿引》)。19世纪英国生物学家赫胥黎说:“我们没有必要用修辞的化妆品去涂抹真理洁白的脸孔……”(…to plaster the fair face of truth with the cosmetic of rhetoric)。在科技论文中,像上面一些不适当的形容词、副词反而影响文意,给读者浮夸印象。如 very 一词,在科技论文中起不了明确、精炼作用。very old, very high 等不说明具体概念。所以,作者为了论文的严肃性、准确性,要谨慎小心使用修饰词。

另外,要正确使用否定句。英语中双重否定不能用数学公式来计算。比如:

Treatment was not entirely unsuccessful. (治疗并不完全不成功。)  
不等于 Treatment was entirely successful. (治疗完全成功。)仔细体会

是可以明白的。所以使用时要小心。

一个句子中不能过多使用否定词语，一般只使用两个否定的说法。如：

*No cases of tuberculosis were seen in any patient group during isoniazid prophylaxis, nor were any seen following completion of isoniazid.*

(在异烟肼预防治疗其间，任何病人组未见结核，异烟肼停用后也未发现。)

*Neither genital ulcers nor gonorrhoea was observed in the two groups of patients after physical and laboratory examination.*

(体检和化验检查，两组病人未发现生殖器溃疡和淋病。)

#### 11.4 繁琐、浮夸

论文中用词要经济，每一个词都要有用，各司其职。有人认为科技论文就是长词、长句多，其实并不尽然。好的论文主要特征之一是用词用句准确、简短、明白、生动。能用通俗的小词、短词、短句，就不要用大词、长词、长句，要以传达信息为准则。莎士比亚说过：“实实在在的故事还要有最平直的文字。”(An honest tale speeds best being plainly told.)。如下面的例子：

*The liquid contents of the container should then be disgorged via the spout by the operator.*

可完全写成：

*Next, the container should be emptied. 或者 Next, empty the container.*

(然后，将器皿腾空。)

*A localization that has suffered from a perturbation of the earth's crust in 1976 is Tangshan.*

同样，这句绕来绕去，句子用长词。不如改成：

*Tangshan suffered an earthquake in 1976.*

(唐山 1976 年遭受地震。)

上述两个例子都没有突出主语，含糊不清；或把主语放在次要地位，句末。

另一种情况是,废话一大堆,吞吞吐吐,含糊其词,多少与上面两例有些关系,特点是用 It may...that 结构。如:

It may seem reasonable to suggest that these effects may possibly be attributable to the use of isoniazid.

这一句层层包裹,躲躲闪闪。其实简单的说法是:

These effects may be caused by isoniazid.

(这些作用可能是异烟肼引起的。)

在 11.2.1 一节中提到套语问题,套语以删去为宜。在英语句子中,主谓语要靠拢,句子要尽量写得短,这恐怕也是科技写作的方向。句子简短,不影响意思表达。根据统计,绝大多数科技句子可保持在 10~25 个词之间,不超过 40 个词。一个句子一层意思,不可言不达意。除在 e 节中提到的套语外,还有另外一些,都属免用之列。如:

In this connection we may say that...

It should be pointed out that...

It is significant that...

It is worthy of note that...

On the basis of the data presented by others and of the findings of our laboratory...

Under prevailing environmental conditions...

此外,有的累赘的表达方法似乎可重新用简单的方法表达。如:

Studies some years ago by Rash & Gold(1994) showed that midline tumors may, in the late stage, invade vital areas of the brain and make total excision impossible.

可以改作:

Rash & Gold(1994) showed that...

有时 showed that, found that, reported that 等看似多余的,干脆改成:

Midline tumors may, in the late stage, invade vital areas of the brain and make total excision impossible(Rash & Gold,1994).

[晚期中位瘤可能侵入脑的生命区,以致不能进行全切除手术(Rash & Gold,1994)。]

句子中要注意意思相同的词语,避免重复。这类词语在科技

论文中很多,而不受重视。如:

词意重复	意思一样的词
cause was due to	was due to
reason was because	because
ancillary aids	aids
cut section	section
efferent outflow	outflow
green in color	green
human volunteer	volunteer
period of time	period
past memories	memories
psychogenic origin	psychogenic
sour in taste	sour
illustrious example	example
linear lines	linear
audible to the ear	audible
basic fundamental essentials	essentials
black, tarry stool	tarry stool
combine together	combine
consensus of opinion	consensus
contralateral side	contralateral
empirical experience	experience
hazardous risk	hazardous
tumor mass	tumor
briefly and succinctly	briefly
thoroughly and completely	thoroughly
therapeutic management	therapeutic
systolic contraction	systolic
potential possibility	possibility
numerous in number	numerous
square in shape	square
month of January	January

这类词意重叠现象,许多作者不以为然。但是在语言文字的纯洁中,是没有地位的。

## 11.5 用词准确

用词准确是一个复杂的问题,非三言两语能说清。科技论文

中使用简单的词可以减少因用词不准确而引起的错误。因为,简单的词多是常用词,而生僻词的用法往往吃不准。无论简单或生僻词,单凭感觉是不保险的。因此,作者要养成勤查词典的习惯,切不可想当然。查词典也是一种本领,查几种词典,查有名的原版专业或英语词典兼有学到各种表达和其它知识的好处,不可永远只用一种汉英词典,这样是远远不够的,把自己的视野局限死了。

说到一些简单词的差错,查原版英语词典和好的汉英词典是可以解决的。如 *affect* 和 *effect* 意思是不一样的,不可互换。这在一般英语原版词典的解释中可以看出。普通词典过于笼统。同样,科学论文中 *content* 和 *concentration* 是不同的,也不能用 *level* 来代替。*comprise* 也不等于 *constitute*。判别这些词的用法,唯有查词典、有关专业书籍和刊物。

有些词语经常用错,即使是一些著名的刊物中也可见到。特别是一些 *-ology* 结尾的词,时有使用不当。如:

误: *Endoscopy showed abnormal morphology at the lower end of the esophagus.*

正: *Endoscopy showed a mucosal abnormality of unknown type.*

(内窥镜检查发现不明类型粘膜异常。)

误: *Endoscopy revealed gastric pathology 10 cm beyond the...*

正: *Endoscopy showed a gastric lesion 10 cm beyond...*

(内窥镜检查发现在……10cm 以外胃部有一病变。)

*pathology, abnormality, disease, disorder, lesion*, 等词要严格区别,不能混淆。

又如:

误: *We measured 10 parameters of hematologic status.*

正: *To the 2nd parameter, q, in equation 9.2, we assigned the value*

...

(在等式 9.2 中,我们确定其值为第二个参数, q...)

*parameter, index, indicator, variable* 这类词,在使用时,要使用恰当的动词。*parameter* 严格限于数学中的概念,不作 *index, indicator, variable* 的同义词。

有些词则因为位置不妥而意义不同,甚至产生歧义。如 *only*

既可作形容词,又可作副词,要紧密靠近所修饰的词。如:

They examined *only* six patients.(他们检查了仅6个病人。)

They *only* examined six patients.(他们仅检查6个病人。)

*Only* they examined six patients.(只有他们检查6个病人。)

所以修饰词位置不当,句子意思绝然不同。而科技论文中,这类问题也常常出现。如:

误:The patient was *not* treated by operation but by drugs.

正:The patient was treated *not* by operation but by drugs.

论文中,常常有 *both* 出现,往往多余者居多,均可删去。有些委婉的说法在论文中大可不必,可以直截地表示,如 *sacrifice* 可用 *kill*, *passed on* 可以用 *died*。这类词语很多,不妨举一些: *employ*, *utilize*, *utilization* 可用 *use*; *deglutition* 可用 *swallowing*; *assume the recumbent position* 可用 *lie down*; *be present in association with* 可用 *accompany*; *place major emphasis on* 可用 *stress*。这些词语都是兜圈子。*Food was withheld for a week.* 具体可写成 *The rats were fasted for a week.* (小鼠禁食一周。) *This year, we studied...* 写成 *In 1994, we studied...*, 比较好。

## 11.6 性别、种族等歧视性词

论文中涉及性别的词要注意使用。现代社会中,弄不好这类词会产生麻烦。如常见带 *man* 的复合词作群体词已少用,这也是顺应社会进步,妇女地位与男性求得一致。如使用 *humans* 代替 *man*, *humankind* 代替 *mankind*, *chair* 和 *chairperson* 代替 *chairman* 和 *chairwoman*, 而 *staff*, *personnel*, *workers* 或 *work force* 代替 *manpower*。同时,作者在论文中不要光用 *he* 代表兼有男女两种性别的人们,也不要为了避免这一问题而过多使用 *he or she*, 切不可写成 *he/she* 和 *him/her*。有些写法是可以圆满处理好性别纠缠的。如:

The scientist is a busy *man* .

Scientists are busy people.(科学家是忙人。)

*Miss*, *Ms* 和 *Mrs* 在论文中使用是不太合适的,当然非研究人员除外。但是,要将女科学家用 *she* 来表示要小心,有时当事者未必接受。如果确实难以确定性别,可用 *Dr.*, 这是极为客气、委婉的

用法。

有关种族名称更须准确,并要为社会所接受。比如在美国 native American(土著美国人)已取代 American indian(美国印第安人),而 Oriental 也不再单指种属名称,不包括 Asian Indians(亚洲印第安人),东方人可说 oriental people。在医学论文中,如果没有什么明显的临床意义,不要提病人的种族及肤色,如 caucasian, black, white, negro 等。

有些词语如 backward nations, primitive societies, imperialist warmongers 等纯属轻蔑、贬视,论文中不要随意使用。文中有时用 in this country, foreign 等词,都不够明确,以具体说明为好。这些是用滥了的, in this country 是指作者所在国家,或做研究时所在国家,而 foreign 也是作者对别国而言。这类文字不如另作表达,或说出具体的名称,如: in our country, in China, in USA.

有一些词如 materials, cases, subjects 在指人时有非人化(dehumanizing)的意味。同样,以病名形容词作病人也不太合适,也不确切,如 diabetics(糖尿病人), amnesiacs(遗忘者), geriatrics(老年病人)等。上述词都可以改正过来: volunteers, patients, patients with diabetes mellitus, patients with amnesia, patients in geriatric wards.

## 11.7 标点

标点不是微不足道的小题,问题往往很多,而许多作者却重视不够。一般来说论文句子写得简短,绝大多数毛病可以消除。此外,可以查阅有关英语语法书籍,类似问题是可以解决的。

### 11.7.1 逗号

逗号在限制性及非限制性定语从句中使用,注意从句前后要有逗号或不用逗号。如:

The rats, each of which was starved for 24 hours, weighed 50 g each.  
或者写作:

The rats were starved for 24 hours and weighed 50 g each.

(小鼠禁食 24 小时,每只体重 50 克。)

定语从句的使用要弄清楚,否则容易出现意思不清。比如:

The rats that weighed over 10 g were provided by the PUMC

Hospital.

(体重 10 克以上的小鼠,是由北京协和医院提供的。)

这句话的意思是协和医院提供的小鼠体重均超过 10 克,没有不满 10 克的。这里 *that weighted over 10 g* 为限制性定语从句。而下面的例子意思则有所不同。

The rats, which weighed over 10 g, were provided by the PUMC Hospital.

这一句是非限定性定语从句,从句意思是小鼠都在 10 克以上,去掉也不碍整句意思。*which* 前有逗号。句子没有将小鼠按体重分成各种类型的含意。限制性定语从句的关系代词一般用 *that*, 有时也用 *which*, 但在它们之前不加逗号。而非限制性定语从句要用两个逗号将从句分开来。

多数美国刊物的论文中,坚持在写三个或三个以上的名词时,在 *and* 或 *or* 之前加逗号。比如, *red, white, and blue* (红、白和蓝); 又如: *language, grammar, and mechanics* (语言,语法和体例);

An honest opinion, idea, or feeling is best conveyed in natural, crisp, rational language.

(真实的观点、见解、感情可以用自然、流畅、朴素的语言很好地传达出来。)

名词前有几个形容词,形容词之间要有逗号。严格地讲,这是习惯,当然逗号少些为好。如:

Failure to use simple, precise, concise wording is often attributable to muddled thinking.

(用词不能简洁、准确、明了常常是思路不清所致。)

### 11.7.2 分号和冒号

分号用于密切相关的句子。也可以用于一系列平行词语,其中有的句子有逗号等标点。这类用法可多看一些论文,注意关系。也可阅读语法书。

a. 没有连接词的并列句。

They came; they saw; they conquered.

(他们来了;他们看到了;他们取胜了。)

b. 有连接词的并列句



No physician was available; however, the patient recovered.

(没有医生,但是病人恢复了。)

c. 复杂句,句中有其它标点

The tomatoes wilted; the beans, which had been planted early, died in August; and the peppers, a late variety, bore no fruit.

(西红柿枯萎了;早期种下的蚕豆八月份就死了;新品种胡椒没有结果。)

冒号则用于介绍一系列平行观点,或结论性内容,或引用他人的言语。冒号不作句号用,因此,冒号后一般不出现句子。在 *as follows* 之后是平列词语或完整句子,如 *The results are as follows: ...; ...; and ...*, *The results are summarized as follows: ...a. ...; b. ...; and c. ...*, 句末是句号。

又如:

The solution contained: glucose: 2 g, NaCl: 3 g and urea: 4 g.

应该写作:

The solution contained: glucose, 2 g; NaCl, 3 g; and urea, 4 g.

(溶液中含葡萄糖 2 克,氯化钠 3 克,尿素 4 克。)

同样, *... conditions (time: 26 min, weight: 8 g)* 中,逗号应由分号代替,冒号则由逗号代替: *... conditions (time, 26 min; weight, 8 g)*。

冒号的用法在科技论文中非常广泛。有用于比率的(1:3:5),还有用于参考文献中,等等。

### 11.7.3 连字符

连字符在英语中似乎趋于过时,但仍然存在,说明其作用不可否定。国际上不少科技刊物甚至不主张复合词中用连字符,如 *followup (follow-up)* (随访), *reestablishment (re-establishment)* (重建), *freeze-dry (freeze-dry)* (风干), 等。原则是不要为大多数刊物所反对。一般来说有连字符比较好,不易引起混淆。如:

They studied random samples by means of a doctor designed questionnaire.

改作:

They studied random samples by means of a doctor-designed questionnaire.

(他们用医生设计的问答卷研究随机样本。)

Age specific prevalence rates increased in each age group.  
也要加连字符:

Age-specific prevalence rates increased in each age group.  
(每年龄组年龄性发病率增高。)

有些固定用连字符的词不宜随便去掉。

a. 用分词或形容词结合的复合词,如:

HIV-infected children(人免疫缺失病毒感染的儿童); well-known method(著名的方法)等。

b. 与数字相连结合的复合词,如:

two-thirds majority(三分之二大多数); three 30-mm rods(三根 30 毫米长的棍); 1-min exposure(一分钟暴露)。

同上述相反,有些字分拆反而不习惯,如:

underdeveloped(不发达的); feedback(反馈); input(输入); overdosage(剂量过度)。

由此可见,单词用不用连字符均会出现歧义,甚至相反的意思。如 un-ionized 若写作 unionized 可以理解为成立工会组织; reform 或 re-form, 后者为改进,改革之意; re-sign 或 resign, 则为放弃工作之意。a large impulse counter(一台大的脉冲计数器)与 a large-impulse counter(一台大脉冲计数器)以及 5 day sessions(5 次白天分组会)和 5-day sessions(5 天分组会),意思都是不同的。

副词之间,副词与其修饰词之间一般不用连字符,除非在含意不清之时使用,但这种情况很少。如:

a naturally occurring substance(自然发生的物质)

a carefully preserved specimen(精心保存的标本)

又如:

X-ray-induced and chemically induced mutations

(X 线和化学引起的突变)

但不同的是:

Vitamin-deficient and little-used diet.

(维生素缺乏或少用的食物)

Fowler(1965)认为 little 之后要有连字符。

连字符要与波折号区别开来。波折号也分长短,含意也不一样。另外,连字符、波折号还要同减号(minus)、阴性号(-)区别开来。短波折号(en rule)、长短波折号(em rule)、连字符要有严格区别。短波折号在科技论文中使用较普遍。如年份:1991-97应写成1991-1997;而 from 4-10应写成 from 4 to 10. 化学溶液有时写成 hydrochloric acid-sodium chloride; ethanol-methanoic acid-water; ablacillin C-induced effect 极其容易混淆,若写作 a mixture of hydrochloric acid and sodium chloride; a mixture of ethanol, methanoic acid and water(3:1:10); effect induced by ablacillin C 可以避免上述毛病。

#### 11.7.4 所有格符号('s)

所有格符号和省字符在论文中以少用为好。有人主张无生命的物体不用所有格符号加 s 形式。如 the leaf's color 可写作 the color of the leaf 或 leaf color(叶子颜色)。

所有格符号和 s 可形成多数单数名词或不定代词的所有格,有时这些词以字母 s 结尾或不发音,如 man's; deer's; Mendel's; ibis's; fox's; one's, 等等。也有例外,若加所有格符号和 s, 形成新的音节,使得发音困难。如有些作者会写成 Yates's meteorological studies(耶茨的气象学研究)和 for conscience's sake(为了问心无愧),有些作者则省去最后一个 s,也不用“'”符号。下面一些所有格形式是通用的: Starling's law(斯塔林氏定律); Berlioz's operas(柏辽兹歌剧); Archimedes' principle(阿基米德定律); Marx's followers(马克思信徒)等。有些外国人人名最后一个字母不发音,特别是法国人的名字,这时要用所有格符号加 s, 如 Descartes's essays(戴斯卡的散文); Agassiz's lectures(阿卡斯的讲课), 等。

所有格代词不用 's, 如 his, hers, ours, its, yours, theirs, whose。另外一些著名的地理名称美国人不太用 's, 而英国人习惯保留 's 形式, 如 Buzzards Bay; Pikes Peak; Woods Hole; Land's End (England); St. John's (Newfoundland)。

有些单位名称不用 's, 如: Teachers College(师范学院); Authors League of America(美国作者联合会); Childrens Hospital(儿童医院)。但也不尽然, 如: Showmen's League of America(美国肖曼联合会);

Woman's Christian Temperance Union(妇女基督教浸礼会); Children's Memorial Hospital(儿童纪念医院)。还有一些用人名、地名命名的疾病名称一般都加's, 如: Raynaud's disease(雷诺氏病), Babinski's syndrome(巴氏综合征), Rayer's disease(腊亚氏病)。但是两人以上发明者命名则不加's 为多, 如: Freeman-Sheldon syndrome(弗-谢二氏综合征), Bernard-Sergent syndrome(伯-塞二氏综合征)。

所有格式词应与省略辨别清楚, 如: its 与 it's 最易混淆。另外, 在论文中一些省略写法要尽量避免, 写出完整的词语来, 比如 you're 不如写成 you are; he's 写成 he is; it's 写作 it is。科技论文中省略多了, 使读者无所适从。

复合名词所有格一般在复合词最后加's 来表示。editor-in-chief's decision(总编辑的决定); someone else's view(他人的观点); mother-in-law's letters(岳母的信); Minister of Public Health's speech(卫生部长的讲话)。

有些单位、公司等机构的所有格形式, 可由最后一个名词加's 表示。

Chinese Medical Association's policy(中华医学会的政策); Hammond and Horn's study(哈蒙德和霍恩的研究); Wang, Li and Xu's books(王、李和徐的书)。

用's 可以表示字母、符号、标志的复数: i's, A's, B's, 8's, ♀'s, D. Sc.'s, I. Q.'s 等。He uses too many and's and of's in his abstract. (他在文摘中用了许多 and 和 of。)

一般规律, 缩略语和数字的复数形式不用's 表示。如: ECGs, EEGs, IQs, WBCs, RBCs; a lady in her 40s(一个40多岁的妇女); in the early 1990s(90年代初)。

时间和货币作为所有格定语, 须要's。如: a day's wait(一天的等待); 10 days' hard work(十天苦干); several months' study(几个月的研究); 50 cents' worth of icecream(值5角钱的冰淇淋)。

以上各种所有格表达方法, 国际上各种科技刊物都有自身的规定, 虽有细小差别, 基本上都趋一致。作者可多查各类科技刊物和有关辞(词)书, 有所依循。

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## 附录 短小词语代替长词、大字眼

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大字眼	通俗词
anticipate	expect
administer	give
ameliorate	improve
approximately	about
attempt	try
assist(-ance)	help
complicated	complex
concerning	about
consequently	thus
construct	build
currently	now
commence	begin, start
demonstrate, exhibit	show
employ	use
elucidate	explain
essential	needed
endeavor	try
elevated	raised, higher, more
extremities	hands and feet
encountered	met
following	after
frequently	often
fabricate	make
fundamental	basic
hospitalize	admit to hospital
hypothesize	suggest
identical	same
inaugurate, initiate	begin
illustrate	show
indicate	show
initial	first
instrument	tool
level	concentration
manually	by hand
modify	change
multiple	many, several, different

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续表

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大字眼	通俗词
methodology	methods
necessary	needed
numerous	many
opportunity	change
optimal	best
perform	do
possess	have, own
previously	before
primarily	mainly
principally	mainly
provide	give
paradigm	example, pattern
parameter	index, criterion, measure, value
plethora	too many
regime	regimen
reveal	show
sufficiently	enough
subsequently	later
sufficient	enough
superior	better
significantly	appreciably, definitely
sophisticated	advanced
terminate	end
technique	method, way
uncommon	rare
unnecessary	needless
utilize	use
upon	on
verify	prove

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繁冗的短语	通俗词、词语
adjacent to	near
as a consequence of	from, because
a decreased number of	fewer
an excessive amount of	too much
at a high level of productivity	highly productive
at a rapid rate of speed	rapidly
at no time	never
a great deal of	much
a variety of	various
as a result	thus, therefore
at high speed	fast
at present	now
at some future time	later
at some point in time	sometime
a considerable proportion of	many
a greater (higher) number of	more
a large proportion of	much
a large number of	many
a number of	several, few, many
a proportion of	some
a small number of	few
a majority of	most
accounted for by the fact that	because
and moreover	moreover
an order of magnitude	ten times
are of the same opinion	agree
as already stated	(omit)
as can be seen from Figure 1, X reduces twitching	X reduces twitching (Fig 1)
as far as these experiments are concerned, these experiments they show	show
as of now	now, from now on
as regards this species, it	this species is
as to whether	whether
as yet	yet
at a later date	later
at the end of the day	(omit)

繁冗的短语	通俗词、词语
at the present moment, at this point in time	now
bright yellow in color	bright yellow
by means of	by, with
be detrimental to	harm
case	patient
caused damage to	damaged
completely filled	filled
conducted inoculation experiments on	inoculated
consensus of opinion	consensus
considerable amount of	much
considerable number of	many, most
decreased number of	fewer, less
decreased relative to	less than, lower than
definitely proved	proved
despite the fact that	although
due to the fact that	because
during the course of	during, while
during the time that	while
equivalent as far as acceptability	equally acceptable
each of the children	each child
effect an alteration	change
etiologic factor	cause
for this reason	thus, therefore
from a medical point of view	medically
fewer in number	fewer
following that	after that
for the reason that	because
from the standpoint of	according to
fully cognizant of the fact that	aware that
goes under the name of	is called
give rise to	cause
has the capability of	can, is able to
has regard to	about
has the capacity to	can
has the potential to	can, may
have negative effects on	harm



繁冗的短语	通俗词、词语
in the majority of cases	usually
in most cases	usually
in close proximity to	near
in view of the fact that	since, because
it is the opinion of the author	I think
in the absence of	without
in the course of	during
in the event that	if
in the most effective manner	most effectively
in this manner	thus
in order to	to
if conditions are such that	if
in a considerable number of cases	often
in all cases	always, invariably
in close proximity to	close to
in connection with	about, concerning
in excess of	more than, above
it is apparent, therefore that	hence
it is possible(probable)that	possible(probably)
it may, however, be noted	nevertheless
it may well be that	possibly
it seems to the present writer	I think
in the present communication	here, in this paper
is able to	can
is capable of	can
is similar to	resembles
is sufficient to	can
in regard to , in relation to, in respect of, in the case of, etc	in, for, about, with,
in the event that	if
integral part	part
it is of interest to note that	(omit)
it may, however, be noted that	but
juxtaposed to	next to
join together	join
lateral aspect	side

繁冗的短语	通俗词、词语
lower limb	leg
large numbers of	many
lazy in character	lazy
major breakthrough	breakthrough
mass media	media
my personal opinion	my opinion
on the basis of	because, by, from
owing to the fact that	because
oval in shape	oval
of low cost and high efficiency	cheap and efficient
on an industrial basis	industrially
permeate throughout	permeate
penetrate into	penetrate
pertaining to	on, about
prior to	before
reported to the effect that	reported that
similar in every detail	the same
serves the function of being	is
sufficient number of	enough
serious malfunction has occurred in the system	the system has failed
subsequent to	after
the majority of	most
this sort of	such
this type of	such
those who have the disease	those with the disease
take into consideration	consider
temporary reprieve	reprieve
the test in question	this test
the tests have no as yet	the tests have not
the treatment having been performed therapeutic treatment	after treatment treatment
there can be little doubt that this is	this is probably
there is, there are	(reword the sentence)
there is a lot of care that goes into thorough investigation	much care goes into investigation

续表

繁冗的短语	通俗词、词语
throughout the whole of the book	throughout the book
to an extent equal to that of X	as much as X
two equal halves	halves
very, quite, rather, and other vague qualifiers	(omit)
vague words, such as area, character, conditions, field, level, nature, problem, process, situation, structure, system	change to more precise words appropriate to the context
when and if	if
whether or not	whether
with reference to, with regard to	about(or omit)

## 第十二章 投 稿

论文内容、结构、语言文字修改完后,就可以打字,整理出清稿,然后向刊物投稿。首先,要准备投稿信(covering letter),投稿后还有与编辑来往通信,可能涉及退稿、退修等事项。密切与编辑配合,既是对编辑的尊重,又能加快稿件处理进程,使稿子尽快得到发表或获得某种结果。

### 12.1 投稿信

向国际上著名的英语科技刊物投稿,都要写投稿信。投稿信尽可能写得简短、清楚,这也是给编辑留下良好印象的手段之一。在信中有的作者将自己以往的研究成果罗列一大堆,自我炫耀一番,或陈述与编辑的过从交往。所有这些内容都是毫无意义的。有的作者让著名科学家转交稿件,这种办法也不一定好。当然著名科学家本人就是编辑或编委成员,对论文感兴趣则是另一回事。

如果论文是系列文章中的一篇,或与以前发表的文章有密切关系,投稿信要提到这方面的内容,包括刊物名称、文题、发表时间等,甚至附上发表过的论文文本。如果论文内容以会议摘要或报刊消息报道过,也需指明,必要时提供发表过的材料。

有关文稿中的细节问题,或者图表制作安排需事先与编辑说明的,也须在投稿信中交待清楚。如果作者须知中已有说明,按规定处理,不必多费笔墨。作者还要标明稿件的类型,甚至提供审稿人人选,让编辑参考。

作者有出访、休假等,要交待与编辑联系的人的姓名、地址、电话、传真号及作者返回的时间,这样便于稿件的处理。

如果论文涉及拿人及高级动物作试验,要取得本单位道德委员会及有关机构的认可,并附认可信,起码作者在投稿信中要说明。另外,还要提供引用已发表材料的准许信,包括复制图表,正文文字等说明材料。有的刊物要求作者填写版权转让单。有些在作者须知中有说明,稿件一旦发表,版权即归刊物所有。作者要视

情况处理。

如果稿件是由非专业人员从某种语言译成英文,并且没有经有关专业人员详细核对,作者在投稿信中要说明。

比较常见的投稿信如下:

August 23, 2000

Tao Qian, MD  
Editor  
Chinese Medical Journal  
42 Dongsì Xidajie, Beijing 100710  
China

Dear Dr Qian:

Enclosed are three copies of *Aspirin for treatment of headaches: a double-blind comparison with a placebo* by Li Daxu, Dong Minmin and Song Bin. The paper is submitted to be considered for publication as an "original contribution" in your journal. Neither the entire paper nor any part of its content has been published or has been accepted by another journal. The paper is not being submitted to any other journal.

We believe the paper may be of particular interest to your readers because the study it reports used a new and more precise method of estimating subjective relief of pain.

Correspondence about the paper should be directed to me at the following address, fax number, and E-mail address:

Li Daxu, MD  
Department of Internal Medicine  
Beijing Hospital  
Beijing 100740, China

Fax number 010-67718345  
E-mail: dxli@ht.rol.cn.net

Thank you for your attention to our paper.

Sincerely yours,

Li Daxu

〔附上《阿司匹林治疗头痛:与安慰剂作双盲比较》一文,一式三份。该文由李大许、董明明和宋兵所写,投贵刊作“论著”发表。文章内容未曾发表过,未被其它刊物接受发表,也未准备投寄它刊。〕

我们认为本文报道的是一种评估主观去痛的精确方法,读者对此会产生特殊兴趣。

文章事宜可直接按以下地址、传真号和 E-mail 与我联系:

Li Daxu, MD  
Department of Internal Medicine  
Beijing Hospital  
Beijing 100740, China

Fax: 010-67718345

E-mail: dxli@ ht.rol.cn.net ]

January 5, 1992

Dr P Smith  
Journal of Porcine Investigations  
Blandings Hall  
University of Loamshire  
Loamtown  
L01 3UP

Dear Dr Smith:

I enclose two copies of an article entitled *Prevalence of Hydatid Cysts in Pigs in Lower Slaughter* by A. James and J. Stone. We should be grateful if

you would consider this original paper for publication in the journal.  
The work reported in this article extends the work described in our earlier article, *Incidence of Infection in Pigs in Upper Slaughter* (*J Porcine Invest* 1990; 10: 87-92).

I also enclose a copy of a letter from X Publishers giving us permission to use Fig. 1 from a paper by Dr B. Green.

We look forward to hearing whether you can accept this article for publication.

Yours sincerely,

A. James (Dr)  
Senior Lecturer

[附上由 A. James 和 J. Stone 撰写的稿子,一式两份。稿子题为《廉价猪的囊虫病预防》。如考虑这篇论文在贵刊发表,我们将十分感激。本文报道的工作是我们以前所做工作的扩展,《高价猪感染率》(*J Porcine Invest* 1990; 10: 87-92)。同时附上出版社准予使用 B. Green 博士文章中图 1 的准予信。盼望知道你们是否发表拙文。]

比较简单的投稿信如:

December 5, 1993

The Editor  
British Medical Journal  
BMA House  
Tavistock Square  
London WC1H 9JR

Dear Sir:

I wish to submit the enclosed article for consideration for publication.

Yours faithfully,

Heinz Mostosi(Dr)

{附上投稿一篇,望考虑发表。}

## 12.2 投寄稿件

向国际刊物投稿一般要两份,不要用复印件。稿件在打印时要标好页码,不要用订书机订在一起,图表分开,分门别类。图片不能用复印件,要用原图;如附复印件,要标 Not for reproduction(不作制版用)字样。图片邮寄先要用比较结实的薄纸片或其它材料夹好,然后按次序将投稿信、稿件正文、图、表一起装入大小适宜且牢固的信封内。然后再在信封上写明地址。稿件以航空邮件挂号邮寄为好,以免丢失。

稿件寄出之前,作者要留有全套底稿或副本,包括投稿信、图表。一旦邮寄遗失或损坏,仍可补救。另外,稿件被接受后,如有问题要核查,有所依赖。

刊物收到稿件后,一般会很快通知收到稿件,并致感谢。同时,会通知作者,稿件在多长时间决定取用与否。有些刊物在作者投稿须知中对来稿处理时间有说明。一般来说,在规定时间内一、二星期可去信询问稿件情况,如刊物没有规定稿件取用时间,可在收到刊物收稿单后半年写信去询问,但不要打电话。在此期间,千万不要将此稿投向其它刊物。要待退稿后再作决定。

## 12.3 稿件的结局

投出的稿件不外乎有三种结局:录用、退修、退稿。

### 12.3.1 录用

稿件痛痛快快地被录用是很少的。作者在收到编辑的稿子录用通知后,一般要写信表示感谢,有些刊物在发出录用稿子通知时,附去版权转让单,作者则要随信签字送回,有时版权转让单由几位作者一起签名。西方有直接投寄稿件的计算机磁盘者,将磁盘退还作稿件修改,并输入编码。作者要照此办理。如没有什么意外,就可以等待读校样了。为了慎重起见,重要稿件,国际著名科技刊物都实行作者读校样的做法。作者有什么变动,应告诉编辑。



### 12.3.2 退修

稿件投出后,常见的情况是编辑要求作者修改稿子,然后再决定稿件是否录用。

如果编辑认为按编辑提出的修改意见修改后,稿件就可以采用,作者要认真考虑修改意见,并作必要的改动。当然,修改内容要全体作者同意(个人作者除外)。稿子修改后要重新打字、复印、留底。寄回退修稿,要在附信中对编辑和审稿人所提修改意见致谢,并列岀论文中修改的各部分内容,如果未按退修意见办,要说明理由。

倘若编辑要求提供进一步的实验资料,不能仓促从事,要有对照试验,要同以前做的实验相一致。

如果编辑语气含糊,如 *further consideration* 之类,并且修改量很大,几近推翻重写,则要考虑是否值得花这番功夫。若稿子确实好,可以按其它刊物要求,稍加改动后投寄它刊。

### 12.3.3 退稿

稿件遭拒绝,编辑会将原因告诉作者,有详有简,作者要认真阅读,之后再作主张。

a. 编辑认为论文内容不在其刊物范围之内,改投它刊。这时可考虑根据其它刊物的格式要求,修改后转投它刊。有些刊物使用通函,如 *The paper does not lie within the scope of this journal.* 或 *The journal can publish only 20% of the manuscripts submitted.* 甚至认为稿件很差。作者在准备改投它刊时,要认真考虑稿件的修改,真正得到满意的结果。

b. 编辑认为稿子太长,要求压缩,作者要考虑是否按建议修改,否则改投其它刊物。退稿信中一般都会说修改后再作考虑之类的话,作者要很好权衡。

c. 编辑在退稿信中指出,审稿人发现稿件内容有漏洞,论据不足,那么作者可以把稿子搁置起来,待取得充分资料后再行修改。如果认定编辑和审稿人判断错误,可投寄其它刊物。

d. 待自己冷静下来,仔细思考后,还是认为编辑、审稿人有误判,作者可以给编辑写信,简明扼要地、并有礼貌地陈述自己的观点,要求重新审稿。并将编辑退回的稿件附去,但不要打电话。

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退稿信及作者的申辩信举例如下：

July 25, 1992

J W Dean  
Registrar  
Department of Cardiology  
Charing Cross Hospital  
London W6 8RF

Dear Dr Dean:

Thank you for giving us the opportunity to consider your paper entitled *Borderline Hypothyroidism - A Risk Factor in Women with Coronary Artery Disease*.

I regret that we did not think your findings were suitable for publication in the *British Medical Journal*. Our specialist referee has raised a number of critical points and I enclose his opinion. I am sorry to disappoint you.

Yours sincerely,

Stephen Lock  
The Editor

〔感谢你使我们有此机会考虑尊稿，题为《妇女不明确甲状腺机能减退：冠状动脉疾病妇女的危险因素》。非常抱歉，我们认为你的见解不适合在《英国医学杂志》上发表。我们的专家审稿人提了一些评论意见，并附上。非常遗憾使你失望。〕

August 2, 1992

Stephen lock  
The Editor  
British Medical Journal  
Tavistock Square

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London WC1H 9JR

Dear Dr Lock:

Dr Dean and I were grateful to your assistant editor for considering our paper entitled *Borderline Hypothyroidism – A Risk Factor in Women with Coronary Artery Disease* for publication in the *BMJ*. It was good of her to send the paper to your specialist referee and to allow us to see his comments. We agreed with his opening sentence. “The concept that women with minor degrees of thyroid failure may be at particular risk from developing coronary artery disease is, if it is correct, an exceedingly important one”.

He goes on to state, “I am not aware of any benefit having been demonstrated of measuring a TSH response to TRH in primary hypothyroidism... Primary hypothyroidism is based on the basal resting TSH level without any indication or need to measure the TSH response to TRH”. These statements about the TRH test are in sharp contrast to what nearly all endocrinologists throughout the world believe. The list would include Besser and Hall in England, Toft in Scotland, Visscher in the USA, and Bastenie in Brussels. Sir Raymond Hoffenberg is the only authority I know who denies the value of the TRH test in borderline hypothyroidism.

Michael Besser and Reginald Hall, with their colleagues at Barts and Newcastle, state in their article in the *Lancet* of 3 July 1971: “It is suggested that, in the absence of pituitary or hypothalamic disease, the response of serum TSH to TRH provides a simple, safe, sensitive, and reliable test of thyroid function”. Reginald Hall and Maurice F Scanlon in March 1979, after quoting my work of 1967, state that the diagnosis of subclinical hypothyroidism is best made by “demonstrating an elevated basal serum TSH level and/or a prolonged and exaggerated rise in serum TSH following administration of TRH” (*Clinical Endocrinology and Metabolism* 1979; 8: 31). *The Thyroid Gland*, edited by Michel de

Visscher, contains the statement on page 191 "In primary hypothyroidism the TRH test is also most useful where the condition is mild or latent..." In the same American textbook, on page 388, it is stated "The TRH stimulation test is very useful in borderline cases."

I appreciate that you will probably not go back on your decision to reject our work but feel that a protest is needed. If my guess at the identity of your referee is correct, it bears out the old adage that the greatness of a man can be judged by the length of time that he holds back progress. I enclose photostat copies of the quotations that I have mentioned. A stamped addressed envelope is also enclosed. Dr Dean and I would both be most grateful for your comments.

Yours sincerely,

JW Dean

〔迪安和我对你的助理编辑考虑我们的文章《妇女不明确甲状腺机能减退：冠状动脉疾病妇女的危险因素》表示感谢。她将稿子送你们的专家审读并让我们了解他们的评价，这非常好。我们同意他开头的話：“轻微甲状腺机能失调的妇女特别有可能产生冠状动脉疾病的危险。这一概念确实的话，那么是一个极其重要的观点。”

他接下去说：“我不认为原发性甲状腺机能减退，测定促甲状腺激素对促甲状腺释放激素的反应已显示出任何优越之处；原发性甲状腺机能减退的根据是基础促甲状腺激素水平，没有什么要测定促甲状腺激素对促甲状腺释放激素的反映的表现和需要。”这些有关促甲状腺释放激素测定的说法，明显与几乎世界上所有内分泌学家的看法相左。这些人中包括英格兰的贝瑟和霍尔，苏格兰的托夫特，美国的维斯契，布鲁塞尔的巴斯腾尼。据我所知，雷蒙德·霍弗伯格爵士是唯一否定在不明确甲状腺机能减退中进行促甲状腺释放激素测定的权威。

迈克尔·贝瑟和雷金纳德·霍尔同他们在巴茨和纽卡斯尔的同事们，在1971年7月3日发表在《柳叶刀》上的文章中指出：“可以说，在没有垂体或丘脑疾病的情况下，促甲状腺激素对促甲状腺释

放激素的反应为测定甲状腺功能提供了简单、安全、灵敏而又可靠的方法。”霍尔和马列斯·斯坎伦于1979年3月在引述我1967年的工作后指出,亚临床甲状腺机能减退的最好诊断是在使用促甲状腺释放激素后“显示促甲状腺激素水平的提高和/或血清促甲状腺激素持续和极大增高”( *Clinical Endocrinology and Metabolism* 1979; 8:31)。由米歇尔·维斯舍编的《甲状腺》一书第191页有叙述:“原发性甲状腺机能减退,只要病情轻缓,促甲状腺释放激素的测定是很有用的…”这本美国教科书第388页还写道:“促甲状腺释放激素刺激测定在不明确的病例中是十分有用的。”

我估计,你可能不会再回到给我们退稿的决定上去,但我觉得需要有个声明。如果我对你们的审稿人猜测没有错的话,该应了个古老的格言:人的伟大可以用他阻止进步的时间来衡量。附上我上面所提问题的复印本。同时还附去贴好邮票有地址的信封。迪安和我非常感谢你们的评论。]

### 附录 1. 出版已有 100 多年的科技期刊

同自然界的生物一样,产生、成长、死亡,科技期刊物从17世纪初产生以来,中间有的已不复存在,有的易名,有的合并,有的停停出出。然而,一些刊物能仍然沿续至今,不能不说是奇迹。这有有识之士的奋斗,有科学本身的魅力,有社会及时代发展的需要,各种各样的因素掺杂在一起使然。下面列出的刊物有一些是国际性核心期刊,其影响因子(impact factor)很高,为各国科学家所重视。

刊名(括号内为原名)	出刊年	国家	影响因子
Acta Chirurgica Scandinavica(Nordiskt Medicinskt Arkiv)	1869	Sweden	0.8
Acta Mathematica	1882	Sweden	-
Acta Medica Scandinavica (Nordiskt Medicinskt Arkiv)	1869	Sweden	0.9
Allgemeine Forst und Jagdzeitung	1825	Germany	0.8
American Bee Journal	1861	US	0.2
American Journal of Mathematics	1878	US	0.6

续表

刊名(括号内为原名)	出刊年	国家	影响因子
American Journal of Obstetrics and Gynecology (American Journal of Obstetrics and Diseases of Women and Children)	1868	US	1.8
American Journal of Ophthalmology	1884	US	0.6
American Journal of Psychiatry (American Journal of Insanity)	1884	US	3.5
American Journal of Science	1818	US	2.8
American Journal of the Medical Sciences (Philadelphia Journal of the Medical and Physical Sciences)	1820	US	0.6
American Naturalist	1867	US	3.1
Analyst	1877	UK	1.4
Anatomischer Anzeiger	1886	Germany	0.4
Angewandte Chemie	1888	Germany	5.4
Annalen der Physik	1799	Germany	0.3
Annales de Chimie-Science des Matériaux(Annales de Chimie et de Physique)	1789	France	0.2
Annales de la Societe Entomologique de France	1832	France	0.1
Annales de la Societe Royale Zoologique de Belgique	1863	Belgium	-
Annales de Medecine Veterinaire	1852	France	0.5
Annales de Physique (Annales de Chimie et de Physique)	1789	France	0.5
Annales des Sciences Naturelles-Botanique et Biologie Vegetale (Annales des Sciences Naturelles)	1824	France	0.6
Annales des Sciences Naturelles-Zoologie et Biologie Animale (Annales des Sciences Naturelles)	1824	France	0.3
Annales Medico-Psychologiques	1843	France	0.1
Annals of Botany	1887	UK	1.0
Annals of Mathematics(Analyst)	1874	US	1.4
Annals of Surgery	1885	US	3.6
Annals of the New York Academy of Sciences	1877	US	0.8
Archives Internationales de Physiologie et de Biochimie(Travaux du Laboratoire de Leon Fredericq, Institut de Physiologie de l' Université de Liege)	1885	Belgium	1.0
Archives of Dermatology (Journal of Cutaneous and Genito-urinary Diseases)	1882	US	1.9
Archives of Ophthalmology	1869	US	1.7
Astronomical Journal	1849	US	2.1

续表

刊名(括号内为原名)	出刊年	国家	影响因子
Astronomische Nachrichten	1821	Germany	0.4
Astrophysical Journal(Sidereal Messenger)	1882	US	3.5
Auk(Bulletin of the Nuttall Ornithological Club)	1876	US	1.2
Berichte der Deutschen Botanischen Gesellschaft	1883	Germany	0.5
Berliner und Munchener Tierarztliche Wochenschrift (Rundschau auf dem Gebiete der Thiermedizin und Vergleichenden Pathologie)	1885	Germany	0.4
Bijdragen tot de Dierkunde	1848	Netherlands	0.3
Biological Chemistry Hoppe-Seyler ( Zeitschrift fur Physiologische Chemie)	1877	Germany	
Biologisches Zentralblatt	1881	Germany	0.8
Botanical Gazette	1875	US	0.8
Botanical Magazine-Tokyo	1887	Japan	0.5
Brain	1878	UK	4.0
British Dental Journal	1872	UK	0.9
British Journal of Dermatology	1888	UK	2.3
British Medical Journal	1857	UK	4.4
British Veterinary Journal(Veterinary Journal and Annals of Comparative Pathology)	1875	UK	0.7
Bulletin de l'Academie Nationale de Medecine	1836	France	0.1
Bulletin de la Societe Botanique de France-Actualites Botaniques(Bulletin de la Societe Botanique de France)	1854	France	0.1
Bulletin de la Societe Botanique de France-Lettres Botaniques (Bulletin de la Societe Botanique de France)	1854	France	-
Bulletin de la Societe Chimique de France(Bulletin de la Societe Chimique de Paris)	1858	France	0.6
Bulletin de la Societe Geologique de France	1830	France	0.6
Bulletin de la Societe Mathematique de France	1872	France	0.3
Bulletin de la Societe Royale de Botanique de Belgique	1862	Belgium	0.2
Bulletin de la Societe Zoologique de France	1876	France	0.3
Bulletin des Sciences Mathematiques(Bulletin des Sciences Mathematiques et Astronomiques)	1870	France	0.2
Bulletin des Societes Chimiques Belges(Bulletin de la Societe Chimique de Belge)	1887	Belgium	0.6

续表

刊名(括号内为原名)	出刊年	国家	影响因子
Bulletin of the American Museum of Natural History	1881	US	0.7
Bulletin of the New York Academy of Medicine	1860	US	8.2
Bulletin of the Torrey Botanical Club	1870	US	0.4
Canadian Entomologist	1868	Canada	0.6
Canadian Field Naturalist (Transactions of the Ottawa Field Naturalists' Club)	1879	Canada	0.2
Canadian Mining Journal(Canadian Mining Review)	1882	Canada	0.2
Chemiker-Zeitung(Allgemeine Chemiker-Zeitung)	1877	Germany	0.7
Chemische Berichte (Berichte der Deutschen Chemischen Gesellschaft)	1868	Germany	1.9
Chemistry & Industry (Journal of the Society of Chemical Industry)	1882	UK	0.5
Chinese Medical Journal	1887	China	0.1
Comptes Rendus de l'Academie des Sciences. Series I, II & III(Comptes Rendus Hebdomadaires des Seances de l'Academie des Sciences)	1835	France	0.3-I 0.3-II 0.3-III
Comptes Rendus des Seances de la Societe de Biologie et de ses Filiales	1849	France	0.3
Deutsche Entomologische Zeitschrift	1881	Germany	0.1
Deutsche Medizinische Wochenschrift	1875	Germany	1.3
E & MJ-Engineering and Mining Journal(American Journal of Mining)	1866	US	0.3
Engineering	1866	UK	0.1
Eye-Transactions of the Ophthalmological Societies of the United Kingdom (Transactions of the Ophthalmological Societies of the United Kingdom)	1880	UK	0.7
Flora	1818	Germany	0.6
Forstwissenschaftliches Centralblatt (Monatschrift fur das Forst-und Jagdwesen)	1857	Germany	0.9
Fresenius Zeitschrift fur Analytische Chemie (Zeitschrift fur Analytische Chemie)	1862	Germany	1.1
Gazzetta Chimica Italiana	1871	Italy	0.5
Geological Magazine(Geologist)	1858	UK	1.1
Ibis	1859	UK	0.7
IEE Proceedings-A & B (Society of Telegraph Engineers Journal)	1872	UK	0.3-A



续表

刊名(括号内为原名)	出刊 年	国家	影响 因子
			0.6-B
Irish Journal of Medical Science (Dublin Journal of Medical Science)	1832	Ireland	0.2
JAMA-Journal of the American Medical Association	1883	US	6.9
Journal American Water Works Association (Proceedings of the American Water Works Association)	1881	US	0.9
Journal de Mathematiques Pures et Appliquees (Annales de Mathematiques Pures et Appliquees)	1810	France	0.8
Journal de Pharmacie de Belgique (Journal de Pharmacie)	1845	Belgium	-
Journal de Physiologie (Archives de Physiologie Normale et Pathologique)	1868	France	0.9
Journal de Physique (Journal de Physique Theorique et Appliquee)	1872	France	1.2
Journal fur die Reine und Angewandte Mathematik	1826	Germany	0.6
Journal fur Ornithologie	1853	Germany	0.4
Journal fur Praktische Chemie	1834	Germany	0.6
Journal of Anatomy (Journal of Anatomy and Physiology)	1866	UK	1.2
Journal of Bone and Joint Surgery-American Volume (Transactions of the American Orthopedic Association)	1887	US	1.7
Journal of Cell Science (Quarterly Journal of Microscopical Science)	1852	UK	2.0
Journal of Conchology (Quarterly Journal of Conchology)	1874	UK	0.3
Journal of Laryngology and Otology	1887	UK	0.4
Journal of Morphology	1887	US	0.9
Journal of Nervous and Mental Disease (Chicago Journal of Nervous and Mental Disease)	1874	US	1.2
Journal of Pharmacy and Pharmacology (Year-Book of Pharmacy)	1870	UK	1.4
Journal of Physics A, B, C, D, E, F, & G (Proceedings of the Physical Society of London)	1870	UK	2.6-A
			2.6-B
			2.7-C

续表

刊名(括号内为原名)	出刊年	国家	影响因子
			1.1-D
			0.7-E
			2.1-F
			1.5-G
Journal of Physiology-London	1878	UK	3.6
Journal of the American Chemical Society	1879	US	4.3
Journal of the American Veterinary Medical Association (American Veterinary Review)	1877	US	0.9
Journal of the Chemical Society(Memoirs and Proceedings of the Chemical Society of London)			
-Chemical Communications	1878	UK	2.4
-Dalton Transactions	1878	UK	2.0
-Faraday Transactions I & II	1878	UK	1.6-I
			1.9-II
-Perkin Transactions I & II	1878	UK	1.3-I
			1.4-II
Journal of the Franklin Institute(American Mechanics' Magazine)	1825	US	0.6
Journal of the Marine Biological Association of the United Kingdom	1887	UK	1.2
Journal of the Mathematical Society of Japan(Proceedings of the Tokyo Mathematico-Physical Society)	1884	Japan	0.3
Journal of the Physical Society of Japan(Proceedings of the Tokyo Mathematico-Physical Society)	1884	Japan	1.6
Journal of the Royal Statistical Society Series A General (Journal of the Royal Statistical Society)	1838	UK	1.2
Journal of the Society of Dyers and Colourists	1884	UK	0.4
Klinische Monatsblätter für Augenheilkunde	1863	Germany	0.3
Klinische Wochenschrift(Berliner Klinische Wochenschrift)	1864	Germany	1.3
Lancet	1823	UK	17.3
Liebigs Annalen der Chemie(Justus Liebig's Annalen der Chemie)	1832	Germany	1.3
Listy Cukrovarnické	1882	Czech	0.1
Mathematische Annalen	1869	Germany	0.6
Medical Journal of Australia(Australian Medical Journal)	1856	Australia	1.3
Metallurgical Transactions A & B (Transactions of the American Institute of Mining)	1871	US	1.3-A

续表

刊名(括号内为原名)	出刊年	国家	影响因子
			1.1-B
Meteorological Magazine(Symon's Meteorological Magazine)	1866	UK	-
Mineralogy and Petrology(Mineralogische Mittheilungen)	1871	Austria	0.5
Monatshefte fur Chemie ( Monatshefte fur Chemie und Verwandte Teile Anderer Wissenschaften)	1880	Austria	0.66
Monthly Notices of the Royal Astronomical Society	1827	UK	2.2
Nature	1869	UK	25.4
Naturwissenschaften(Naturwissenschaftliche Rundschau)	1886	Germany	0.8
Naunyn-Schmiedebergs Archives of Pharmacology (Archiv fur Experimentelle Pathologie und Pharmakologie)	1873	Germany	3.8
Nautilus(Conchologists' Exchange)	1886	US	0.1
Neues jahrbuch fur Mineralogie - Abhandlungen ( Neues Jahrbuch fur Mineralogie, Geologie und Palaeontologie-Abhandlungen)	1881	Germany	0.4
New England Journal of Medicine ( Boston Medical and Surgical Journal)	1828	US	22.6
New York State Journal of Medicine(Transactions, New York State Medical Association)	1884	US	0.4
New Zealand Medical Journal	1887	New Zealand	0.7
Nuovo Cimento della Societa Italiana di Fisica A, B, C & D (Nrovo Cimento)	1855	Italy	0.7-A 0.9-B 0.5-C 0.5-D
Observatory	1877	UK	1.0
Pflugers Archiv-European Journal of Physiology (Archiv fur die Gesamte Physiologie des Menschen und der Tiere)	1868	Germany	3.0
Pharmaceutisch Weekblad-Scientific Edition(Pharmaceutisch Weekblad voor Nederland)	1864	Netherlands	0.8
Philosophical Magazine A & B(London, Edinburgh, and Dublin Philosophical Magazine and Journal of Science)	1798	UK	1.7-A 2.9-B
Philosophical Transactions of the Royal Society of London. Series A & B (Philosophical Transactions of the Royal Society of London)	1655	UK	1.3-A 2.7-B

续表

刊名(括号内为原名)	出刊年	国家	影响因子
Plant Systematics and Evolution (Vsterreichische Botanische Zeitschrift)	1851	Austria	0.6
Practitioner	1868	UK	0.3
Proceedings of the Academy of Natural Sciences of Philadelphia	1841	US	0.2
Proceedings of the Biological Society of Washington	1880	US	-
Proceedings of the Edinburgh Mathematical Society	1883	UK	0.2
Proceedings of the Entomological Society of Washington	1884	US	0.2
Proceedings of the Institution of Civil Engineers Parts I & II (Minutes of Proceedings)	1837	UK	0.1-I 0.2-II
Proceedings of the London Mathematical Society	1865	UK	0.7
Proceedings of the National Academy of Sciences of the United States of America (Proceedings of the National Academy of Sciences)	1863	US	9.4
Proceedings of the Royal Irish Academy. Sections A & B (Proceedings of the Royal Irish Academy)	1836	Ireland	0.2-A 0.3-B
Proceedings of the Royal Society of Edinburgh. Sections A & B (Proceedings of the Royal Society of Edinburgh)	1832	UK	0.3-A 0.2-B
Proceedings of the Royal Society of London. Series A & B (Proceedings of the Royal Society of London)	1800	UK	1.4-A 2.8-B
Public Health Reports	1878	US	0.7
Quarterly Journal of the Royal Meteorological Society (Proceedings of the British Meteorological Society)	1861	UK	1.7
Recueil de Medecine Veterinaire	1824	France	0.2
Recueil des Travaux Chimiquer des Pays-Bas-Journal of the Royal Netherlands Chemical Society (Recueil des Travaux Chimiques des Pays-Bas et de la Belgique)	1882	Netherlands	1.4
Revista Medica de Chile	1872	Chile	0.3
Revue de Medecine Veterinaire (Journal des Veterinaire du Midi)	1838	France	0.3
Revue Suisse de Zoologie (Recueil Zoologique Suisse)	1883	Switzerland	0.3
Schweizer Archiv fur Tierheilkunde	1859	Switzerland	0.3

续表

刊名(括号内为原名)	出刊年	国家	影响因子
Schweizerische Medizinische Wochenschrift (Korrespondenzblatt für Schweizer Aerzte)	1870	Switzerland	0.6
Science	1880	US	22.0
Scientific American	1845	US	3.0
Stahl und Eisen	1881	Germany	0.4
Tijdschrift voor Diergeneeskunde ( Tijdschrift voor Veeartsenijkunde)	1863	Netherlands	0.3
Transactions of the American Fisheries Society (Proceedings of the American Fish Culturists' Association)	1872	US	1.0
Transactions of the American Microscopical Society (Proceedings of the American Microscopical Society)	1878	US	0.4
Transactions of the Royal Society of South Africa (Transactions of the South African Philosophical Society)	1877	South Africa	0.4
Union Medicale du Canada	1872	Canada	0.5
Virchows Archiv A & B(Archiv für Pathologische Anatomie und Physiologie und Klinische Medizin)	1847	Germany	1.7-A 1.6-B
Wiener Medizinische Wochenschrift	1851	Austria	0.1
Yakugaku Zasshi-Journal of the Pharmaceutical Society of Japan	1881	Japan	0.5
Zeitschrift für Klinische Medizin-ZKM	1879	Germany	
Zeitschrift für Physikalische Chemie-Leipzig (Zeitschrift für Physikalische Chemie, Stoechiometrie und Verwandtschaftslehre)	1887	Germany	0.4
Zentralblatt für Chirurgie	1874	Germany	0.2
Zentralblatt für Gynäkologie	1877	Germany	0.1
Zoologischer Anzeiger	1878	Germany	0.3

这里的影响因子只是 1997 年的统计,年年有变化,可见 ISI 每年的 Science Citation Index Journal Citation Reports(SCIJCR).

## 2. 世界著名医学期刊刊出率

刊名	刊出率 <sup>△</sup>	影响因子*	发行数**	是否收入IM*
New England Journal of Medicine	7%	22.673	223,588	Yes
Journal of Bone and Joint Surgery (American Volume) (9% clinical,4% basic)	9%	1.462	38,260	Yes
Lancet	9%	17.332	40,000	Yes
JAMA(Journal of the American Medical Association)	10%	6.863	372,000	Yes
Journal of Clinical Psychiatry	10%	3.130	32,600	Yes
Journal of Bone and Joint Surgery(British Volume)	13%	1.264	27,000	Yes
Annals of Internal Medicine	14%	9.887	95,000	Yes
BMJ(British Medical Journal)	15%	4.411	112,000	Yes
Pediatrics	15%	2.840	55,000	Yes
Academic Medicine	20%	1.124	5800	Yes
Nature Genetics	20%	22.568	3000	Yes
American Journal of Infection Control	21%	0.745	15,000	Yes
Journal of the American College of Cardiology	22%	6.013	30,500	Yes
American Family Physician	25%	0.354	150,000	Yes
American Journal of Ophthalmology	27%	1.780	17,500	Yes
Gastroenterology	28%	7.251	16,494	Yes
American Journal of Surgery	29%	1.927	15,131	Yes
American Journal of Pathology	30%	5.529	4500	Yes
Critical Care Nurse	30%	NL	95,000	No
Neurology	30%	4.347	18,000	Yes
American Journal of Obstetrics and Gynecology	33%	2.247	16,491	Yes
Journal of Rheumatology	35%	2.276	3400	Yes
American Journal of Clinical Pathology	40%	2.181	15,323	Yes
American Journal of Gastroenterology	40%	1.856	9620	Yes
American Journal of Nephrology	40%	0.961	2900	Yes
Journal of Ultrasound in Medicine	47%	0.807	NA	Yes
American Journal of Geriatric Psychiatry	50%	NL	NA	Yes
American Journal of Physical Medicine & Rehabilitation	50%	0.927	4600	Yes
Journal of Medical Microbiology	55%	1.627	NA	Yes
Mayo Clinic Proceedings	64%	1.814	95,588	Yes

NL:未列入 SCIJR(《科学引文索引刊物引文报告》);NA:未见;\* :见 ISI1999《科学引

文索引刊物引文报告》; \* \* :见《乌尔里希国际期刊指南》第 34 版;△大部分由杂志提供。

### 3. 世界最著名的 10 本科学杂志

刊 名	著名因子
New England Journal of Medicine	5.069
Science	3.641
JAMA(Journal of the American Medical Association)	2.553
Annals of Internal Medicine	0.939
Nature	0.785
Lancet	0.693
Journal of Investigative Medicine	0.675
Cell	0.607
(BMJ) British Medical Journal	0.494
Archives of General Psychiatry	0.440

著名因子(Prestige factor) = (发行数 × 影响因子) ÷ 1 000 000

## 第十三章 读校样

国际上,著名的科技刊物在受理稿件后,一般3~4个月,多则半年就可读到校样。现行的校样,因计算机技术的使用,可以是激光打印稿。在作者提供的计算机磁盘稿基础上,经编辑修改后的校样稿上,作者不宜作太多改动,尤其大动,否则要影响出版,并要负担额外经费。即使作者做了一些改动,只要不影响内容,编辑仍可能作最后裁定。

### 13.1 校样

作者现在能看到的校样多半为快定页码的校样(Page proofs),很少初校样(galley proofs)。无论是传统的校样还是计算机打印的校样,校对方法都是一样的。磁盘有误要作改动,这与铅字排版改动版面一样。

有的刊物不提供校样,而将编辑改动的原稿让作者核对。这与校对校样一样,必须仔细认真,作者使用的笔触颜色要与编辑的相区别。这种做法是省却校样邮寄的过程,双方对加工过的原稿负责。

校样不管什么形式,都要多读几遍,最少两遍。纠错时要使用符合习惯的校对符号。稿件校完,要尽快寄回,否则会延误发表。

### 13.2 校对符号

西方刊物是非常注重校对符号的。正文内用准确的校对符号标出校正内容后,相应地在稿件边缘要有符号或说明,以避免编辑、录人员的疏忽。

校稿使用的笔迹颜色要与已有者不同。如果编辑附去原稿,作者在校样上做改动的同时,不应再在原稿上改动。编辑只在校样基础上作改动。

校对符号要规范。各种刊物都有规定,往往经常写作的作者比较熟悉。国际上英、美两种系统使用较普遍。在使用时要书写



清楚、端正。稿件边缘说明一般要圈起来,以防录入人员排入正文中。英、美习惯上将校对符号放在左右侧边缘,与所改内容在同一水平上。英国方式是在稿件边缘的校对符号后加一个斜道。如果一行中有两三个错,从左到右,依次排列,而每项改动之后有一斜道相隔。美国刊物大都是如此。如果一行中改动太多,干脆将该行划去,在边上写上改动内容。

如果改动要涉及几行文字,而边缘写不下,可以将正确的文字在小条上打出来,贴在左侧边缘,与需修改的文字相对应,但不能贴在文字上。此外小条上要标上号,圈起来,在修改文字边缘也标上相同的号,并圈起来,以示识别。如果不用小条的方式,则可以在校样顶端空白处打出要修改的文字,但不要打得太高或打在校样底部。不管在正文内要插入什么修改内容,必须在正文内用适当的符号标出,然后在其边缘标上符号或字母,便于识别。

以下是英、美两种校对符号系统,以及在校对中的实际使用,可作参考。

美国国家标准

说明	边角符号	文字内符号
Delete	y	the <del>red</del> book
Close up	o	the bo <del>o</del> k
Delete and close up	o	the b <del>oo</del> k
Restore deletion	stet	the <del>red</del> book
Insert in line	red	the <sup>a</sup> book
Substitute in line	red	the <del>black</del> book
	e	th <del>a</del> book <sup>a</sup>
Insert space in line	#	the <sup>a</sup> book
Equalize spacing	eq #	the <sup>✓</sup> yellow <sup>✓</sup> book
Lead (space) between lines	# or ld	> The red book was lost
Remove leads between lines	§# or §ld	The red book was found
Insert hair space or thin space	hr # or thin #	100/000
Begin new paragraph	¶ or L	The red book was lost. ¶ The black book was found.
Run paragraphs together	no ¶	The black book was lost. ) ( The red book was found.
Insert 1-em quad (indent)	□	^ The red book
Insert 2-em quad (indent)	□□ or ②	^ was found
Insert 3-em quad (indent)	□□□ or ③	^ at night.
Move to left	[	[ the book
Move to right	]	the] book
Center	ctr	] the book[
Move up	⌈	the book⌈
Move down	⌋	⌋ the book⌋
Align vertically	or align	The book was lost in the fog.
Align horizontally	= or straighten	The book <u>was read.</u>
Transpose	tr	The <u>found</u> book was <sup>a</sup>
Spell out	(SP)	the] book was found.
Push down quad (spacing material)	↓	The <sup>②</sup> books came. the <sup>■</sup> book

美国国家标准

说明	边角符号	文字内符号
Reset broken letter	x	the <b>l</b> ook
Turn right side up	⊙	the book <b>l</b>
Lowercase letter	lc	the <del>Green</del> book
Capitalize as marked	cap	the good book
Set in small capitals	sc	am. <b>PM</b>
Set in italic type	ital	<u>The Good Book</u>
Set in roman type (Br.: upright type)	rom	the <u>book</u>
Set in boldface type	bf	<b>The Good Book</b>
Set in lightface type	lf	The <b>book</b>
Set in capitals and small capitals	cf sc	<b>A Style Manual</b>
Set in boldface italics, capitals and lowercase	bf ital cf lc	<b>a style manual</b>
Wrong font; reset	wt	body <del>type</del>
Reset as superscript (Br.: superior)	↖	the book <sup>l</sup>
Reset as subscript (Br.: inferior)	↗	H <sub>2</sub> S
Insert as superscript	↖	1203 <sup>^</sup>
Insert as subscript	↗	H <sub>0</sub>
Period (Br.: full stop)	⊙	Read the book <sup>^</sup>
Comma	^	leaves, buds <sup>^</sup> and branches
Semicolon	:	Think <sup>^</sup> then decide
Colon	:	Read the following <sup>^</sup>
Hyphen	=/=	up <sup>^</sup> and down career
Apostrophe	∇	Lands <sup>^</sup> End
Double quotes	∇/∇	He said <sup>^</sup> book <sup>^</sup>
Single quotes	∇/∇	"Don't cry <sup>^</sup> Fire <sup>^</sup> "
Question mark	?	Can you write <sup>^</sup>
1-en dash (Br.: rule)	-	pages 10 <sup>^</sup> 15
1-em dash	—	The book find it
3-em dash	---	<u>(Ito, R. D)</u> The
Parentheses	( )	the book <sup>^</sup> a manual <sup>^</sup>
Brackets (Br.: square brackets)	[ ]	the book <sup>^</sup>
Slant line (Br.: oblique)	/	5 ms

英国国家标准

边角符号	文字内符号	纠正文字
	<p>the red book  the book  the book  the red book  the book  the black book  the book  the book  the / yellow / book</p>	<p>the book  the book  the book  the red book  the red book  the red book  the book  the book  the yellow book</p>
extend text mark	<p>The red book  was lost</p>	<p>the red book  was lost.</p>
extend text mark	<p>The red book  was found  100 / 000</p>	<p>the red book  was found.  100 000</p>
thin Y	<p>The red book was  lost. The black  book was found.</p>	<p>The red book was  lost.</p>
	<p>The black book  was lost.</p>	<p>The black book  was found.</p>
	<p>The black book  was lost.  The red book  was found.</p>	<p>The black book  was lost. The red  book was found.</p>
	<p>The red book  was found  at night.</p>	<p>The red book  was found  at night.</p>
	<p>the book  the book  the book</p>	<p>the book  the book  the book</p>
	<p>the book  the book</p>	<p>the book  the book  the book</p>
	<p>The book  was lost  in the fog.</p>	<p>The book  was lost  in the fog.</p>
	<p>The book was read.  The found book was</p>	<p>The book was read.  The book was found.</p>
two	<p>The book was found.  The books came.</p>	<p>The book was found.  The two books came.</p>
	<p>the book</p>	<p>the book</p>

英国国家标准

边角符号	文字内符号	纠正文字
	<p>the <del>l</del>ook  the bo<del>o</del>k  the <del>G</del>reen book  the good book  am, <del>P</del>M  <u>The Good Book</u>  the <del>b</del>ook  <u>The Good Book</u>  the <del>b</del>ook  <u>A Style Manual</u>  a <del>s</del>tyl<del>e</del> manual  body <del>t</del>ype  the book<del>z</del>  H<del>2</del>S  1203<del>0</del>  H<del>2</del>O  Read the book/  leaves, buds<del>x</del> and branches  Think<del>x</del> then decide  Read the following/  up<del>x</del> and<del>x</del> down career  Land's End  He said<del>x</del> "book."  " Don't cry<del>x</del> "Fire!"  Can you write<del>x</del>?  pages 10<del>x</del>/15  The book<del>x</del> find it  <del>the book</del> The  the book<del>x</del> (a manual)  the book<del>x</del>  5 m<del>s</del></p>	<p>the book  the book  the green book  the Good Book  AM, PM  <i>The Good Book</i>  the book  <b>The Good Book</b>  the book  A STYLE MANUAL  <i>A Style Manual</i>  body type  the book<sup>2</sup>  H<sub>2</sub>S  1230<sup>0</sup>  H<sub>2</sub>O  Read the book.  leaves, buds, and branches  Think; then decide.  Read the following:  up-and-down career  Land's End  He said "book."  " Don't cry 'Fire!'"  Can you write?  pages 10-15  The book—find it  _____. The  the book (a manual)  {the book}  5 m/s</p>

\* British usage requires that an oblique (slant line) be placed after each marginal mark, to indicate that the correction is concluded—for example, @/

### 13.3 初读校样

初读校样最好请一位熟悉校对的同事来帮助,作者可以拿出底稿(或编辑附回的修改原稿),读底稿,同事看校样,或者两者对调,作者看校样,同事读原稿。这一过程中,注意校对是否有漏句、漏行,数字准确与否,拼写、标点是否正确,等等。同事可以用尺子或圆珠笔一行压一行地往下校。这时要特别注意专有名词大小写,并注意编辑的改动与自己的原意是否有出入。

如果没有合适的人帮助读校,作者可自己对着原稿校,这样比较费时、吃力。同样,作者可借助尺子,这样可以集中在一行上,尽可能将错误找出来,如主谓一致,动词单复数等。

凡是印在校样上的东西都要看,包括天头、地脚、文中的大小标题,不可遗漏。另外,要注意单词的分布,移行,若需上下移动都要在边缘标出符号。但是,版面已定,这类的改动以少为宜,否则容易产生连带的错误。

参考文献的校对更应仔细,首先要看文献编号,人名是否与正文一致,文献的各部分细节是否准确、完整。原先在参考文献中仅列 *In Press* 的,此时可补上卷号、页码、年份等项目。这项工作往往可借助美国 ISI 的 *Current Contents* 来查找、补缺。

核对表格的编号及在文中的位置。表格的数字及内容说明要详细核对,必要时与正文相参照,以免对不上号。此外,图片也要仔细核对,图在文中的位置大小是否合理、图说明及编号要与正文表示相一致。如图有方向,要标出上下、左右,必要时可在校样边缘加以说明,提示编辑及有关人员。如果图片印刷质量不好,细部显示不清,或对比不明显,要在退校样时向编辑说明,否则到了印刷阶段无法补救。有的刊物提供图版校样,比普通校样上的图要清晰得多,容易判断优劣。

在校样期间,图片不宜再变动,除非有严重错误,非改不可。有图要改正,退校时,要将正确的图片附上,并注明替代哪一张图片。如读校时发现图片是重画者,或重新标过字母符号,则要仔细核对,并与正文中的内容一致。同样编辑重写、改写的图说明也要重新核查,使其与正文浑然一体。

## 13.4 重读校样

初读完校样后,可再读一遍。这时无须对照原稿,集中注意内容准确与否,是否容易理解。这时的改动要小心,一般不作文字改动,这些都属投稿前的工作。不经过编辑同意不要轻易删去或增加内容。如果认为有重要材料补充,可以写一个补充(addendum)加在正文末(在参考文献之前)。退校样时,要向编辑说明写此补充的理由。

校对时文字改动以不变行为宜。若要添加新的词语,最好加在段落之尾,或加一段落。与此同时,要删去相同字数的文字,或段落,作为对等抵消。若删去文字,则要补充相同数的文字。虽然现代排版技术已经能方便地打印出完整的文字材料,改动在此阶段还是以少为宜。

## 第十四章 学位论文写作

学位论文(thesis, dissertation)是一种详细叙述个人研究工作和思维观点的文体,有博士论文、硕士论文及学士论文。在研究人员的一生中,集体从事科学活动,从事写作的情况比较多,而学位论文则是在个人的研究工作的基础上,独自写出论文。这里仅在查阅或利用参考文献上与其他论文写作没有特殊的区别。学位论文要证实作者在文内叙述的观点及理论,证实工作设计的准确性,结果的合理及其价值。可以说学位论文是从事科学技术事业的通行证,甚至关系到个人的一生成败,其意义不言而喻。

学位论文的读者很窄,多数不一定能公开发表。所以除作者本人外,指导导师(supervisor, advisor),机构内部审查人员(external examiner)和一些研究生外,读的人就极少了,若能公开发表,则为上乘之作,可为世所瞩目。无论公开发表与否,学位论文应是一篇扎扎实实的论著。

### 14.1 写作原则

学位论文的结构、形式,各院校、机构,要求不完全一样。但多数要求写成在刊物上发表的论文形式;少数则有特殊要求,但不会离一般性论文太远,甚至允许刊物发表过的文章内容成为学位论文的组成部分。

一般学术机构对学位论文的写作,要求并不具体。好一些的,则指出学位论文评议人员要考虑研究工作的质量和价值,同时衡量提供综述、结果、议论、结论的方法。此外,要检查作者简洁明了地表达观点的能力,论文冗长或叙述漫无边际为作者表达能力差的表现。因此,作者要了解所在机构对学位论文的要求,听取导师的意见,这样可以避免走弯路。

### 14.2 课题、指导导师、标题

学位论文涉及的课题由导师或其他高级研究人员提出,也可



以自己确定。课题确定一般要经过学术机构评议、批准,导师与作者一起讨论其可行性。最后定出论文的题目。一般来说,实验研究会得出预料的结果。

写学位论文时间要从长打算,不能有短期想法,往往关键时刻一项技术失败,或意外事故可以使工作推迟一年、几年。甚至导师方面的种种原因也能失去宝贵的时间。如果要中途更换导师,而导师又要熟悉自己的研究课题,则不是轻易之举。因此,要找好导师,定好课题,又要有时间上的估计。学位论文在与指导导师讨论后确定,一经批准登记,很难更改,这是有些国家的习惯。

### 14.3 研究和写作安排

研究课题及论文题目决定好后,要尽快地开展工作和要稳妥地计划好。国外有的机构将研究经费控制得很紧,并在规定时间内完成论文。往往一篇博士论文,从研究开始到完成需3~4年时间。

中途变换环境和工作机构,往往影响论文的完成。因此,在完成论文之前不能随意变动环境或从事新的研究课题。要尽早动手写作,宁可比自己规定的时间要早些,有所富裕。有经验的人士认为,在研究工作完成1/3后便可着手写作。比如,虽然结果尚不完整,可先将方法部分写出,也可先写引言部分;但在修改定稿时,别忘了将近期有关参考文献作介绍。如果论文含有刊物发表过的文章内容,则可在从事研究三分之一之前或中途写作,总之要按自己的时间表进行。

一般来说,制定一个时间表为好。若在从事研究阶段,一般博士论文要定出大约半年的写作时间。若研究作业已完成,全力投入写作,3~4个月就够了。其它时间用于打字、校对、印刷、审查、必要的更改等计2个月,也应考虑在内。

### 14.4 结构

学位论文的形式与一般刊物论文有些不一样。有的博士论文以书籍形式出现。结构上分章节,内容上比一般论文要详细、具体,而且图表数目也不受限制。

学位论文的结构,在确定研究项目结构时确定。定出章节层

次,列出各章节的大小标题。常见的结构层次是:总论,方法或引言、材料、方法(包括实验方法)、结果、讨论各列一章。最后一章是总的讨论和结论。

## 14.5 保存记录材料

研究工作开始后,要将所做的一切及观察结果详细记录下来。根据各自的习惯,作者可使用记录本,标好卷、页,甚至可以按日期标页码,编好条目。这样做,可在记录本前先留出几页作目录用。以后依次做记录,不同实验记录之间打上横线,以示区别。为了查阅方便,如交叉查阅,可自己编出其它合适的顺序,甚至可做接近学位论文结构层次的记录。

记录材料要妥善保存,一般有两份,异地保存,一是怕遗失,二是有些机构不让拿走原始记录。记录材料以书面记录材料为好,若有计算机储存,也要备份或打出文本,以防不测。

## 14.6 阅读参考文献

作者要注意保存各种有关文献资料,经常作记录、注释,以备后用。这与一般论文写作收集数据资料有共同之处。

在写学位论文绪论、引言时,作者必须大量阅读与自己课题有关的文献资料。但为了防止食而不化,阅读要有重点、有选择。开始可只读背景方面的材料,随后侧重直接与研究有关的重点文章。

阅读背景材料可听取导师的意见。作者可选读手册、年鉴、专论一类的书刊,然后再集中读综述类文章。年鉴、专论及综述这类论著视野较广,内容新,并可提供不少新的专门文献资料。另外可以利用本专业的《近期目录》(*Current Contents*)查找资料,也可以利用国际上的权威科技检索系统来查。通过不同的途径可以找到近期信息资料,做到心中有数,写作胸有成竹。

文献资料太多,读不完,则先看文题和摘要,如果觉得有价值,再读全文;或先看图表,再决定是否阅读全文。如确实有意义,与自己所研究的课题有密切关系,如研究目的交待明确,方法合理,结果明白、符合逻辑,研究结果和讨论能说明科学技术上的进步。这种文献可列为参考文献。

## 14.7 阶段性报告

在写正式学位论文之前,有时还可能要求写出阶段性报告(interim reports),应付导师检查,或合作写一篇刊物论文,会议报告,或接受审查委员会成员的阶段性检查。不论写成什么形式的文体,都是有益的。作者可以得到比较多的写作实践机会,可以更好地将有价值的材料组织到学位论文中去。会议上的报告,其反馈有利更全面、周到地叙述自己的研究工作及观点,提高论文的质量。

阶段性报告写作也须列出提纲,拟定标题。可重点写方法和结果,要有图表、文题、文摘。相对而言,引言和讨论可以简要一些。研究中得出的结论也要说明,并指出下一步的工作和相应的步骤。

写学位论文前,如果与别人合写一篇期刊论文,要遵照刊物要求写。若引用了学位论文中的材料或期刊论文为学位论文的组成部分,要交待哪一部分是作者自己做的,哪一部分是别人做的。

图表在定稿前就要制作,以后随着正文修改,同时作相应的改动。

## 14.8 确定主要标题及提纲

同写一般性期刊论文一样,写学位论文先拟定主要标题和提纲。通常写学位论文比普通论文要长一些,往往讨论部分允许有较多的篇幅推测、预示。但是这并不意味可以啰嗦,仍以简明为基本要求,因为无论谁都喜欢阅读比较短的论文。限制篇幅不等于削减内容,只要叙述清楚,充分显示自己的研究和思辨能力,则不能为过。通常,失败的实验不能随意隐去,要如实说明原因、教训、纠正办法。审查评议人员会考虑到时间利用这一因素,以此了解作者研究工作的严谨程度。导师可能会帮助作者如何处理好这一问题。

但是,在写作中切忌武断,毫无根据地下结论;倘若导师和审评人员也很主观、武断,则问题就严重了。这时要冷静下来,作一番思考,与导师讨论问题,切不可将无法解释清的东西发表出来。

## 14.9 学位论文各部分的起草

学位论文各部分的写作同普通论文基本相同,稍有不同的是,学位论文的标题决定比较早而已。一般先从写材料和方法两部分起,然后再写结果。文摘在全文写完后撰写。依照各层次的标题展开,各部分的写作做到连贯、协调。一般学位论文很少附索引,所以每页上要有眉题。

### 14.9.1 引言

引言一般是介绍研究的背景,同普通论文一样,要说明目的、理由,交待课题,要特别探讨问题所在,以及工作的重要性。可以像综述文章一样详细作介绍,对近期与这一课题有关的研究成果作介绍、评论。但是不能开天辟地将所有的文献罗列一番,只能挑选重要者扼要地作引述。倘若作者的研究是首创,要查清楚与此有关的文献。

### 14.9.2 材料和方法

材料和方法部分的写作同普通论文没有多大区别,要把研究内容方法具体记录下来,便于其他科研人员重复、验证。由于学位论文读者不光是导师和学位评定委员会成员,所以这部分内容以详细为好。

### 14.9.3 结果

结果部分的写作与普通期刊论文结果部分的写作一样,必要时可将数据资料用图表来处理,而材料结构不必完全同实验次序一致,但必须层次清楚,切莫零乱。要记住审查成员是要了解研究结果,当然以清楚简洁为上,能够给他们留下良好的印象。

图表的定稿要在修改阶段进行。表格要避免太大,波及几页。在这种情况下,要将大表分成几个小表,最好在一页上能装下。其它方法是将大表作为附录处理,这是退而求其次的作法。学位论文中要有总结性的表或图。通常这类总结性图表列出的是统计比较的平均值和其它结果。这种图表容易掌握,尽量使用。

同样,图片也要注意尺寸,能在一页上容下。

### 14.9.4 讨论

讨论的写法与普通论文中讨论部分写法一样。讨论实验结

果,说明其意义,解答引言中提及的问题。在学位论文中,讨论部分可以广泛一些,深入一些,但不可无的放矢,浪费言词。要始终集中在论文的课题上,集中讨论自己的研究成果,而不是不着边际地大量引述文献。作者要将自己的成果与本领域的学术水平紧密联系起来。

不要将结果和讨论两部分的内容合在一起处理,否则会被评审人员视为草率之举。

#### **14.9.5 结论、参考文献、附录、注释、致谢、文摘**

学位论文虽然并不强调要有结论(conclusions)这么一节内容,但是它对读者,特别是评审人员有用。结论主要阐明作者研究成果的意义。但不能夸大其词,也不能闪烁其词。

参考文献的格式除已有要求,一般可采用哈佛方法,不编号。文献在正文中引用,在参考文献目录上要列入,便于交叉核对、查阅。而文献中刊名、年份、卷、页码要准确,不可阙如,次序要符合规定。

有些材料对说明主题、研究结果及其意义有重要作用,但篇幅过长,在这种情况下,可以将这部分材料列入附录处理。若附录材料引用参考文献,也要将文献列入参考文献目录中。

注释可分每章末的注释,或论文末尾的注释,还有每一页的脚注。注释除非必不可少,一般少用,因为会影响读者的注意力集中在正文上,有些注可以简化放在正文中,有的可删去。

致谢在学位论文中也是必要的,凡对研究工作和论文写作提供帮助的都需有所表示。致谢文字一般放在引言之前,这是不同于普通学术论文之处。

文摘的写作一般在学位论文几经修改,基本定稿后进行。同一般文摘写法一样,但需遵循有关机构的规定。为了文摘易于转载,尽可能写得完整,并把关键词包括进去,便于计算机检索。

#### **14.9.6 打字、核对、装订**

论文写就之后就要打字,因为学位论文篇幅较长,也可请人打。现在文字处理机在国内很普通,打字、修改、校对都比较理想。有条件的作者可作图片扫描,印刷成书,非常方便。

学位论文文本要整洁,符合有关机构的要求,包括使用的纸张

大小、字体、边缘空白、行距间隔等。作者还要注意打字是否齐一头或两头,每页是否要编页码,包括图表的页码,页码标在何处等等。文题页上要有些什么内容,是否要写上说明文字,各部分怎样排列,如必要作者可以列出一个检查项目单,便于自己及帮助专职打字员核对。

打字纸一定要洁白,并能长期保存,打字色泽要清晰。打字时要留够装订时用的空隙,一般左侧留空 40mm,其余 3 侧留 20mm。目录页打字要到正文的页码编定后进行。每一页还要有天头,主要是该页所在的标题内容。天头一般在左侧正文上方两行处。

稿件打完要认真校对,也可请别人来校对。如果有文字处理机进行自动校对,则更方便,但机器并不一定万能。因此,要特别仔细核对数字和专用术语,检查图、表的号码是否与正文内容编码一致。同时作者还要检查参考文献。

改动要仔细,使用修正液,不能很多,干透后再打字。一页上有多处改动,不妨整页重打。不管用什么方式改动,要保持稿件整洁。

稿件打完,要复印几份,然后按规定的次序排列好。图表要紧靠文内提到的部位。复印稿要注意空白、颠倒、残缺、次序,不要与原稿混在一起。图表复印件特别要注意其清晰、层次,不可歪斜,要注意装订的效果。

一切正确、无误整理完后,就可装订。此前要再注意一下封面和书脊的标识,是否有缺页、倒置等。

#### **14.9.7 答辩**

学位论文提交学位评审委员会后,一般经过审查成员阅读,尔后再作答辩。答辩视学位论文性质而定,一般学士或硕士论文经指导导师和有关学术权威人士审查后就可通过。博士论文及有些硕士论文要经多人组成的学位审查委员会作面对面的提问,审查。应该认为,这种形式的考查是对作者在自己专业领域内知识水平的一次公开检验,不仅限于论文本身题目内容。因此,论文准备要下一番苦心,提交前要认真重读,特别要把写得比较早的内容仔细过一遍。这时候会发现现有的资料比论文中的材料有新的发展,而当时未能有反映。因此,在作答辩时要作全面的了解,掌握近期

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最新资料,以便答辩时应付自如。

与此同时,作者对考查人员可能提出的问题做些预测,回答诸如为什么使用这种方法不用别的方法,为什么用某种方法解释结果,而不用别的方法。如果结果与设计的绝然不同,该怎么处理。同一课题,今后研究可能采取的方向、途径。

如果要求作者用 10~15 分钟作总结性发言,那么要心中有数,不能再读文字材料或参阅原稿、笔记。否则忙乱中,反而无头绪。答辩时,要仔细听提问,然后有针对性地、简洁地回答,不要回避,或答非所问。要沉着冷静,应有信心:自己这时是讨论研究课题的专家。在这阶段出现失败是不太可能的。

## 第十五章 其他科技文体的写作

科技论文的文体,除常见的研究论文外,还有综述(review article),书评(book review),述评(editorial),给编者的信(letters to the editor),会议发言论文(proceedings, transactions),消息(news items)等。综述、书评、述评一类文章可以是约稿(solicited, remunerated manuscripts),科技刊物这类约稿均由某一专业领域内的权威或熟悉课题的人士来写,编辑事先联系,并确定题目和写作要求。

### 15.1 综述

综述的写作不同于研究论文。一般不拘泥普通论文常用的结构形式。综述多纵向、宏观地介绍某学科或某一课题研究发展动向,须掌握大量的文献资料。同书评写作一样,综述可以开阔作者视野,有利于研究工作的深入。

#### 15.1.1 综述种类

说具体些,综述是某一课题有关论文的详细归纳、包括过去已作的工作和近期最新成果。如医学领域中广泛使用的量化分析(meta-analysis)则属综述范畴,分析同一课题的各种报道结果,或评价各种研究方法,或两者兼而有之。这种方法也用于其它学科。所以综述是以描述和评论为主的文体。但无论叙述或评论,都以讨论的议题为依据。如写 passive immunization(被动免疫)的综述,可以描述为主。但若要说明一个特殊问题,如 Do antiarrhythmics reduce 5-year mortality in patients with coronary heart disease and frequent ventricular premature beats?(抗心律不齐药物能降低冠状动脉疾病和室性早博病人的5年死亡率吗?)则以分析为主。

一篇好的综述,同别的论文一样,先要确定好中心议题或中心问题。然后系统地查阅文献,找出答案,或得出新的结论供进一步研究。文献有发表过和未发表过的。后者一般不宜列入正文参考文献中,但确系重要者,尽量交待清楚来源、出处。



### 15.1.2 阅读文献

文章题目定下后,要定好文章的结构,然后阅读找到的文献,一般可先读某课题的背景材料,如教科书,早期综述文献。阅读同时要按文章结构层次,各个标题,分门别类地做好笔记,内容可涉及方法、材料、标准、结果、基本结论、创新观点等。有些材料可作卡片,单页记录,也可以计算机储存,再作处理。必要的材料可复印,保存备忘。这样做可以系统地吸收新的材料和新的观点。

通过集中、深入的阅读,作者对某一科学领域的热点问题可以有比较全面、透彻的了解,扩充了自己的知识。有时,阅读的材料可能超过原有的打算,原来的问题可以变成微不足道,从而导出新的问题。知识是在以前的基础上,不断实践、认识,再实践而积累起来的。因此,阅读文献是一项艰巨的工作,要有韧性。即使是有造诣的专家,也有不断更新知识,再阅读,再认识,再写作的过程,而综述写作并不比写研究论文轻松。

### 15.1.3 综述写作

写综述像其它论文一样,要考虑读者对象,即使是给专科杂志写综述,读者也不一定都是专家,也应简洁,条理清楚,结论明确。如果是综合性刊物,综述可写得全面一些,不必过于拘谨。

与研究论文不同,综述不采用 IMRAD 格式。在引言后,一般是文献资料的叙述和讨论,然后转入结论和实际应用说明。叙述可按传统教科书的方法写,也可用特殊到一般或一般到特殊的方法写。如一般到特殊:全身性作用(发热、脱水)→心血管作用(充血性心力衰竭,心律失常)→染色体异常。从特殊到一般可这样,如高血钙(hypercalcemia)的综述:恶性转移→原发性甲状腺功能亢进(其它罕见原因)→婴幼儿自发性高血钙。

在综述的主体部分,要客观地评价所阅读的文章,说明其局限性,分析材料选择的差异。同时,明确说明自己的结论,以及对此作进一步研究的不同看法。

结论部分要总结自己的发现,指出新的研究前景。

综述的参考文献一般比较多,这是有别于其它文章之处。参考文献应是第一手材料,不可转述他人所引文献。文献标引各部分内容要完整,不可欠缺。对于研究人员来说,综述的参考文献是

了解学科进展的重要线索,不可草率行事,即便不经意的差错,也会浪费科研人员的许多宝贵时间。参考文献格式要根据刊物的要求整理。每条文献要与正文中的标引认真核实。如果有些文献有价值,但不直接与正文有关联,可以作为补充读物列于文后,谓 further reading。

综述文章的重要性为国际上许多刊物所重视,文前往往附有文摘。近年还有要求综述有结构式文摘。文摘以资料/说明性文摘为主,说明综述目的,查找、分析文献资料的方法,总结主要发现,说明主要结论和实际意义。

## 15.2 述评

述评是科技刊物中常见的文体。英国刊物过去称 leaders, leading articles 多,现也改为 editorial,这种文体过去主要是编辑对近期科研中的问题发表意见,现在这种文体的用途已经扩大,不仅仅限于编辑,也可以约请专家和权威人士来写。而涉及面也越来越广,几乎与科技有关的问题,如社会的、政治的、经济的、军事的、法律的,都可涉及。越是刊物名气大,述评写得越多,越活跃。世界上,一些著名的科学周刊如 *Science*, *Nature* 便是。一般性刊物则将述评限于科学范围之内,介绍、评论、展望学科发展、科研成果。也有的述评专门是评论同期刊出论文的,或介绍其成就、价值,提出不同的观点,或与其它近期研究作比较,预测其发展方向,应用前景等等。

### 15.2.1 述评写作

述评不论是个人写的或以集体名义写的,署名与不署名的,总带有点权威意味。其写作形式虽不如研究论文、综述那么明确,也有一定的要求。一般性述评包括 3 个部分:开场白,即提出议题;正反论证部分;结论即回答问题。述评有标题,但不分层次标题。开场白提出问题、议论的题目。论证部分摆出正、反两种事实。最后进行判断,得出结论,也就是回答提出的问题;也有些情况是答案不完整,仍需更多的材料进行分析。

述评的字数和段落没有固定,多数在 1000 ~ 2000 字之间,段落有多有少,视议题复杂和需要而定。开头一段一般是直截了当

地说明议题,通常议题要简单。对专家来说,对某研究领域的问题和进展可能了解得多些,这种人总是少数;而多数不是专家,总希望简单、全面一些。所以述评开场一段好比研究论文的引言一样,要把握好。往往有这样的情况,读者对某个专业问题所知甚少,而对该问题所在的大专业领域了解较多。因此,作者可以从特殊问题开始,进而扩大到学科领域内的普通性问题。总之,视实际情况而定。

述评的中间部分内容以论证为主,有事实,有议论。但事实又与研究论文的结果部分不同,并不是详细罗列数据资料,比较接近研究论文的讨论部分,有事实有议论,有文献引述。因篇幅限制,述评一般引述参考文献很少,甚至没有;即使引用,文献的可靠性作者要作仔细认真的核对。

最后部分内容要明确解答第一段提出的问题。如果没有满意的答案,作者要指出取得答案的新途径。

述评要署名,虽然文章的口气可以用 *we*、*us*,但仍不能说明述评的观点代表了编辑和出版者的观点,只能是个人观点,一家之说。署名可以增强作者的责任感。即使是编辑人员共同写的述评,也要署名,其观点不一定真正反映了刊物的观点和立场。

述评一般不用图表。述评标题要简短、鲜明、吸引人。作者署名通常在文末,有时与作者单位合在一起。由于述评的重要性,一般都列入目录和索引。

## **Structuring Abstracts to Make Them More Informative**

The abstract of a scientific article was, until recently, merely a terse statement summarizing the research question, how the authors had sought to answer it, what they found, and what they concluded. We say "merely" not to imply that abstracts are unimportant or easy to write. Though many articles and, indeed, entire books have been devoted to teaching the scientist how to write them, they still seem to be the hardest part of any article to put together.

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What, then, is the problem? In the worst cases, when a manuscript arrives at THE JOURNAL, the abstract carries no hint of the author's purpose and so no good reason for the reader to continue. Research methods are scarcely mentioned, details concerning the groups investigated are not given, and quantitative results are not reported. Either there is no conclusion or the conclusion may go way beyond the data presented in the article. And, seemingly to make up for the omissions, the abstract is loaded with comment in the form of redundant promissory notes ("the results are discussed") or meaningless exhortations that more work be done. The whole abstract in this dreadful example is long, wandering, boring, inaccurate, and above all, uninformative. The authors fail, perhaps, because they are overloaded with information, impressed with their own message, and baffled by the seeming impossibility of compressing it into 150 words.

Editors are only too aware that many readers who get past the title will read nothing but the abstract. Even if conscientious readers wish to go further, on-line databases such as MEDLINE reproduce the abstract alone, so it is particularly important that this reflects the research accurately. Editors are also aware of the effort that can be expended in attempts to produce informative abstracts without specific guidelines.

For the past couple of years, we have been seeing a new form of abstract. Brian Haynes, of McMaster University, has long been concerned with helping readers to assess the scientific literature. Together with his colleagues in the Ad Hoc Working Group for Critical Appraisal of the Medical Literature,<sup>①</sup> Haynes, in 1987, introduced the idea that abstracts be given a rigid structure and, in so doing, an expanded function. Edward Huth, then editor of the *Annals of Internal Medicine*, negotiated with Haynes, who enlisted the help of his colleagues—the ad hoc working group—and Huth then agreed to making his journal the testing ground for structured abstracts.<sup>②</sup>

The full details for writing such abstracts are given in the group's 1987 proposal,<sup>①</sup> which includes a useful glossary of some of the technical

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terms used in reporting clinical trials. In brief, however, their suggestion was that reports of a preplanned clinical investigation—usually a clinical trial—should always include the objective(s) or purpose, the design(eg, randomized, double-blind, placebo-controlled, multicenter trial), the setting(eg, university clinic, hospital), the patients or participants, the intervention(s), the measurements and main results, and the conclusions. A short while later, Altman and Gardner<sup>③</sup> added to these seven categories an eighth: authors should report, in the abstract, their important outcome measures or end points.

What has happened since, and how have these abstracts fared? Such structured abstracts were originally intended for the reporting of clinical trials only. Cynthia Mulrow<sup>④</sup> had already made perceptive criticisms of the ability of authors of review articles to identify, assess, and synthesize the information in their source materials. In 1988, she and her colleagues proposed that structured abstracts be introduced for review articles.<sup>⑤</sup> These authors recommended that abstracts of reviews contain the following six categories of information: purpose, data identification (a summary of data sources), study selection (how many studies were chosen and how they were selected), data extraction (guidelines for abstracting articles), results of data synthesis, and conclusion (which should include potential applications and research needs).

Haynes and his ad hoc group<sup>⑥</sup> have recently reported on the experience of several journals that had opted for structured abstracts for clinical articles and literature reviews. In their (unstructured) abstract, these authors note that “more informative abstracts of this kind can facilitate peer review before publication, assist clinical readers to find articles that are both scientifically sound and applicable to their practices, and allow more precise computerized literature searches...this innovation can aid communication from scientists to clinicians, and other clinical journals are invited to join this effort.”

They note that the National Library of Medicine has accepted such abstracts in full. Authors and editors have had little difficulty in their

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preparation, though sometimes authors have omitted key details or claimed in the abstracts a rigor that the studies did not warrant. Haynes et al<sup>⑥</sup> do not, as they freely admit, provide evidence that such abstracts actually inform better, help online retrieval, or facilitate peer review, but they believe that the benefits of structured abstracts outweigh their increased length and the extra care needed in their preparation.

For the future, they recommend that authors prepare such abstracts for their initial submissions rather than after acceptance of the manuscript, and they emphasize the point Altman and Gardner<sup>③</sup> make, that the main question the authors planned to address should be clearly identified.

Many journals have accepted the invitation, itself an endorsement. Meanwhile, the *New England Journal of Medicine* has introduced its simpler version<sup>⑦</sup>, the categories consisting of background, methods, results, and conclusions, which are presented in separate paragraphs. When appropriate, two of the first three paragraphs are combined in one.

We at *JAMA* also intend to start accepting manuscripts with structured abstracts. We are impressed with their merits, the greatest of which may be that the structure reminds authors, reviewers, and editors of the necessity of providing each category of information. Indeed, when the idea was first floated, we thought its virtues were self-evident and wondered why we hadn't introduced such structure ourselves, long ago. Some of our editorial colleagues, however, at *JAMA* as at other journals, have been concerned about placing further requirements upon authors and have worried that abstracts would become too long or seemingly so important that readers would be dissuaded from going on to read—and critique—the article.

Starting with the July 3, 1991, issue of *JAMA*, we shall ask that authors of articles describing clinical trials and other preplanned clinical investigations and authors of review articles use structured abstracts. For the moment, we shall use the system devised by Haynes et al,<sup>⑥</sup> as it is the one in use longest by the most journals and the one best studied. Full

details of each type of abstract are given in the Instructions for Authors on page 41 of this issue. We further advise authors of manuscripts to read the references below and to stick to the terms given in the glossaries in references 1 and 6.

It only remains for us to say that we congratulate Haynes, Huth, and their colleagues on what promises to be an important innovation, and to ask our readers for their comments. We also solicit their advice on whether abstracts for case reports and articles of opinion should be modified—and how this should be done.

Drummond Rennie, MD

Richard M. Glass, MD

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2. Huth EJ. Structured abstracts for papers reporting clinical trials. *Ann Intern Med*. 1987; 106: 626-627.
3. Altman DG, Gardner MJ. More informative abstracts. *Ann Intern Med*. 1987; 107: 790-791.
4. Mulrow CD. The medical review article: state of the science. *Ann Intern Med*. 1987; 106: 485-488.
5. Mulrow CD, Thacker SB, Pugh JA. A proposal for more informative abstracts of review articles. *Ann Intern Med*. 1988; 108: 613-615.
6. Haynes RB, Mulrow CD, Huth EJ, Altman DG, Gardner MJ. More informative abstracts revisited: a progress report. *Ann Intern Med*. 1990; 113: 69-76.
7. Relman AS. New 'information for authors' and readers. *N Engl J Med*. 1990; 323: 56. (*JAMA* July 3, 1991-Vol 266, No 1)

## 15.3 书评

### 15.3.1 书评种类

同综述一样,书评可以分评论和说明性两种。说明性书评短小,文字一般在 100 字以内,以介绍为主,议论文字仅仅数句。这类多为出版机构编辑所写。常见的书评,以评论为主兼及介绍,文体比较正规。有的则学究气很浓郁,以文学、社科类为最,对书有

议论,但范围大,偏重学术论题。书评本身就是一篇学术论文,形式是散文,杂文体。这类书评常见于专门的书刊评论刊物和报纸上。而科技期刊上的书评一般以评论为主,介绍为副,字数常常限于200~500之间。

科技书评一般由编辑约请有关人士写作。如果是一本专著,通常请某专业的专家来写。国际上有些做法是,编辑提供书籍,并作馈赠。如作者自己对某本书感兴趣,首先要与编辑联系,说明原因,征得编辑同意,再写作发表。

请作者写书评,要确定好交稿日期,如不能按编辑要求的时间交稿,可以辞谢写稿,或重新商定交稿日期。科技期刊上的书评,一般在书出版几个月后才刊出。时间太长会使书失去影响。

### 15.3.2 书评写作

作者写书评之前,先了解刊物对书评写作的要求。在动手前,作者可从近期刊物上找些书评来阅读,以资仿效。毋庸讳言,不读要评的书,是无从写书评的。阅读时,要仔细作笔记,以便最后归纳,拟定提纲写作。有些书,如大部头辞书,教课书之类,一下子无法读完者,可以重点选择几个章节读,或浏览每一章节的开头和结尾,或选择重点内容抽读。再者,可读作者或他人为该书写的绪言,出版社写的评介文章,主要了解作者和编者的用意和读者对象。这样,写书评时,可以以读过的内容为重点。

写书评可按以下次序来写:开头有介绍文字(问题)——评论的主体(事实)——书籍的技术问题(事实)——结论(不同事实比较结果、总结、答案)。书评不需标题,也不分层次,开头文字介绍书的内容,适合哪些读者。说明作者自己对书的看法,提出与作者和编者的不同观点。作者也可介绍书所描述内容的背景,提及作者的工作成绩。主体部分评论书的价值,有何新的观点,新的理论发展,新学科具体内容的介绍,是否真正达到了书作者或编者的目的。作者也可作如实批评,包括对书中的叙述方法和材料处理,组织的合理性等等。但批评应该是善意的,建设性的。可能的话,也可以与同期同一题材的书籍进行比较。如果书是新版,比如教课书,要指出修改的得失。概括起来,要注意以下几点:选材是否好,组织是否合理,材料是否新?叙述是否有逻辑、清楚、正确?事实



说明是否准确？结论是否可信？在专业范围内是否有重要意义？是否说明主题？实验设计是否合理？文字是否清晰、简洁、通俗？如果是多个作者合写的书，文风是否统一？内容侧重是否和谐？书籍技术问题包括书的整体外观、印刷、装帧，也可评论。此外可评论印刷错误、出版速度，图片、图说明的清晰程度，参考文献引用情况、准确性、时效。有无索引和索引的实用性均可评论。以上这些，不作评论的重点。最后结论部分内容，一般在前面分析的基础上，简要地进行总结，要实事求是，有分寸。

书评写就之后，一般可让同事及有关专业人士阅读。对朋友，甚至论敌的著作评论尤须严格对待，消除过多溢美之词或攻击、侮辱性言词。尽可能不让个人感情成分在学术探讨中太多流露出来。这方面的工作，编辑有着义不容辞的责任。

## Cardiology

**Cardiovascular Drug Therapy**, by Franz H. Messerli, 1709 pp, with illus, \$ 84, ISBN 0-7216-2409-X, Philadelphia, Pa, WB Saunders Co, 1990.

This comprehensive and authoritative book establishes the link between cardiovascular pharmacology and clinical medicine. To that end, it describes extensively the routine cardiovascular agents well known to practicing physicians as well as those still unknown to the medical community but gradually gaining new and solid ground.

The text is organized in 15 parts totaling 127 chapters. Under the heading "Emerging Concepts in Cardiovascular Therapy," some of the common conditions, such as acute myocardial infarction, angina pectoris, congestive heart failure, arrhythmias, and hypertension, are masterfully discussed in the chapter on hypertension. Messerli and John Laragh continue to emphasize that mild hypertension may contribute to target organ disease and even become malignant hypertension, leading to stroke, heart attack, congestive heart failure, and renal insufficiency. However, the authors are placing under close scrutiny some of the accepted facts not too often discussed by those who treat hypertension, such as impairment of

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quality of life by antihypertensive drugs, the failure of stepped care as the ultimate solution, and the problem that one single approach in treating essential hypertension may fail because there are multifactorial causes of hypertension.

Treatment should be individualized. The 1970s therapeutic emphasis on the renin-angiotensin-aldosterone system alone has not “fulfilled earlier hopes.” On the other hand, regardless of the mechanism producing hypertension, angiotensin converting-enzyme inhibitors and calcium channel blockers improve blood flow to target organs with few or no side effects. One is also aware that target-organ disease follows a course of its own and is not strictly related to the level of arterial pressure.

Chapters are short, limiting the discussions to essentials. There is a balanced overview of the efficacy of newer drugs and of trends emerging in cardiovascular drug therapy. Facing the proliferation of a host of newer drugs, the physician is cautioned to “exercise judgment based on personal knowledge, the clinical situation, compassion and full consideration of relevant medical and societal issues.” Cost containment, a significant economic consideration nowadays, ought to be kept in mind by the physician.

All said, we and our patients must accept the truth stated by Dr Gifford in his chapter on diuretics: “Limits exist to the efficiency of medical therapy.” In no way should this truism be considered a contradiction to the motto of the book: “We consider a physician experienced, skillful, and scientific if he is able to cure illnesses by diet and drug which surgeons would treat with surgery”—Galen (C AD 130-201). This text is a significant addition to the classic textbooks on cardiovascular therapeutics. I warmly recommend it to medical students, house officers, and attending physicians.

Samuel Zoneraich, MD  
Albert Einstein College of Medicine  
New York, NY

(*JAMA*, July 3 1991-Vol 266, No1)

## 15.4 致编者信

致编者信在科技期刊中已是很受读者欢迎的栏目。因其信息量大,生动活泼,文体比较短,一些刊物都倾注较大的力量。有些著名的科学周刊,这一栏的比重每期达 1/3,并还有增长的趋势。比如 *Nature* 将致编者的信与论著等量齐观。在字体的安排上是一样的,列于显要地位。由于致编者信信息量大,世界上一些主要检索机构都将其列入数据库,如美国 ISI 的 *SCI*,美国国立医学图书馆的 *IM* 等等。而这些“信”又是科研单位及企业了解反馈的极好来源。如一些仪器生产商可以了解仪器的性能,药商可以了解药物的正副作用,以图改进。

### 15.4.1 致编者信的类型

致编者信的概念在科技期刊中与普通信件有区别。如 *Nature* 的 *Letters to Nature* (致《自然》的信)的栏名,概念有时代的差异。当初《自然》的创办人洛克耶(Norman Lockyer)是让科学家给《自然》写信公布科研成果;所以许多“信”实际上是研究简报。这一传统一直沿袭至今。现在不少国际性刊物仍沿用这种作法,但致编者的信范围更广了,可以是研究论文、个案报告、综述、述评等的微型化,也可以是对发表过的论文的评论和一般性文字。

对近期发表过的论文进行评论是致编者信常见的内容。这种“信”有几种作用。一是作者发现自己的论文被误解、引用不当时,可用“信”的方式陈述己见。而当事者可以很快纠正。二是对审稿人来说,有些审稿中不能解决,不宜公开的介绍和评论,在文章发表后,可以用“信”作针对性的阐明,指出优点及不足。这样给审稿人有发言之地,也便于对方接受。

同研究论文一样,这种“信”都要经过审稿。主要审其准确性、重要性。一般来说审稿人应该是被评者。而被评者在审稿后,也可以写信陈述自己的观点。两封信可以同时一期刊出。答信也须审稿。答信可以认为是一种致意。如果被评者发现原信有不实、不符,或有过甚之词,可以申述己见,避免信发表后引出诸多不快,甚至采取诉讼、赔偿等严重步骤。有些刊物干脆将此类文章列为 *comment on published papers* 或 *letters*。一般性文字则归为

correspondence 一类。

#### 15.4.2 致编者信的写法

既然致编者的信种类较多,可以用不同的文体来要求。如是研究论文、综述、述评的微型化,则按这几种文体的要求准备、写作。一般简报类短篇,有图、表及参考文献,但须注意,正文没有层次标题,但有时有文摘附于正文前。参考文献、图表不宜过多。其它一类致读者的信,因其内容,几个段落便可说明,图表极少,文献不常用(*Nature* 限5个)。

简报、短篇论文类致编者的信,都有文题,体例与正式研究论文一样。因其学术性强,这种“信”广为读者注意,并就同一问题参与讨论,因此,国际性检索系统均将其收入数据库。一般性信件,多数期刊也都用文题,正文前统一使用 To The Editor, To the Editors 或 sir。而作者单位列于文末。答信开头用 In Reply, 没有文题。

### **Abbreviations Raise Their Pointy Heads Again: Familiarity Breeds Contretemps. Should We Bench Bench?**

*To the Editor.*—Increasingly in *JAMA* articles you use a given name of a drug or technique followed by an abbreviation and carry the abbreviation throughout the article. It is difficult to decipher and remember the abbreviation. For example, C/AMP is a common abbreviation in oncology and biochemistry. However, DDI, a drug used to treat AIDS, is relatively unknown. May I suggest that the specific or generic word be spelled out if it is not frequently used?

Authors also use the antiquated term *laboratory bench*. We work in modern laboratories shielded from contaminating chemical or viral-bacterial material. It should not be labeled a bench.

In short, let us use the scientific media with well-written, easy-to-interpret terminology and write briefly, concisely, and clearly. We should write scientifically but with fluidity.

John S. Schweppe, MD  
Northwestern University

Medical School  
Chicago, III

*In Reply.* I agree with Dr Schweppe that abbreviations, intended to be time-saving, are often time-consuming – requiring the reader to page back to find the expansion of unfamiliar abbreviations. For this reason, in the newest (eighth) edition of the *AMA Manual of Style*, we advise copy editors to (1) introduce no new abbreviations into a manuscript, (2) avoid use of abbreviations in the abstract, and (3) allow use of abbreviations in the text only if the abbreviation appears at least five times. In addition, the abstract, text, and each figure and each table are treated as separate elements; hence, an abbreviation expanded in the text will also be expanded in each figure legend or table footnote if it appears in the figure or table.

In some cases, it might be argued that the abbreviation is more well known than its expansion (AIDS [acquired immunodeficiency syndrome] is a good example); in addition, as Dr Schweppe's letter implies, something "common" in one discipline and familiar to one group of researchers might be "relatively unknown" to another group. Because *JAMA* serves readers in many fields, we attempt to be sensitive to this dilemma; we also attempt to be responsive to requests from authors for variations in AMA style.

The example of DDI (or ddI [dideoxyinosine]) is a good one. A new drug used to treat AIDS, as Dr Schweppe points out, this is perhaps more well known by its abbreviation than its expansion. With this, as with all drug names, we attempt, in editing, to link the more familiar abbreviation with the approved nonproprietary name (AZT with zidovudine, for example) and use the expanded version throughout the manuscript. In this way, readers will link what is familiar with what is unfamiliar and, over time, become accustomed to the use of the approved nonproprietary name.

As to the use of the term *laboratory bench*, I cannot think of any articles in *JAMA* in which this phrase has appeared recently, but *JAMA* did, not too many years ago, have a feature entitled Bench and Bedside. Here, both *bench* and *bedside* are figurative, and I think readers

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understand this and do not take it as a sign of antiquated working environments. However, I applaud Dr Schweppe's belief that science can be written clearly and fluidly without sacrificing scientific accuracy.

Cheryl Iverson  
Editorial Processing Department  
American Medical Association  
Chicago, Ill

(*JAMA*, 1992)

## 第二部分 出席国际科技会议

### 第十六章 国际科技会议

随着科学技术蓬勃发展,国际间学术交流日益频繁。作为学术交流的形式之一,国际会议起着举足轻重的作用,召开的国际性会议越来越多。据美国科学情报所(Institute for Science Information)统计,每年各学科重大国际性会议达1万次以上。这中间还不包括区域性会议及一些学会的年度会议。随着改革开放的深入,我国科学家参加国际会议的机会越来越多。在我国召开的国际科技会议也不断增多,有的规模还很大。这使得我国科技工作者有更多的机会与国际同行进行交流,跟上科学发展的潮流,或处于国际科学研究的前沿。

#### 16.1 国际科技会议的特点

国际科技会议是短时间内的高层次、密集型科技信息活动。这种会议一般开一周,实际学术交流2~3天。会议参加的人数多,可以有几百人到几千人,甚至上万人。这种会议的组织本身就是高科技的体现,科技国际化的象征,是一种系统工程。经过一年或二年以上的准备,将各国科学家在短时间内集中一地,进行科学讨论,交换意见,推动科学发展。与会者(participants, attendees, conferees)一般都在会前递交论文、论文文摘、报告。因此,一次大型国际会议可以收到成千上万的论文或论文文摘、报告等文字材料。而在会议上由于发言人数少,发言时间短(10分钟),大多数论文只能在会下交流、分发或展示,海报张贴,或在会后(或会前)汇编成册交流。常常是,多年的研究工作,只能在有限的时间里介绍,而这种幸运的大会发言者(speaker)在大型会议上又屈指可数。除非其工作由大会主席和大会学术委员会认为有特别之处,临时

作为个别特邀发言者。由于大会日程紧凑,交流信息密度就可想而知了。此外,从参加会议的科学家来说,也是各国的专家、学者、学科带头人,有一定的代表性,所提交的论文都有一定的水平,代表各自最新研究成果,所以大会总体学术水平高。

参加国际科技会议的代表,不分国籍、种族、宗教信仰,都可在短时间的集会中交流经验,互相启迪,并因此建立科学研究合作项目,定期互访、交流。国际科技交流往往是政治、经济封锁所做不到的。科学技术是人类共同财富,它没有国界,不可能被永久垄断,只有交流,才能不断发展,造福全人类。

## 16.2 国际科技会议的种类

国际性科技会议种类很多,按组织者分,基本上有以下5种形式:①联合国组织机构召开的科技会议;②国际科学组织召开的定期(年会等)或不定期科技会议;③地区性科学组织主办的国际性科学会议;④一国学术团体、研究机构及大学组织的国际性科技会议;⑤企业、商业机构、公司、著名科技刊物主办的国际会议。

国际科技会议如果专题分得不细者,多称 congress, conference, meeting, 如果专业极强,专题又多,常用 symposium, seminar, forum, workshop, colloquium, course, session, ad hoc 等。如果系本学会成员出席的专业会议,除 congress 等说法外,也有称 convention, assembly 的。

国际会议有定期会议与不定期会议之别。定期会议的形式有年会(annual meeting),两年会议(biennial meeting),三年会议(triennial meeting),四年会议(quadrennial meeting),等。国际性学术团体,如学会(association, society),联合会(federation, union),常设国际组织及会议都定期举行国际会议。

不定期会议还分不定期召开的连续性会议和一次性会议两种。有的会议一年开二、三次,有些则隔几年举行。不定期会议较复杂,有些科技人员会议同双边及多边会议一样,有时是一次性的。

按照会议的规模,有的会议出席人数有限制,有的不限。不限制的会议,参加者只需提交论文、论文文摘和交纳会议注册费。有的只只需交注册费。出席人数有限的会议,一般以某学术团体成



员为主,适当邀请非会员出席,有的以申请及邀请相结合。

## 16.3 国际科技会议组织机构

国际科技会议不分大小,其组织原则都是一致的。如果大会由国际组织或与一国共同举办,设国际组委会(international organizing committee)。如果是多边或双边科技会议,常设联合委员会(joint committee)或各自的委员会。一国主办的会议,则有主办国组织委员会。通常大会组织委员会(organizing committee)设主席或副主席、秘书长或副秘书长。与此同时,在组织委员会之下,设学术委员会(scientific committee, programme committee),大会秘书处(conference secretariat),甚至还设协调委员会(coordinate committee),指导委员会(steering committee)、地方委员会(local committee)等若干机构。

### 16.3.1 组织委员会

大会组织委员会成员一般有主席提名,必须胜任工作,经常出席组委会召开的会议,并要负责某下设机构的管理、指导工作。主席和委员一般均为各学科的带头人、权威,以示大会的高水准。但是,由于科学家常有自己的业务需处理,一些大会组织委员会吸收一些有组织才干的非专业人员,甚至一些政府或地方官员参与其事。而政府官员的参与,往往为出席会议者的接待带来便利。此外,他们又能向大会提供必要的设备和充分的服务,竭尽地主之谊。组委会中,还要有懂得财经、计划的人员。如果大会期间要举行商业展览会,也需要有懂得搞展览和贸易的人士,可使展览与大会配合默契,同时增加经济收益。因此,如上面提及的各类分支机构(subcommittee)外,还可设社会活动(social programme)(包括旅游),财务预算(finance and budgeting),视听服务(audiovisual aids),女士活动项目(ladies' programme),宣传、广告、商业展览(publicity, advertising, trade exhibition),交通及旅馆住宿(transport, hotel accommodation)等服务机构。

各下属机构均由组委会成员专门负责、兼任,定期向组委会介绍工作情况,或作书面报告。组委会好比一个企业的董事会,要把会议组织好,运筹帷幄,使科学家在舒适的环境里畅快地交流各自

的科学研究成果,有所收获,建立友好关系。大会又要做到经济有盈余,起码不亏损。

由此可见,组委会由于会议大小,人数可以有多有少,完全视会议工作运转需要而定。有些大型国际会议还设执行委员会(executive committee),通常由大会正、副主席,正、副秘书长,各下属机构的主席及其他具体主管部门人员组成,起着决策机构的作用,类似组委会。

组织委员会向会议发起单位负责。其主席、副主席一般是国际学术界公认的著名人士,享有较高的声誉,并与各国际科学组织有着良好的关系。他们往往是会议主办单位的头面人物,并受主办单位委托、推荐。为了工作便利,他们常常兼任学术委员会的主席、副主席。

### 16.3.2 学术委员会

国际科技会议都设有学术委员会或科学委员会。委员会成员均为学术界代表人物、专家、学者,具有权威性。学术委员会由组委会委派专人负责。学术委员会每一个成员都具体负责某一专门学科或专门项目的安排、组织。委员会工作包括会前会议内容的确定,论文及文摘的征集、审定,会议期间的学术活动安排,包括大会论文宣读、讨论等事项,会前会后论文集的编辑、印刷、出版等。

要出色地完成学术委员会的任务,每一成员,特别是主要负责者在国际上有广泛的影响,或与国际上的有关科学家保持良好的关系,熟悉他们的研究状况,有能力随时了解各国学术团体对会议日程的意见,有能力选择、评价、确定论文。

大会前:大会讨论的中心议题一般在大会召开前一年要确定下来,并通知与会者,主要由学术委员会负责。无论会议议题广泛或属专题讨论会,大会的范围、结构在这时要确定下来,发言者和发言题目要选定。给每一位发言者或与会者的邀请信中,要注明在会上起什么作用,发言时间、发言题目。这样可以减少啰嗦、重复、遗漏等。发言者以书面接受邀请为准。学术委员会或大会主席、副主席要复信表示谢意。如果发言者需现场口头翻译,发言者要通知学术委员会,以便事先将原稿交译员熟悉内容、文字。

大会学术活动安排根据论文的内容而定。经学术委员会审定

的论文在何日宣读,确定每天的会议主持人(全体会议及分组会议)及讨论、答辩时间。发言者时间一般限 10 分钟,学术委员会必须事先通知发言者。论文要短小,并提供文摘。如果有壁报 (posters)、幻灯片(slides)、影片(films)、录像(videotapes),要让提供者说明壁报大小尺寸或实物,影片及录像带的尺寸、长度及型号。有关文摘的最后截止日期要确定,一般视会议规模而定,通常不得晚于注册截止日期的前两个月。至于多少论文可宣读,取决于时间。一篇文章限 10 分钟,发言者要有控制,宁可用 7、8 分钟。这样有比较多的时间供提问、讨论。论文的选择由学术委员会中有关专业的专家几人负责,人数不宜多。文摘按大会规定的规格打印,字数一般为 300 字左右为宜,与刊物论文要求有所不同,有时也可略长,可有表格及公式。

## Call for Abstracts

18th International Congress of Chemotherapy, Stockholm, Sweden,  
June 27-June 2, 1993.

Authors should submit abstracts only on the official Abstract Form, to be received no later than January 20, 1993 by:

Stockholm Convention Bureau,  
18th International Congress of Chemotherapy  
Box 6911, S-102 39 Stockholm, Sweden

### Official Abstract Form

ABSTRACT AUTHORS (Type EXACTLY and in ORDER as they appear on original abstract) List complete names (family, first, initial).

(Family) (First) (Initial)

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

ABSTRACT TITLE \_\_\_\_\_

\_\_\_\_\_

Papers should be based on materials not published or presented at any scientific meeting before June 27, 1993. Abstracts submitted via fax will not be accepted by the Scientific Committee.

Complete the following:

1. Complete checklist in the Guidelines for Authors before submitting abstract.

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The size of your poster should be: 185cm wide and 150 cm high

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Indicate only  
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1. Antibacterial chemotherapy and bacterial infections
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4. Prevention of infections and supportive therapy, vaccines
5. Biological and immunological therapy
6. Cytostatic drugs in oncology and haematology
7. Endocrine and biological therapy in oncology
8. State-of-the-art findings within the fields of haematology and oncology
9. Issues for nurses and medical laboratory technologists working in the fields of microbiology, oncology and infectious diseases

Instructions: Complete this form and submit it for receipt by January 20, 1993. Include 5 copies of the abstract. *Only this original form is acceptable (no photocopies)*. Additional forms are available from the congress office. Type the title (initial capitals only) first; then list all authors (all capital letters), with an asterisk for the person presenting the paper, and then list institutions and short

addresses (do not give departments, divisions, buildings, etc). See "Preparation of Abstracts" for additional required enclosures. *Note: Any poorly prepared abstract unsuitable for direct reproduction will be reviewed by the Committee; however, if accepted for presentation at the congress, it will not be published in the Programme/Abstract Book.*

开大会期间:学术委员会成员在大会期间要协调各次活动,使之能正常运作。这期间同时可能举行各种形式的学术报告会、专题讨论会、技术座谈会、论文张贴、商业性展览等。每项活动的负责人通过秘书处预先要有联系,中途要互相协调。各项活动的工作人员要履行职责,并熟悉会场、展厅、各种设施的使用,包括灯光、幻灯、传声设备等等。

### 16.3.3 秘书处

大小国际会议都设有秘书处。除秘书长 *organizing secretary* 外,还配有专门秘书若干名。在会议筹备期间秘书处已开始工作。大会正式召开到结束,秘书处实际上 24 小时工作着。秘书处负责与大会组委会各下属委员会保持沟通,将有关信息随时集中反映到组委会,包括会议学术交流日程安排、进展、情况总结,编写简报等文件。秘书处接受组委会的监督和各種指令。

大会秘书处还具体主管大会场地的使用以及财务。同时接受与会者的论文、文摘,办理注册、住宿、交通、膳食以及会内、外的种种活动,包括新闻、传播、访谈、旅游、参观、访问,与会者夫人的一些活动项目。秘书长是秘书处的核心人物,要全面了解会议进展过程。他(她)应是大会筹备会及组委会的重要成员,要熟悉专业、会管理、有责任心、有交际能力。秘书长一般由主办单位委派,由组委会的重要成员担任。

## 第十七章 国际科技会议活动形式

目前,国际科技会议的形式多种多样,并不拘泥于某一形式。这些活动形式随会议的宗旨、讨论的学术内容、涉及的学科范围不同而不同。国际科技会议除正式会议之外,还有各种活动项目,而会议与会议之间,因性质不一,项目多寡而有所侧重、形式不一。常见的国际会议活动可分几类:正式会议,非正式会议,视听演示会,咨询服务,展览及业务洽谈,参观及其它活动。

### 17.1 正式会议

国际科技会议都有开幕式(opening ceremony),闭幕式(closing ceremony),全体会议(plenary session),分组(专题)讨论会(panel discussion, parallel session),论文张贴、展示(poster presentation)等。这类会统称正式会议(formal meeting)。

#### 17.1.1 开幕式、闭幕式

开幕式或闭幕式是全体与会人员出席的会议,这种会议有时还有当地政府首脑及官员参加。有些显要人物还要作一般性、礼仪性发言。有的会议还邀请著名的专家学者讲话,如诺贝尔奖获得者的发言,以显示大会的高格调。但这种会议上,不进行学术讨论,不宣读论文。凡规模比较大的世界性会议、国际性科学团体的学术年会、代表大会都有开幕式和闭幕式。

#### 17.1.2 全体会议

国际科技会议的全体会议,是继开幕式后举行的,可举行几次,视需要而定。这类会议以学术报告为主。由应邀出席会议的著名科学家就会议主题、某学科进展作报告,一般以宏观性发言居多,具综述性质。也有邀请几位科学家作专题报告的,但与会议主题比较,题目相对集中。这类发言者的论文,内容多系前沿研究成果,具普遍意义。在会上宣读论文后,也安排即席提问,发言者作解答。但这种讨论往往不深入,时间有限。广泛、详细讨论一般放在专题分组会上进行,或会下采取其他各种交流形式。

### 17.1.3 讨论会

我们这里所说的讨论会是会议主题、专业比较窄的国际会议,参加会议的人数也比较少,多至百来人。属前一章所述的 symposium, seminar, workshop, colloquium。其特点是一般不开全会,凡提交的论文分专题,按日期宣读,尔后提问、答复。如果没有时间提问、讨论,则在小组会中安排讨论。

### 17.1.4 分组会议

分组会议是全会下以专题召开的小组讨论会。这种会议设有小组协调员 (coordinator, moderator) 主持小组会议。与会者中有重点发言者,提交论文而不发言者,有自由参加者。会上发言,提问、讨论浑然一体。也有协调员作重点发言,协调员一般为该学科或专题的著名人物。

这种小组会议有时好几个同时进行。参与者一般根据会议日程,选择自己所感兴趣者。这种讨论会效果比较好。交流透彻,与会者之间气氛亲近、融洽。所以,比较大的国际会议都设分组会议。

### 17.1.5 展示会

展示会已成为国际科技会议的一项不可缺少的内容。由于与会者多,许多论文不一定能在全会及分组会上宣读,所以展示会得以使没有机会宣读论文者有机会与同行进行交流。一般在会议厅附近,设有展示厅。每个论文作者给予固定的展示面积。与会者可将自己的论文、图表等等张贴在展示板上。在会议活动期间,同行们可以参观展品,并与有关作者面对面、无拘束地交流,建立联络,合作等项目。这种形式颇受与会者欢迎。

但是,展示品 (poster) 的准备却是需要作一番努力的,否则在众多的展品中,不易被与会者注意,甚至会受冷落、疏忽。

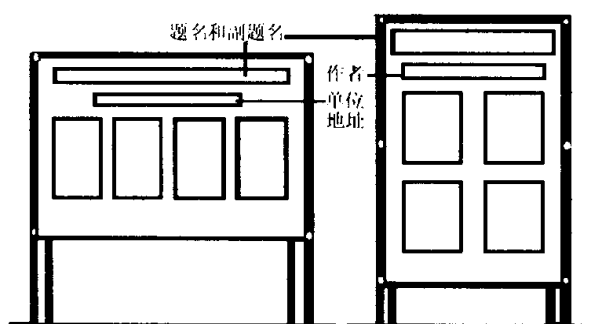
### 17.1.6 展品准备

在大会上展示的论文也经常收入会议论文汇编中,所以也需精心准备。

内容:展出的论文与期刊刊出的论文有所不同。实际上,展出的论文应是会上的发言稿,只有 10 分钟的内容材料。因此,应该是经过高度压缩的研究成果。如果类似期刊刊出论文,恐怕不一定有足够的展览面积供使用,因此,只能当作论文单行本散发。

虽然是 10 分钟的材料,但还得包括通常论文各部分所含的内容:简单的引言,材料和方法的主要内容,最后两个部分是结果和讨论。论文的标题在展出时要醒目、简洁、明白,即使非本专业的人也能理解,更不能有误。如:The artifactual nature of lipid peroxides detected in extracts of human aorta 这一文题中,nature 是不恰当的。可以改成 Are lipid peroxides in extracts of human aorta artifacts? 用疑问句形式似乎更吸引人。

形式:展出论文的形式取决于展板(display board)的空间、大小。有的展板成竖式,也有成横式的。如下图所示。



作者最好先了解展示方面的要求,比如文题、作者姓名以及文中标题。关键是怎样利用给予的空间,使自己的展品吸引人,又能使参观者获得足够的信息。要记住,参观者一般不会花许多时间阅读文字的,多数人不过驻足看看图表。往往图表吸引人,胜过无数文字。

展品吸引人,巧妙地使用颜色也是重要的一方面。论文正文用很好的颜色纸,图片衬以白色或浅黄色的纸则给人以强烈的对比。照片和示意图附以适当的颜色也能招致参观者注目。甚至文题和文中标题均可以用颜色加以突出,以示醒目。

当然面积有限,图片要有选择。在这种场合,统计条块图、照片比表格更适宜。一般会议要求参展者事先作准备,并告知展板尺寸。因此,作者可以预先画好草图,做好必要准备。如宽 1.85m,上下 1.20m 的展板,可将正文、图片固定在 8 张硬纸片(380mm ×



540mm)上,分两行,顶端还留空间放文题、姓名和所在机构的小纸片,大小为1.10m×0.12m空间。这样可折叠,便于携带。

图表:展示论文图表要醒目,图片比表格可取。观者宁愿看到形象的东西,数字太多,容易使人反感。图片可以取纵、横式,随展板的形式而定。图片的标题要简洁、短小,通俗易懂。比如:Mortality of animals caused by injection of europen可改作Europen kills animals(优洛芬杀死动物)。这些标题文字与文中的标题大小一致,标题置于图片与表格之上,而必要的说明文字则放在图片之下,文字要简短。图片均为原件的照片,不易损坏,也便于携带到会议上展出。

由于观看展品的特殊形式,展出论文、图片的字体、标识有一定的要求,规格统一。为了让读者在一米左右的距离内能看清,展品字体要大一些。就字体大小而论,小写起码高4.5mm,大写高6.8mm。这是指正文字大小。文题、作者姓名及单位字体还要相应加大。根据现代技术,字体完全可以达到与整个展板浑然一体,满足读者、观者的视觉要求。

## 17.2 非正式会议

由于国际科技会议日趋增多,规模也越来越大,所以形式也多样化。除正式会议外,非正式会议形式也很多。有自由宣读论文,午餐会,自由交流会等,这些都是由与会者临时自发组成的,或由大会确定时间再由与会者自由结合,采取某种形式的活动,甚至在某专题会议期间有意趣相投者集合在一起的交流活动。就以由学术委员会预先规定的自由宣读论文(free paper presentation)而言,一般让未来得及在规定时间内向大会递交论文者,有机会向有兴趣的与会同行介绍自己的研究成果。这种会议一般机动性很大,要视论文的内容、数目、与会人数而定。

午餐会(buffet exchange)也是非正式会议形式之一。按英美传统,在大会期间流行。有时大会赶上中午吃饭,下午会议在一点开始,与会者干脆吃点心、喝饮料,一是休憩,二是聊解饥渴,另是有针对性地寻找自己要找的对象交谈,也就是让科学家们根据各自的兴趣,三三两两在一起聚谈,交流、探讨学术问题。这种形式随

便、放松,与会者可以建立密切的个人关系。

自由交流(*free communication*)也可算非正式会议一种,也有大会学术委员会及秘书处规定时间,部分与会者自由组合就某一个问题的讨论,交流意见。

## 17.3 视听演示会

在国际科技会议上作学术报告,视听工具已经必不可少。有的会议干脆就是利用各种视听工具的学术演示会。常见的有幻灯片(*slide carrier, carousel*)、投影仪(*overhead projector*)、录像(*videotape, video cassette, videodisc*)等。而幻灯片(*slide*)、投影仪透明胶片(*transparency*)的制作要适合会议的要求,才能达到满意的效果。

### 17.3.1 幻灯片和透明胶片内容

为了使报告内容为听众理解,幻灯片和透明胶片的内容也有相应的要求。

首先,幻灯片和胶片内容要便于理解。内容一般不能从投给刊物的论文中直接复制。由于使用时间短,每张片子内容要简单,不能复杂。但也不能为了简洁而一味使用缩略语,而使听众如堕云雾中。当然,众所周知的缩略语并不在排斥之列。幻灯片中图片、表格要有标题,一般置于图表之上,但要与其它内容材料有空白间隙区别开来。图片内表示各组别名称不要用1,2,3,⋯或A,B,C,⋯等数字和字母标识,以防与图片内的数据混淆,可以用别的方法来表示。幻灯片、透明胶片不宜用于数字庞杂的表格。听众不可能在会上瞬息间看得真切并记住全部数字。因此,其内容不能太杂驳。比较而言,幻灯宜以条块图或照片、示意图为主,其优点是传达信息快,听众易于看懂并汲取最大的信息量。现在也能见到三维图像制作在的幻灯片上,效果不错,但有时也不易理解。

纯文字幻灯片制作,根据效果,每个片子不超过40个字,每一行不超过40个字母。这是根据统计实际效果得出的数据,比较科学。因此,理想的幻灯片不超过14行文字,其中也包括空白行。如果少于6行,则文字印成双行间隔。但无论如何,幻灯片文字的句子要简短。透明胶片大体要求也是如此,下面专节再述。

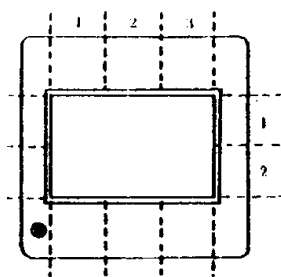
在10分钟的报告中,穿插使用幻灯片、胶片,其意义及作用不

言而喻。一般来说报告标题并不重要,会议主持者会作介绍。发言者可用一张幻灯片介绍报告的要点,作为引言。这样做对听众大有益。这在有大量论文报告的会议上可以做到突出自己的效果。也可以用一张片子介绍研究工作的目的和主要发现、结果,这对简短报告很有好处。

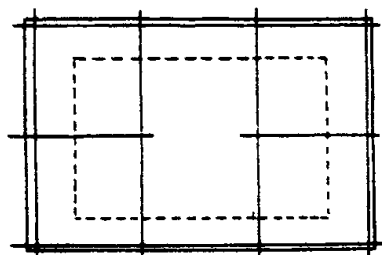
第二张片子可以介绍研究内容、研究过程、方法。当然这种内容也宜简明。随后可以用四五张幻灯片或两三张胶片交待研究结果。这部分说明结果常常用表多,刊物的论文便是如此。但是在会议上,幻灯片选择表格要谨慎,宜用条块图为上。最后一张幻灯片可用于说明结论,或证实、支持结论的要点内容。

### 17.3.2 幻灯片的技术规格

作报告之前,作者要核对幻灯片,重点在内容和规格方面。文字该压缩者则压缩,字体大小规格不妥者则需改过。一般来说,幻灯片的字母在没有投射到屏幕上放大前,要能看得清。也就是说要在正常阅读距离内看得清。如果看不清,放大效果也不会满意。一般要做到在聚焦不准的情况下,字母也能看清楚。



35 毫米幻灯片,正中图像孔比率为 2 : 3



图像底片虚线为图像区,比率为 2:3 或 13 厘米 × 20 厘米

通常图表及文字幻灯片规格在 200mm × 130mm 范围之内。图表制作幻灯片常以宽与窄之比为 3:2 为宜。这样适合现在常见国际通用的 35mm(35mm × 22mm) 尺寸的幻灯片。如前图所示。这与刊物图片、表格的比率相反(2:3)。一为风景画(横式)式,一为肖像画(竖式)式。用竖式投影,效果往往不佳。因此,要尽可能采用标准式样。幻灯片文字间和栏目间不要多留空白,利用线要适当,以便于观众理解内容为度。

条块图中的条块不超过 6 块。表中栏目不超出 4 个,横栏不超过 7、8 个。其中包括表题和次栏头。每一张表,横栏字数不超过 5、6 个。幻灯片中的文字,包括坐标图纵轴(y)的标识文字均需横写为宜。这也是考虑读者的阅读习惯。

制作幻灯片的手段现在越来越多。字母标识,国际上也有现成的方法,如干揭法(dry-transfer lettering),漏字法(stencils),等。用计算机来制作也是常用方法。文字幻灯片,大写字母一般高为 4-5mm。这样可以控制在 200mm × 130mm 的合理范围之内。如果字体小,则整个画面也要小。如果采用计算机做图,字母大小要一致,线条粗细要匀称、清晰、流畅。

条块图、表格、坐标图的线条粗线宜 0.35 ~ 1.00mm,标识文字字体要简单,不可繁杂。大字字母高 4 ~ 5mm,粗 0.5mm。标识文字除去开头第一个字母大写外,不宜全部大写。小写体比较好读懂。此外,标识文字末尾不用句号,其它标点标识文字中要少用。小写字母间的间隙要与字母线条粗细协调。若用大写体,间隙要分别按统一规则排列。间隙大约为 e 字母的宽度。如果幻灯片以点或斜线为背景,直径为 0.5mm 的点之间要留出 0.5mm 的间隙,0.35mm 粗细的斜线间要有 1mm 的间隙。有时计算机画出的点背景太细,效果差,主要原因是点相互太靠近。

幻灯文字,包括标题不宜居中排列,以左侧起头为好。居中排列,颇费时间,又因参差不齐,阅读极不方便。如果为了强调什么内容,文字字体可用黑体,或别的字体、形式。

幻灯片可使用各种颜色。如条块图或表格中使用,可有效地传递信息,层次清楚、醒目。但也不能滥用。特殊颜色用于特殊目的,选择要恰当,并且在整套幻灯片中,一以贯之。

彩色幻灯片比起黑白片制作起来要困难一些。一般用色以单纯为主,如红、橙、黄、绿、蓝,相间色如粉、棕色等一般不用。颜色要对比明显,像绿、蓝容易混淆。摄片时,光线要选择准确。胶片要选择质量上乘者,幻灯片多数制成正片,黑色文字标识,白色或黄色作背景。如果是负片,表格或文字幻灯片蓝底白字比白底黑块的条块图难以辩认。要制作优质的幻灯片,可请教有关专业人员。

### 17.3.3 投影仪透明胶片

投影仪透明胶片适用于小型会议,容纳人员少的场合。透明胶片制作比幻灯片要容易些,可以直接照相预先制作,甚至在会议上可以随手书写、修改,得心应手。但是为了产生好的讲解效果,尽可能在会前设计好、制作好,这样可以从容不迫,节省时间,临时书写往往将手的阴影也映到屏幕之上,听众容易走神。

投影仪透明胶片大小以 250mm×250mm 为宜,或同国际通用的打字纸的尺寸一致。胶片上的文字与画面不要靠边缘太近,以防投射到屏幕上看不出来。每张片子要用牢固的纸片或塑料纸蒙起来,编上序号,便于随时使用。

为了清晰起见,胶片上的字体字母高度适合 5mm。这样投射在 2m×2m 的屏幕上为 25mm 高。这是一种比较理想的视觉形象。印刷体字母每张片子最好不超过 240 个字母。印刷体字母可用干揭法和漏字法制作,这在西方已属平常。有文字、图形永久性胶片,也有随时可以擦抹掉的胶片,全凭作者使用什么样的书写材料而定。有些预制的胶片,使用各种颜色,一种颜色表示某部分内容,这与幻灯片制作相像。但是胶片的独特之处是,随时可用一个复盖物将画面上或文字不重要部分掩盖起来,突出讲主要内容,或分先后次序来讲。

除了幻灯、投影仪外,电视监视机 (television monitor),录像机 (video recorder)、电影放映机 (film projector) 也已相当普遍地使用于会议上。一般用于难以用语言文字说明的报告上,这样可以比较直观地、形象地把要介绍的内容表达充分,收到良好的效果。但是小型会议也少不了书写板 (chalkboard),如黑板 (blackboard) 和白板 (whiteboard),甚至示意图夹 (flipchart)。随着科学技术发展,现代化视听设备在会议上大展风采,已成了传播媒介的有力武器。

## 17.4 商业展览

商业展览 (trade exhibition) 或科学展览 (scientific exhibition) 已是国际科技会议的重要组成部分。凡是大型的科技会议, 组委会都会考虑到商业展览会。其主要原因之一是这种展览会能得到经济上的好处, 可用于补充会议开支或盈余。原因之二与会者可以方便、快捷地了解有关产品的性能、价格、使用途径。由于有关厂商代表出席、参展, 可以当面解答参观者提出的问题。一般来说, 这种展览会是与会议主题密切相关的。有的会议论文本身就是某种产品的实际应用效果总结。因此, 往往学术和技术交流密不可分。当然, 以生产一方来看, 会议往往也会带来许多商业性活动, 如技术合作、商贸谈判等等。

由于展览会对会议的重要性, 展览前组委会对厂商和产品都严格进行选择。通常考虑比较多的是对会议的作用、关系程度。而展览会一般都靠近报告厅、会议室, 这样可吸引众多的与会者。因此, 展出面积要宽敞。有的展览会还提供咖啡、茶点, 也能方便和吸引参观者。

展览会是厂商、会议组织者和与会者都感兴趣的内容。这是科技会议从事正当商业活动的一种有益形式。

## 第十八章 国际科技会议前联络

在参加国际科技会议之前,与会者与会议的主办机构、组委会、大会主席等人士可能有频繁的书信(letters)、电话(telephone)、电报(telegram)、电传(telex)、传真(fax)、电子邮件(e-mail)等联系。因此,写信、写电报等已是科学工作者从事对外交流的必备技能。由于使用传真和电子邮件,信息传递更加方便、快速。它们比电报、电传更易于接受、普及。但传真、电子邮件是以写信为基础的,可以形式不拘,有长信,有三言两语的短简,也有规范化的通函。

### 18.1 信函

科学家出席国际性科技会议事先都要写信,询问会议组织情况,会议的主题、时间、地点、规模以及被邀请者发言的内容,论文长短、甚至往返交通、食宿等详细规定和技术细节。另一种情况是接到会议邀请,而不明某一方面的具体情况,科学家去信了解究竟。这些往来书信称事务信函(business letter)。这种信又可作传真用,对方收信后,可立即做出答复。同样用传真,一来一往,问题就很快得以解决。

事务书信主要包括信头(heading)、信内地址(inside address)、称呼(salutation)、正文(body)、结尾(closing)、签名(signature)六个部分。

#### 18.1.1 信头、信内地址、称呼

信头是指写信人写在信纸左上角的自己机构的名称、地址、写信日期。这一部分内容不可少,收信人一般照此地址复函。而信封往往不易保存。公函信笺,信头都是印好的,写信时只需写上日期。而日期写法可靠左靠右或居中,要看英美打字习惯和信头位置。日期写法英美有所不同。英国人习惯按日、月、年顺序写,而美国人采用月、日、年顺序。如美国方式 October 30, 1994; Oct. 30, 1994, 英国方式可写作 30th October, 1994; 30 October, 1994; 30 Oct., 1994。

信内地址常位于左上方，低于信头。若是用公用笺，则低于写信日期。至于间隔多少行要看信的长短，一般可三、四个的打字行。

称呼，英文信件习惯要用 dear 一词，如 Dear Professor Edwards; Dear Mr Bush。只列姓和收信人的职业属性。在事务信中，Dear 前不加 my 一词，my 只在私人信件(personal letters)中出现。如果姓名不详，只可用其它一类称谓，如：Dear Sir; Dear Sir or Madam; Dear Sirs; Dear Gentlemen; To whom It May Concern。称呼后常用冒号(:)及逗号(,)。

由于收信人不同，有时出现一些复杂的情况，要辨别清楚，称呼也因人而异。如有职衔和学衔者可写成 Dear Professor Morgan; Dear Dr Morgan。没有职衔者则男性称 Dear Mr Morgan，女性 Dear Miss Morgan。若收信人为已婚女子，称 Dear Mrs Morgan。若不辨婚配与否，可称 Dear Ms Morgan。Ms 的称呼也可用于离婚女子。如果收信人是夫妇，也有不少表示方法，如 Dear Mr and Mrs Morgan; Dear Dr and Mrs Morgan，丈夫为博士或医生。Dear Dr Diana Morgan and Mr Morgan，妻子是博士或医生。Dear Doctors Morgan, Dear Drs Morgan 则夫妇均为博士或医生。收信人均为博士、教授，可写成 Dear Drs Morgan and Smith; Dear Professors Morgan and Smith (Dear Professor Morgan and Professor Smith)。如果收信人是两个男人，称 Dear Messrs Morgan and Smith; 如果是两个已婚女子，称 Dear Mesdames Morgan and Smith; 两个未婚女子则称 Dear Misses Morgan and Smith。

另外，一些有重要职位者，如总统、总理、省长、市长、参议员、大使、大学校长等。在收信人姓前加头衔，如：Dear Mr Premier Li; Dear Governor John; Dear Mr President Bush; Dear Mr Ambassador Lord; Dear Dean Smith, 等。

### 18.1.2 正文、结尾

正文是信的主体。业务信以说明事务为主，问题不能多，要扼要。行文要直截了当，不宜曲折委婉，文字简洁、准确。段落要分明，要有逻辑，不能颠三倒四。

正文结束后，常常要写一些表示希望、感谢一类语句，例如：



I am looking forward to hearing from you.

(盼望你的回音。)

Looking forward to meeting you very soon.

(盼望很快见到您。)

I look forward to hearing good news from you.

(期待着您的好消息。)

I look forward to your early reply.

(盼早复。)

I am looking forward to attending the Second World Conference on AIDS.

(我盼望出席第二届世界艾滋病大会。)

I await your prompt reply.

(期待速复。)

I shall appreciate your reply (response).

(盼赐复。)

Your reply will be greatly appreciated.

(如蒙赐复,不胜感激。)

I shall be glad to hear from you.

(盼复。)

I hope to hear from you soon.

(早复为盼。)

Hoping to hear from you soon.

(盼速复。)

Looking forward to visiting France and to seeing you again at the conference this coming July.

(盼望着访问法国,并在今年7月的大会上与您再次晤面。)

I would greatly appreciate it if you would send me the registration form as soon as possible.

(望能尽快寄来注册表格,不胜感激。)

I hope everything will go smoothly and hope to be able to see you in London in March next year.

(但愿一切顺利。期待着明年三月与您与伦敦相聚。)

We would be grateful if the manuscript could be reviewed and considered for publication in *The Lancet*.

(如蒙审阅并考虑在《柳叶刀》上发表,将不胜感激。)

It is with much regret that I have to inform you of this as I was looking forward to attending the symposium and meeting you and your colleagues.

(我不得不告诉您这一消息,实在非常遗憾。因我本来盼望出席这次会议并见到您及您的同事们。)

I thank you for all your consideration and help (assistance).

(谢谢您的关心和帮助。)

Thank you in anticipation of an early reply to my request.

(对我的要求尽早答复,预先表示感谢。)

这类语句结束后,对较熟悉的朋友,常常写些祝愿的词,如 Best regards to you and Dr Clark(祝您与克拉克博士一切顺利), Best regards(致良好问候), Best wishes(致良好祝愿), Warm regards(致热烈问候)等。

信件最后常用的套话是 Sincerely yours; Yours sincerely; Sincerely; Respectfully yours; Yours respectfully; Respectfully; Truly yours; Yours truly; Faithfully yours; Yours faithfully 等。有时,在这些词语前还加 very, most。通常, Sincerely yours, Yours sincerely 和 Sincerely 在业务信件中最常用。

### 18.1.3 签名

套语后,信件要由写信人签名(signature)。业务信一般用打字机打出,在 Sincerely yours 之下,留出四行,再打出写信人的全名。四行处空白作签名用。如需注明写信人职称,如 professor 和其它头衔(Dean of Dental School),则安排在全名之下。学衔(PhD, MD, MA 等),一般在全名后,如:

Paul H Henkind, MD, PhD

Associate Professor, Surgery

签名要按打出的全名书写。按国外习惯,名在先,姓在后。当然,中国人也可仿效。

有的信件在信的左下角常常有一些缩略符号,如 PHH: MAM,

PHH 为上面 Paul H Henkind 全名头一个字母缩写, MAM 为其秘书、打字员的姓名字头。另外, enc, encl, Enc, Encl 表示 enclosure。若有 4 个附件, 可写作 Enclosures(4) 或 4 encl。还有 cc 为 carbon copy 的缩写, 现为“抄送”、“复本”之意。送 Dr John A Smith 则写作 cc: Dr John A Smith, 也可以写作 cc: JAS, 取抄送对象的姓名首字母。有时, 有的函件还注明抄送对象的通讯地址。如:

cc: John A Smith, MD, PhD  
Yale University School of Medicine  
333 Cedar Street  
New Haven, Connecticut 06510  
USA

而 p. s., ps, P. S. 则是信写完后, 发现尚需补充内容常用的缩写词。原词是 postscript。写上补充内容后, 要签名, 可用缩写字母。如:

p. s. I am especially interested in the treatment of  
AIDS patients in your hospital and if possible  
would greatly appreciate your articles on this  
topic. J. A. S.。

(附言: 我对你院治疗艾滋病很感兴趣。如可能读到你在这方面的文章, 将不胜感激。)

#### 18.1.4 格式

英文书信有手写的, 有打字机和文字处理机打出的。业务信都由打字机和文字处理机打出, 格式大体有两种。英国人喜欢用缩头式(indented style), 美国人常用齐头式(blocked style)。缩头式一般每一段落首行往右缩进 4、5 个字母, 段落之间空两行。而齐头式, 段落首行不缩进, 一律靠左边对齐, 段落之间的距离可比缩头式略宽或同样空两行。齐头式中写信日期、收信人地址, 直到套话、签名、附注等都随正文靠左。缩头式的写信日期位于右侧高于左侧齐头的收信人地址。同样, 结尾套话, 写信人签名均在右侧。这两种形式, 局部有些变化, 但总体上没有多大的改变。

#### 18.1.5 信封

英文信的信封上, 收信人的姓名及地址位于中央。信封的写

法与信内的写法最好一致。收信人如果是博士、教授、医生等等，可在其姓名前冠以 Dr, Professor (Prof.)，而 Dr, PhD 等也可在姓名后，如 William C Wilson, MD, PhD。如果姓名不详，可用职务名称代之，如 The dean, The secretary-general, The director, The editor，然后标出部门、单位。如果收信人没有学术职称、行政职务，则可根据其姓名，判别男女，姓名前加 Mr, Mrs, Miss, Madame 等称谓。一般来说，出于尊重对方，在收信人的姓名前要写上学衔，如：

Professor John T Truman  
Pediatric Hematology Unit  
Massachusetts General Hospital  
Fruit Street  
Boston, Massachusetts 02114  
USA

收信人的地址应由小到大排列，也就是说从门牌号开始直到国名。地址中的一些词可按国际习惯缩写，如 St (Street), Rd (Road), Ave (Avenue), Dr (Drive), Blvd (Boulevard), Bldg (Building), Rte (Route), Sq (Square)，等。

Mary Smith, MD  
Department of Pediatrics  
Chicago City Hospital  
4782 Main Street  
Chicago, Illinois 57694  
USA

寄信人地址通常可打在信封左上方。邮票贴在右上角。有的单位用固定信封，地址都是印好的。这样，在信投寄不到的情况下，还可原封不动地退回。

如果信件由他人转交，寄信人要在收信人名下写清转交人的姓名、地址。在转交人姓名之前注明 c/o (即 care of 和 in care of)，请人代转：

Dr John M Luce  
c/o Dr James A McDowell  
Department of Dermatology

Box 98, University Hospital  
420 Delaware Street S E  
Minneapolis, Minnesota 55455  
USA

这里是由 James A McDowell 医生转交给 John M Luce 医生。

信件的类别、投递方式一般可标在信封右上角邮票下,如邮局印好的标签可贴在该处,如航空 AIR MAIL, PAK AVION 和 BY AIR MAIL;航空挂号 REGISTERED AIR MAIL;快递 EXPRESS MAIL;印刷品 PRINTED MATTER 和 SECOND CLASS AIR MAIL。有的说明内有信以外别的东西,如赠品 With Compliments;内有照片 Photo Inclosed 等。还有说明邮资和无法投递情况的,如 Return Postage Guaranteed(已付退还邮资), If undelivered, please return to...(若无法投递,请退给……), Care Postmaster/Poste Restante(邮局保存)。如信件内有保密、私人收启等情况,可写上 Confidential(密函), Personal(私函), Private(亲启)。一般收信人多数情况下是明确的,没有必要特别标出信件的机密程度。

信件由人捎带,信封上一般不写地址,可在收件人姓名下,写上带信人的姓名,如:

Professor Lester S King  
Kindness of Dr Elizabeth Knoll

当然也可以用 Forward by 或 Through the Courtesy of 表示。若发信人不写带信人姓名,只要在收信人姓名上方写上 Please forward 即可。

国内外信封的式样很多。有的单位预先印好的信封,方便不必说,通常只要写上收信人的姓名和地址,标出信件类别、投递方式即可。因为寄信人地址在左上角都印好。使用商店里出售的信封,通常为大路货,要在左上方写上寄信人的地址。现有预制的“窗口”式信封(window envelope),上有寄信人的地址,只需在信纸(固定尺寸印制的)上固定部位打上收信人的姓名、地址,折叠好,将地址对准“窗口”即行。

## 18.2 会议前各种来往信件

经常出席国际科技会议的科学家,会时常收到召开有关会议的通知、简介、会议日程、会议须知、征集会议论文、文摘的小册子。有经验的科学家根据这些材料,判断会议重要性,最后决定是否出席。但是有时没有这些材料,或材料不全,或只是从国际会议检索系统及有关介绍国际会议的刊物上了解一些内容。因此,科学工作者只能与有关组织、会议的组委会、会议主席等人士进行联络,询问出席会议的有关事项。写信则是必不可少的手段。

### 18.2.1 询问信

所谓询问信是对会议感兴趣者,想详细了解会议的情况,获得一些资料。由于是探索性的,未必最后一定能参加会议。这类信内容也千差万别。以下介绍数种。

#### a. 询问会议论文截止日期

Dear Professor Cook:

I am professor of the Department of Oncology, PUMC Hospital, Beijing. Since I have been studying on molecular mechanisms of carcinogenesis in man and animals for many years, I am very much interested in attending the 5th International Conference on Carcinogenesis and Risk Assessment, which is to be held in Barton Creek Resort, Austin, TX from November 19 to 22, 1994.

I would be grateful if you could let me know the deadline for application and the submission of abstracts and papers.

I am looking forward to hearing from you.

Sincerely yours,

(我是北京协和医学院肿瘤科教授。由于多年来一直从事人、动物致癌分子机制的研究,我对出席1994年12月19日至22日在美国得克萨斯州奥斯汀巴斯顿河湾休闲地举行的第5届致癌及危险评估国际会议颇感兴趣。若能提供有关报名及递交论文及文摘的截止日期的信息,我将无比感激。盼复。)

b. 索取有关会议的材料

Dear Dr Morris:

I have learned from *Nature*, No 6342, 1993, that the First International Conference on Flow Cytometry will be held in Villejuif, France from April 6 to 10, 1994. I am just writing an article which seems to be coinciding with the topic of the conference, I would appreciate receiving the Call for Papers, Circulars and other details of the conference.

Thank you in anticipation for your early reply to my request.

Sincerely,

(我从 1993 年第 6342 期《自然》杂志上了解到,第一届流量细胞测定国际会议将于 1994 年 4 月 6 日 ~ 10 日在法国维拉杰夫召开。会议的议题与我正在撰写的一篇论文相吻合。若能惠寄会议征稿启事、通知及其它具体细节材料,我将十分感激。

预先感谢你的答复。)

Dear Professor Bayer:

I have received your letter of August 20, notifying the acceptance of my paper entitled *Nuclear Components Form and Function*. But, I have not yet received the registration forms for the Symposium on DNA Fingerprinting/Profiling. Could you send me two registration forms at your earliest convenience with the information about accommodation?

With best regards.

Sincerely yours,

(收到你 8 月 20 日的信,告知我那篇题为《核的成分形式和功能》的论文已录用。但我尚未收到 DNA 指印/形象讨论会的注册表。你能否尽早在你最方便的时候惠寄两份注册表,并告知住宿情况。

谨致良好的祝愿。)

c. 了解会议的议题

Dear Dr Watson:

Dr Michel Monsigny, your colleague at NIH, visited my lab last week and told me that the International Course in Flow Cytometry as WHO Advanced Study Institutes Programme will take place at the Copley Plaza Hotel, Boston from November 14 to 24, 1994.

I am extremely interested in the course since I have been working in this field for years.

I would like to know the suggested topics of the course.

Your early reply is deeply appreciated.

Sincerely yours,

(你在国立卫生研究所的同事 Michel Monsigny 博士上星期参观我的实验室。他告诉我世界卫生组织高级研究机构项目和国际流量细胞测定学习班,将于1994年11月14至24日在波士顿柯柏莱旅馆举行。

我对该学习班甚感兴趣,因为从事这方面研究已有多年。我想知道学习班拟定的题目。

感谢您尽早答复。)

d. 关于资助问题

Dear Professor Gale:

Thank you very much for your letter of May 15, 1993 and the enclosed Call for Papers, announcing the 11th International Immunology and Diabetes Workshop will be held in New York from April 14 to 17, 1994. I am deeply interested in the workshop and hope to know whom I may contact for financial aid for the attendance. I shall forward you my paper before the deadline for papers as indicated in the Call.

I await your early reply.

Sincerely yours,

(十分感谢你1993年5月15日的来信及第十一届国际免疫



学和糖尿病讲习班于 1994 年 4 月 14 ~ 17 日在纽约召开的征稿通知。我对该讲习班甚感兴趣,并希望知道与谁联系解决出席会议的资助问题。按照征稿通知规定的截止日期,我会提前寄去我的论文。

盼早复。)

### 18.2.2 邀请信及复信

#### a. 邀请信

召开国际科技会议,大会组委会主席或大会主席会向有关各国科学家及部门发出邀请。信件往往简要说明会议的宗旨、会议准备状况、会议召开日期及各种学术报告、讨论会、社会活动的安排,邀请某些科学家作有关专题报告,提供论文、文摘或主持小组会。大会主席或组委会主席会根据不同对象发出邀请信,有时用通函。此类信件还涉及到交通、住宿、旅游一类费用,或免费或部分免费等。

Dear Dr Wang:

We are pleased to inform you that the preparation for the 3rd Congress of Asian Federation of Societies for Ultrasound in Medicine and Biology (AFSUMB'92) is making a significant headway and we would like to welcome you to the congress. The congress will cover all fields of diagnostic as well as therapeutic ultrasound with special emphasis on the up-to-date topics of endosonography, color Doppler ultrasound, and interventional ultrasound. Please find enclosed five copies of the third announcement of the congress. We hope that you kindly distribute these brochures to your colleagues who may be interested in our congress.

We cordially invite you to the 3rd AFSUMB'92 and hope to meet you in Seoul in the near future.

Sincerely yours,

(非常高兴地告诉您,超声医学和生物学学会亚洲联合会第三届大会的准备工作进展顺利。我们欢迎您出席大会。会议将涉及超声诊断和治疗的各个领域,着重讨论内镜超声,彩色多谱勒超声

及介入性超声。

附上 5 份大会的第三次通知。希望能将它们分发给对本次大会感兴趣的你的同事们。

诚恳地邀请你出席大会并希望不久在汉城见到你。)

Dear Professor Li:

On behalf of the University of Auckland and the International Society of Biological Sciences, I am very pleased to invite you to attend the 10th International Conference on Biological Sciences to be held in Stanford University, CA, USA from July 3 to 8, 1994 and to chair a session of it. You are an internationally acclaimed scientist. Your participation will be among the highlights of the Conference.

We sincerely hope that you could accept our invitation and talk to the audience on population and community ecology in marine zoology. Enclosed please find a copy of the initial program. If you can come, please let us know as soon as possible, since we have to prepare the final program. We are looking forward to your reply.

Sincerely yours,

(我谨代表奥克兰大学和国际生物科学协会,高兴地邀请你出席于 1994 年 7 月 3 日至 8 日,在美国加州斯坦福大学召开的第 10 届国际生物科学大会,并主持一次会议。

您是享誉国际的科学家。您的出席将给大会增添光彩。

我们衷心希望您能接受我们的邀请,并就海洋动物学种群及生态环境向听众作报告。附上一份初步会议日程。如能出席,请尽快通知我们,以便确定最后会议日程。

盼复。)

Dear President Hua:

In June of this year I sent you an initial brochure describing the 10th International Congress of Radiation Research to be held in Seattle, Washington, July 14-20, 1994. Enclosed are two of our second and final

brochure, describing in more detail the nature and the scope of the program. As I indicated to you, this is an interdisciplinary meeting, held every four years, that involves physicists, biologists, chemists and physicians from all over the world. As you will note from the brochure, not only are very basic concepts discussed, but applied areas such as power production, the use of accelerator beams in radiotherapy and the use of radiation in agriculture and industry are discussed.

We should like to invite you and your colleagues from the People's Republic of China to attend the meeting, we shall be pleased to provide you with any additional material that you may wish, and will be glad to send information and registration forms to any individuals whose names and addresses you supply us. We feel confident that your scientists will find the experience to be profitable and rewarding.

A letter similar to this is being sent to president of the Chinese Academy of Sciences in Beijing. We look forward to your affirmative reply.

Sincerely yours,

(今年6月,我给您寄去了将于1994年7月14日至20日在华盛顿西雅图召开的,第10届国际辐射研究大会情况的小册子。随函附去的2本小册子是第二版和定版,其中较详细地介绍了大会议题的特性和范围。正如我向您表明的,本次会议是每四年举行的多学科国际会议。与会者有来自世界各地的物理学家、生物学家、化学家和医生。从小册子上你可注意到,会议不仅要讨论非常基本的概念,还要讨论应用领域中的问题,如电力生产,放射治疗中加速器波束的利用,辐射在工农业中的应用。

我们邀请你和你的中国同行们出席这次大会。我们将高兴地向你提供你所需要的其它材料,并按你提供的个人姓名和地址寄去有关信息材料和注册表。我们相信,贵国科学家会发现出席这次会议将是有益的。

与此内容相似的信将寄给北京中科院院长。

盼肯定的答复。)

Dear Professor Wang:

The University of Hawaii is holding a conference on the teaching of family planning in schools of health professions with emphasis on field training programs. The members of the organizing committee would like you to nominate a qualified person who is involved in medical education to attend this conference.

The conference will be held on the main campus of the University of Hawaii in Honolulu on October 22 through October 25, 1993. Registration is scheduled for October 21.

The University is in a position to furnish single economy class air fare from the People's Republic of China to Honolulu and return, a living allowance of U. S. \$ 30 a day, up to five days, and a fixed amount of \$ 50 for incidental traveling expenses. A block booking is being obtained in a moderately priced hotel in Honolulu for all overseas participants except those who prefer to make their own arrangements.

The conference planners believe that a sharing of ideas and experiences among Asian participants will provide important information for strengthening existing teaching programs and help develop new programs for Asia and the Pacific. Your kind assistance in identifying an appropriate representative would be very much appreciated.

Sincerely,

(夏威夷大学将举行一次旨在强调现场训练内容的卫生专业学校计划生育教学会议。组委会成员请您指定一名从事医学教育的合格人出席这次会议。

会议于1993年10月22日至25日在檀香山夏威夷大学校内举行。注册日期订于10月21日。

由校方提供从中国到檀香山往返普通舱机票票价,一天30美元的生活费,共计5天,以及固定50美元旅行费。在檀香山价格适中的旅馆内为外国与会者包下住房;需要自己另行安排者例外。

会议筹划者认为,亚洲与会者间交流观点和经验对加强亚洲及太平洋地区现有的教学内容将提供重要的信息,并将有助于开发新

的教学内容。对您帮助选择合适的代表出席,将深表感谢。)

b. 复信

科学工作者在接到出席国际会议的邀请信之后,无论接受邀请与否,都要复信,以示礼貌;同时也便于会议组织者作出安排。复信无非是两种,去和不去。如接受邀请出席会议,要说明一下自己的打算,包括发言、提交论文和文摘等事宜。如不出席会议,也要尽可能说明理由,切忌生硬。礼尚往来,复信应是对邀请者的尊重,是科学工作者行为准则的具体体现。

接受邀请:

Dear Dr Smith:

I have received your letter dated August 4, 1992, inviting me to attend the 8th International Conference on Pediatric Surgery, which will be held at the School of Medicine, Yale University in January 8, 1993. I greatly appreciate your efforts in promoting the scholarly exchanges of plastic and reconstructive surgeons throughout the world. I still remember the happy days at your institute in the recent visit to Yale University.

I am happy to accept your invitation and shall send you a copy of my review paper entitled *Pediatric Surgery in China* before the deadline for papers. I hope it could be arranged for oral presentation at the conference since it is within 10 minutes limit. Looking forward to meeting you in the States.

Sincerely yours,

(我已收到你 1992 年 8 月 4 日的信,邀请我出席将于 1993 年 1 月 8 日在耶鲁大学医学院召开的第 8 届国际小儿外科会议。我十分感激你对促进全世界整形外科医师的学术交流所作出的努力。我仍然记得不久前访问耶大时在贵所逗留的愉快日子。

我高兴地接受你的邀请,并在论文截止日期前,将我的一篇综述文章《中国的小儿外科》寄给你。因文章篇幅限于 10 分钟之内,我希望能作为大会宣读论文。

盼在贵国与你晤面。)

Dear Sirs:

Thank you for your letter dated April 4, 1973, informing us of the activities of the International Society of Surgery since 1965. The Chinese National Committee of the International Society of Surgery had decided at a recent meeting to send a 6-7 member delegation to take part in the 25th Congress of the International Society of Surgery to be held in Barcelona, September 22-27, 1973.

We much regret that because of our pre-occupations we have been slow in informing you of our decision, but we believe that the Executive Committee will render all necessary facilities to enable us to resume activities in the International Society of Surgery. We will inform you of the names of delegates and titles of papers to be presented as soon as final decisions are made.

Thank you again for your help and looking forward to seeing you at Barcelona.

Sincerely yours,

(谢谢你 1973 年 4 月 4 日的来信,告知自 1965 年起国际外科学会的活动情况。国际外科学会中国外科学会在最近一次会议上决定派 6~7 名成员组成的代表团出席于 1973 年 9 月 22 日至 27 日在巴塞罗那举行的第 25 届国际外科学会大会。

我们感到非常抱歉,因为事务繁杂无暇,致使延迟将我们的决定通知你,但我们相信,执行委员会将为我们恢复在国际外科学会内的活动提供一切必要的便利。

一俟代表团成员姓名和提交大会的论文题目最后确定下来,我们将马上通知你。

再一次感谢你的帮助并期望在巴城见到你。)

谢绝邀请:

Dear Professor Scott:

Thank you very much for your letter of April 18, 1993, inviting me to

attend the 10th International Conference on Biological Science to be held in Stanford University, California, USA from July 3 to 8, 1994, and to chair a session of it.

I am sorry to inform you that I must decline your kind invitation because, before receiving your letter, I had accepted an invitation to visit Japan in the same period.

Wish the conference every success.

Sincerely yours,

(十分感谢您 1993 年 4 月 18 日来信,邀请我出席 1994 年 7 月 3 日至 8 日在美国加州斯坦福大学召开的第 10 届国际生物科学大会,并主持一次分组会议。

我不得不谢绝你的邀请,并深感抱歉。因为在收到你来信前,我已接受了同时期访问日本的邀请。

祝大会圆满成功。)

Dear Dr Patrick:

Your letter, sent in care of Mr Tom Akers of the American Cotton Cooperative Society at the request of George Ablin, Chairman of the Committee on Scholarly Exchange with China, inviting me to participate in the annual meeting of the Congress of Neurological Surgeons to be held in Honolulu, Hawaii from October the 1st through the 6th, 1993 and another letter of June 20, 1993 suggesting me visit America have both been received.

Thank you very much for your two letters of invitation, but I much regret that because I am over-burdened with my work, I will not be able to visit your country and attend the annual meeting.

Thank you again and wish the annual meeting every success.

Sincerely yours,

(您的信应中国学术交流委员会主席 George Ablin 请求,通过美国棉花协会 Tom Akers 先生转交给我,邀请我出席 1993 年 10 月

1日至6日在夏威夷檀香山召开的神经外科医师大会年会及另一封1993年6月30日的信,邀请我访美均已收到。

承蒙邀请非常感激。但我深感遗憾,因为工作繁忙,我不能访问贵国并出席年会。

再一次表示感谢并祝年会圆满召开。)

Dear Professor Neter:

Thank you very much for your letter of March 20, 1993 inviting me to attend the Sixth International Spore Conference to be held in Mexico City from October 27 to 30, 1993. I regret to inform you that I will not be able to participate in the conference because I was injured in a traffic accident last week.

The kindness you have shown to me, however, is appreciated and wish the conference every success.

Sincerely yours,

(感谢你1993年3月20日的信,邀请我出席1993年10月27日至30日在墨西哥城召开的第6届国际孢子大会。

我遗憾地告诉你,因上星期在一次交通事故中受了伤,我不能出席这次会议。

谢谢你的盛情好意,并祝会议取得成功。)

### 18.2.3 邮寄会议论文附信

国际科技会议召开前,会议组委会、学术委员会或其它专门机构要求与会者在规定时期内将论文、文摘、展示材料、发言稿等材料递交大会。与会者在材料准备好后,要寄去,不可无信说明。这类信类似向刊物投稿的附信(covering letter),文字不长。

a. 希望论文收入论文汇编

Dear Dr Wood:

Enclosed please find the full text of my paper entitled *Prospective Study of Benign Breast Diseases and Risk of Breast Cancer*. It is expected to be included in the *Proceedings of the 4th International Conference on*



*Obstetrics and Gynecology.*

Best regards.

Sincerely yours,

(随函附上论文《良性乳房疾病及乳腺癌危险性前瞻性研究》的全文。该文希望能收入第四届国际妇产科大会论文汇编之中。)

b. 论文修改后寄还

Dear Mr Burgess:

Enclosed is the second version of my paper that I submitted to you on March 4, 1993. As you requested, I rewrote the title and the abstract as well as the Material and Methods section of the paper. I hope the revisions will not cause much trouble to you.

Best wishes.

Sincerely yours,

(随信寄上 1993 年 3 月 4 日邮去的论文的修改稿。根据你的要求,我重写了文题、文摘以及材料及方法部分。我希望修改稿不会给你增添麻烦。)

c. 请求纠正论文中错误

Dear Professor Wilson:

Thank you very much for your letter of March 18, notifying the acceptance of my paper entitled *Estimation of Radiation Risks* for oral presentation at the forthcoming conference. But I found an error in the paper, that in the section under the heading History the 7th line "...issued a series of reports between 1906-1963". should have read "... issued a series of reports between 1956-1963". Please make it correct in the paper.

Sincerely yours,

(谢谢你 3 月 18 日来信,告知拙文《辐射危险性估计》在即将举行的大会上宣读。但我发现文中有舛误。“历史”标题下第 7 行

...issued a series of reports between 1906-1963. 应该写作...issued a series of reports between 1956-1963., 请在文内纠正过来。)

d. 告知论文宣读或展示方式

Dear Professor Hendee:

Enclosed herewith are the full texts of my two papers, two copies for each. The one entitled *Radiation Dosage Estimation and Health Risk* is intended for oral presentation at the panel meeting, while the other for poster presentation which covers an area of about  $1\text{m}^2$ .

Sincerely,

(随函附上我的两篇论文,一式两份。一篇题为《辐射剂量估计及健康受影响程度》,拟在分组会上宣读。另一篇作展示用,所占面积大约一平方米。)

e. 迟寄论文说明

Dear Professor Page:

Thank you very much for your letter dated July 3, 1992, asking me to submit the full text of my paper before the end of this year. Unfortunately, I did not read the letter until December 15, because of my absence from my office for a 5-month field investigation.

The enclosed paper is mainly based on my previously published articles with addition of new data. I hope it can be included in the conference proceedings.

I am sorry to keep you waiting for my paper and thank you for your assistance.

Sincerely yours,

(谢谢您 1992 年 7 月 3 日来信,让我在今年年底前递交论文。遗憾的是,我外出作现场调查 5 个月,所以到 12 月 15 日才读到你的信。

随信附去的论文是在以前发表的论文的基础上,增加了新的数据资料写成的。我希望论文能收入会议文集中。

让你等待我的论文,十分抱歉。谢谢你的支持。)

## 18.3 简历的写法

联系出席国际科技会议,如果对方不了解自己的研究情况、工作经历,有必要附上个人简历(*curriculum vitae, resume*)。这样可使对方了解你,最后作出决定,是否发邀请。

写简历已是科学工作者必须掌握的技能。简历使用范围很广。比如从事某项课题研究,要申请研究经费(*grant*),申请者在申请书(*grant proposal*)中附详细的个人简历。寻找工作、联系出国做研究工作等等,也要提供简历。当然简历针对各种情况可以有所侧重。比如申请研究经费,要按某些资助单位(*funding body*)的习惯格式写,甚至各个国家的资助机构要求都有差别。一般来说这类申请以个人学术水平和研究经历为主要内容。

就科学工作者来说,标准的个人简历应包括以下几个方面内容:①姓名,单位地址,出生年、月、日;②大学学习时间,大学名称、地址,学习什么专业,研究课题,学位论文题目;③取得什么职位,年月日;④讲学内容,国内、国际获奖名称,参加国际学术组织名称、地址,参加国际会议的名称,会议主题及自己的演讲题目;⑤详细列出自己发表过的学术论文和著作,包括待发表的论文、著作。在列出的论文和著作中可标出重要者。如果著作太多,则可单独列出著述目录,附于简历之后。

出席国际会议,联系进修,简历中有些内容详细一些也无妨。如可以加入家庭地址,受教育部分可以加入大学前的学业或与大学相同的各种学习经历。也可包括其它各方面受教育情况(业余学习)、从业、受奖等等情节。必要时,要注明近期工作。简历末尾,必要时还要列出介绍人(*referees*)的姓名、地址、电话、传真、电子邮址。但这些介绍人要自己同意。介绍人均是有些名气、为人尊重的师长。列介绍人英国式简历中常可见到。

不管出于什么目的,简历内容安排要便于阅读,一目了然。如下面两个例子:

### **Curriculum Vitae**

Liu Ming (Dr Ming Liu)

Professor of Obstetrics and Gynecology

---

Peking Union Medical College Hospital, Beijing

**Date of birth:** September 26, 1932

**Sex:** Female

**Marital status:** Married      **Children:** One

**Citizenship:** People's Republic of China

**Languages:** Chinese, English

**Research interests:** Management of high-risk pregnancy, especially  
the treatment of preeclampsia

**Office address  
and telephone**

**number:** Department of Obstetrics and Gynecology  
Peking Union Medical College Hospital  
Beijing 100730  
People's Republic of China  
553731, Extension 910

**Honors and awards:** Certificate of Honor, Chinese Academy of  
Medical Sciences, 1993 for Distinguished  
Service, Teaching and Research

**Memberships in  
professional**

**societies:** Chinese Society of Obstetrics and Gynecology; Beijing  
Obstetrics Society (Head, Committee on High-Risk  
Pregnancy)

**Education:**

1950-1955    Medical School, Beijing Medical College  
May, 1980    Advanced Course, Detection of High-Risk  
Pregnancy, Shanghai First Medical College  
September 1983-August 1984  
Visiting Fellowship, Department of Obstetrics and Gynecology,  
Albert Einstein College of Medicine, Bronx, New York, USA

**Positions held:** (except as otherwise noted, all in the Department of

Obstetrics and Gynecology, Peking Union Medical  
College Hospital, Beijing):

- 1955-1956 Intern  
1956-1959 Resident  
1959-1960 Chief Resident and Instructor  
1960-1979 Lecturer  
1969-1970 Attending Obstetrician and Gynecologist, People's  
Hospital, Inner Mongolia  
1979 Associate Professor  
1980 Director, High-Risk Pregnancy Clinic  
1986 Professor

**Major presentations:**

- May 1990 Evaluation of a New Regimen for Managing  
Preeclampsia, Chinese National Congress on  
Gynecology and Obstetrics  
June 1993 The Management of High-Risk Pregnancy in Beijing,  
China, The Johns Hopkins University School of  
Hygiene and Public Health

**Major publications:**

Chapters and Books:

Liu Ming. Preeclampsia and eclampsia. In: Wang HL, ed.  
Textbook of Obstetrics and Gynecology. Beijing: People's  
Medical Press, 1992:423-435.

Liu Ming. High-Risk Pregnancy. Beijing: Science Press, 1993.

Journal Articles:

Liu M, Wang HI. Successful treatment of pregnant women with  
jaundice: report of a case. *J Chin Med Sci* 1988;11:13-17.

Liu Ming. Treatment of preeclampsia by Western, Traditional  
Chinese, and combined methods. *Chin Obstet Gynecol* 1989;  
23:89-97.

Liu Ming. A comprehensive system for the detection and  
management of high-risk pregnancy: description and evaluation.

*Natl Med J China* 1992;45:121-128.

Liu Ming, Jones MJ. High-risk pregnancy in Beijing, China and New York City: a comparison. *New York State Med J* 1993;31:93-99.

**Popular Articles:**

Liu Ming. Help yourself to have a health pregnancy. *People's Daily* 1993; June 12:3.

\* \* \*

**Curriculum Vitae**

Janet T Brown, PhD

Department of Geophysics

University of the Lowlands

Downtown, Downshire 6XY

Z9A

Tel. 0123-456789

Fax 0123-457234

**Age:** 30

**Date of birth:** 1 May 1960

**Health:** excellent

**Home address:**

99 Prince Street

Downtown, Downshire 3XY

Z2B

Tel. 0123-987654

**Education**

1971-1977: Uptown High School, Uptown

1977-1981: Midlands University, Chesterham

1981: BSc, First-class honours in geology

1981-1984: Dept of Geophysics, University of Camford

1984: PhD conferred

Thesis title: *Melting in silicate rocks in the Lower Upshire region*

Gatenew Prize awarded

**Positions held**

1984-1987: Associate Lecturer in Geophysics, Brighton University,  
Brighton, NY, USA

1987-present: Lecturer in Geophysics, University of the Lowlands,  
Downtown, Downshire, UK

**Publications**

Brown JT. 1984. Plastic deformation of quartz in deep seismic

sounding sections in Upper New York State. *Brighton Journal of Geophysical Research* 23:22 – 28.

Brown JT, Smith D, Jones S. 1985. Dependence of flow temperature on differential stress in quartz and olivine. *Journal of the New York Academy of Geophysics* 120:1055-1057.

[ etc. ]

**Other interests** Member of the Downtown Deep Explorers Club (Hon. Secretary since 1989)

### Referees

Professor M Hayman

Dept of Geology

Midlands University

Chesterham, C1D A3B, UK

Tel. 0123-456781

Fax 0123-457234

Dr S Laysmith

Institute of Geophysics

Brighton University

Brighton, NY99999-1111, USA

Tel. 222-333 4444

Fax 222-333 5555

也有的简历写得比较简单,不拘格式。之前,另有专门文字说明附上。如下例。

Eugene Dong Jr., M. D.

## Biographical Sketch

Dr. Eugene Dong, Jr. was born in Watsonville, California in 1993 and was educated in the public school system in nearby Salinas. He spent one year at Hartnell College before going to the University of California at Berkeley where he majored in physiology graduating with highest honors in 1955. Dr. Dong received the M. D. degree of the University of California in San Francisco. His honors include memberships in Alpha Omega Alpha and Phi Beta Kappa. He took his internship in Bellevue Hospital, Department of Medicine, Columbia University, 1959-1960. He then became a resident in Cardiac Surgery at Stanford University Medical School and continued in this capacity until 1964, holding research fellowships from the American Heart Association and United States Public

Health Service. He was Chief of Surgical Research Services and a captain in the United States Air Force at Wilford Hall USAF Hospital, Lackland AFB, San Antonio, Texas.

Dr. Dong returned to California and Stanford as an instructor in surgery from 1966 to 1967 and is presently an Associate Professor of Surgery, Stanford University Medical School. He is the director of the clinical cardiac transplantation program as well as the long-standing program in experimental transplantation. Dr. Dong is also involved in computer applications in the fields of research and clinical studies. He lives with his wife and family of three children in Palo Alto.

NAME: EUGENE DONG, JR. DATE OF BIRTH: 3-26-33

ACADEMIC DEGREES: A. B. -Univ. of California, Berkeley-Jan. 1955

M. D. -Univ. of California Medical School, San Francisco-June 1959

LICENSED BY STATE OF: California

INTERNSHIP: Bellevue Hospital, Columbia Divn., New York, 1959-60

ASST. RESIDENCY: Stanford Univ. Hospital, July 1960-June 1963

CHIEF RESIDENCY: Stanford Univ. Hospital, July 1963-June 1964

TEACHING AND RESEARCH APPOINTMENTS PREVIOUSLY HELD:

USPHS Research Fellowship at Stanford, July 1960 to June 1962

Amer. Heart Assoc. Research Fellowship, Stanford, July 1962 to June 1964

Chief, Research Services Divn., Aerospace Med. Lab., Lackland AFB, Texas 1964-1966

Instructor in Surgery, Stanford U. Med. School, 1966-1967

Asst. Prof. of Surgery, Stanford U., 1966-1971

Established Investigator, American Heart Assoc., Stanford, 1967-1971

PRESENT POSITION:

Associate Professor of Surgery, Stanford U, Sept. 1972

SOCIETIES:

Phi Beta Kappa



Society of Sigma XI, Associate  
Alpha Omega Alpha  
American Assoc. for Advancement of Science  
SPONSORS: 1. Norman E. Shumway, M. D., Ph. D.  
Professor of Surgery  
Stanford Univ. School of Medicine  
2. Roy B. Cohn, M. D.  
Professor of Surgery  
Stanford Univ. School of Medicine

## 18.4 电报

国际科技会议前后,除信件往来外,有时还要用电报、电传、传真。电报从 18 世纪发明以来,在信息交流方面发挥了重大作用。电报按所使用的文字及电码可分为明文电报 (plain language telegram) 和密码电报 (code language telegram)。按时间快慢分,有书信电报 (letter telegram)、普通电报 (ordinary telegram) 和加急电报 (urgent telegram)。我们常用的多为明文电报。用于其它目的如商业、军事等,以成语、密码居多。书信电报投递速度慢,有些国家不受理。普通电报比较普遍,3、4 小时即可送达对方。其计费为加急电报的 1/2 左右。计费单位是 7 个字为最低数,不足 7 个则按 7 个字算。加急电报费相当普通电报的两倍。最低拍发字数也是 7 个字。收报人在 1~2 小时内收报,但不少国家不受理此项业务。用户需向邮局问清后再作决定。

### 18.4.1 电报计费

英文电报是以电报“词”作为计费单位的。每 10 个字母(包括标点、符号、阿拉伯数字)为一个电报“词”。这不同于英文自然词。比如: IUPAC-IUB, 214-217, NIH 10/81, SMITH 都不足 10 个字母,所以作一个电报“词”算。如果正好 10 个字母,如 NCTC 207102, A5 (SD)hGNO 当然计一个词。超过 10 个字母而不足 20 个字母,则按两个词算。这种计词方法,当然也包括收报人的地址。为省钱起见,通常用电报挂号 (code address)。国际通例是,发报人 (sender) 的地址不收费。电报收费,各国有不同的标准,需向当地邮政部门

问清。

#### 18.4.2 电报文字要求

英文电报的文字首先要准确、清楚、节约。准确是无疑的,用字用词不能把意思搞混、模棱两可。清楚则是有针对性的。一般来说,收报人了解事情的基本背景和前因后果,不至于有很大的误解。而节约文字,主要是出于节省电报费,因此,文字近乎是关键词的罗列。另外英文电报忌命令式口吻,要有礼貌,常常离不开 PLEASE 一词。通常英文电报中的第一、二人称代词(I, We)、虚词如介词(at, in, of, after…)、冠词(a, an, the)、联词(and…)等都可删去。此外,有些情况下,系动词(is, are, was, were)、助动词(will, shall, can, have…)也可去掉。由于电文不成句,只表示意思,文中大多数情况下不用标点,必要时则将标点拼写出来,逗号用 COMMA,句号用 STOP,问号用 QUARK,引号始用 QUOTE,引号终用 ENQUOTE,括号始用 PAREN,括号终用 UNPAREN 等。

电文中表示否定的词通常用带 un-, in-, dis-前缀词代替,如 We are not interested in …: UNINTERESTED, We can not accept your invitation…: YOUR INVITATION INACCEPTABLE。凡表示可能性的词如 can, possible,可在合适的动词后加后缀-able 表示,如 We can accept your paper: YOUR PAPER ACCEPTABLE。

现在分词在电文中可表示将要做的事,而过去分词可表示已经做的事。The conference will open on March 15, 1993: CONFERENCE OPENING 93/3/15; I have sent you my paper: SENT YOU MY PAPER; I look forward to hearing from you very soon: EARLY REPLY SOLICITED。

电文中可用专业缩略语,如 DNA, AIDS 等。有些国际机械名称缩略语,已为大家熟悉,如 UN (United Nations), WHO (World Health Organization) 均可用,但也要注意一些通用形式,如 America, American: AM, USA; British, Britain, United Kingdom: BR, UK; Canada, Canadian: CA; Japan, Japanese: JAP; Los Angeles: LOS。计算单位也用缩写形式,如: kilogram: KILO; liter: LIT; Minute: MIN; days: D/S; second: SEC; hour: HR。时间表示,如 1992 年 12 月 3 日,可写成 92/12/3。电报中也有无法表达的符号,则要用别的符号代替,如 \$ 用 DLR(S) 或 (US)D 代替,如 USD666; RMB ¥ 则用 RMB, 如 RMB999; &

用 AND 或 N 表示,如 10AND9 或 10N9。

Thank you for your letter of October 4, 1993, informing us of the Fifth International Conference on Tuberculosis to be held in Madrid from April 21 to 25, 1994 and inviting Chinese professors of this specialty to attend. We regret to inform you that on account of our overloaded schedule, we shall not be able to send representatives to the conference. However, we would be very grateful if you would send us later the proceedings of the conference. Wishing the conference every success.

根据电报文字要求,将上面一段文字改成电文如下:

Thanks for letter 93/10/4 informing Madrid TB Conference inviting Chinese professors stop regret not sending representatives stop please send conference proceedings later stop wish conference every success

按拍发电报正式要求,这段文字打成大写体。发报时需有收报人姓名、地址。如有电报挂号,要用挂号,如上述电文可写成:

366114/SN FOR/DR ALONSO/DEL/HOYO QUOTE THANKS FOR LETTER 93/10/4 INFORMING MADRID/TB CONFERENCE INVITING CHINESE PROFESSORS STOP REGRET/NOT SENDING REPRESENTATIVES/STOP PLS/SEND CONFERENCE PROCEEDINGS LATER/STOP WISH CONFERENCE EVERY SUCCESS HSWANG ENQUOTE

这一电文中 366144/SN 为收报人电报挂号,加斜线/,计一词。FOR/DR ALONSO/DEL/HOYO 原文为 This telegram is for Dr Alonso del Hoyo. QUOTE ... ENQUOTE 意即电文引文在括号之内。ALONSO/DEL/HOYO 计二个电报词。93/10/4 为 1993 年 10 月 4 日,计一个电报词。PLS 为 please 的缩写。HS Wang 为发报人姓名。与信函不同之处,电报没有开头、结尾的客套和陈词。

#### 18.4.3 电文举例

国际科技会议的内容复杂,偶然事件很多,因此,电报内容也多种多样,以下略举一些例子。

##### a. 不能出席会议

NOT PARTICIPATE OCT/5 CONFERENCE LETTER FOLLOWS  
REGRET

(We regret for not being able to participate in the October 5 Conference. A letter about this will follow.)

(不能出席 10 月 5 日大会, 见谅。详情函告。)

THANKS FOR INVITATION LEG INJURED NOT ATTEND  
WORKSHOP PAPER FOR POSTER PRESENTATION

(Thanks for your invitation to participate in the Workshop on Pacemaker. I am sorry to tell you that I cannot attend the workshop because my left leg was broken in a traffic accident. But I suggest my paper be used for poster presentation.)

(谢谢邀请出席起搏器讨论会。我的左腿在交通事故中受伤, 不能出席大会, 甚感歉意。但我提议我的论文作展示用。)

b. 推迟抵达时间

DELAYED ENTRY VISA ARRIVING AIRPORT MAY/3

(I am arriving at the Beijing Airport on May 3 because of the delayed entry visa.)

(入境签证耽误, 抵北京机场为 5 月 3 日。)

INADEQUATE PREPARATION CONFERENCE POSTPONED TO  
93/MAY/5 REGRET

(We are sorry to inform you that the 4th International Conference on Hand Surgery is postponed to be held on May 5, 1993 because of inadequate preparation.)

(大会准备不充分, 延迟至 1993 年 5 月 5 日举行。)

c. 接机

ARRIVING PARIS TUESDAY AUGUST 2 AIR FRANCE FLIGHT  
424 PLEASE MEET

(I am flying by Air France flight AF 424 to Paris and will arrive at the airport on Tuesday August 2. Please meet there.)

(坐法国航班 424 机, 于 8 月 2 日星期二抵达巴黎。望接。)

ARRIVING 10:30 PLEASE MEET LOS AIRPORT

(I will arrive at 10:30 in the morning at the Los Angeles Airport.)

(十点半抵达洛杉矶机场, 望接。)

d. 查询

THANKS MAY/3 LETTER PAPER AIR MAILED MAY/30  
APPRECIATE REPLY

(Thanks for your letter dated May 3, 1993 concerning my paper to be read at the conference. The paper was airmailed to you on May 30. I will acknowledge the notice of your receipt of the paper.)

(谢谢 5 月 3 日的信。论文已航寄。请复。)

FEE USD500 TELEGRAPHED SECRETARIATE CHECK RECEIPT  
NUMBER 01993

(I have telegraphed the registration fee \$US 500 to secretariate. Please check the receipt number 01993)

(注册费 500 美元已寄大会秘书处, 查收据号 01993。)

e. 祝贺

GLAD OPENING 8TH INTERNATIONAL CONFERENCE ON  
CARDIOVASCULAR SURGERY WISH EVERY SUCCESS

(I am glad to know the opening of the 8th International Conference on Cardiovascular Surgery and wish the conference every success.)

(欣闻第 8 届国际心血管外科大会召开, 祝会议圆满成功。)

HEARTY CONGRATULATIONS ON YOUR WINNING NOBEL  
PRIZE PHYSICS 1993

(Please accept my hearty congratulations on your winning of the 1993 Nobel Prize for physics.)

(衷心祝贺荣获 1993 年诺贝尔物理学奖。)

CONGRATULATIONS ON YOUR 1993 CHAIRMANSHIP

(I would like to offer you congratulations on your chairmanship for the 1993 Conference on Biology.)

(祝贺担任 1993 年生物学大会主席。)

## 18.5 电传

电传 (telegraph exchange, teletypewriter exchange, teleprinter exchange, 简称 telex) 同电报一样是信息交流的重要手段。它的优点是传递快速, 不受距离限制, 而且发文时, 对方可同时见文。这是不同于电报之处, 也不会出现投递电报丢失现象。此外, 在装有

电传机的单位,24小时不间断工作,无需有人在场也可自动接收电文。就电文而言,可长可短,随意性较大,不同于电报。主要原因是电传费用大大低于电报费,且效率明显高于电报。电传在经常有国际业务联系的机构中,已是信息交流的重要工具,不啻是商业活动、新闻媒介的工具。

### 18.5.1 电传原理、收费

凡单位装有电传机,邮电部门都给编码或呼叫号码(call number),另外还有一套自动应答号码(answer back code)。用户在拍发电文前,首先查出收文者的呼叫号及自动应答号码。然后在打字机上将电文打在边沿带孔的纸条上,核毕后放在发报器上。用户一般先叫对方的号码,一俟线路接通,便可发文。接收电文则是在自动应答号码(automatic answer code)交换成功后完成的,接收一方不必守候在机旁。

单位安装的电传称专用电传;邮电部门的电传则称用户电传。用户电传计费一般从3分钟起算,不足3分钟则按3分钟算。超过3分钟,每增加1分钟增收基本价格的1/3。

### 18.5.2 电传格式

电传的格式有别于书信和电报。一般分以下各部分:收文者电传机号及单位代号;发文者电传机号及单位代号;日期;收文者;事由;正文;问候话;发文者。

收电文者电传号码前常用 To(to)表示比较清楚,而发文者电传号码前则标 FM(from)或 DE(destination)发文日期要注意英美习惯,如 9/10/93 英国人理解为 93 年 10 月 9 日,美国人则理解为 9 月 10 日。因此,日期可以有种种避免出错的方法。如 10TH NOV'94 可写作 NOV 10,1994;11/10,1994;11/10/94;10/11/1994;10,11,94;94,11,10;10-11-94,按收文者阅读习惯处理。收文者项,收文者姓名前要有头衔,以示尊重,头衔之前冠 ATTN(attention)或 ATT。如若初次往来,不知姓名及尊称,以一般方式称呼,或直接写上信文单位。事由通常由 RE(referring to)表示。但简单电文常可省略。正文一般以简明扼要为宜。电文短不分段。长电文分段以阿拉伯数字式英文字母大字表示,如(1),A),AA;(2),B),B,BB,……。电传结尾,不一定非用问候的话。常见有提出一些要求的。如:

PLS REPLY ASAP  
YOUR SOONEST REPLY HIGHLY APPRECIATED  
PLS CONFIRM BY TLX  
PLS ACKNOWLEDGE RECEIPT OF PAPER BY RETURN TLX  
MANY TKS FOR YOUR INVITATION  
TKS IN ADVANCE FOR YOUR KIND ATTN TO MY REQUEST  
问候的表示:

RGDS; BEST RGDS; KIND RGDS; TKS AND RGDS; BEST  
PERSONAL RGDS.

由此可见,电传与电报的写法有相同也有所不同,虽然都是最大限度地节省文字,充分利用缩略词和省略语。不同处,电传文字缩写、省略自有一套规则。一般而言,单词缩略凡第一个元音字母保留,去掉后面的元音字母。出现双辅音字母,保留一个。若辅音字母不发音则加上一个元音字母,便于理解。如: arrive: ARV; arrival: ARVL; please; PLS; repeat; RPT; quality; QLT; quantity: QNTY等。另外各音节开头的辅音字母和最后的辅音字母相连,如 message: MSG; manager: MGR, 等。有些单词则取其第一个音节 answer: ANS; average: AV, 这类词带“日耳曼”语系成分。有的单纯去掉元音,仅留辅音字母。如 station: STN; building: BLDG 等。有的单词的词尾可以作特定的省略。如: able, ible, ble: BL; est, ist: ST; ment: T, MT; al, ial: L; ness: NS; ing: G; ed: D; tive: TV; less: LS; er, or, ure: R; ize: Z; tion: TN, N; ant, ent: NT; ful: FL. 另有一些词则有其简易的拼法,如: though: THO; through: THRU; night: NITE 等。当然一些固定的缩略词完全可以采用,其中日期中月份的惯常缩略词。总之,电传的文字处理是有规律可循的,商业、新闻都有一套固定的缩略词汇,在科技交流中也可使用,可找有关的专用词典查阅。

## 18.6 传真

传真技术是近 10 年发展起来的,现在已广泛应用于各行各业的信息传递中。由于技术简单,易于操作,文字及图像都可传送,所以又称“图文传真”。它避免了电报、电传的缺点,因此,为大众所青睐,实际上已经取代了电报、电传。

传真文本不需要使用缩略语,省略文字,就是说不受电报、电传文字要求的限制,基本上以信函为基础。因此,它可以是正式打字文本,也可是手写稿。传真文本可短可长,根据内容而定。传真文本可有按固定格式填写的,三言两语,系短简性质,长文可附页。传真格式各发文单位都不一样,按需要设计,有随意性。如下面一种。

DEC-02'91 MON 11:27 ID:AMA 15TH FL WEST TEL NO:312  
464 5837 # 661 P01

American Medical Association  
Physicians dedicated to the health of America

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515 North State Street  
Chicago, Illinois 60610  
(312)4644385

Date: December 2, 1991

To: Wang Baohua

Editor

Chinese Medical Journal

Fax: 86-1-512-3754

Total pages (Including cover sheet): 01

Reply fax number: 312/464-4184

Regarding: \_\_\_\_\_

From: Patricia Hutar

Director

Office of International

Medicine

Dear Mr Wang: I have contacted several bookstores in the vicinity of the AMA and I am told that both Scientific Elite and Little Science, Big Science... and Beyond are out of print, therefore we were unable to obtain a copy. I am sorry that we could not assist you with this matter.

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**Fax Transmission**



## 附录 出席国际科技会议前后组织者的信函

说明:出席国际会议前后的情况比较复杂,信函来往因人、因地、因时、因事而异。下面是一次区域科技会议组织者给与会者的信件和部分材料,值得参考。

November 19, 1998

Xinfang Wang, MD  
575 Jiefang Road, Wuhan  
PR China

Dear Dr Wang:

We are pleased to inform you that the preparation for the 3rd AFSUMB'99 is making a significant headway and we would like to welcome you to the congress.

The congress will cover all fields of diagnostic as well as therapeutic ultrasound with special emphasis on the up-to-date topics of endosonography, color Doppler ultrasound, and interventional ultrasound. Please find enclosed five copies of the third announcement of the congress. We hope that you kindly distribute these brochures to your colleagues who are interested in our congress. We cordially invite you to the 3rd AFSUMB'99 and hope to meet you in Beijing in the near future.

Sincerely,

Qian Tao, MD  
Secretary General  
Organizing Committee

## GUIDELINES FOR ABSTRACT PREPARATION

- Abstract should be typed in English.
- Abstract will be published in the program book using a photographic process, and will appear exactly as typed. Do not erase, avoid smudges, errors and misspellings.
- Use a 12 pitch electric typewriter or PC and use single line spacing.
- Leave one space between title/authors and text (see sample).
- The abstract, including title and authors' names, must be wholly within the rectangle supplied.
- Abstract should include title, name and degree of all authors, institution, city and country of origin.
- The TITLE should be capitalized. Authors' names should follow, without starting a new line. The name of the presenting author should be underlined.
- The text should include following topics sequentially: (1) purpose of the study, (2) materials and methods, (3) results, (4) conclusions. The text should not exceed 200 words.
- The abstract form may be photocopied.
- Be sure to keep a photocopy of the abstract for your own records.
- Application must be received by March 1, 1999.
- Mail the original abstract form, unfolded and protected by cardboard, to the Conference Secretariat

3rd AFSUMB '99  
c/o Qian Tao, MD  
Department of Diagnostic Radiology  
First Hospital  
Beijing Medical University  
Beijing 100710  
China

## SAMPLE OF THE ABSTRACT

PIEZOELECTRIC LITHOTRIPSY IN THE MANAGEMENT OF RESIDUAL INTRAHEPATIC STONES. Qian Tao, MD, Li Ming, MD, Yang Bi, MD. Department of Diagnostic Radiology. First Hospital, Beijing Medical University, Beijing 100710, China

To evaluate the usefulness of piezoelectric lithotripsy in the management of residual intrahepatic stones as an adjunctive procedure to nonoperative removal of stones, We treated 11 patients (six men and five women; mean age, 45 years; range, 29-70 years) who had had previous biliary surgery and T-tube tract by extracorporeal shock wave lithotripsy (ESWL) with the EDAPLT.01 lithotripter. The indication for EXWL was the...

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March 30, 1998

Xinfang Wang, MD  
Echocardiographic Lab  
Union Hospital, Tongji Medical  
University  
575 Jiefang Road, Wuhan  
430022, China

Dear Dr Wang:

The Organizing Committee of 3rd AFSUMB '99 is pleased to inform you that your abstract entitled *Three-Dimensional Transesophageal Echocardiography: I. Clinical Application* was accepted for oral presentation at the scientific session.

The date and time of your presentation will be notified to you by the end of June, 1999.

For your information, all presenters and principal exhibitors must register by mail with full payment of registration fee no later than May 1, 1999. If not, the submitted abstract will be excluded from presentation.

Thank you for your cooperation.

We look forward to seeing you in Beijing.

Sincerely,

Qian Tao, MD  
Secretary General  
Organizing Committee  
The 3rd AFSUMB '99

## REGISTRATION FORM

**The 3rd Congress of Asian Federation of Societies for Ultrasound in Medicine and Biology August 30-September 3, 1999, Beijing, China**

For committee use only Date received  Code
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NAME/MAILING ADDRESS OF PARTICIPANT Male  Female

Name:	Xinfang	WANG	MD
	FirstName Middle Name	Family Name	Degree

Address: Union Hospital, 575 Jiefang Road

Wuhan	430022	PR CHINA
City	Zip Code	Country

Phone number: 0086-27-566711 Fax number 0086-27-566343

**PROFESSION**

(Please check)

- physician
- Scientist
- Sonographer/Technologist
- Resident, Inten, Student
- Technical Exhibitor

**SPECIALTY**

(Please check)

- Radiology
- Ob/Gyn
- Gastroenterology
- Cardiology
- Surgery
- Urology
- Basic Science
- Others \_\_\_\_\_

(Please specify)

**ACCOMPANYING PERSON(S)**

Mr/Ms	First Name	Middle Name	Family Name
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### 1. REGISTRATION FEE

Classification	Before May 1, 1992	After May 1, 1992	No. of Person(s)	Amount
Participant	US \$ 350	US \$ 400	1	US \$ 350
Accompanying Person	US \$ 150	US \$ 200		US \$
Trainee	US \$ 250	US \$ 300		US \$
Exhibitor	US \$ 250	US \$ 300		US \$

Sub Total US \$ 350

### 2. HOTEL RESERVATION

Please see hotel instructions on page 16 and 17

	First Choice	Second Choice
Hotel Code	③	⑤
Hotel Name	President	Continental

Room desired  
(Please check)

single

double

twin

Suite

No. of Room 1

No. of Night(s) 7

Date check-in 29th. Aug

Date check-out 5th. Sep

One night deposit US \$ 70

Sub Total US \$ 500

### 3. OPTIONAL TOUR PROGRAM

Please see instructions on page 21-24

Code Program	No. of persons	Fee
1 Temple of Heaven	<u>1</u>	US \$ 40
2 World Park	<u>1</u>	US \$ 40
3 Great Hall of People	<u>1</u>	US \$ 70
4 Villages of Nationalities	_____	US \$ 300
5 Great Wall	_____	US \$ 650
6 Summer Palace	_____	US \$ 350
7 Ming Tombs	_____	US \$ 90
8 Forbidden City	_____	US \$ 100
	Sub Total	US \$ <u>150</u>

#### 4. SCHEDULE OF REMITTANCES

Registration Fee	US \$	<u>350</u>
Hotel Deposit	US \$	<u>500</u>
Optional Events	US \$	<u>150</u>
GRAND TOTAL	US \$	<u>1000</u>

Remittances for registration and all other fees are payable in US dollars by Band Draft or by Bank Transfer to the following account:  
Account No: Bank of China Beijing, China 137-084796  
Account Name: 3rd AFSUMB

Mail this completed form with your payment to the Congress Secretariat.

3rd AFSUMB'99  
c/o Qian Tao, MD  
Department of Diagnostic Radiology  
First Hospital  
Beijing Medical University  
Beijing 100710, China

\* \* \*

July 9, 1998

Xinfang Wang, MD  
Echocardiographic Lab  
Union Hospital, Tongji Medical University.  
575 Jiefang Road, Wuhan  
430022, China

Dear Dr Wang:

We are pleased to inform you that your abstract was accepted for oral

presentaion at the scientific session.

The date and time of your presentation is noted on the enclosed schedule. All presentations will be held at the convention venue, the Beijing Continental Hotel, and the room assignments will be noted in the program booklet, which will be distributed at registration desk when you register.

Please read the enclosed guidelines for free paper presentation carefully for your effective presentation.

We are looking forward to seeing you in Beijing.

Sincerely,

Qian Tao, MD  
Secretary General  
Organizing Committee  
The 3rd AFSUMB '99

QT/ski

Enclosed: 1. copy of guidelines for speakers; 2. copy of scientific program of your session.

\* \* \*

## **GUIDELINES FOR SPEAKERS**

### Hints for slide preparation

The official language of the congress is English.

Simplify material on the slide to illustrate a single point or idea. Your entire presentation should not be on the slides: The slides should support your talk and add emphasis to your important points. A word slide should have no more than 7 lines with 7 words or less per line.

If a slide is legible at arm's length against a light background, it will

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be legible on the screen.

Color is attractive on data slides, but only use light colors such as yellow or white on a dark background such as blue.

Standard slide format for all presentations is 5cm × 5cm. Slide should be mounted on plastic mounts. Cardboard mounts bend easily and can jam inside the projector.

#### At the meeting

Speakers are advised to reconfirm their presentation time and room by checking with the program booklet which will be distributed at the registration desk when you register.

At least two hours before your session, please come to the reception desk at the preview room, borrow slide tray (s), and preview your slides. Slide trays should be marked with the paper number; day and time of your presentation. If dual projection is being used, trays must be marked either “LEFT” or “RIGHT”. Identification tray labels are available in the slide preview room.

Dual projection will be operated with a single control on the podium. Therefore, if you need dual projection, it will be necessary for you to inject blank slides when appropriate so that both projectors will move forward at the same rate. Blank slides should be white plastic since black plastic and cardboard will burn.

It is your responsibility to deliver slide trays to the projectionist in your presentation room at least 15 minutes before the start of the session. Please identify yourself to the chairperson before the session.

Scientific papers are limited to eight minutes followed by a two minute discussion period. A yellow light of the timer on the podium means that seven minutes have passed, and a red light eight minutes. If you exceed the allotted time, the chairperson may be forced to terminate your presentation.

When the session is finished, you may get your slide tray(s) back from the projectionist. It is also your responsibility to return your slide tray (s) to the preview room immediately after your session.



\* \* \*

January 30, 1999

Xinfang Wang, MD  
Union Hospital, Tongji Medical University.  
575 Jiefang Road  
Wuhan 430022  
PR China

Dear Dr Wang:

The Organizing Committee of 3rd AFSUMB'99 is pleased to inform you that your abstract entitled *The Relationship Between Intracardiovascular Smoke-Like Echo and Erythrocyte Rouleaux* was accepted for scientific exhibition at the scientific session. We will provide one backboard panel (70cm × 90cm) for your exhibition. It is important that you immediately return the enclosed sheet signifying that you accept this offer of scientific exhibition.

The exact location and space number of your exhibition will be notified to you at the Scientific Exhibits Check-in Desk on Sunday, August 30, 1999. For your information, all presenters and principal exhibitors must register by mail with full payment of registration fee no later than May 1, 1999. If not, the submitted abstract will be excluded from presentation.

Thank you for your cooperation.

We look forward to seeing you in Beijing.

Sincerely,

Qian Tao, MD  
Secretary General

Organizing Committee  
The 3rd AFSUMB '99

QT/ski

- Enclosed: 1. one copy of registration form  
2. guidelines for scientific exhibition  
3. reply sheet for acceptance

\* \* \*

## **GUIDELINES FOR SCIENTIFIC EXHIBITION**

The 3rd Congress of Asian Federation of Societies for Ultrasound in  
Medicine and Biology

August 30-September 3, 1999, Beijing, China

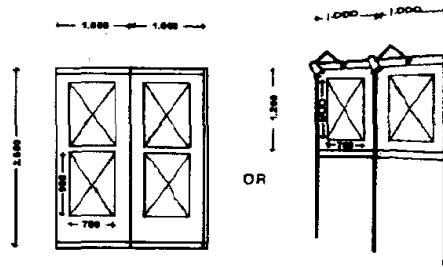
### **1. Installation and Dismantling of Exhibits**

Set up of exhibits may begin on Sunday, August 30 at 8:00 AM and must be completely ready for viewing by 3:00 PM, Sunday. Exhibitors must first stop at the Scientific Exhibits Check-in Desk to verify location and space number. Dismantling of exhibits may not begin before Thursday, September 3, at 12:00 MD. Transilluminating and backboard exhibits must be mounted or dismounted by the exhibitor.

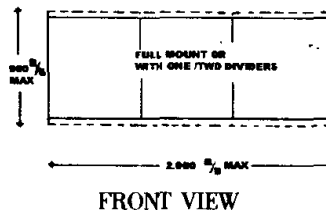
### **2. Exhibit requirements**

#### **A. Backboard panel exhibit**

A maximum three(3) panels (70cm wide and 90cm high each) are allowed per paper. The panels will be front-lighted with a incandescent light and everything in a panel, including text and figures, must be in opaque form.



**B. Transilluminating panel (viewbox) exhibit**



A maximum three (3) viewing surfaces (70cm wide and 90cm high each) are allowed per paper. Everything in an exhibit, including title, text, and figures, must be in transparency form.

**C. Audiovisual exhibit**

A video tape (VHS, NTSC system only) of 12 minutes maximum will be allowed per paper. The Society will provide a table, video player, monitor, and chairs.

**D. Free-standing exhibit**

The Society will provide a table or a space for exhibits and entire set up must be done by exhibitors.

\* \* \*

August 3, 1998

Dear Participant:

Thank you for your participation in the forthcoming 3rd congress of AFSUMB to be held from August 30 to September 3, 1999 in Beijing,

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China. As the congress is getting closer, I would like to provide you with some information about the congress. Enclosed please find a copy of general information including transportation, registration, etc.

Thank you again for your participation. Looking forward to seeing you soon in Beijing.

Sincerely,

Qian Tao, MD  
Secretary General  
Organizing Committee  
The 3rd AFSUMB'99

Encl. : a copy of general information stickers

\* \* \*

## **GENERAL INFORMATION**

### **GETTING FROM AIRPORT TO HOTEL**

Free shuttle bus service for all participants at about one and half hour intervals from airport to hotels in the AFSUMB'99 block (Hilton, Continental, President, Tower). Please attach the enclosed sticker to your suitcases when you arrive at Beijing international airport so as for us to find you easily for guiding. For assistance, visit the Information Desk provided by the Organizing Committee in the lobby of the airport.

\* Operation time of the shuttle bus service & Information Desk.

Saturday, August 29 10:00-20:00

Sunday, August 30 10:00-20:00

\* Public Local Transportation

Taxis, buses and airport buses are available at Beijing airport. It takes about one hour to get to downtown Beijing by taxi which costs about 80 yuan ( \$ 10 ). The airport bus which costs 40 yuan, runs every 10

minutes to and from Beijing airport and downtown Beijing.

## **SHUTTLE**

Free shuttle bus service at regular intervals between Beijing Hilton Hotel and hotels in the AFSUMB'99 hotel block from August 30. (The shuttle bus schedule will be in your congress kit.)

## **REGISTRATION**

\* Registration Site:

In front of the Grand Ballroom on the Lower Lobby Beijing Hilton Hotel

\* Registration Hours:

August 30	(Sun)	08:00-20:00
August 31	(Mon)	07:00-18:00
September 1	(Tue)	07:30-12:00
September 2	(Wed)	07:30-18:00
September 3	(Thu)	07:30-12:00

## **CLIMATE**

The average temperature in early September is 23°C. (Low: 19°C, high: 27°C)

## **SCIENTIFIC HEADQUARTERS**

\* Room 20 (2nd floor)

Scientific Committee members will be on duty in this room during the Congress. Please inform the Scientific Committee of any change or notification in the scientific program.

## **SCIENTIFIC EXHIBITION**

\* Installation and Dismantling of Exhibits:

Time: August 31(Mon)/September 3(Thu)

Place: Convention Hall

\* Opening Hours:

August 31: 10:00 -18:00

September 1: 8:00 -17:00

September 2: 8:00 -18:00

September 3: 8:00 -16:00

## **TECHNICAL EXHIBITION**

Tape Cutting Ceremony: August 31(Mon)10:00

Period: August 31(Mon)-September 3(Thu)

Place: Convention Hall

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Opening Hours:08:00-18:00

\* \* \*

September 10, 1998

Dear Participant:

The 3rd Congress of Asian Federation of Societies for Ultrasound in Medicine and Biology has concluded with great success. On behalf of the Organizing Committee, we would like to express our sincere thanks and appreciation for your valuable contribution to the achievements of our scientific and social programs.

The high standard of this congress was due to the numerous outstanding contributions such as your own.

We trust that the congress succeeded in giving you satisfaction from the scientific point of view, as well as establishing and renewing friendships with colleagues from Asian countries and other parts of the world as well.

With best wishes and kindest regards.

Yours sincerely,

Qian Tao, MD  
Secretary General  
The Organizing Committee  
The 3rd AFSUMB'99

Li Mingxu, MD  
Chairman  
The Organising Committee  
The 3rd AFSUMB'99

## 第十九章 会议报告的准备

在国际科技会议上作报告不同于在刊物上发表文章。由于媒介(会议、期刊)、对象(听众、读者)、形式(口头、书面)有差异,加上会议发言作用的即时性及刊物论文的阅读可重复性,听众与读者用耳用眼差别,听众、读者理解效果也不同。因此,会议报告不能是刊物文章的照搬。有些与会者注意到这一点,会议报告准备接近口语体。常见所谓会议论文,多半只适合论文汇编用或在会上散发,如在会议上照本宣科,效果不会很好。所以,会议论文汇编常常是口语体论文和书面论文混杂体。

由于国际会议发言每个代表大多限于 10 分钟左右。有的会议有红绿灯向发言者发出信号,提示掌握时间。如果超出规定时间,则要求中断发言。按时间算,发言字数约 1000 英文字左右,相当于双行打字纸 4 页的篇幅。其中,幻灯片使用不超过七八张。如果用投影胶片不超过 4 张。因为使用胶片的时间比幻灯片要多一些。因此,发言只能集中两三个主要问题,不可能面面俱到。实际说话时间还要打一下折扣,大概七八分钟。这样剩余的时间,发言者可以用幻灯、投影胶片来调整。有些具体内容,因时间短,不易讲清,如材料及方法,而听众又极感兴趣,发言者预先可印出补充材料作会上散发材料(handouts)。在发言时可以带过,只放幻灯。听众不同于读者,虽可以提问,也有局限。读者可不同,读不懂的内容,可反复读,可找旁的资料作比照。所以,发言者要顾及听众的特殊环境。

发言虽可以按刊物论文的结构层次去写,分引言、实验研究(材料和方法)、结果、讨论、结论诸部分。另一种方法是可不列标题,但尽可能口语化,句子简短。

有经验的发言者,英语水准高,可以在熟读论文的基础上,当场脱离文稿而讲。这要做到对自己的论文胸有成竹。

## 19.1 发言写法

按刊物论文写发言稿,引言部分大概为打字纸半页的篇幅,主要说明研究的问题、研究原因。在这部分,作者也可说明文章的中心议题。可以简要地联系一下同类研究的文献资料。紧接着用大约一整页的篇幅叙述实验研究,包括材料、方法的使用。但这方面的内容不可过于具体而成繁琐。结果部分约用一页半到二页来说明。应该说,这是最重要者。最后作者对结果作简要讨论、评述,得出结论或强调自己的主要观点。

一般来说,发言稿可以在准备好幻灯片、投影片等视听材料后动手撰写。定后,搁一些日子。然后作者可以假想在正式的会场上一样,作些练习。这时发现要修改、补充的,再行修改。文字尽可平直、通俗、口语化。如必要可将发言稿压缩成卡片,将主要观点写在卡片上,列为提纲,当作发言提示。而卡片上编号,发言时可以从容不迫,效果比较好。另一种方法是,先不写文字稿,只写提纲、要点。但是不管用何种方法,在正式发言前,都要做些预演练习,配合幻灯片、投影胶片,看看效果怎样,也可请同事来听讲,提提意见。甚至涉及讲话声音、语调、节奏及姿态。

总之,在国际科技会议上,预交的论文可用作会议论文汇编用,发言时切不可照读,要另写发言稿或发言提纲、卡片。这种发言材料结合适当的幻灯等视听设备,形式活泼、形象化、直观化,极容易吸引听众注意力,不易出现念稿子,听众昏昏欲睡的情景。

下面是会议发言稿一段文字。标线部分是在发言时需强调或注意的内容或表示发音需注意处。

For a long time we've been interested in the relation between the level of manganese in the blood and the degree of consciousness. We came up against this question ten years ago when we admitted a patient to the ward with hyperglycaemic coma who didn't come out of coma when we'd done all the usual treatments. Now one obvious diagnosis was that he'd had a small bleed into his brain—but we could find no signs confirming this suggestion. Of course, we also checked his electrolytes, and did the usual X-rays, but everything was negative. It was then that one of my



research students showed me an article written by Nick Alberich of Niebelheim. This paper described a diabetic whose hyperglycaemia hadn't got better until the serum manganese level, which they'd found to be low, was restored to normal by a drip of 2 per cent manganese chloride solution. Fortunately, at the time that we saw our patient, our university biochemistry lab was getting interested in measuring serum manganese. We took them along a blood sample from our patient and they soon showed that he had a very low level—2.2 Donner units, compared with the normal range of eight to ten. This led us to study serum manganese pretty intensively. We looked at twenty-one patients with hyperglycaemic coma, at twenty with hypoglycaemic coma, at fifty well-controlled diabetics, and at fifty non-diabetics who were admitted with cerebral haemorrhage. We also studied two hundred control patients who were admitted to the surgical wards for repair of their inguinal hernias, but who were otherwise well. As far as possible, the control subjects were matched with our patients as regards age and sex. I would now like to talk about our results. The first slide shows...

相比较,会议前递交的论文,供汇编论文用,则有不少不同处。明显处,许多内容可以略过,仅标出文献出处。试比较下面一例,材料与上面会议发言稿相同。

In 1973 we found that many patients with hyperglycaemic coma resistant to treatment had low serum levels of manganese (Mime et al, 1974). Alberich et al had recorded similar findings in the same year. This paper reports the manganese levels found in 91 diabetics and changes resulting from treatment.

*Patients and methods*. Various categories of patients were studied, as follows: 21 patients with hyperglycaemic coma; 20 with hypoglycaemic coma; 50 diabetics who were well controlled by diet and soluble insulin; and 50 non-diabetics with cerebral haemorrhage. Two hundred patients, matched for age and sex, admitted for repair of inguinal hernia served as control subjects. Informed consent was obtained from patients or their relatives in every case.

Routine haematological and biochemical examinations were done by the methods of Loge (1970) and Froh (1969), respectively. Serum manganese was determined by the method of Dorner et al (Donner, Loge, and Freia, 1968).

应该指出,会议报告最好每一段说明一个观点。每一段开头有提纲挈领的一、二句话。这种安排正式论文也采用。它有停顿、衔接作用,提高听众的兴趣,帮助思考。当然这类句子与书面体有不同。下面是一些最常用的例子:

1. The phenomena are divided into three types: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. The distinguishing features of the first...

(这种现象分三种类型:\_\_\_\_、\_\_\_\_、和\_\_\_\_。第一种类型特点为……)

2. Before we work through this problem, let me summarize the general protocol. The principal steps are as follows... Now, let's work through the problem.

(在讨论这一问题之前,我将总方案叙述一下。主要步骤为……。现在让我们来讨论该问题。)

3. The basic principle by which this instrument works is as follows... More specifically...

(这一仪器的工作原理为……更为突出的是……)

4. This process consists of four phases, known as \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. Let me outline these phases before focusing on some important features of each.

(这一过程包括四个阶段,称为\_\_\_\_、\_\_\_\_、\_\_\_\_和\_\_\_\_。在集中讨论每个阶段的一些重要特征前,我先扼要将它们作些说明。)

这些句子极像报刊的标题,让听众集中到关键性观点上来。对不需要照本宣科朗读发言稿的发言者来说,这种表达手段是不难掌握的。

## 19.2 会议发言稿与期刊论文的区别

口头发言稿与刊物论文不是一回事。发言稿的直接对象是听

众,而听众在会场中有许多限制。读者则截然不同,可以随心所欲地选择论文,阅读感兴趣的内容,速度也可快可慢,必要时可重读一遍。听众在会场中则没有这种自由。他们主要靠发言者用语言及其它手段铺设的路来了解发言的内容。如果发言者很蹩脚,那么听众也就跟着“误入歧途”。

由于上述差别,论文稿如果逐字逐句在会上朗读,效果则不言而喻。发言稿的特点是以声音取胜。发言的方式方法可以传达某些形象,而这些形象在正式书面语体中是不可能见到的。声音变化,比如停顿、轻重、徐缓,对传递论文信息起着独特的作用,或强调或补充某些方面的内容。此外,发言者的态度、精神又是发言成功与否的又一个衡量尺度。精神饱满、幽默机智的发言能将会议的热烈气氛激发出来,并感染听众,加深对讨论题目的浓郁兴趣。发言者要真诚,不要掩饰或矫饰,甚至哗众取宠。

发言者要善于注意、把握听众的情绪。会上发言,一种姿势,一个动作,都是发言者感情的流露,不可随意。放幻灯,用投影胶片,指出图片上的要点,会上解答问题均可是直接、迅速的双向交流。

发言时,幻灯片内容详简不一。发言者可按听众的知识层次取舍幻灯片,这与刊物论文图表内容的要求有明显不同。有的会议不出论文集,而发言者在发言时大量使用有图表的幻灯片,这是不明智的做法。事实上,听众不可能将幻灯片的内容记忆下来,也不可能用照像机照下来,再作仔细研究。

口头发言有弹性,这与书面论文有所不同。作者根据会场情况,可以随时调整发言内容及时间。一般来说,听众坐立不安,注意力不集中,甚至出现交头接耳声,这时要加快发言速度,压缩发言内容;而发言者此时不可操之过急而草草收场,仍需打起精神来。

发言时间有限制,如果发言时间长,势必占用提问、讨论的时间。刊物论文则没有这方面的限制。此外,听众与读者专注时间及程度不一样。口头发言,听众最厌倦长篇大论解释、繁杂的数据。所以发言宜短、要切中要点,尽量用幻灯、投影仪作辅助。期刊论文虽然也以简明为要旨,但可以有充分的篇幅提供论证材料、阐述自己的观点。

发表论文有其特有的价值。论文可以是一种记录,永远保留,

或因此而扬名,为学界所承认。口头发言也有这种好处。其独特之处是,在发言完后,讨论中可直接了解到同行的反应,了解新的研究课题,新的研究方法及成果,开阔视野。这在个人专业发展道路上,起着另一番作用。

根据两种文体文字特性,作如下比较、归纳:

		发言稿	正式论文
结构	引言	30%	5% ~ 10%
	主体(材料和 方法,结果)	40%	40% ~ 60%
	讨论	20%	30% ~ 45%
	(结论)	10%	5%
内容	概念	一个概念至多讲两三分 钟	理论与阐述不受 限制
	重复	相当多	
	铺张	非常多(如 from the conclusions we are aware that...)	少有(hence, thus, .....)
	文体	口语体,不正规 (I'm; isn't),句子短小,常 用 but, and 串联。参考文 献少或没有,致谢文字 少。	正规书面语体,要 求有参考文献和 致谢文字。
传播 方式	对象	与现场环境关系很大	有限
	引言突出	有必要	不一定必要
	笑话	有必要	没必要
	视听设备	幻灯片、投影仪、胶片等	少量图表
	长度	简短(10分钟内,尽快结 束)	越短越好,但超过 要求也无妨。

## 第二十章 预习发言稿

上一章中提到会议发言稿要尽可能口语化,但是既是科技内容,肯定会涉及专业术语、各种各样的缩略词、数理公式、化学公式及掺杂其它语言的词汇。因此,对于发言者或是初次在国际科技会议上露面者,更需从心理及读稿技能上做充分的准备,避免在大会上出现难堪的窘境。因此,在正式发言之前,做预习很有必要。所谓预习是做到胸有成竹,使论文内容烂熟于心,反复诵读,最后甚至无需依托稿本,做到脱口而讲。这样做能增强自信心,减少心理上的压力。如何预习好,可找出内容重点,或在稿子上标出难读或容易读错的专业词汇。公式一类比较难处理的内容可作重点练习。

### 20.1 缩略语、术语、标点

一般而言,会议发言稿中要少用缩略语。虽然有些通用者可以例外(如 DNA, AIDS, HIV 等),还有一些统计术语(SD, SE 等)和计量单位名称(kg, km, mg, g, L 等)。发言者在自己递交的论文中,在发言之前,最好将不熟悉、不通用的、自编的缩略语还原成原有形态,或在文稿上作些记号。即使是现成的固定缩略语,在发言时读出全文也是最好不过的。如果按自己的缩略语发言,听众听起来会觉得是一连串密码,不知所措。

#### 20.1.1 拉丁词缩写

缩略语除一些固定术语外,还涉及一些拉丁缩略词,往往英文中经常可见。不经意时,意思约略可知,而发音不辨,甚至有误解,如 et al (and others); etc (and so on); e. g. (for example); i. e. (that is to say); viz (namely; that is) 等。因此,发言者要知其意,或干脆在文稿上改成英文单词。如果作者通晓拉丁缩略语,发言时可以随时应变,但轻易不要用拉丁词,如 per os (orally); ad libitum (freely) 等。

#### 20.1.2 使用通俗的词、短词

发言者在预习发言稿时,会发现有些词汇过于专业化或过长,

可以改用通俗而短小的词汇。学术会议当然限于专业范围之内,专业词汇是避免不了的,但不是非此不可。会议上照顾到听众的理解程度,或不同专业层次的听众,甚至跨学科、跨专业的听众,用词尽可通俗明白,行话(jargon)在会议发言中要节制。比如:agrypnia 可用 insomnia; cephalalgia 用 headache; cholelithiasis 用 gallstones; copodyskinesia 用 occupational neurosis; deglutition 用 swallowing; emesis 用 vomiting; hematochezia 用 bloody stools; hemorrhage 用 bleeding,理解起来就要容易得多。

有些句子绕来绕去,抽象名词、长词用了不少,意思模模糊糊,“雾失楼台”,尽可能用贴近口语的文字表达。句子宜短。如:

On average, among adults total food intake was higher for males than for females.

按意思,可改作:

On average, men ate more than women.

(一般而言,男人比女人吃得多。)

It must be emphasized that nothing in this plan is self-fulfilling and the plan is as good as its implementation. Formulation of the plan is one thing and operationalization is another thing.

此句不易理解,大概意思为:

It is not enough to make this plan. It must be carried out.

(光作计划尚不够,还要切实执行。)

The shift in production technology that takes the form of substituting machines for labor connotes the presence of prior changes in the traditional production mode.

同样语义模糊,可改成:

Before farmers start using machinery, they usually have adopted other changes in the way they grow their crops.

(农民使用机械之前,种庄稼的方法已作了些改变。)

### 20.1.3 标点

发言稿中的标点,从发言的角度看,还不够。发言者发言时要发挥声音加自己动作形象(必要时)的艺术效果。因此,发言稿发言前事先要把每个句子的意群分拆开来,作记号。这样读时,不会

出现语意不连贯,甚至不合逻辑的局面。这对初次上台发言者来说,尤为重要。如下面一段文字做了意群标记。

It has been suggested that/lipid peroxides formed in the arterial wall are active in atherogenesis./The suggestion has been widely accepted as reasonable,/since these compounds break down readily,/initiating chain reactions as they do so /and forming various products that are potentially toxic. For example,/lipid peroxides denature serum  $\beta$ -lipoproteins attack the SH group of proteins./When vitamin E-deficient rats are fed a diet rich in polyunsaturated fats,/lipid peroxides appear in their adipose and muscular tissues;/similarly, it is thought,/unsaturated lipids present in atherosclerotic arteries may autoxidize and then polymerize to form "ceroid."

按意群停顿、换气。一个意群末成一个间歇。在理解了意群内容的基础上,按重要性朗读再可分轻重、缓急。一般读稿不宜用快节奏,偏慢一些为好。字字要读准确、清楚,不可含混或误读。文中的冠词(an, a, the)、连词(and, as well as...)、介词(in, at, for, of, as...)均可轻读。

## 20.2 数学、化学公式

科技会议论文和发言都可能碰到数学和化学公式,念起来不太容易。因此,宜少用,能用幻灯或投影胶片带过为上策,既直观又省却麻烦。但有时总不可避免,读时要准确,能使听众理解。

### 20.2.1 数学公式

在数学公式中, +、-、 $\times$ 、 $\div$  的英语读法是 plus, minus, multiplied by (或 times), divided by。+、- 又分别作正负表示, positive, negative。

小数(decimal)中,小数点读 point 或 decimal point。“0”英国人读 nought,美国人读 zero,或直接读 O 的字母音。小数点以前的数按基数字的规则读,小数点后的数按个位数字依次读出。例如 0.8 读作 zero(nought)point eight; 236.236 读作 two hundred and thirty-six point two three six; 0.006 读作 zero(nought/o)point zero zero(nought/o) six。循环数 75.666... (75.6) 读作 seventy-five point six recurring.

分数(fraction)读法,一般分子按基数数字读,分母(denominator)按序数字读。除分子是1之外,作分母的序数字都用复数。例如 $1/5$ 读作 one fifth, $3/5$ 读作 three fifths, $7/10$ 读作 seven tenths。另外两种读法是用 over 及 by。 $7/10$ 则读作 seven over ten 或 seven (divided) by ten。有些分数如 $1/2, 1/3, 1/4$ 用 a half, a third, a fourth [a(one) quarter]比用 one half, one third, one fourth 更口语化。如 $2/3$ 可读 two thirds。另外,带整数的分数读法,如 $+3\frac{1}{2}$ 可读 plus three and a half,  $-5\frac{1}{4}$ 读作 minus five and a quarter,  $125\frac{2}{5}$ 读作 a (one) hundred and twenty-five and two fifths。

因此,数学式 $(3 + 7\frac{2}{3} - 4.66 \times 2) \div 4\frac{2}{5}$ 可读作 Three plus seven and two thirds minus four point six six (double six) times two divided by four and two fifths (two over five)。

数学式中的“=”号,常有多种说法。比如 $12 + 8 = 20$ ,可读作 Twelve plus (and) eight are (is, are equal to, equal, equals, make, makes) twenty。还有一些别的表示方法,如在减法时,“=”读作 leaves,如 $15 - 8 = 7$ 读作 Fifteen minus eight leaves (is) seven。或 Eight from fifteen leaves (is) seven。除法中,如 $12 \div 4 = 3$ 读作 Twelve divided by four gives (is) three。

次方、开方根、对数、微积分和数学式中读法也是比较拗口的。某数的 $n$ 次方,读做某数 to the  $n^{\text{th}}$  power 或 the  $n^{\text{th}}$  power of 某数。因此, $x^{n-1}$ 读作  $x$  to the  $n$  minus one power 或 the  $n$  minus one power of  $x$ 。那么, $5^2$ 读作 five squared, $3^3$ 读作 three cubed, $2^4$ 读作 two to the power of four。开方的根号 $\sqrt{\quad}$ 读作 the root。如 $\sqrt{9}$ 的读法是 the square (second) root of nine, $\sqrt[3]{27}$ 读作 the cube (third) root of twenty-seven, $\sqrt[5]{a^2} = x$ 读作 The fifth root of  $a$  squared is  $x$ 。因此, $\sqrt[3]{2a^2 + 2b^3 - c}$ 读作 Thirty the square root of the quantity two  $a$  squared plus two  $b$  cubed minus  $c$ 。对数符号 log 照读 log。lg  $x$  即  $x$  的对数,读成 log  $x$  或 log of  $x$ 。对数底读作 base,如 $\log_2 x$ 读作 log of  $x$  to the



base two。因此,  $\lg N^R + k \lg N = \lg A \frac{1}{n} - \frac{1}{n} \lg A$  读作 The logarithm of the  $R$ th power of  $N$  plus  $k$  times the logarithm of  $N$  equals log of  $A$  to the one over  $n$  power minus one over  $n$  times log of  $A$ 。至于微积分中, 积分符号  $\int$  读作 integral,  $\int_a^b$  读作 integral between limits  $a$  and  $b$ , 或 integral from  $a$  to  $b$ 。  $a \int x dx = \frac{ax^2}{2} + c$  读作  $a$  times the indefinite integral of  $x$  equals the quantity  $a$  times  $x$  squared over two plus  $c$ 。  $\iint f(x, y) dx dy$  读 the double integral of  $f$  of  $x, y$ 。  $\oint_{CF}$  读作 the net outflow integral of  $F$  for the surface enclosed by  $c$ 。  $\oint_c$  读作 closed linear integral (on) the surface  $c$ 。  $\int_a^b \frac{I^p}{x^p + n^{-3}} dx$  读 integral between the limits  $x$  sub  $a$  and  $x$  sub  $b$  of  $I$  sub  $p$  cubed over  $p$  plus  $I$  sub  $n$  to the power minus three times  $dx$ 。微分读法,  $f(x)$  读  $f$  of  $x$  或 function of  $x$ 。  $\frac{\partial y}{\partial x}$  和  $\frac{dy}{dx}$  读作 derivative of  $y$  with respect to  $x$  和 partial derivative of  $y$  with respect to  $x$ 。  $\frac{d^2 y}{dx^2} = -a^2 e^{-ax} = -(a^2 e^{-ax})$  读 The second derivative of  $y$  with respect to  $x$  is equal to minus the quantity alpha squared times  $e$  to the minus alpha times  $x$  power。求和形式  $\sum_{r=0}^n \binom{n}{r}^2$  读 the sum from  $r$  equals zero to  $r$  equals  $n$  of the quantity  $n$  things taken  $r$  at a time squared。组合形式  $\binom{n}{r}^2$  读 the quantity  $n$  things taken  $r$  at a time squared。  $\binom{n}{r}$  读 the combinations of  $n$  things taken  $r$  at a time。  $c(n, r)$  读 the combinations of  $n$  things taken  $r$  at a time。看来微积分公式读起来比较拗口。复杂的公式用直观的图像来表示为好, 但不等于不要熟悉读法。

此外, 数学公式中有括号, 分小括号  $()$ 、中括号  $[\ ]$ 、大括号  $\{\}$ , 分别读作 the parenthesis, the bracket 和 the brace。有时涉及比率、比较, 如  $1:2$  读作 the ratio of one to two。  $6+7 < 18$  读 Six plus seven is less than eighteen。  $18 > 6+7$  读作 Eighteen is greater than six plus seven。

### 20.2.2 化学式

首先,化学分子式中的英文字母都按字母音读。一般首尾字母重读,数字也按英语词音读。化学式中的圆括号常读 bracket(s) 或 parenthesis(es)。也有先读前面的括号 open bracket(s),最后读后括号 close bracket(s),也有先读括号内的内容,然后说 in bracket(s) 或 in parenthesis(es)。如  $(\text{NH}_4)_2\text{Cr}_2\text{O}_7$  读作 NH four in brackets twice Cr two O seven.

另外,化学反应式中的符号“→”是分解之意,英文中常读作 gives, yields, produces, becomes, forms, 也有用这些词的复数形式。还有使用催化剂,再加热( $\Delta$ )。像这种化学反应式读法有几种,如  $2\text{KClO}_3 \xrightarrow{\Delta} 2\text{KCl} + 3\text{O}_2 \uparrow$  中  $\xrightarrow{\Delta}$  则可读成 in the presence of manganese dioxide as a catalyst on heating 或 with manganese dioxide catalyst under the influence of heat。整个式子读 Two KClO (potassium)three in the presence of manganese dioxide as a catalyst on heating gives two KCl (potassium chloride) plus three O two evolved as a gas (或 three oxygen)。用括号内的词更口语化。

## 20.3 预讲

发言稿预习后,就可以按实际情况,作预讲,同时使用投影仪、幻灯机、黑板、白板等视听和演示设备,基本上接近临场实讲。预讲也可以请同事们出席,听听效果,让他们给自己提些建议,包括讲读速度、声音强弱、内容重点,幻灯、投影片穿插使用与讲读的连贯程度,乃至讲读姿态等等。由于有预讲,一些问题可能暴露出来,并得到解决。特别需注意的是要把握好时间。如果是十分钟发言,要把预讲压缩在 7、8 分钟之内,如果超出规定时,就要适当删去一些不太重要的内容。在大型国际会议上,听众是不希望长时间发言的,超过规定时间,往往使他们反感。常见的情况是,越是发言短、通俗、幽默,听众越愿意听,在众多的发言者中就显得突出。

预讲在没有同事参与的情况下,发言者可以用录音机将自己的发言录下,听效果,计算时间。如此反复,同样能取得较好的讲

读效果。

“热身”练习不限于以上一些。就是临近发言也可操练一下嘴舌。中文中的绕口令(tongue - twister)就很好。同样,英文中的 Peter Piper picked a peck of pickled peppers. Can't you won't you don't you. Did you would you could you? She sells sea shells by the sea shore. 之类口令可用于练嘴舌。特别是汤姆·莱勒(Tom Lehrer)的《元素》诗经常为英美科学家采用。如:

### **The Elements**

There's antimony, arsenic, aluminum, selenium,  
And hydrogen and oxygen and nitrogen and rhenium,  
And nickel, neodymium, neptunium, germanium,  
And iron, americium, ruthenium, uranium,

Europium, zirconium, lutetium, vanadium,  
And lanthanum and osmium and astatine and radium,  
And gold and protactinium and indium and gallium,  
And iodine and thorium and thulium and thallium.

There's yttrium, ytterbium, actinium, rubidium,  
And boron, gadolinium, niobium, iridium,  
And strontium and silicon and silver and samarium,  
And bismuth, bromine, lithium, beryllium, and barium.

There's holmium and helium and hafnium and erbium,  
And phosphorus and francium and fluorine and terbium,  
And manganese and mercury, molybdenum, magnesium,  
Dysprosium and scandium and cerium and cesium.  
And lead, praseodymium, and platinum, plutonium,  
Palladium, promethium, potassium, polonium,  
And tantalum, technetium, titanium, tellurium,  
And cadmium and calcium and chromium and curium.

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There ' sulfur, californium, and fermium, berkelium,  
And also mendelevium, einsteinium, nobelium,  
And argon, krypton, neon, radon, xenon, zinc, and rhodium,  
And chlorine, carbon, cobalt, copper, tungsten, tin, and sodium.

These are the only ones of which the news has come to Ha' vard,  
And there may be many others, but they haven' t been discavard.  
(Tom Lehrer. *Too Many Songs* . New York : Pantheon, 1981)

## 第二十一章 正式演讲

准备科技会议论文、发言稿、幻灯片,发言稿预习,发言预演,这些都是为了最后在大会上正式演讲,真可谓毕其功于一役。但临场前还有一些要点要注意。

熟悉会场。临到会场,发言者要利用一些时间检查一下自己的发言稿、笔记或卡片。要再一次核对幻灯片的次序,然后交给会上放幻灯的工作人员。一般有一套片子备用。发言者还要向放幻灯人员说明用语。如果没有专门的放幻灯人员,发言者自己要先调试好遥控,对好焦距。

另外,发言者要知道上台的路,甚至必要时可以试试话筒的效果,了解离听众的最佳距离。此外,可了解灯光控制的位置及专司其职者。如果屏幕大,使用幻灯时是否有指示棒(pointer)和指示手电(torch)。若要用投影仪胶片,要知道仪器的开关在何处,是否有备用灯,怎么安装(当然有专门人员为之服务)。若用黑板(白板)、翻动挂纸、粉笔、水色笔、擦板,要知道在何位置,甚至水、玻璃杯或塑料杯等所需物品。

克服紧张情绪。虽然作过准备,发言者有时免不了有紧张情绪。即使是经常参加会议者,偶然也有这种情况出现。出现这种现象,有的是准备不足,大会组织上有问题,或者会议技术上有问题。但有经验者能迅速控制紧张,逐渐适应会场气氛。首次出席会议发言者,要学会先控制自己,旁若无人,或自己作为听众中的一员,平等自由地交谈。要把紧张转变成兴奋,因为事先有了充分准备,相信能讲好。

为了松弛,消除紧张心理,切不可在会前喝酒。相反要作深呼吸,来消除心理压力。发言时,根据预演的速度,开始时放慢,以后要保持基本一致的速度,不能开快车。调门一开始控制好,而每个字要发音清楚,特别是关键词语不可马虎。发言时精神饱满,一以贯之,但不要离题。讲话时,嘴与话筒保持一定距离,不要反复变化,否则会影响听众注意力。不能冲着话筒咳嗽,或用粉笔在

黑板上划出刺耳的声音。如果要咳嗽,可喝水;没有水,可向会议主持者(chairperson, moderator)要。在此期间不要中断发言。

发言姿态。发言者要面向听众,不能面对会议主席或会议主持者,或脸朝天花板。这是一种坏习惯,也是惧怕听众的一种心理表现。要面向会场全体听众,表情自然,脸带微笑。发言中要注意会场后面的听众情绪变化,更不能专注某一个人,否则会使对方感到难堪。如果是不得已读稿子,尽量要把头抬起来,把眼光更多地投向听众,这样听众会报以更多的注意力,而不会有被搁在一边,受怠慢的感觉。如果是看提纲、笔记,看的时间不能太长,使听众产生反感。

## 21.1 发言开始

会议发言开始,每轮到—个发言者,由主席或分组主席先介绍其经历、学术主要成就。这时发言者要认真听。在自己上台发言时,在先打招呼语后,对主席刚才一番介绍适当地报以感谢。一般用—句话便成,或感谢会议组织者的邀请。如果能够用几句轻松愉快、幽默含蓄的话讲个小故事转入话题,则能极大地吸引听众的注意力和兴致。在西方采用这种方法极普遍,每每能让听众对新的发言者和发言内容产生期待心理。

### 21.1.1 招呼语

出于礼节,发言者要对出席会议的人员,从贵宾人士、大会主席到听众都要招呼并致意。在开幕式、闭幕式、招待会、分组会等场合,这类用语都不同,要随出席会议者的地位及身份而变。

#### a. 陛下、殿下、阁下

称呼国王及王后,常用“陛下”,英文则为

Your Imperial Highnesses; Your Royal Majesty; Your Majesty。如:

Your Majesty King Carlos

(卡洛斯国王陛下)

Your Royal Majesty Queen Elizabeth

(伊丽莎白女王陛下)

王室成员一般称“殿下”,英文作 Your Royal Highness。如泰国、日本等王室成员称作 Your Imperial Highness。

Your Royal Highness the Prince of Wales。

(威尔斯亲王殿下)

Your Imperial Highness the Prince and Princess Naruhito

(德仁亲王及王妃殿下)

政府首脑及官员,包括正、副总理和正、副部长,一律用“阁下”

Your Excellency,如:

Your Excellency Mr President

(总统先生阁下)

Your Excellency Mr Premier

(总理先生阁下)

如果贵宾比较多,可统称 Your Excellencies(各位阁下)。

b. 学会、协会、联合会名誉会长、会长、主席、秘书长、董事长  
各种国际性学术团体的名誉主席、主席、会长、秘书长等学界

头面人物,以头衔相称、致意。如:

Respected Honorary President Dr Smith

(尊敬的名誉会长史密斯博士)

Respected Past (Elect-Chairman)Chairman Dr Linder

[尊敬的前(当选)主席林德博士]

Respected Secretary-General Dr Cook

(尊敬的秘书长柯克博士)

c. 普通人物

一般情况下,在全会及分组学术会议上,发言者须向大会主席  
或大会两主席,会议主持者致意。如:

Mr Chairman(Chairperson)

(主席先生)

如果主席为女性,则称:

Madam Chairman(Chairperson)

(主席女士)

Mr Chairman(Chairperson)and Mr Cochairman(Cochairperson)

(主席先生及副主席先生)

也可称:

Professor Smith and Professor Cook

(史密斯教授和柯克教授)

用这种称呼,对方一般为发言者以前熟识,或常有交往。

应该注意,在向头面人物及大会主席致意时要向对方点头欠身示意,然后转身向与会者招呼致意,常用语是:

Ladies and Gentlemen!

(女士们,先生们!)

如果与会者均为男性,则用 Gentlemen,反之为 Ladies

此外,也用一些具体的称呼。如:

Distinguished Colleagues(Guests)!

[尊敬的同事们(来宾们)!]

Fellow Delegates(Representatives)!

(代表们!)

Distinguished Guests from Europe and North America!

(来自欧洲及北美的贵宾们!)

上述称呼之后,也可加 Ladies and Gentlemen! 另外,在招呼之后,根据会议召开的时间,可分别说 Good Morning, Good Afternoon, Good Evening.

d. 国内一些官员的称谓及机构名称

国内政府首脑、官员,近年出席国际性科技会议开幕式、闭幕式的机会很多。相关会议有相关系统及学科由政府机构及学术团体官员出席会议,或担任会议主席或副主席等职。所以,发言者有必要了解这些人员的头衔和机构的说法。

头衔:

Chairman(主席、委员长、主任委员); Premier(总理); Vice Premier(副总理); State Cancellor(国务委员); Governor(省长); Vice Governor(副省长); Mayor(市长); Vice-Mayor(副市长); Minister(部长); Vice Minister(副部长); President(院长、会长、董事长); Honorary President(名誉会长、名誉院长、名誉校长); Vice-President(副院长、副会长、副校长); Secretary-General(秘书长); Deputy Secretary-General(副秘书长); Chancellor(校长); Vice-Chancellor(副校长)。

机构:

The Standing Committee of National People's Congress.



(全国人民代表大会常务委员会);  
The People's Political Consultative Conference  
(中国人民政治协商会议);  
The State Council  
(国务院);  
The Ministry of Science and Technology  
(科学技术部);  
The Ministry of Education  
(教育部);  
The Chinese Academy of Sciences  
(中国科学院);  
The Chinese Academy of Engineering  
(中国工程院);  
The Chinese Academy of Medical Sciences  
(中国医学科学院);  
The Chinese Academy of Agricultural Sciences  
(中国农业科学院);  
The Chinese Academy of Social Sciences  
(中国社会科学院);  
The China Association for Science and Technology  
(中国科学技术协会);  
The Chinese Medical Association  
(中华医学会);  
The Chinese Pharmaceutical Association  
(中国药学会)。

### 21.1.2 开场白

国际会议专题讨论会、分组会议时间有限,开头话不能太多。主席介绍后,说几句感谢话后就可转入正题。如:  
Mr Chairman, Fellow Colleagues:

First, I would like to thank Mr Chairman for his (your) gracious introduction. I am very glad to have this opportunity of presenting my

study on multiple sclerosis.

(首先,我要感谢主席先生的热情介绍。我有此机会介绍研究多发性硬化症,感到荣幸。)

Professor Cook, Ladies and Gentlemen:

Thank you very much, Professor Cook, for your very kind introduction. I am honored by your invitation to talk to the Meeting on Hand Surgery.

(柯克教授,非常感谢您的热情介绍。承蒙邀请向手外科大会作报告,我深感荣幸。)

主席没有作具体介绍,只是点名那国的代表发言,可略去对主席或会议主持者的感谢。如:

Mr Chairman, Representatives, good morning!

It is a great pleasure to speak about superconductor research in China on this session of your symposium.

(我非常荣幸能在你们的研讨会上介绍中国超导研究的情况。)

Ladies and Gentlemen:

First of all, I would like to thank Dr lundberg, Chairman of the organizing committee, and our generous host, the American Medical Association for providing the scientific editors who have come from all over the world with such a pleasant opportunity to meet and exchange views on scientific editing and peer review.

(首先,我要感谢组委会主席伦伯格博士,以及我们好客的主人美国医学会,向来自各国的科学编辑提供这么一次愉快的机会,大家相聚,交流科学技术编辑及审稿方面的观点。)

也有更简单的表达方法,如:

Mr Chairman, everyone!

The title of my presentation is...

(我的发言题目是……)

礼仪性话语讲过之后,发言转入学术内容部分,一般从说明主题着手。这类用语很多,大体可分四种情况:

a. 以第一人称 I 为主语的句型:

Now Today This morning This afternoon	I	would like to am going to	shall be speaking about shall devote my talk to	speak about talk to you about take this time to have an overview of present my study on provide a brief account (summary) of give a talk on report on the treatment of multiple sclerosis in China
--	---	------------------------------	--	---

[现在(……),我讲一下(……)多发性硬化症在中国的治疗。]

b. 以 topic, purpose 等词语为主语的句型:

My topic The subject of my presentation The topic that I have been asked to cover The paper(My lecture) I'm going to present	today this morning this afternoon	is	is trying to summarize will deal with will illustrate is about is to describe (cover...)	the treatment of multiple sclerosis in China.
---	---	----	--	---

[今天,我的题目(……)是(……)中国治疗多发性硬化症的情况。]

c. It is 句型及 What 名词性分句为主语句型:

It's	my intention my purpose	this morning this afternoon	to	discuss(with you) report on talk about speak about ...	the treatment of multiple sclerosis in China.
------	----------------------------	--------------------------------	----	--	--

[今天上午我打算(同你们)(……)讨论中国治疗多发性硬化

症的情况。]

What I	am going to would like to want to	talk about speak (to you) about present report do	this morning this afternoon today	is	the treatment of multiple sclerosis in China.
				is to give you a brief account of	

[今天上午我要讲的(……)是中国治疗多发性硬化症的情况。]

d. 说明发言重点的变换句型:

1. What I am going to present today is not the treatment of multiple sclerosis, but its pathogenesis.

2. Rather than describe the treatment of multiple sclerosis I'd prefer to emphasize its pathogenesis.

3. What I want to talk about this morning is not the treatment of multiple sclerosis, my purpose is to discuss its pathogenesis.

4. Instead of attempting to report the treatment of multiple sclerosis, I intend to address its pathogenesis.

以上几个例子,中心意思是一样的,即不讲多发性硬化症的治疗,主要讲其病因。当然,说明发言侧重的方式很多,随机而用。

说明主题也有分层次的,一般有以下方法:

My presentation consists of two parts. One is...and the other is...

(我的发言分两部分。第一部分为……另一部分为……)

I'll first talk about...and then touch on...and finally discuss...

(我首先谈……然后……最后……)

I'd like to divide my talk into two parts. First...and second...

(我的发言分两部分。首先……其次……)

My talk will be given in four parts. The first part deals with...the second relates to..., the third concerns..., and the last discusses...

(我的发言有四部分。第一……第二……第三……最后是……)

### 21.1.3 起承转合

发言中,发言者往往脱离稿子讲一些过渡、衔接的话。有的话语表示目的、打算,有的转换话题,有的重新提到前面叙述过的内容,有的则表示具体说明留待稍后讨论等等。表达这些内容的句子往往随场合而变。

#### a. 切入正题:

正式论述,口语里常用 start, begin, first 等一类词组成句子,形式各异,随具体情况而选择。

I'd like to Let's I think it would be best to	start	by with	briefly reviewing looking at	the recent reports on molecular biology. several slides.
---	-------	------------	---------------------------------	--

[我(……)先简要叙述(……)一下分子生物学方面的最新报告(……)]

To begin with, (May) Shall I begin with	I	have to give shall show	you	some data on population control in China.
---	---	----------------------------	-----	--

[首先,我(……)向你们提供(……)一些中国人口控制方面的数据。]

First I'd like to The first thing I'd like to talk about The first point I'd like to make	say a few words about address	is	the mechanism of AIDS.
---	----------------------------------	----	---------------------------

[首先,我要谈一谈(……)艾滋病的机理问题。]

#### b. 转换话题:

转换话题,也有一些常用词,如: turn to, move on to, come to, go on to, leave, next 等等。

Let's turn our attention to Now let's turn to Now we will move on to	another topic. the second topic.
---	-------------------------------------

[我们(……)转入另一个题目。(……)]

Next, Shifting to the next question,	I'll talk about I'd like to come to	the depletion of the ozone layer.
---	---	--------------------------------------

The next point I'd like to  
bring up is

[下面(……)我要谈谈(……)臭氧层减少问题。]

So much for global warming, For global warming I'll stop here, That's all for global warming, Leaving global warming,	I'd like to talk about acid rain. now I'll address acid rain. now I'll go on to acid rain. Let's turn to acid rain.
--	--

[地球变暖(……)就讲这些,我(……)再讲一下酸雨。]

c. 印证前述:

发言中常常会联系到前边所述,常用词汇有 go (get, come) back, return, refer again 等等。

At this point I'd like to Let's I'd like to I want to This	refer again to go back to come back to return to brings me back to	what I said at the beginning. the first part of my speech.
---	--	---

[我(……)想再回到(……)我开头讲的题目上来。(……)]

To come back to Now, to get back to Referring again to	the first part of my lecture	I suggest that I think that you may find that it's believed that	global warming is the potentially most catastrophic of the environ- mental changes.
--	---------------------------------	---	---

[回到(……)我演讲的第一部分,我认为(……)地球变暖是环境变化中最具灾难性的。]

d. 有话后述:

发言中,有些内容不可能在开始就说清楚,或要单独在靠后详述。这种情况的用语会碰到,可以随机应变。如:

I'll address it in detail	later on.
I'll say more about it	a moment later.
I'll say a little more about this point	in a moment.
I'll tell you more about it	shortly.
I have more to say on this problem	in a few minutes.
I want to touch upon that topic	later.
Perhaps we could return to that question	a few minutes later.
We'll discuss this briefly	after a few minutes.

[在后面(……)我正要详加说明。(……)]

## 21.2 叙述方式

发言少不了要限定自己的内容范围,是详细还是简单或是省略而过。这与说明主题不同处是更具体、明确,不是泛泛而谈。

### 21.2.1 集中论述

集中谈某一问题,往往会遇到 concentrate, focus, confine, limit, restrict 一类词,但发言中灵活性很大,要随机应变。

I'd like to I will	concentrate focus confine limit restrict address	my discussion on my presentation on my talk to myself to	the family planning program in the rural areas.
I take the liberty of restricting In my presentation In this talk	I shall mention only I'm not going to say much about that except to tell you		

[(……)我集中讨论农村计划生育问题。]

### 21.2.2 详细及简单论述

涉及重要内容,发言者要作详细论述,而这类用语大致有 in detail, in depth, at length 等等。

I suppose this part is most difficult, Since this is a key problem(point), Now		Let's discuss this subject at length. I'd like to go into some detail. I'll explain it in greater detail. I'll describe it in more detail. I plan to spend more time on it. I'll deal with it in more depth later. Let's dwell a little on this topic. please allow me to deal with this matter more extensively.
--	--	--

[我意为,这部分非常难懂(……)需要详细说明。(……)]

简要论述的话语往往可由详细说明句的否定形式表达。非重要内容等在发言中均可作如此处理。

I'll not		go into detail on this subject. discuss it in depth. go over this subject in detail.
----------	--	--

I'm not going to spend too much time on it.

[这个题目,我不作详细讨论。(……)]

I don't		think that I should describe the methods in detail. intend to talk about this matter at length. want to dwell on this point any longer.
---------	--	---

[我不想详细说明方法。(……)]

Without going into details, Without dwelling on this topic too long,		I just want to mention (point out, touch on)		a few items of interest.
--	--	---	--	-----------------------------

[我只想提一下(……)感兴趣的一些内容。]

此外,表示简单叙述,可以用一些动词、副词、短语表示。

Let's go through <i>very rapidly</i> I'd like to offer a <i>short description</i> of I just want to <i>outline</i> to you I'll <i>sketch out</i> here		the following points. the plan. what I've done in this experiment. its distribution throughout the country.
--	--	--

[下列要点(……)迅速过一下。(……)]

For the sake of time, In the interest of time, Because my time is running short, Limited by the time available,		I can only talk about this subject briefly, my presentaion could only be short. I'll discuss this topic for a few minutes. I'll give you a brief summary.
--	--	--

[因时间关系(……)我只能简单地讲一下这一题目。(……)]



<p>Although there are many more to mention, I'll not go over all the details,</p>	<p>my description today will suffice. suffice it to say that the conclusion is reliable.</p>
---	--

It is sufficient to say that this experiment was well designed.

[尽管有许多可讲(……)今天讲的已够。(……)]

### 21.2.3 省略

发言中,由于听众的知识水平,或时间等原因,发言者常常会取消一些发言内容。常用词有 omit, skip over, leave out 等。

<p>I'm sorry that time makes it necessary to Limited by the time, I'll Sorry, I see the red light is shining so I have to Because my time is running short, I'll I'm afraid that I have to Mr Chairman is signaling me, I have to</p>	<p>omit skip over stop here and leave out</p>	<p>this subject. the last part to the conclusion. the following two parts and go into the summary. this point. the remaining part to spare time.</p>
---	---	--

[十分抱歉(……)时间不允许,只能略去这个题目。(……)]

## 21.3 归纳总结、结束语

发言结束时,往往要作一些归纳、总结,这是通例,能使听众对所讲内容有较深刻的印象。常用词语有 close, sum up, conclude, summarize, 等。

<p>To sum up, To summarize, To conclude, In summary, In conclusion,</p>	<p>outcomes in patients with AIDS are such that approximately one third of the patients were alive after a year.</p>
---	--

[归结起来(……)艾滋病人的结果是一年之后三分之一活下来。]

<p>In closing, Now, Finally, Before closing my speech, To close my speech,</p>	<p>I'd like to make a summary (conclusion).</p>
--	---

[临结束(……)我要总结一下。]

My speech now comes to a close		with a few words.(?)
Let me conclude my talk		
Allow me to conclude		
May I conclude my talk		

[现在(……)我用几句话结束发言。(……)]

Let me close		by quoting Francis Bacon who said that
I'd like to come to a close		reading makes a full man.
		by quoting what Francis Bacon once
		said that reading makes a full man.

[让我用培根的话“读书使人充实”结束发言。]

结束用语常用以下一些说法: That's all ; Thank you , Mr Chairman; Thank you all; Thank you, Ladies and Gentlemen; That's all , thank you ; Thank you.

发言结束后,表示可提问、讨论,可说:

Now, I'd like to		answer		any question, if you have.
Now, I'm ready to				your question, if any.

Is there any question?

Are there any questions, please?

Any questions, please?

[现在(……)有问题,我可解答。]

Let's have		a 5-minute discussion.
I think it'd be better to have		a short discussion.
Shall we have		a short discussion?
Wouldn't it be good to have		

[我们(……)作5分钟讨论。(……)]

## 21.4 特殊情况用语

这里所说特殊情况指代人宣读论文,纠正错误等等。这些情况虽不可能都遇到,但很有用。

### 21.4.1 代人宣读论文

I'm going to I'll	read present	the paper entitled <i>The Future of Medicine in China</i> by Prof. Li Ming. It's a pity that he could not be here because of his illness. a paper by Prof. Li Ming of Beijing Cancer Hospital, who regrets that he could not be here. The title of his paper is <i>The Future of Medicine in China</i> .
----------------------	-----------------	---

[我(……)要宣读李敏教授(……)的一篇论文,题为《未来的中国医学》。(……)非常抱歉,他因病不能出席会议。(……)]

### 21.4.2 纠正错误

纠正错误,一种是散发的材料中或论文中有误,而发言时提醒听众纠正。另一种是发言中有口误,随时发现,随时纠正。

#### a. 材料有误

印刷错误,包括作者、编辑疏忽出错,可说 *typographic error* 或 *error*。

Please allow me to correct an error I'm sorry, there is a typographic error	in the title of my presentation as listed in the program.	It should have been read population growth. Instead of population control it should be population growth. It should have read population growth.
---	--	--

First of all, I'd like to mention that the title of my presentation should be *Population Growth in the Minority Nationalities*.

[(……)请允许纠正目录单中,我的发言题中的错误。应该改作 *population growth*。(……)]

#### b. 口误

口误的纠正方法多种多样,请看以下句子。

As you can see from the first line on the slide,	excuse me,	the second line.
The mortality rate of patients with pneumonia has dropped from 2% before 1949 to 1.5% after 1949,	(I beg your) pardon,	the mortality rate dropped to 0.5%.
This paper was published in <i>Nature</i> , Reports lay considerable stress on the recent rise,	I'm sorry, I'll say,	in <i>Science</i> . steep rise, in mortality from cancer of the lungs.
We ignore a much more major epidemic of our times,	I mean,	road accidents.
You'd have seen that in 1993, 6845 people,	(or) rather,	7086, died in road accidents.

[幻灯片第一行(……),对不起是第二行,死亡率下降到0.5%。(……)]

以上是口误与纠正之间使用一些语词的做法。也有发现口误,做了纠正,用词语再作说明的。如:

This article was published in *The Scientist*, the *New Scientist*, that is.

[这篇文章发表在《科学家》——不,《新科学家》上。]

## 第二十二章 提问、解答

发言结束,都有提问和答辩。由于发言者在会前向大会提交过论文或摘要,并收入论文集,与会者有时在会前读过。有的是发言者在临讲前散发的材料,听众可以边听边读。听众提问不可能限于所讲的范围,涉及的内容会更广泛、深刻,甚至有些不着边际。而一般与会者千里迢迢出席一次会议,总是带着目的来的。书面的东西满足不了他们,希望更深层次的交流、接触,能在科研思维、联想和设计方面获得新的启迪。所以,发言者对所在领域的研究热点问题,甚至相关和边缘学科的研究进展有所了解。

听众提问的另一特点是快捷和即时性,发言者不可能准备得面面俱到,即便有良好的专业知识水平还不够,发言中还要有良好的应对能力和口头语言表达能力。

由于发言讨论大多几分钟,往往不易深入,而且所提问题多而零碎。

发言后提问、解答只是一种讨论形式。实际上国际会议的讨论形式不限于此。如常见的专题小组讨论会,由一人主持,与会者人数不多,少则七、八人,多则几十人。这种会集中某一方面的专家,畅所欲言,不拘形式。这种讨论效果比较好,讨论内容集中、透彻。当然,还有论文张贴处,作者与参观者的现场讨论。少数人约请一位大会发言者,会下就感兴趣的问题进行讨论,也可以是个人对个人私下在各种场所交谈、讨论,比如招待会、告别会、冷餐会、午餐会、酒会、茶会等,效果往往很好。

### 22.1 提问

讨论就有提问及回答,是双向交流活动。提问一般直截了当,表达形式很多。

### 22.1.1 一般性提问

I have a question	for	professor Smith.
There is a question		

〔我(……)有一个问题请教史密斯教授。〕

I'd like to	ask	professor Smith	a question.
I want to	address		
	put		
	pose		
	direct		

〔我想向史密斯教授提个问题。〕

May	I	venture to	ask	professor Smith	a question?
Could		presume to			

〔我可以冒昧向史密斯教授提一个问题吗?〕

Professor Smith,	I have a question to ask you.
	would you mind if I ask you a question?
	I hope you don't mind me asking a question.

〔史密斯教授,我(……)有一个问题向您请教。〕

I was	impressed	by professor	presentation.	I wonder if
	fascinated	Smith's	description.	(whether) I
			talk.	might ask
			study.	you a question.

〔史密斯教授的发言(……)给我留下深刻印象(……)我能否提个问题。〕

I'd like	compliment	professor	on	your very	May I ask a question?
to	commend	Smith		interesting	I have a question to ask.
	congratulate			study.	I'd like to raise a question.

〔我要祝贺(……)史密斯教授有趣的研究。我可否提个问题?〕

### 22.1.2 涉及具体内容

What I want to ask	professor	is	is it possible to test the the
My question for	Smith		cholesterol level?
			how did you find the relation
			between the dietary habit and
			cholesterol level?

I'd like to ask where did you get the test kit?

May I ask do you have experience with this therapy?

[我要询问(……)史密斯教授,是否可能测定胆固醇?  
(……)]

I wonder	why this drug is so effective in these patients?
I'm wondering	if you have noticed these negative results.
I was wondering	whether you would like to say more about it.
I don't know	if you would care to give us more evidence for
I don't understand	your assumption.
It's not clear to me	there is any report on this subject.
What I'm wondering is	what comments you might have.
	you did it at room temperature.

[我不清楚(……)为什么该药对这些病人如此有效。(……)]

I'm anxious to	know	the result of your survey.
I want to		your comment on my work.
I'd like to		why you failed in the experiment.
I'd be glad to		if professor Smith has any comments on my
I'd be obliged to		presentation.
		if you would let me know (have) your opinion of my
		study.

[我非常(……)想了解你的调查结果。(……)]

I'm interested in	the results of this operation.
I'm curious about	why you used mice instead of rabbits.

[我对该手术的结果(……)很感兴趣。(……)]

I'd be grateful for any comments you may care to make about my talk.

I believe it would be most useful if you told us about the mechanism of this disease.

[如果你能对我的发言作些评论(……),我会异常感激。  
(……)]

## 22.2 提问范围

提问的句型可以多种多样。根据提问内容的倾向性,可分询问详细情况、结果分析、评价等。这类句子有一般疑问句、特殊疑问句与陈述句的结合。

### 22.2.1 了解详细情况

#### a. 核实内容

听众往往对报告中提及的内容提出疑问,但只要核实。一般只需发言者给予肯定或否定的回答。常见句型有:

In your presentation you mentioned that the side effects are marked.

According to your speech, no definite conclusion could be made yet.

You said your experiment is successful.

Is that what you mean?

Is my understanding correct?

Is that right?

I may have missed your major point. Is it correct that the first choice is surgery?

[你发言中提到副作用明显(……)是不是这个意思?(……)]

Excuse me, did you say that

Did you mention that

Do you mean to say that

Did I understand you correctly that

Did I hear correctly that

Do you want to say that

all the animals died within a week?

the difference is significant?

there was no relation between the two groups?

you don't support professor Wang's conclusion?

the drug should be given intravenously?

[请原谅,你是不是说(……)全部动物在一周之内死亡?(……)]

#### b. 核实实验方法

I'd like to ask professor Smith if you have tried other approaches?

Have you done some experiments with solution of lower concentration?

Did you add any agents into the solution?

I wonder if you have studied the side effect of the drug?

Did you happen to evaluate the value of ester cholesterol?

Have you had any experience in using this agent to treat pneumonia?

[我要问史密斯教授,你是否采用过其它方法?(……)]

### 22.2.2 进一步说明情况

听众没有听懂所讲内容,希望进一步详细说明。这种情况讨论中比较多见,常用 detail, more, elaborate, 等一类词来组句。



a. 一般要求

Would you detail		the design of your experiment?
Could you give us a little more detail about		your experiment?
Would you tell us more about		the result of your experiment?
Could you be more specific about Professor Smith, would you be so kind as to give me more information about		the negative results of this experiment? the use of antibiotics in your patients

[你能否详细说说(……)实验设计?(……)]

You have mentioned the use of antibiotics in your patients,		would you please elaborate it again?
You have talked about the use of antibiotics in your patients,		I wonder if you would go into this a little more.

[你提及给病人用抗菌素(……),能否再具体讲一下?(……)]

b. 提供证据、资料

Is there any evidence to		support		your conclusion?
Are there any statistical data to		prove		his hypothesis?
I'd like to know if Professor Smith has sufficient data to				your assumption?
Did you find any clear evidence to				
What's your evidence that				
Do you have any proof that				the mortality rate is high in that area?

[有没有证据(……)支持(……)你的结论呢?(……)]

c. 各种结果

关系:

What's the relation		between		AIDS and sexual behavior?
Did you find the relationship				
May I ask if the connection				
Do you think the interrelationship				
Have you studied the correlation				

[艾滋病与性行为之间有什么关系?(……)]

区别:

What's the difference	between	the two groups of patients.
Did you find any difference		
Is there any difference		
Can you draw a distinction		

{(……)两组病人之间有什么区别? (……)}

优劣、异同:

What advantages of the method you find	in this study?
What are the merits and demerits of your method	in your experiment?
What are the advantages and disadvantages of this method	

{(……)在你的实验中(……)该方法有什么优点? (……)}

Are the results of the groups of patients identical?

Is there consistency in the results of the two groups of patients?

Do you get the same results in the two groups of patients with this method?

{(……)两组病人的结果是否一致? (……)}

原因:

Why did you use mice instead of rabbits	in your experiment?
What's your reason for using mice	
Can you give me the reason why you used mice	

You used mice in your experiment. Can you tell me why?

{(……)为什么在你的实验用鼠不用兔?}

What's	the cause of responsible for the rationale for	the failure?
--------	--	--------------

To what do you	attribute ascribe	
----------------	-------------------	--

On what grounds is it claimed that the failure is due to the high temperature.

{(……)失败的原因是什么? (……)}

How do you	account for	the failure of the experiment?
I wonder if	explain	the effect?
you would	clarify	this phenomenon?

{(……)你如何说明实验失败的原因呢? (……)}

Could you give me		some explanation of why the experiment is failed?
Would you mind giving me		an explanation of how the experiment is failed?

[你能否解释一下实验失败的原因?]

### 22.2.3 评论

与会者在讨论中,往往要求发言者就某个相关问题、观点、方法等作评论或提出意见。这也是常见的问话方式。有关的词有 comment, opinion, view, attitude, position 等等。

I'd be grateful for		your		comment		on		my recent work
Probably you could give me				opinion				on multiple
				view				sclerosis.
I'd particularly like to		know						
		hear						
I'd like to know if you'd care to				comment				
I wonder if I could ask you to								
Would you be so kind as to								
Perhaps you could								
I'd appreciate it if you would								

[(……)我非常想知道你对我最近的多发性硬化症工作的意见。(……)]

What's your		attitude toward		family planning?
		position on		this conference?
		feeling about		
		impression on		

What do you think of  
What are your thoughts on

[(……)你对计划生育持什么观点?(……)]

Do you consider		his idea has been clarified?
Don't you think		

[你认为他的想法明确了吗?]

## 22.3 回答

回答问题按照提问方式,可以归为简单和详细两种类型。简单回答都针对征询、核实而说肯定与否定(pros and cons)。详细回

答视提问性质,涉及方法、结果、观点、结论等内容,一般不是一两句话能说清的。

### 22.3.1 简单回答

简单回答基本上是肯定与否定两类,当然程度有不同。

#### a. 肯定

比如表示肯定的意愿:

May I ask you a question, professor Smith?

(史密斯教授,我可问一个问题吗?)

Certainly.(当然。)

肯定某事实的答复方式有许多。如问句:

Is AIDS caused by HIV?

(艾滋病是人免疫缺损病毒引起的吗?)

十分肯定的回答有: certainly; absolutely; surely; definitely 等。

一般性回答: yes; Oh, yes; right; that's right (correct, true) 等。

委婉回答: My answer is yes. I think (believe, guess, suppose, would say) so. I would say yes. 等

#### b. 否定

十分肯定的回答: absolutely (certainly, definitely, surely) not。

一般性回答: No.

Oh, no.

That's not correct (right, true).

That's wrong.

You are wrong (mistaken, not correct).

委婉性回答: I would say no.

I would not say so.

I don't think (say, believe, suppose) so.

I think you are wrong.

#### c. 赞同

赞同回答: I agree.

I agreee with you.

I agree to your proposal.

I agree to your idea.

I agree with you that AIDS is caused by HIV.

I'm in complete agreement with you.

I fully agree with you.

根据具体情况 fully 又可以用以下词替代,表示赞同的程度:  
completely, absolutely, certainly, entirely, thoroughly, totally, basically,  
essentially, largely, partially, personally.

其它表示赞同(或部分赞同)的说法:

Your point is acceptable to me.

I accept your point.

I accept that AIDS is caused by HIV.

I concur with professor Smith's conclusion.

[(.....)我同意你的观点。(.....)]

I'm in favor of

I favor

My presentation is to support

I want to defend

I'd like to reinforce

I'll add more evidence in support of

your view.

your point.

professor Smith's conclusion.

[(.....)我同意你的观点。(.....)]

d. 不赞同

委婉说法:

I'm sorry

I'm afraid

I don't agree with your point.

I can't agree with you.

I must disagree with you.

I must differ with you in this regard.

[(.....)很抱歉,我不能同意你的观点。(.....)]

I can't say that I agree with you.

I'm not sure that I can agree with your point.

I have a slight disagreement with professor Smith's conclusion.

[(.....)我不能同意你的说法。(.....)]

其它表示不赞同的说法:

I'm not in favor of professor Smith's view.  
I don't favor  
I don't support  
I'd say in opposition to  
I must take exception to

I'd like to take issue with professor Smith over his view.

[(……)我不赞同史密斯教授的观点。]

e. 肯定对方,另有观点

You are right, but I have different opinions about it.  
You may be right, but I think it differently.  
Your explanation is clear,

[(……)你是正确的,但我对此有不同的看法。]

### 23.3.2 非正面回答

有这样的情况,发言者回答问题有困难,说不出所以然来,可能研究不深,或未涉及这类问题。处理办法可以请别人来作答、缓答等。

a. 请人作答

I think your question can be better answered by professor Smith.

I think perhaps professor Smith is able to answer your question.

I think professor Smith would be able to answer your question.

Fortunately, professor Smith is here. He has much experience in this experiment. I think no one is more suitable than him to answer your question.

Professor Smith perhaps in a better position to tell us something about it.

Perhaps my colleague professor Smith here has some better ideas.

I think it would be best if professor Smith were to make some comment on this topic.

[(……)我认为你的问题最好由史密斯教授来回答。(……)]

b. 以后作答

Perhaps several years later. I can answer your question because this study is in progress.

Our study has not come to the end, if you agree, I'll answer your

question later.

I think it will be possible to answer your question when this experiment is completed.

The answer to your question needs further study.

〔(……)恐怕几年之后,我能回答你的问题。因为该研究仍在进行中。(……)〕

c. 回答问题后的说明

I think	that's the best answer I could give.
	that's the only answer I can give.
	this's what you wanted me to answer.
	this's the only way that I can answer your question.
	that's all I can say in answer to your question.
	that's basically all I can say.

〔我想这是我给你的最好回答。(……)〕

I hope	you are satisfied with my answer.
	this answered your question.
	this may serve as an answer to your question.

〔我希望你能对我的答复,感到满意。(……)〕

I don't know	whether this answered your question.
	if this is a satisfactory answer.

〔不知道是否回答了你的问题。(……)〕

Did I answer your question satisfactorily?

Did your question get answered?

〔我的答复是否使你满意?(……)〕

## 第二十三章 使用视听工具:幻灯

国际会议上,投影仪、幻灯、录像、电影、光盘等视听工具(audiovisuals)使用已极为广泛,已成不可缺少的东西。对出席会议的科学家来说,制作、携带幻灯片、投影胶片、录像带、光盘、电影片也不是困难之举。特别是投影胶片和幻灯片制作更是异常方便。现在也有使用手提计算机与投影工具联用,将内容在屏幕上打出来,无需手稿。

国际学术会议发言大多倾向用直观形象加解释的示讲法。这比从头至尾念稿效果好,听众容易接受,发言者也可随时控制。幻灯则比其它工具更有优越性。它随意性大,有间歇,可视时间临场增删。电影中途没法停顿,投影胶片有的要随讲随写,不易掌握、费时。而幻灯可按所讲内容,集中几张片子,就可作充分的解说。期间听众又可发问。发言者可根据会场动态,调整发言效果。所以,幻灯是最佳工具,发言者有必要熟悉其使用术语。

### 23.1 放幻灯光线要求

#### 23.1.1 闭灯

Shall we dim the lights and have the first slide please?

Please dim the lights and let's have the first slide.

Dim the lights, and first slide, please.

[(……)把灯光变暗了,请放第一张幻灯片好吗?]

May I	have	the lights off? And the first slide, please?
Could I		the lights down and the first slide, please?
If I can		the lights out, and the first slide, please?

I'd like to have the lights off and the first slide on, please.

[是否可以把灯关了?(……)请放第一张幻灯片?]

简捷说法:

Lights off, first slide, please.

[关灯,请放第一张幻灯片。]



### 23.1.2 调灯光

I'm sorry that the slide is not clear enough.  
The slide is not so clear.  
Can you see that?  
Can you see the slide clearly?

Please darken the room a little more.  
If you could just turn the lights down a little bit.  
I think it may be better to dim the lights a little bit.

I don't know if the lights could be down a little bit for this slide.

[(……)很对不起,幻灯片不够清楚。请将房内的灯光调暗些(……)]

### 23.1.3 停放幻灯、亮灯

May I have the slide off and the lights on for a moment?

Could I have the slide off and the lights up?

Let's have the lights for a few minutes.

[(……)可否停放幻灯,亮一下灯?]

That's all for the slides. Now, may I have the lights on, please?

Now, we can have the lights on.

Now, you can turn on the lights.

Perhaps we could have the lights now.

Please switch on the lights now.

Lights on, please.

[(……)幻灯放完。现在请亮灯?]

## 23.2 幻灯内容说明

This slide

shows you  
demonstrates  
indicates  
illustrates  
displays  
lists  
summarizes  
exhibits  
presents  
depicts  
outlines  
represents  
points out

the male mortality from lung cancer in  
China, 1990-1994.

[这张幻灯片告诉你(……)中国 1990 年到 1994 年男性肺癌死亡率。]

<p>On this slide, you can see As shown here on this slide As you can see on this slide On this slide, you may find Please look at this slide you will see</p>	that	<p>the average annual dose of radiation in China is 2.5 mSv.</p>
---	------	--

[(……)在这张幻灯片上,可看到中国平均年辐射剂量是 2.5mSv。]

<p>In this slide, the</p>	<p>graph curve table diagram chart flowchart picture list photo</p>	<p>indicates shows illustrates</p>	<p>the rice yield in relation to the amount of nitrogen applied.</p>
---------------------------	---	--	--

[这张幻灯片中,矩形图(……)表示稻产量与氮肥使用量的关系。]

### 23.3 幻灯制作说明

<p>This line graph is</p>	<p>reproduced produced copied taken reprinted</p>	<p>with permission from <i>Electrical Engineering</i> 52:114, 1992.</p>
---------------------------	---	---

[这张线条图经《电工程》杂志(52:114, 1992)准许而复制。(……)]

<p>This table This line graph This photograph</p>	is	<p>based on Roberts(1987). adapted from the <i>CBE Style Manual</i> (CBE Style Manual Committee 1983, P.31 - 32) by courtesy of the Medical Illustration Department, Royal Free Hospital, London.</p>
---	----	---

[这张表(……)是根据罗伯特 1987 年的材料设计的。(……)]

## 23.4 幻灯片中有误或其他

I am sorry for		the wrong lettering in the slide.
I apologize for		the errors in this flowchart.

[很抱歉,幻灯片中标字有错。(……)]

I left a number out and I apologize for my carelessness.

I am sorry, the contrast of the slide is not good, but I hope you can still have the general idea.

[((……))很对不起,因粗心掉了一个数。(……)]

## 23.5 放幻灯

a. 请放下一张幻灯片

简单说法:

Next slide, please.

Next, please.

Next!

[请放下一张幻灯片。]

委婉说法:

Let's look at		the next slide		please?
I think we can move on to				please.
Let me show you				
Now, we can go on to				
Look at				

May I proceed to the next slide please?

[请看(……)下一张幻灯片,行吗?(……)]

b. 倒退幻灯片

To make a comparison,		can we return to the first slide, please?
Excuse me,		can we get back to the previous slide?

[((……))为了比较,请退到第一张幻灯片,好吗?(……)]

May I		go back two slides, please?
Could you		return to the second slide?
May we		have the previous slide again?

[((……))请退回两张片子,好吗?(……)]

Go back a slide, please.

Let's go back. No, not this one. One back. Back one more. Yes that's it. Thank you.

〔(……)请退回一张幻灯片。(……)〕

c. 纠正次序

Sorry, this one is in the wrong order.  
I think the order is reversed.

May I have the next one?  
Let's have the next one, please.

〔(……)对不起,幻灯次序错了。可打下一张吗?(……)〕

Oh, this slide is misplaced.  
I'm afraid I'm not asking  
for this slide.  
No, not this one.

Please skip it over. Yes, this is the  
correct one.  
Can we go back to the previous one?  
please.  
Next, please. Yes, this is the one I need.  
Thank you.

〔(……)这张幻灯片放错了。请放过它。对了,这张是正确的。(……)〕

d. 放快速度

Let's rush through the following slides rapidly.

The following three slides we will go through quickly without explanation.

〔(……)下面的幻灯片我们很快过一下。(……)〕

e. 放慢速度

Could you just hold  
Would you please leave

that slide for a moment?  
that slide on?

I'd like to stay on this slide for a moment.

〔(……)该张幻灯片留一会儿。(……)〕

Wait a minute, please.  
No, stay there.

I want to say more about this slide.  
The same slide, please.

〔请等一会儿。这张幻灯片我还要多讲一些。(……)〕

f. 省去一些幻灯片

Because time is limited,  
The time is up,

I'll have to omit the following slides.  
Let's skip to the last slide.

〔(……)时间不够,以下幻灯片省去(……)。〕

Would you please skip		the next three slides and go on to the table?
May I skip to		the next slide, please?

[(……)请跳过以下三张幻灯片,转到有表的一张,行吗?  
(……)]

Let's skip slide 4 and have slide 5.

I'll skip to this one. Move on, please.

Next, next. Go ahead. That's it.

Can you just go on, please? I'll skip a few slides. Next, next, next. Yes, stop here.

[(……)请跳过第四张幻灯片,放第5张。(……)]

#### g. 调整焦距

I'm afraid it's out of focus.

I'm afraid it is still a  
bit out of focus.

It's still not clear.

It's not so clear.

Can that be focused a little?

Could you focus it again?

I think you have to focus it a little more.

Perhaps you could focus it a little bit.

I think this could be focused a little bit more.

[恐怕焦距没对准(……)能不能再对一下?(……)]

If you could just focus it a little bit, please?

Could you sharpen it a little bit?

Can we get a better focus?

[(……)能否把焦距调一下?(……)]

#### h. 移动位置

Sorry, this slide is upside down.

Oh, this slide is inverted.

I'm afraid this slide is reversed.

I'm sorry, this slide is back to front.

Please correct it.

Could you adjust it?

Please turn it right.

I wonder if you could correct it.

[(……)这张幻灯片颠倒了。请纠正。(……)]

Could you

Would you please

move up

elevate

raise

bring up

move down

lower

bring down

the slide a little?

the slide please?

---

Please move the slide to the right a little.

〔能不能把幻灯片往上移一些? (……)〕

i. 焦距、位置纠正后的谢语

Yes, I think it's all right now. Thank you.

I think it's better now. Thank you.

Yes, that's good enough. Thank you.

That's fine. Thank you.

Fine. Thank you.

〔(……)现在好了。谢谢。〕

## 第二十四章 会下交流

出席国际会议不是单纯作报告、听报告。科学家除了解某学科进展、动态外,总希望每次会议获得更多的收获,包括结交朋友。为日后合作和交流建立基础。这些是了解科学信息不可缺少的,而信息则是科学进步的必要条件。

国际科技会议一般时间很短,为时一个星期左右,而正式学术交流时间只有两三天。其间有特邀报告、论文宣读、专题讨论会等等。由于时间限制,与会者总是利用会议的各种间隙,接触自己的同行,广泛交流学术观点及各自在科研中的成败得失。这种交流可以在老朋友和新朋友或者完全陌生的同行间进行,可以说交流比较随便,只要双方感兴趣,没有时间限制,即使比较隔膜,三言两语,也许也有所得。而交谈形式多种多样,大凡会议上下一切时间、机会均可利用。吃饭、喝茶、喝咖啡、招待会、午餐会、娱乐会、参观、访问、约会、各种聚会,这些活动在科学会议期间都是带有学术色彩的,科学家们所谈总不会离开自己的专业范围,所谓“三句话不离本行”。

### 24.1 交谈对象

会议上交谈对象,不外乎以前的熟人和陌生人。熟人和初次相见者,打招呼和聚谈总有些不同。

#### 24.1.1 初次相见

初次相见,用不着拘束。国际会议上与会者相互接触的机会很多,可以自我介绍相识,或几个人在一块,相互介绍引见,然后进行交谈。往往有初次相交便有一见如故者。出席会议者均佩带姓名胸卡(identification card, name badge),相互辨认姓名比较方便。在自我介绍时,不要在自己的姓名前加头衔,要直呼姓名。

Please allow me to introduce myself.  
I don't believe we've met before.  
I believe you're professor Smith.  
Aren't you?  
You are professor Smith I think.  
I've seen you somewhere before.  
Excuse me, but are you professor  
Smith? I presume?  
Hello. Aren't you professor Smith?  
I met you at the party last night.  
Do you remember me?  
Are you professor Smith?

I'm Wang Lei, Department of Physics,  
Beijing University.  
My name is Wang Lei. I'm from  
Department of Physics, Beijing  
University.  
I'm from Department of  
Physics, Beijing University.  
Here's my name card. I've  
heard a great deal about you.

[(……)冒昧介绍我自己。(……)我是北大物理系的王雷  
(……)]

另一种情形是在某种场合,与会者希望通过第三者介绍去结  
识,进而交谈。常用动词 introduce, meet.

Professor Morgan, may I ask you to introduce me to your friend  
professor Smith?

I'd be very much pleased if you could introduce me to professor  
Smith.

I want to have a talk with professor Smith. Would you please be so  
kind as to introduce me to him?

How about introducing me to professor Smith?

[(……)摩根教授,能将我介绍给你的朋友史密斯教授吗?]

I'd like to meet professor Smith. Would you kindly do me a favour?

If it's not too much trouble, would you be good enough to let me  
meet professor Smith?

[(……)我很想见见史密斯教授。能否帮帮忙?(……)]

介绍之后,双方表示相见高兴之类话语,再讲一些亲近的话  
题,然后转入正题。初次见面不易记住对方姓名,但可询问对方,  
甚至姓名的拼写。这样便于交谈。如问:

Sorry, I didn't get  
Sorry I can't pronounce  
Oh, Smith, isn't it?

your name. How to spell it?

Well, may I know your name?



[(……)我可以知道你的姓名吗? (……)]

### 24.1.2 熟人相见

熟人相见,规矩要少些。按场合,说话比较简单、随便。

How are you, professor Smith? I'd ask you for some advice.

Hello, Smith. Are you free now? I'd like to have a talk with you about continuing education in the States.

Hi! Have you heard about the treatment of leukemia? That's rather stupid, I'm afraid. What do you think of that?

How are you doing, Mr Rosen? I just dropped in for a chat.

Professor Smith, shall we go on with the subject we talked about this morning?

[(……)史密斯教授,你好吗? 我想征求你的意见。(……)]

总之,无论熟人和初次相见者,事先要对对方有基本了解,包括专业特点、研究课题、研究水平、发表过哪些论文、著名程度等等。这样再作主动交谈,有目标,有具体题目,能找到共同点。这样也能引起对方的兴趣,便于说出一些真知灼见来,往往是平常难以了解到的信息。

### 24.1.3 引起对方的兴趣

无论熟人或初次相见者,交谈前说些“恭维”的话,总不失为错。这是引起双方谈话兴趣的手段。当然,这里的“恭维”是指研究成果、成就,有针对性的,不是阿谀奉承。

问:

Your presentation	is	interesting.	But I'd like to know the meaning of "a full life". But what do you mean by "a full life"?
Your speech		impressive.	
Your talk		informative.	
Your study		provocative.	

[(……)你的发言很有趣。(……)但我想了解“充实生活”的含义。]

答:

Thank you for your comment. To your question, I mean, whoever lives self-consciously a full life, regardless of so-called "chronological" age. Self-awareness enables one to carry on his life's work full-scale.

〔谢谢你的评价。你的问题,我意为无论什么人,应该有意识地过一种充实的生活,不管所谓的“年代”年龄。自觉能使一个人充分展现其生活能力。〕

问:

I've traced your publications on science editing before the seminar. I learned a lot from them. Your presentation sounds as if the editor has a heavy burden of responsibility. What kind of training is needed?

〔在讨论会之前我查阅了你发表的著述。从中,我学到许多。你的发言好象表示主编负有重大职责。那么需要什么训练呢?〕

答:

Thank you for your interest in my publications. Oh, your question is important. There are no schools for science editors. They learn their craft mainly through experience. There are many paths to the editor's desk and no prescribed course of training or professional certification is required to get there. However, most future editors will have evinced an early interest in the topic by their association with a scientific journal as a reviewer and a member of an editorial board or part time editorial staff. Some serve apprenticeships as associate or deputy editors before assuming senior responsibility. In any case, I believe that the essential editorial abilities are innate, not learned. The technical skills of editing can be acquired but the qualities of mind and temperament necessary for success cannot.

〔谢谢你对我的出版物感兴趣。你的问题很重要。没有培养科学编辑的专门学校。他们主要靠实践获得技能。成为总编的途径很多,不需要有专门课程训练或职业资格证书。但是多数未来的总编很早会表现出对编辑的兴趣,与某一个科学刊物有着关系,如做审稿人、编辑委员会成员或兼职编辑。有些人在承担最高职责前,像学徒一样做副总编。总而言之,我认为基本编辑能力是天性,不是后学的。编辑技能可以取得的,但是取得成功,所需头脑的潜质和本人气质是无法获得的。〕

#### 24.1.4 持不同观点

观点不同是学术交流中的正常现象。在交谈中要善于寻找共同点。这样便于深入,或许从其中获得某种启发。

Hi, Gene. We discussed the impact factor during the break. I have no different views on the immediacy index, which sounds reasonable. The impact factor, however, has long seemed to me to be crude, not notably discriminating approach to judging the influence of journals on each other and their direct influence on the practice of medicine.

[您好,尤金。休息时我们讨论了影响因子问题。我对当年引用指数没有异议,它是合理的。但是,影响因子在我看来是不成熟的。它不能明确判断刊物间相互影响以及它们对医学实践的直接作用。]

Professor Jackson, you said "Hubble Space Telescope's setback will strengthen the argument that big, expensive instruments are just a mistake". Already, there is widespread speculation that—partly as a result of the Hubble problem—other major space projects are threatened, including NASA's proposed \$37 billion space station and the \$50 billion plan for six satellites to monitor the earth's environment. In my view, wholesale cutbacks on these grandiose, visionary projects could deal a devastating blow to international science. Without question, the telescope's flaw is disappointing, but even more damaging than several years' delay in the Hubble's scientific mission would be drawing the wrong lessons from its problem. We both agree that throughout history, those who dared greatly have always risked failure, have always had to surmount unforeseen obstacles. Perhaps the most beneficial lesson to be learned from the Hubble disappointment is that the need for science to communicate with the public is especially urgent when Big Science projects are involved.

[杰克逊教授,你说“哈勃空间望远镜的挫折将助长巨大、昂贵的仪器是错误的争论。”现在已经广泛流传猜测—部分原因是哈勃望远镜出了问题,即其它主要空间项目将受到威胁,包括国家宇航局拟资370亿美元的空间站和耗资500亿美元建造并发射6颗卫星,监测地球环境。我的观点是,大规模削减这些规模宏大、远见性项目会给国际科学事业以致命的打击。毫无疑问,哈勃望远镜的失误令人失望,但是比几年前推迟其科学使命更具破坏性的,是

从这次事故中汲取错误的教训。我们都认为,在历史上,那些敢于进取者总是冒着失败的危险,总是要克服难以预料的障碍。恐怕从哈勃望远镜失败中吸取的最好教训是,涉及大科学计划,科学与大众沟通是最迫切需要的。]

## 24.2 预约交谈

预先约好同对方交谈是会议期间常有的事。这样做,对讨论的问题,双方都心中有数,有所准备。当然题目宜集中,便于深入。另外,会议期间活动多,人人都有私下交流活动,要约定双方均感合适的时间,不妨碍其它活动;也可确定地点,形式、占用时间等。约定晤谈,可用电话联络,当面商量、便条等方式。这类用语很多。如:

Professor Obey, I wish to have a talk with you about science review you mentioned in your presentation.  
Professor Morse, I have something to discuss with you as to superconductivity.

I would like to know if you have time this evening at eight.  
Could you spend a little bit of time on that topic with me?  
What time would be convenient for you? Would eight o'clock be all right this evening?  
I wonder if you could fix a time for our discussion?

[(……)奥贝教授,我希望与你谈谈你发言中提到的科学审查问题。我想知道今晚8点你是否有时间。(……)]

### 24.2.1 注意言语委婉

交谈是双方的接触。科学家之间进行学术交谈是高尚文明的表现。谈话中无论是诙谐和谦逊,都体现出交谈双方文明、修养水平,反映一国知识分子的形象,甚至民族素质、特性。

#### a. 观点不太明确时

在谈及不太肯定、明确的观点和问题时,往往语气要婉转一些,留有余地,实是求是,切莫虚夸。

I wonder if I could say that  
I'm not sure that  
I suppose (guess, think) that  
I'm afraid it's very unlikely that  
It might be correct that  
Perhaps (maybe)  
It's hard to say that

mathematics instruction in U.S. schools is in  
a terrible state.  
the mathematics yield of U.S. schools – the  
sum total of mathematics learned  
by all students – is substantially less  
than that of other industrial nations.

〔我是否能说(……)美国中、小学数学教学状况很糟。  
(……)〕

#### b. 说明自己的观点, 征求看法

Professor Chen, you've read (gone  
over, gone through) my paper.  
That's what I've done in the study.  
That's what we found in this study.

What do you think of it?  
What's your impression of it?  
I'd like to know your comments on it.  
What's your opinion of it?  
I'd like to have your views on it.

〔(……)陈教授,你读了我的论文。你认为怎样?(……)〕

#### c. 请求对方谈什么、做什么

Professor Clark, could you please tell me  
May I ask you  
I wonder if you could tell me  
Would you mind if I ask

whether foreign postdocs  
working in U.S. labs are being  
exploited.

〔(……)克拉克教授,能否告诉我,在美国实验室工作的外国  
博士后研究生是否遭受剥削。〕

#### d. 指出错误或不同意见

交谈中,发现观点有不同,不能唐突。

I'm afraid  
I think  
I thought  
I'd say  
I wonder if

there is an error in statistical analysis of your experimental  
results.  
you have come to a wrong conclusion.  
there is something wrong with your experimental method.

〔(……)恐怕你的实验结果统计分析有误。(……)〕

### 24.2.2 交谈气氛

会下交谈,应该是随便、自由自在的,所以在谈话中各种话  
题都可以谈一谈,民族风情、文化艺术、宗教、哲学、社会习  
俗、个人爱好、家庭、社交、天气、饮食文化等等,均可资谈

助。往往科学家之间在这些方面能找到共同的话题，也有助于学术交流的深入、融洽。

## 24.3 转移话题

交谈投机，意兴很浓，换题目也是顺理成章的事。但是转题要恰到好处，待双方都觉得前边的问题已经差不多了，也有收获，此时一方客气地向对方提出谈别的内容，似乎比较容易谈下去。

### 24.3.1 常见转移话题词话

By the way	are you interested in the topic of sexual behavior?
Well,	shall we move on to global warming?
And,	would you mind talking about AIDS prevention in China?
Oh,	do you happen to know acid rain?
	How do you think of the family planning program in China?
	how about your study on acid rain? Have you published
	any papers on this subject?
	can we concentrate on the problem of global warming?

[顺便说说(……)你对性行为这个题目是否感兴趣?(……)]

Well, so much for this question. Now let's turn to global warming.

All right. We have something else to discuss, for example, global warming.

I've learned that you are specialized in environmental protection, why not we talk about it?

Perhaps you'd like to know something about global warming.

[好,这一问题就到此为止。现在让我们谈谈地球变暖问题。(……)]

## 24.4 交谈结束

交谈虽是双方同意或事先约好，但不能拖延太长时间。主动一方要有时间观念。即使双方谈兴很浓，也要意识到时间拖长了，表示歉意。当对方精神不太集中，面有难色，这表示对方不想再谈下去，或有其它原因，这时主动一方要打住，表示交谈结束、告辞。

### 24.4.1 告辞

a. 出于礼貌要主动提出，让对方有准备，不可唐突。

It's getting late.	I'm sorry I must be going now.
Well, it's getting late.	I'm afraid I must be leaving now.
	I'm afraid I'll have to hurry away.
	I'll say goodbye to you.
	I must be off now.
	I've got to be moving along.
	I really should be off now.

[很晚了(……)。非常抱歉,我该走了。(……)]

b. 挽留,是一方表示要走,另一方说的客气话。

So soon?	Can't you stay a little longer?
Already?	Won't you have another coffee?
	Then I won't keep you. Hope you'll come over again.
	But it's still early.
	Well, in that case. I won't keep you any longer.
	Please drop in whenever. You're free.
	Well, see you then.
	I do enjoy these little chats with you. You'll never outstay (overstay) your welcome.
	But it's been so nice seeing you.
	But it's a pleasure to have you. Thanks for coming.

[这么快?(……)能不能再呆一会儿?(……)]

说再见是暂时的,会议期间的约会、交谈,往往会议还没有开完。双方还有见面的机会。非正式场合可说。

bye; bye-bye; see you; see you later; see you then; so long; see you tomorrow; 等。

晚间交谈结束可说: good-bye and good night; take care; sleep well; 等,伺机而语。

如果大会结束,即将各奔东西,可说:

I hope to see you again soon.

I'll be seeing you.

So long.

Cheerio.

I hope to see you next year in Beijing. Goodbye.

## 第二十五章 会议后联络

国际科技会议结束之后,代表们各奔东西,有的回国,有的顺道去别国继续讲学、参观、访问、旅游、参加会议。会议结束,科学家回国后,最后都要坐下来整理行篋,出于礼貌,给会议有关人员写感谢信,发电子邮件或进行其它联系,建立某种学术往来关系。另外,要做的工作是整理会议材料,包括论文、讲稿等,可以归入自己的学术资料档案,随时备查、交流。实际上,所有这些都是国际会议后学术活动的延续。

### 25.1 写信建立联系网络

给会议上有关人员及结识的同行写信,表达对在会议期间给予关怀的感激之情。这种信与电子邮件通常没有原则区别,只是所写与会议关系多一些。有对收信人对会议作出的贡献的赞扬,对会议提交、宣读的论文的称誉,也有表示交流合作的意向、打算等等。下面列出数例。

#### 25.1.1 致谢信

##### a. 致大会主席、东道主

Dear Professor Lederberg:

As a Nobel laureate and chairman of the Conference on Genetic Recombination in Bacteria, you have won respect and admiration of all the attendees for your efforts in making the conference successful and in facilitating international exchange of science information in this field. I am particularly grateful to you for your careful arrangement for my oral presentation at the plenary session and for the long discourse with you out of your overwhelmed schedule. With this gratefulness, I am writing to you at my study inviting you visit our laboratory next year so that I can reward you for your kindness. Once again, my hearty thanks to you.



Sincerely yours,

〔你作为诺贝尔获奖者和细菌基因重组会议主席,你使会议圆满成功并促进该领域科学信息交流而作的努力,赢得所有与会者的敬重和称誉。我特别感谢你为我安排在全会发言,并在繁忙的时间表中拨出时间作长谈。抱着感激之情,我在书房中给你写信邀请你明年访问我的实验室,藉此报答你的盛情。再一次表示衷心感谢。〕

Dear Dr Wang:

Thank you very much for your warm hospitality, that made my colleagues and I feel at home during the conference. We appreciate especially the scientific programs, both interesting and provocative, that provided us many opportunities of contacting and talking with the scientists from other parts of the world. In addition, the social programs also made this conference colorful and enabled us to know the great civilization of China. We are looking forward to meeting you in the States in the 1994 conference.

Best wishes.

Sincerely yours,

〔谢谢你们的热情款待,它使我的同事和我感到在会议期间仿佛在家里一样。我们特别感谢科学项目的安排,既有趣又有启发性,使我们有许多机会与世界其它各国的科学家接触和交谈。此外,社会活动项目也为会议增添了光彩,使我们了解到中国的伟大文明。我们盼望1994年在美国召开的会议上再见。〕

Dear Dr Geekie:

I would like to thank you and your colleagues for the hospitality extended to the Chinese Medical Association Delegation during its visit to your country and attending the Medical Conference of North America. We shall ever cherish the happy memories of our sojourn in Canada.

We are earnestly looking forward to the visit of the delegation of the

Canadian Medical Association to our country in the very near future. Your reciprocal visit will certainly further enhance the mutual understanding and friendship between the medical workers of our two countries.

My colleagues and I would appreciate it very much if you would, at your convenience, send each member of our delegation a set of the newspaper clippings and medical publication articles on our activities in Canada. We shall also be happy to receive your *CMAJ*.

Yours sincerely,

〔感谢你和你们的同事在中华医学会代表团访问贵国和出席北美医学大会期间给予的款待。我们将永远珍存在加拿大逗留的美好记忆。我们盼望着加拿大医学会的代表团不久访问我国。你们的回访定会进一步增强两国医务工作者之间的相互了解和友谊。我和我的同事们希望在你方便的时候,寄给代表团每人一份有关代表团在加活动的剪报和医学刊物报导文章。我们也乐于得到《加拿大医学会杂志》。〕

Dear Dr Sterky:

Through your kind invitation we had the opportunity of attending the Seminar on the Dilemma of Quality, Quantity and Cost in African Child Care. We would like to express our sincere thanks to you and also to our Ethiopian and Swedish friends for the warm and friendly hospitality extended to us during the conference.

Our visit and the seminar enable us to gain much experience from our colleagues and friends in Ethiopia, Sweden and other African countries, and have deepened the friendship and mutual understanding among us. We have every confidence that the cordial relations between us will be further developed and consolidated.

May Ethio-Swedish Pediatric Clinic make new achievements in its future work.

Sincerely yours,

〔由于你的盛情邀请,我们有机会出席“非洲儿童保健质量、数量和费用困境研讨会。”在此,我要向你和埃塞俄比亚和瑞典朋友在会议期间给予我们的热情友好的款待,表示衷心感谢。这次访问及讨论会使我们从埃塞俄比亚、瑞典和其它非洲国家的同事及朋友那里学到许多经验。同时,加深了我们的友谊和相互理解。我们深信,我们之间的诚挚关系将得到发展和巩固。祝埃—瑞儿科医院在未来的工作中取得新成绩。〕

b. 致友好、同行

Dear Dr Fowler:

My friend. How are you doing? Regarding your paper *Exaggerated Responsiveness to Thyrotrophin Releasing Hormone: A Risk Factor in Women with Coronary Artery Disease* read at the Beijing Conference, I wonder if you has been so persistent with your request that this should be published in *Circulation*. It seemed to me from memory that there were two problems with the study. One was that it was performed inadequately, and the other was that the hypothesis seemed unlikely. It is my opinion that the paper is too weak scientifically to be published as it stands, but I do think you should pursue this work and resubmit it.

Best wishes to your family

Sincerely,

〔我的朋友,你好吗?关于你在北京会议上宣读的论文《释放激素的促甲状腺激素引起的过强反应:冠心病妇女的危险因素》,我觉得你是否太执意在《循环》杂志上发表了。我认为该项研究存在两个问题。其一,工作做得不充分;其二,假设似不可信。我的看法是目前这个样子,文章的科学性较差,不宜发表;但我认为你要把这项工作继续搞下去,到时再投稿。向你家人致良好祝愿。〕

Dear Professor Tatum:

Your recent paper *X-ray Induced Mutant Strains of Escherichia Coli* has just come to my attention, and has proven very fascinating. I should be

very much obliged to you for reprints of this paper and your preliminary one last summer. I shall take the liberty of writing to you at this length in support of a request that I hope you will entertain.

After doing some work on adaptation (part of which is nearly ready for publication) in *Neurospora* mutants, it occurred to me that no adequate investigation of a genetic nature had been made to demonstrate the existence or absence of sexual recombination in bacteria. Such things as the distribution of somatic and flagellar antigens in the *Salmonella* group very strongly suggest that such a process may occur, but no very successful attempt seems to have been made to determine the recombination of bacterial characters. The nutritional mutants described by yourself and Roepke et al would seem to fill the bill...

I have not yet gone very far in the genetic tests I mentioned (explicitly) on these strains: the methionineless is quite rough therefore possibly not so satisfactory. I had planned to do essentially what you have accomplished: prepare a double mutant by subjecting the prolineless to the same selective procedure used obtaining methionineless, but that seems unnecessary now for a demonstration that independent (X-ray mutable) genes exist. It has seemed to me, however, that despite the apparent stability of the types I now have, and what is I hope adequate technique to eliminate contamination that it would be highly desirable to have genetically marked strains before any attempt was made to perform the experiment. I should therefore be very much obliged to you for cultures of your biotin double mutant series for the purposes of this investigation...

If an investigation of this sort has already occurred to you, please let me know, as I am sure that you can do a much better job and have better facilities for it than I; on the other hand, if your plans do not include work such as this I should appreciate very much the service I ask of you...

Sincerely yours,

{我注意到你最近发表的论文,《爱克斯线引起的大肠杆菌变种》。此文非常吸引人。如寄我该文和去夏发表的一篇论文的单

行本,我将非常感激。在此,我冒昧去信提出一个请求,希望不弃。

在链孢霉属变种中做一些适应性选择工作后,我发现,基因特性调查不够是不能显示细菌性重组存在与否的。像躯体和鞭毛抗体在沙门氏菌组中分布这类现象非常清楚地表明,这一过程可能会出现。但是尚未有成功的尝试测定出细菌特性的重组。你及洛依克等报道的营养变种似乎能解决问题。

我在上述种株基因测定方面进展不大。无蛋氨酸还相当粗糙,不够满意。我计划主要做你已做的工作:用获取无蛋氨酸同样的方法获取无脯氨酸,制备一种双重变种。但是这种方法用于表明独立的(爱克斯线变异)基因存在,现在似乎没有必要。但对于我来说,除了现有类型的明显稳定性外,我希望有足够的技术消除污染,这样可以在进行这一实验之前,很方便地获得基因明显的种株。为此,我特别感谢你能为这次研究培养生物素双重变异系种株。

如果你已经做了这类研究,请奉告。因为我相信你能做得很出色,你的设备比我的要好。另一方面,如你计划中不包括这一工作,我希望得到你的帮助,我将表示感谢。]

### 25.1.2 推荐信

Dear Professor Booth:

I am delighted to recommend Li Wei, a graduate student in my laboratory, for a postdoctoral fellowship in your department. I believe that Mr Li, who is one of the most gifted student I have encountered in my twenty years of teaching, would gain much from the experience and also be an asset to this host laboratory.

In 1979, Mr Li obtained a bachelor's degree in basic medical science from Shanghai First Medical University, one of the most selective medical schools in China. Since then, he has pursued advanced study in my laboratory; his master's thesis was entitled *Immunologic Abnormalities in the Acquired Immunodeficiency Syndrome*, and he is now preparing a doctoral dissertation on pediatric acquired immunodeficiency syndrome. Already Mr Li, who has mastered such techniques as

demonstration of B lymphocyte defects in vitro and shows a rare talent for experimental design, has become a valuable member of my staff. In fact, he has coauthored three papers published in the prestigious *National Medical Journal of China*.

I believe that not only Mr Li's skill in science but also his personal attributes suit him very well for a year of advanced study in the United States. Mr Li is extremely responsible, hardworking, and considerate. Also, he has a great interest in people and events around him, as well as a fine sense of humor. Let me add that several visiting scientists from the United States have assured me that Mr Li's command of English is more than sufficient to enable him to work in a U.S. laboratory.

In summary, I have the highest regard for Li Wei and believe that he would make excellent use of an opportunity to study abroad. It is thus with the greatest enthusiasm that I recommend him for a postdoctoral fellowship in your department.

Sincerely yours,

〔我非常高兴介绍我实验室研究生李伟去你系读博士后研究生。李先生是我 20 年教学生涯中所见到的最有天赋的学生,我相信他会从实践经验中学到不少东西,还会成为接受他的实验室的宝贵人材。

1979 年,李先生在上海医科大学学习,获基础医学学士学位。上海医大是中国几所重点医学院校之一。以后,他到我实验室研修。他的硕士论文题目是《获得性免疫缺损综合症的免疫异常》。现在,他正在撰写关于小儿获得性免疫缺损综合症方面的博士论文。李先生已经掌握了活体外显示 B 淋巴细胞缺损等技术,在实验设计方面显示出少有的才能。他是我助手中的出类拔萃者。实际上,他与其他作者联名在著名的《中华医学杂志》上发表了三篇文章。

我相信,不仅李先生在科学方面的技能,而且其人品,都非常适合在美国进修一年。李先生是办事极其负责、刻苦、周到的人。此外,人缘很好,对周围的事很关心,又有幽默感。另要补充说明

的是,几位美国来华访问的科学家向我保证,李先生的英语水准足以在美国的实验室内工作。

总之,我是非常器重李伟的,并相信他一定会很好地利用在国外研究的机会。这是我以最大热情推荐他在贵系做博士后的原因。]

### 25.1.3 邀请国外同行来华讲学

Dear Dr Moore:

Good news! I just learned that, as hoped, you will be invited to lecture here next autumn. The Beijing University will send you an official letter of invitation soon.

From our standpoint, the best time for you to come would be the last two weeks in September and the first two weeks in October. We hope that your wife can accompany you.

While you are here, we hope that you can give about six to eight lectures, as well as spend some time in the laboratory. We would be very interested in hearing several lectures on the general topic of superconductivity, and some presentations of your own research. All members of our department know some English but listening comprehension levels vary, so I will serve as your interpreter.

It occurs to me that your wife is also a scientist. Might she be interested in giving a seminar in Beijing, if that could be arranged? If so, please send me a copy of her curriculum vitae.

Of course, we will not make you work the entire time that you are in Beijing. We will arrange for you to visit the Great Wall, the Palace Museum, and other sites of interest in the Beijing area. Also, if you would like to spend a week or two seeing other parts of China after you leave Beijing, we can make travel arrangements for you. Let us know what you would like to do.

During your stay in Beijing, the university will provide your lodging, meals, and local transportation. Unfortunately, the university cannot pay for your flights to and from Beijing or for travel in other parts of China.

To help answer questions that you may have, I have asked Mr Lawrence L. Weed (the American whose scientific information course I took last year) to send you a copy of his recent memo, *Preparing for Your Stay at the Beijing University*. Mr Weed says that if he can be of help in any way, you should not hesitate to contact him.

Let me say how excited I am that you will be visiting our department. As the time of your stay approaches, I will send you more detailed information. Meanwhile, please let me know what questions you have.

Best regards to your family and to everyone in the lab.

Warmly,

〔好消息！正如期望的那样，我已获悉明年秋天你将被邀请来此地讲学。北京大学不久将正式给你发出邀请。按我们的看法，来此地的最佳时间是9月份最后两周和10月份的第一、二周。我们希望你能同夫人一起来。在这里期间，希望你能作6~8次讲课，并做一些研究。我们希望有几次讲课内容涉及超导一般内容，另一些关于你自己的研究工作。我们系的成员懂一些英语，但听力水平不齐，因此由我来做你的翻译。听说你的夫人也是科学家。她是否有意在京作一个讲座，并由我们来安排？如果可以，请将她的简历寄一份给我。当然，我们不会让你在北京整天工作的。我们会安排你游览长城、故宫等北京地区的名胜古迹。另外，如果你愿意在离京后花一二个星期时间看看中国其它地方，我们可为你做好旅行安排；请告诉我们你的打算。在北京期间，北京大学提供住宿、膳食、交通。但是校方不管往返北京机票和在中国其它地方旅行的费用。如你有什么问题，我已经让劳伦斯·威德先生给你一份他最近编写的备忘录《逗留北大的准备》。威德先生是美国人，在北大教科学信息课。去年我听过他的课。威德先生说只要对你有帮助，你可以同他联系，不要不好意思。你将来访，我说不出的高兴。随着时间临近，我会给你一些具体材料。同时，希望有问题就告诉我。问候你全家和实验室全体成员。〕



#### 25.1.4 询问进修机会

Dear Dr Martin:

As a Chinese cardiologist who has been granted funding for advanced study in the United States, I would like to inquire about the possibility of spending a year in your laboratory.

As noted in the enclosed curriculum vitae, I graduated from Shanghai First Medical University in 1955. Since completing my residency, I have been a faculty member at the Peking Union Medical College (PUMC). In recent years, my main research interest has been high blood cholesterol. I have read many of your articles on this topic, and I think that I could benefit greatly from studying in your laboratory. While in the United States, I shall be especially interested in learning the techniques of estrogen replacement, and I would also like to observe how clinical laboratories function in your country.

If possible, I would like to arrive in the United States in August or September of 1994. The PUMC will pay for my transportation and living expenses. Because passports and visas sometimes take several months for us to obtain, I am especially eager for your reply. Thus, in the interest of time, I have taken the liberty of enclosing letters of recommendation.

Thank you for your attention. I hope very much that you can accept me as a visiting scholar, and I look forward to hearing from you.

Sincerely yours,

〔我是中国心脏病医生,已获去美国进修的资金。我想了解在贵实验室进修一年的可能性。一如我在简历中已经说明,我1955年毕业于上海第一医科大学。做完住院医师后,我在北京协和医学院当教员。近年,我的主要兴趣是研究高血脂。我读过你这方面的许多文章,我认为,我可以在你的实验室中作研究获益良多。在美期间,我会对雌激素替代技术特别感兴趣。同时,我还想观察美国临床实验室是怎样发挥作用的。如可能,我想在1994年8月或9月份到达美国。协和医学院将为我支付交通费和生活费。因

为护照和签证要花费几个月时间才能办好,我特别想得到你的答复。因此,考虑到时间,我冒昧附去推荐信。谢谢你的关注。我非常希望你能接受我作为一名访问学者。盼望你的答复。]

写信建立正常交往关系,这是国际学术会议后要做的事。与会者可以按所接触的人物在学术方面著名程度、权威性和地位,建立学术人物交往名录。这是日后在更高层次接触学界人士所必需的。这样可以有更多的机会参加学科的各种学术会议,更快了解国际最新研究成果,推动科研合作和进步。

## 25.2 总结学术会议资料

### 25.2.1 撰写书面材料

国际学术会议结束,与会者在短短的几天中便能得到大量学术信息资料。有些内容在会议期间不可能迅速消化、理解,回国后有必要作整理,使之条理化、系统化。

作为学术资料的累积,与会者可着重学术方面说明会议议题、讨论范围、结果解决了什么问题、尚存在什么问题有待解决。写总结,要有具体材料、有分析、有理论、有己见。既然是总结,要简明扼要,浓缩会议精华。

根据会议的收获,与会者可以结合自己的工作,提出建议,制定新的研究目标,以及确定实现这些目标采取什么措施或改进现有方法的具体途径。当然写法很多,可分问题写或按自己的感受写。这种总结或许也可以充实后作为刊物的评论、通讯一类文章发表,直抒胸臆往往为读者所欢迎。

### 25.2.2 修改发言稿供会议汇编用

有些国际会议论文汇编(或文摘集)是在会议前就编定的,临开会前就提供给与会者。也有些会议,论文汇编是在会后整理出版的。会议发言稿和宣读的论文经整理后,更完整,更有条理,更接近发表的水平,而且有的会议论文几经审稿,最终出版,过程是严格的。另一情况是会议论文经审稿,由组织会议的学术团体推荐给自己主办的刊物发表。形式有零篇发表,也有以增刊、专刊发表。一般而言,收入增刊或刊物发表的文章水平比较高,几经审

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稿,或经重新修改,最后确定下来。而文字修改后也可脱离口语体,接近一般学术论文。被选中作为论文汇编的稿子,或作增刊文稿刊出,作者要遵照组稿要求加工整理,与一般论文写作要求没有什么区别。

## 第二十六章 主持大会开幕式、闭幕式

科学家参加国际科技会议,由于其学术造诣和非凡经历,在国际学术界的影响,可能被推选为大会的主席(chairman, cochairman, chairperson, cochairperson, chair, cochair,)主持大会,或者是大会分组会、报告会的主持人(moderator, session leader)。主持大会,包括开幕式、闭幕式、全体会议,一般由主席、两主席主持。主持者的发言与主持分组学术讨论会不同。而主持分组会议首先要了解会议的议题,即讨论的题目、内容。主持者在讨论过程中,要自始至终把握好方向。所以,事先要对各发言者的发言内容心中有数,要阅读他们提交的论文或文摘。同时,要与会议秘书处工作人员密切协作,安排好发言的次序,和有针对性的应变措施。主持者要使发言和讨论活跃,人人投入,这也是会议开得成功的因素之一。因此,主持会议,介绍发言人及总结各个发言的语言表达是主持者力求要掌握并娴熟的。

### 26.1 开幕式

#### 26.1.1 常用语

宣布大会开幕,常用的套语有 declare...open, open。句子可以按情况组合。

I now I hereby I'm delighted to I'm very proud and pleased to I consider it a great honor to Now, I'd like to	declare	the 6th International Conference on Cardiology	open.
--	---------	--	-------

[现在,我(……)宣布第六届国际心脏病学会议开幕。]

It's indeed a great pleasure and privilege for me to open It gives me a great privilege to open I take pleasure in opening I have the honor of opening It's with great pleasure that I open		the 10th Annual Meeting of the International Society of Surgery.
--	--	--

〔我感到非常高兴和荣幸(……)宣布国际外科学会第 10 届年会召开。〕

### 26.1.2 表示欢迎的用语

I'm honored to have the opportunity to I'd like to	welcome	you all to Beijing and participate in this meeting.
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〔非常荣幸(……)欢迎大家来北京参加这次会议。〕

On behalf of the Chinese Society of Cardiology,	I welcome you to I'm very happy to welcome all of you to I bid a warm welcome to all gathered here to participate in	the Beijing International Conference on Cardiology.
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〔我谨代表中华心脏病学会,欢迎大家(……)出席北京国际心脏病学会议。〕

As the Chairman of the Organizing Committee, I have the pleasure and honor of welcoming all of you to I begin by welcoming you to Welcome to		the Beijing International Conference on Cardiology.
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To all participants, particularly those who come from far off countries, welcome!

〔欢迎大家(……)出席北京国际心脏病大会。〕

With a profound feeling of pleasure and privilege, I I, on behalf of the organizing committee of this conference, It is my pleasant duty to	extend	a hearty welcome to you all, especially to the many distinguished guests from abroad. to you a cordial welcome on behalf of the Chinese Society of Cardiology.
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〔我深感荣幸,代表组委会(……)向大家特别是许多来自海外的贵宾们表示衷心的欢迎。(……)〕

### 26.1.3 感谢语

I'd like to I wish to	thank	all of the participants for their interest and efforts in helping us to make this conference possible, especially those who have traveled great distances and taken valuable time from their very busy schedules to attend the conference. the distinguished group of participants and registrants for their efforts and attendance.
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[我要感谢(……)所有出席本次会议的成员,感谢他们对会议的兴趣和使会议成功召开做出的努力,特别感谢那些不远万里,从繁忙的工作中抽时间出席会议者。(……)]

My special thanks go to Our gratitude to		those who have traveled great distances to be here. each of the participants and attendees, many of whom have come long distances to contribute to the congress.
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[我要特别感谢(……)那些不远万里来这里者。(……)]

We	deeply appreciate your coming to share with us this unique experience. are fortunate in having with us so many colleagues from abroad. are delighted that scientists from more than 20 countries have come to Beijing for this occasion.
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[我们深深感谢(……)你们来到这里与我们共度这一特别的时刻。(……)]

### 26.1.4 会议产生、筹备背景

#### a. 词语和句型

to trace the origins of the conference...; the idea of having an international workshop ... arose ...; the reasons for organizing this conference vary...; the increasing problems in... prompt the organization of a conference on...; the preparation of this gathering goes back to...when ...; two years ago, Dr Chen suggested that this conference be held in...; there are two reasons for organizing this meeting. First...Second...; this is the first seminar in this field held in China...; this conference differs somewhat from other conference in...

#### b. 语段

First, I would like to trace the origins of this symposium on STD. At the 1992 World Conference on AIDS held in Amsterdam, professor Meyer

approached me with the idea of organizing a symposium on STD in Beijing. He had had encouragement from correspondence with Dr Berman, president of the American Medical Association.

〔首先,我要回顾一下本次性传播疾病讨论会的起因。在1992年阿姆斯特丹召开的世界艾滋病大会上,梅厄教授与我谈起在北京召开性传播疾病的讨论会的想法。他与美国医学会主席鲍曼医生事先有过联系,并得到鼓励。〕

The decision to hold this meeting results from a growing awareness that the clinical problems associated with STD are increasing in number and complexity, that our understanding of the basic mechanisms of STD is deficient, and that our current therapy of this disease and its complications should be critically evaluated.

〔决定召开这次会议是有一个共识,性传播疾病临床问题渐多而又显复杂,对性传播疾病的机制认识不足,对该病及并发症的治疗需重新进行严格评价。〕

Three years ago, at the 14th International Conference on Tropical Diseases held in London, we requested to hold the next conference in China in 1994. We are now very glad to have the opportunity of holding the 15th conference in Beijing.

〔三年前,在伦敦召开的第14届国际热带病学大会上,我们请求下届大会1994年在中国召开。今天,我们非常高兴有机会在北京举行第15届国际热带病学大会。〕

Many research groups worldwide are still fascinated by the subject and new findings have recently been made. The time seems appropriate to review the state of the art in 1993, and so we decided to organize a gathering in Beijing of those working in the field. A two-day symposium now has began at the Beijing Science Hall from March 20 to 21. It has truly been an international meeting with investigators contributing from practically all the countries in Europe, from Canada and the USA, from Brazil, South Africa, Japan, Austria and China.

〔世界各地许多研究组仍然对这一课题和最近取得进展着迷。现在是回顾1993年这一课题研究的合适时候,因此,我们决定在

北京将从事这一领域的研究者聚集在一起。现在从3月20日到21日在北京科学会堂举行这次为时2天的讨论会。这是一次名符其实的国际会议、研究者实际上来自整个欧洲国家,来自加拿大、美国、巴西、南美、日本、奥地利和中国。]

In late 1994 within the International Non-Ionizing Radiation Committee (INIRC) of the International Radiation Protection Association (IRPA) the idea was conceived to hold an international meeting on ultraviolet radiation. Several national and international bodies had studied this subject and issued recommendations on limiting the risks from exposure to UV radiation or were in the process of developing them. These widespread efforts did not come about just by accident. The possible depletion of the atmospheric ozone layer with its accompanying increase in levels of ambient UV radiation raised the question of the impact of UV radiation on the environment and on public health. Furthermore, in industrialized countries people spend more and more time outdoors in sunny locations or ski-resorts and a non-negligible part of the population uses sunbeds and similar appliances to get a tanned skin. The increased UV exposure related to this trend may result in more skin carcinomas and some people worry that the rising incidence of malignant melanoma is due to more UV radiation received by the skin. Therefore the time felt ripe for a discussion among physical, biological and medical scientists together with representatives from industry, consumer organizations and policy-making bodies. Such a gathering would be able to assess the present state of scientific knowledge about UV effect on the human skin and eyes, including possible beneficial effects. But it would also create an opportunity for 'translating' the scientific data into practical recommendations on which rational regulations might be based.

[1984年早些时候,国际辐射保护组织的国际非电离辐射委员会内部酝酿举办一次紫外线辐射国际会议。此前,一些国家和国际机构对此进行过研究,并提出了控制紫外线辐射危险的意见或正在完善这些意见,这些努力并不是偶然产生的。大气臭氧层可能受损,继而出现周围紫外线辐射水平增高,提出了紫外线辐



射对环境和公共卫生产生作用这么一个问题。其次,在工业化国家中,人们在户外有阳光地方活动或娱乐时间越来越多。不容忽视,这些人中相当一部分使用太阳床或类似器物,使皮肤变成黄褐色。于是接触紫外线增加,可能导致皮肤癌患者越来越多。有些人担心恶性黑色素瘤发病率增高是由于皮肤受到较多的紫外线辐射所致。因此,物理学家、生物学家和医学科学家同工业、消费组织以及制订政策机构的代表们一同进行一次讨论的时机已经成熟。这样的集会能评估有关紫外线对人皮肤和眼睛产生影响的认识现状,包括可能有益的作用。但是,这一会议还要创造一种将科学数据资料“转化”为实际意见,这样可以为制定统一的条例提供基础。]

### 26.1.5 会议目的和意义

#### a. 词语和句型

The purpose of this conference is to share our experiences and knowledge in...; Out of this conference, all of us will have an opportunity to strengthen our understanding of ...; One of the marvelous things of this meeting is the opportunity to meet with old friends and to become acquainted with new ones ...; It is very gratifying to me that we are assembled here today for an informative exchange of ideas...; It is with the idea of...that this conference was organized...; The aims of this workshop are to foster the exchange of ideas, ...; The goals of this symposium are three fold. First, ... Second, ... and Third...; This conference may inspire scientists to do...; It is the aim of this conference to bring together the scientists who ...; The discussion ... is essentially the objective of this conference...

#### b. 语段

This workshop will be devoted primarily to the discussion of the various aspects of population size such as global warming, acid rain, depletion of the ozone layer, vulnerability to epidemics, and exhaustion of soils and groundwater.

[这次研讨会主要讨论与人口发展有关的各种问题,如地球变暖、酸雨、臭氧层损耗、流行病易发、土壤和地下水的枯竭。]

The fact that this meeting is being held jointly by the International Federation of Scientific Editors' Associations and the International Development Research Centre and is attended by editors from 25 countries is at the very essence of the aims of IFSEA: to achieve cooperation through combined effort and collaboration. We must inspire communication among the communicators. Only exchange of ideas and experience, comparison, analysis, research, education, resolve and coordination in good faith and mutual trust will enable us to come to grips with the awesome challenges and overwhelming possibilities of the information era.

[这次由国际科学编辑学会联合会和国际开发研究中心联合召开的会议,由 25 个国家的编辑参加。事实说明国际科学编辑学会联合会目标的核心是通过共同努力和互助,达到合作。我们必须鼓励信息传播者之间的交流。只有观点和经验交流、比较、分析、研究、教学、有决心,诚心诚意相互信任合作,我们才能应付信息时代严酷的挑战和各种可能性。]

The conference is divided into four sessions, each devoted to one of the four major factors in gastrointestinal regulation, namely, secretion, motility, blood flow, and inflammation, and the leading Chinese specialists in each of these fields, together with our distinguished overseas researcher, professor L. R. Johnson, have been invited to attend. The conference is designated to allow participants and nonparticipants alike to benefit from both the presentations and the ensuing lively discussions.

[本次大会分四次开,每一次集中胃肠调节四个主要因素中的一个因素,即分泌、蠕动、血行、炎症。这些领域中的主要中国专家以及约翰逊教授已应邀出席这次大会。大会规定允许正式和非正式代表发言并热烈参加讨论,以便从中得到收益。]

The goals of this symposium are to explore different areas where pharmacology and toxicology converge with the hope that this may result in a better understanding of drug responses and toxic effects. Enzyme induction by environmental agents, particularly insecticides and organic solvents can markedly modify the fate and effects of drugs. The genetic susceptibility to this induction may explain, at least in part, why

carcinogenic influences are more likely to result in the development of neoplasia in some individuals than in others.

〔这次讨论会的目的是探讨药理学和毒理学相交叉的各个不同领域,希望由此而对药物反应和毒副作用有较好的认识。环境作用物质,特别是杀虫剂和有机溶液所诱发的酶能明显改变药物的性质和作用。对这种诱发的基因敏感性,至少部分可以说明为什么致癌作用在一些个体中比别的个体要容易引起肿瘤发生。〕

This symposium, organized by WHO in collaboration with the Chinese authorities, is a first attempt to document experience gained both in developed and developing countries and to formulate recommendations for the rational use of these drugs.

〔本次讨论会由世界卫生组织同中国当局联合组织的,是首次总结发达国家和发展国家所获得的经验,制定合理使用这些药物的规则。〕

#### 26.1.6 祝愿和希望

I'm sure	(that)	the symposium is truly a challenge toward the
It's my wish		future, which, will stimulate us to take the
We hope		initiative in cancer chemotherapy.
We expect		it will be a stimulating meeting, as well as a
It's hoped		gathering of friends.
I really hope		you will find the presentations at this conference
I wish		interesting and informative.
		this conference will offer an opportunity for all
		participants to form personal ties and above all
		to exchange results, ideas, and projects, from
		which progress will derive.

I wish all participants of the congress a pleasant stay in Beijing and an enriching experience both personal and professional.

〔(……)我相信,这次研讨会是对未来的一项挑战,它将激励我们在肿瘤化疗方面行动起来。(……)〕

May | this seminar be fruitful and productive in better understanding of the mechanisms of this disease.  
| the conference stimulate the progress in the study of human exposure to ultraviolet radiation.  
| this congress strengthen the bound of friendship between the scientists in this field.

[祝研讨会在更好地认识该病的机制方面,富有成果。(……)]

I trust | you will contribute to the working on guidelines for protection against various types of non-ionizing radiation.  
| the conference will be one of the most successful meetings that have ever been held in China.

[我相信你们将为制定防护各种非电离辐射指导原则做出贡献。(……)]

### 26.1.7 悼死者

It is with deep regret that I have to inform you that professor L. C. Zeiger, past president of the International Radiation Protection Association, died two months before the opening of this conference. He contributed a great deal to promote research into and practise the protection of both ionizing and non-ionizing radiation, and his memory will remain with us all. Ladies and gentlemen, may I ask you one minute of silence?

[怀着深切遗憾,我要告诉大家国际辐射防护协会前主席齐格教授在此次大会前两个月逝世。他为促进电离子和非电离子辐射防护研究和实践作了大量工作,他将永远铭记在我们的记忆中。女士们和先生们,让我们默哀一分钟。]

## 26.2 闭幕式

### 26.2.1 简要总结

#### a. 词语和句型

comment; summarize; give a summary of sth. ; mention some points of sth. ; …

#### b. 语段

It is impossible for me to summarize the conference because of the

presentations are related to 10 subspecialties in internal medicine which work with some regional differences inside and outside of this great discipline. If one is engaged worldwide in the present and future of internal medicine as our society and its congresses are, it can not be seen only from the aspect of the morbidity in industrial nations like Japan or those in Europe or North America, where only one third of the world population lives at present. Today, more than two thirds of mankind live in the developing countries, and by the year 2000 more than three quarters will live there.

〔要总结这次大会对我说来是不可能的。因为发言涉及内科的十个分科专业。这些专业在内科学范围内、外的作用是有地域区别的。如果科学工作者是从事世界性内科学现在和未来的研究,正如我们学会及其召开的大会那样,那么仅仅从像日本以及欧洲或北美那样的工业化国家的患病率来看是不准确的。工业化国家现在居住的人口仅仅是世界人口的 1/3。今天,发展中国家有人类 2/3 以上的人口,到 2000 年人口要超过 3/4。〕

I have been exposed to various viewpoints during the conference. It seems to me that the conference has been extremely successful in bringing together the scientists from all parts of the world for discussion of problems of health protection. It is generally recognized at the conference that it is necessary to know as good as possible what the environmental influences on our health are when we talk about health protection. Only when we know the relationship between man and his environment, can we try to influence the environment and protect the health of the population against the risk of environment. This is well-expressed by the subtitle of the seminar: risks and regulations.

〔在大会期间我接触到各种各样的观点。以我看大会开得极其成功,使世界各地的科学家会聚一起,讨论健康保护问题。大会上都认为在我们谈论健康保护时,必须尽可能很好地了解环境对我们的健康到底有哪些影响。只有了解人和环境的关系,我们才能改善环境,保护人类健康免受环境的不良影响。这一点在本次研讨会的副标题中得到很好的表示:危险因素和规则。〕

## 26.2.2 感谢各方面的支持

### a. 词语和句型

express sincere appreciation (gratitude) to sb. for sth. ; thank sb. for sth. ; appreciate sth. ...

### b. 语段

A seminar is not an one-person business. Also this seminar could only be realized by the efforts of many. It is not possible to name them all, but we want to make two exceptions. The logo of the seminar and the layout of the seminar programme were designed by professor Hans Kentie. He gave the seminar and also these proceedings its "attractive, violet look". Professor Mastin looked after the administration of the scientific secretariat and the publication of abstracts and proceedings. In thanking them, we also thank all others who cooperated enthusiastically in realizing this seminar.

[一次研讨会不是一个人的事。因此这次研讨会只能通过许多人的努力才能实现。在这里不能一一列出他们的姓名,但我们还是有两个例外。本次会议的会标和会议项目单是由汉森·肯蒂奥教授设计的。他给研讨会和会议论文汇编以“诱人的紫罗兰色的外观”。马斯廷教授主管科学秘书处的行政事务和文摘、会议论文的出版。在感谢他们的同时,我们还要感谢使会议成功而热情合作的其他人士。]

I would like to thank many people: first, Dr Morde, chairman of the Organizing Committee of the congress for his efficient management of the sessions; second, the speakers for their stimulating presentations; third, the audience for their provocative discussion; and last of course the China HP Company for the financial aid in organizing the conference.

[我要感谢的人很多。首先是本次大会的组委会主席莫德博士,他有效地安排了各分组会议。其次是发言者,他们作了启发性发言。还有听众们有论争性的讨论。最后当然要感谢中国惠普公司在组织本次大会方面给予的经济支持。]

In closing the conference, I wish to express my appreciation to the moderators and speakers, to the members of different committees who have

made the conference a worthwhile and pleasurable experience for all the participants both professionally and socially, and to the dedicated staff of the secretariat. I look forward to seeing you again at the next conference four years later in Shanghai.

[在会议结束时,我向会议主持者、发言者和各委员会的成员表示感谢,他们使本次与会者在专业和社会方面有此卓有成果和愉快的经历,并感谢秘书处忘我工作的工作人员。我希望四年后在上海召开的大会上再见。]

### 26.2.3 授奖

在国际科技大会闭幕式上,往往有对杰出科学家在某领域内的贡献进行表彰。这种表彰有的是定期的,分年度奖或几年奖,另外有不定期的,由大会组委会、学术委员会同某专门学术机构、基金会提名,也有由学术机构、基金会自己提出人选,情况比较复杂。

#### a. 词语和句型

present the award to sb. for sth.; receive the award (prize, medal) for sth.; the award goes to sb.; the prize is awarded to sb. for sth.; the award is given to sb. for sth.; the award is bestowed on sb.; present a plaque to sb.; the citation is presented to sb. ...

#### b. 语段

The National Academy of Sciences (NAS) award for excellence in scientific reviewing this year goes to Alexander N. Glazer, professor of biochemistry and molecular biology at the University of California, Berkeley. The award is given in biology every third year. During the last 15 years, Glazer's own research has focused on the structure, function, and assembly of macromolecular complexes. Specifically, he and his research group at Berkeley have been addressing one of the fundamental problems in photosynthesis—understanding the structural basis for the highly efficient energy transfer mechanism. This work was summarized recently in the *Journal of Biological Chemistry*. In 1957, Glazer attended a lecture given at the University of Sydney by Emil L. Smith, who was then at the University of Utah, Salt Lake City. The lecture, on structure-function relationships in the proteolytic enzyme papain, captured his interest. So he

traveled to the University of Utah, where he earned his PhD in 1960 in biochemistry. Professor Glazer, it is a real pleasure and an honor to present this award for your invaluable contributions to biochemistry and molecular biology. Congratulations to you and Mrs Glazer.

[本年度国家科学院优秀科学评审奖由伯克莱加州大学生物化学和分子生物学教授亚历山大·N·格兰泽所获。此奖项每三年授予生物学有贡献者。在过去 15 年中,格兰泽教授自己的研究集中在宏观分子复杂体的结构、功能和组合上。他与他在伯克莱的研究组已经阐明光合作用的基本问题——高效率能量转移机制结构基础的认识。这项工作成果最近已作总结,并在《生物化学杂志》上发表。1957 年,格兰泽在悉尼大学听了艾弥尔·L·史密斯的一次演讲。史密斯当时供职盐湖城犹他大学。这次关于悉木瓜蛋白水解酶的结构与功能关系的讲演引起了他的兴趣。所以他后来去犹他大学,并在 1960 年获生物化学博士学位。格兰泽教授,非常荣幸为你在生物化学和分子生物学方面的杰出贡献而授奖。祝贺你和格兰泽夫人。]

Within the last fifty years, advances in science and technology have changed our lives as few could have predicted. Access to the burgeoning information available in every discipline is critical for those involved in research and its applications. Doctor Eugene Garfield, a pioneer in the science of accessing information, the creator of *Current Contents*, *Science Citation Index*, *Research Alert*, and *The Scientist*, has thus been a force in all phases of modern scientific pursuit. His numerous essays which begin each issue of *Current Contents* reflect his great breadth of knowledge in medicine and science as well as his compassion and sensitivity.

As founder of the Institute for Scientific Information, which provides information-access products and services weekly to half a million persons worldwide, doctor Garfield's achievements have been founded on his vision of the purpose of scientific inquiry. As he has stated, "The spread of modern methods of retrieving information ... makes it possible for the scientist to become society's eyes and ears, its overt intelligence service".

Mister President, it is my pleasure to present Eugene Garfield for the



degree of Doctor of Letters in recognition for his vision, commitment, and service in developing the science of retrieving information and his role in making information more accessible to us all.

〔很少有人发现,在过去的 50 年中,科学技术已经改变了我们的生活。了解各学科迅速增长的信息,对从事研究和应用者来说已至关重要。尤金·加菲尔德博士是信息科学的开拓者。他创办了《当期目录》、《科学引文索引》、《研究警报》和《科学家》等报刊。他已成为现代科学全面发展的原动力。他在《当期目录》上发表的大量文章反映了他在医学和其它科学方面的广博知识,以及他的爱好和敏锐。〕

科学信息研究所每周向全世界 50 万人提供信息产品和服务。作为研究所的创始人,加菲尔德博士取得的成就是建立在了解科学查询的目的基础上的。正如他自己说的,“信息检索的现代方法的传播,使科学家有可能成为社会的耳目,即公开的信息服务”。

主席先生,我非常高兴向尤金·加菲尔德博士授予文学博士学位,以表彰他在发展信息检索科学中的发现、奋斗和服务,以及他使我们大家更容易获得信息所发挥的作用。〕

The Fields Medal is awarded quadrennially by the International Congress of Mathematicians to a scientist for outstanding achievements in mathematics study, and is widely regarded as equivalent in prestige to the Nobel Prizes. The 1990 award is given today to professor Klaus F. Roth at the Research Institute of Mathematical Sciences, University of London for his theory of distribution. Professor Roth, we congratulate you, and we are very proud to present this award to you.

〔菲尔兹奖章每四年由国际数学家代表大会授予在数学研究中取得突出成绩的一位科学家。该奖普遍被认为声誉与诺贝尔奖相当。1990 年度奖今天授予因在分布理论方面成就突出,伦敦大学数学科学研究所的克劳斯·F·罗思教授。罗思教授,祝贺你,我们非常自豪地向你授奖。〕

First, I would like to present a plaque to Dr Russel Scott, in appreciation of his contribution as president of the 8th International Congress of Obstetrics and Gynaecology. The plaque says that OUR

GRATEFULNESS TO YOU FOR YOUR CONTRIBUTIONS TO THE SUCCESSFUL CONFERENCE - The International Society of Obstetrics and Gynaecology. Dr Scott, congratulations!

[首先,我要向拉塞尔·斯科特博士赠一块牌,感谢他在第八届国际妇产科大会上担当主席所作的贡献。牌上的文字是:感谢你对大会成功召开所做的贡献——国际妇产科协会。斯科特博士祝贺你!]

#### 26.2.4 宣布下届会议召开地点、时间

I'm pleased to announce that  
It's a privilege for me to  
announce  
that  
I'm proud to have the privilege of  
announcing that

the 9th International Congress of  
Obstetrics and Gynaecology will be held  
in Shanghai, China in September 1994.  
the invitation of the Chinese Society of  
Obstetrics and Gynaecology has been  
accepted by the International Society of  
Obstetrics and Gynecology and the next  
congress will be held in Shanghai in  
September 1994.

[(……)我高兴地宣布第九届国际妇产科大会将于1994年9月在中国上海举行。(……)]

#### 26.2.5 宣布闭幕

I now have the honor to declare

the symposium officially closed.  
the congress ended. Let us meet again in  
Shanghai in 1994 at the next congress,  
which is to be presided over by  
professor Xun Mei, secretary of the  
Chinese Society of Obstetrics and  
Gynecology.

[现在,我荣幸地宣布讨论会正式结束。(……)]

## 第二十七章 主持大会特邀发言、论文报告会和专题讨论会

### 27.1 特邀发言

特邀发言(special lecture)是指开幕式及闭幕式以外全体会议(plenary session)上的发言,一般由著名科学家作报告,为水平较高、有动态性和进展性的学术报告。大型会议常常安排几个人作此类报告,如国际性大会,经常邀请诺贝尔奖获得者及其他著名科学奖获得者作报告。这种报告比分组会报告要长一些、但亦无绝对。报告后有讨论,不作讨论占多数。不同于论文宣讲及分组专题讨论,是发言者的影响和声誉而已。主持全体会议作特邀发言,主持者多为大会主席或组委会主要成员。使用话语比开幕式及闭幕式要简单、直截一些。

#### 27.1.1 宣布开会

这种场合,宣布开会要按会议大小准确选择词语,需同开幕式用语作比较。

##### a. 词语和句型

declare (announce) the symposium open; begin (open, start) the conference on; call the session order; the meeting will come to order; the seminar is now in order; ...

On behalf of the Executve Committee of the Congress,	I (would like to )	declare announce	the 3rd International Congress on AIDS	open.
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[我谨代表大会执行委员会宣布第三届国际艾滋病大会开幕。  
(……)]

It's a great pleasure for me to	begin	the 8th
It's a privilege for me to	open	International
I'm happy to	start	Seminar on
I'm privileged to		Biotechnology.
It gives me great pleasure to		
Let's now		

{(……)我非常高兴宣布第八届国际生物技术大会召开。  
(……)}

The 2nd Meeting on Sociobiology	will come to order.
	is now in order.
	is called to order.

I'd like to call the 2nd Meeting on Sociobiology to order.

{(……)第二届社会生物学会会议现在召开。}

Because of the pressure for time	we	ought to	get started.
Because of the shortage of time		have to	begin.
For lack of time		must	start.
In the interest of time		should	go right into
For the sake of time		had better	the panel discussion.
In view of the shortness of time		to	

{(……)因时间紧,我们现在就开会。(……)}

#### b. 介绍特邀发言者

We are especially honored to have with us today Dr Eugene Garfield, founder and president of the Institute for Scientific Information (ISI), the largest scientific information company in the world. He is world known as the inventor of *Current Contents* and *Science Citation Index*. He holds a BS in chemistry and an MS in library science from Columbia University, and a PhD in structural linguistics from the University of Pennsylvania. He has been showered with awards in his career. We are very pleased to call him to give us a lecture on scientometrics. Dr Garfield.

{我们非常荣幸,今天能与世界最大的科学信息公司,科学信息研究所的创始人、主席尤金·加菲尔德博士在一起。他因创办《当期目录》和《科学引文索引》而闻名于世。他获哥伦比亚大学化学学士学位和图书馆科学硕士学位,获宾夕法尼亚大学结构语言学博士学位。在他的事业中,他获得过无数次奖。我们非常高兴

邀请他为我们作科学计量学方面的报告。加菲尔德博士有请。]

We have invited professor Joshua Lederberg here to speak to us about genetic expression and mutation. We feel grateful that he has taken time from his busy agenda to spend this hour with us. In 1946, at age of 21, he burst upon the biological world with the announcement that bacteria have a sex life. In 1958, he was awarded a Nobel Prize at the age of 33 for his studies of organization and recombination of genes in bacteria. Before his 1978 appointment as president of the Rockefeller University, professor Lederberg led distinguished genetics departments at the University of Wisconsin and the Stanford University School of Medicine. His pioneering research into the molecular mechanism of genes and their application in recombinant DNA technology today informs virtually every field of biology and promises to revolutionize medical diagnosis and treatment. Professor Lederberg received many awards including the recent National Medal of Science. Professor Lederberg.

[我们现在请乔舒亚·莱德伯格教授为我们作关于基因表达和突变的报告。我非常感谢他在繁忙中与我们共度一小时。1946年,当他只有21岁时,就闯入生物学世界,并宣布细菌有性生活。1958年,他因细菌基因的组织 and 重组而获诺贝尔奖,时年33岁。1978年他任洛克菲勒大学校长。之前,莱德伯格教授主持威斯康星大学和斯坦福大学医学院著名基因学系。在基因分子机制及其在重组去氧核糖核酸技术中的应用方面,他做了开创性工作,如今几乎影响到生物学的每一个领域,并将革新医学诊断和治疗。莱德伯格获得许多奖,最近的是国家科学奖。莱德伯格教授,请。]

It is a great pleasure for me to introduce our guest speaker Professor Thomas R. Cech, Nobel Prize winner. The 1989 Nobel Prize was shared by professor Sidney Altman and Professor Cech for their discovery of enzymatic RNA. Professor Cech showed that the RNA molecule could cut and rejoin itself and thereby alter the material it produces, an operation that had previously been thought to be the sole property of proteins. Altman showed that RNA could have an independent catalytic function—that is, it could alter the makeup of RNAs other than itself,

proving that RNA was indeed as much a catalyst as proteins. The work of professors Altman and Cech has led to a new scientific field called RNA enzymology, and old theories of the origin of life and cell function have had to be rethought. In the words of the Swedish Academy, "Many chapters in our textbooks have to be revised". This morning professor Cech is going to tell us about his recent work on RNA in living cells. Professor Cech.

[我非常高兴介绍我们尊敬的发言者、诺贝尔奖获得者托马斯·R·切赫教授。1989年的诺贝尔化学奖,因发现酶核糖核酸而由悉尼·奥尔特曼教授与切赫教授分享。切赫教授发现核糖核酸分子可以切割并自我重新组合,因此,可以改变其所产生的物质。这一作用过去被认为是蛋白质的主要特性。奥尔特曼发现核糖核酸有独立的催化功能,也就是说它能改变核糖核酸的组成,而不是由其本身实现的。这证明核糖核酸是一种非常类似蛋白质的催化剂。奥尔特曼和切赫教授的工作因而产生了一个叫核糖核酸酶学的新的科学领域,同时生命起源和细胞功能旧的理论必须重新考虑。按瑞典科学院的话说,“我们教课书中的许多章节要重新修改。”今天上午切赫教授要给我们介绍他最近关于活细胞中核糖核酸的研究工作。切赫教授请讲。]

### 27.1.2 说明会议主题

The purpose of our meeting today is to The aim of this session is to What we are going to do this morning is to This morning we plan to	review   discuss   explore	basic research in   neuroscience and the   molecular mechanisms   of biological functions.
--	----------------------------------	---

[((……))今天我们开会的目的是讨论神经科学的基础研究和生物学功能的分子机制。]

We are assembled We are gathered	here   today   this morning	to discuss the important problems in   basic research in neuroscience.
-------------------------------------	-----------------------------------	---

[((……))我们聚集在这里讨论神经科学基础研究中的重要问题。]

This	panel discussion symposium workshop seminar	will	deal with be devoted to	the molecular mechanism of biological functions.
------	--	------	----------------------------	---

[这次分组讨论会(……)要讨论生物学功能的分子机制。]

### 27.1.3 引介会议主持人

#### a. 自我介绍

I'm professor Smith from Princeton University,	and I'm going to be in the chair for this session. it's a privilege for me to chair this session.
--	--

[我是普林斯顿大学史密斯教授,由我主持这次讨论会(……)]

I'm professor Wilson, chairman of this session.

Let me introduce myself. I'm professor Wilson from London University and will chair this meeting.

My name is Wilson. I'm director of the Genetics Department of London University and I'm going to be in the chair for this seminar.

[我是威尔逊教授,本次讨论会的主席。(……)]

#### b. 自我介绍及介绍副主席

Let me introduce myself. I'm professor Wang from Beijing University. I'm the chairman for this morning's session. My cochairman is professor Smith from Princeton University.

I'm professor Wang from Beijing University. Let me introduce my cochairman. On my immediate right, professor Smith from Princeton University.

I'm professor Wang from Beijing University. It is a great pleasure for me to share the chairmanship with professor Smith from Princeton University.

My name is Wang Lei. I'm professor of chemistry of Beijing University and my cochairman today is professor Smith who also is professor of chemistry at Princeton University.

I'm professor Smith from Princeton University, and I'm going to be

in the chair for this morning's session. With me this morning is professor Wang of Beijing University.

I'm professor Wang, chairman of this session. I'm honored to have professor Smith as cochairman with me.

[自我介绍一下。我是北京大学王教授。今天上午的会议由我作主席。另一位主席是普林斯顿大学的史密斯教授。(……)]

c. 说明担任临时主席

I'm professor Wang of Beijing University. I'd like to express on behalf of professor Smith his regret for not being able to be here. He is ill so I will be sitting in for him as chairman at this session.

[我是北京大学王教授。我代表史密斯教授向大家表示歉意，他因病不能主持大会。这次会议由我来代他主持。]

Professor Smith who was expected to be the cochairman for this symposium unfortunately could not attend this meeting and he is therefore not here today. We are honored, however, to have in his place as the cochairman of this session professor Miller on my left. Professor Miller is the head of the Department of Biological Chemistry, University Hospital, Michigan. We are extraordinarily pleased and honored to have him here today to cochair this meeting.

[原本由史密斯教授为这次研讨会的副主席，他不能来出席会议。但是我们很荣幸由我左边的米勒教授代替主持。米勒教授是密执安大学医院生物化学系的主任。我们非常高兴和荣幸，今天他能与我们共同主持这次会议。]

d. 交接主持会议

I'd like to turn the  
It's a pleasure for me to turn  
the

chair
podium
chairmanship
session
meeting

over to professor Smith (for  
the following four papers).

[(……)由史密斯教授主持(下面四篇论文的演讲会)。  
(……)]

e. 要求听众就座、安静



Please come forward and be seated. There are some seats in front.  
〔请前面坐,前面有位子。〕

Ladies and gentlemen: May I have your attention, please!  
Attention please.  
Will you please be quiet and seated.  
Please be quiet and seated.

I'd like to open the  
morning session.

〔(……)女士们,先生们! 请安静! 我宣布上午会议开始。〕

Ladies and gentlemen: The closing ceremony will begin immediately.  
Please remain in your seats.

〔女士们,先生们。闭幕式就要开始。请原位不动。〕

## 27.2 论文报告

国际性科技会议,论文报告是重点内容,可按学科内容分别或同时进行,但不属于全体大会的范畴、范围略小。其特点之一是可以当场提问、讨论。主持这类会议,要注意其特点,相应使用合适的语言。

### 27.2.1 开始

#### a. 说明安排及规则

This morning, we have five speakers, each of them will take approximately 20 minutes. Each presentation is followed by a question-answer discussion on the subjects of common interest for 3-5 minutes.

〔今天上午,我们有四位发言者。每人发言估计 20 分钟。每次发言后,有 3~5 分钟的提问-解答式讨论,讨论共同感兴趣的内容。〕

We have four papers to present at this session. We hope that each speaker should limit himself to the allotted 10 minutes so that sufficient time is given for a thorough discussion.)

〔这次会议上有四篇论文要演讲。我们希望每位发言者要将时间控制在规定的 10 分钟之内,以便有足够的时间作详细讨论。〕

First, I want to remind you of the ground rules. Each speaker is allotted to 15 minutes as indicated in the call for abstracts. Please try to keep to your time limit. It is expected that speakers concentrate on the

same topic, and we will have a discussion at the end of this session.

〔首先,我要让大家注意基本规则。每个发言者发言时间限15分钟,这在文摘征稿通知中已注明。请大家掌握好时间。希望发言者集中同一题目,这样在会议末进行讨论。〕

#### b. 时间信号说明

The speakers of this session should be able to identify light signal at the podium. At 12 minutes, you are going to see a green light, that means you have 3 minutes left. At 15 minutes, you will see a red light, that signifies you have to stop. The speakers should follow the time-allotted rule.

〔这次会议的发言者要注意讲台上的灯信号。12分钟时,亮绿灯,说明还剩3分钟。15分钟时,亮红灯,示意停止发言。发言者要遵守时间规定。〕

I'd like to mention that 5 minutes before termination of each presentation, there is a green light, a warning signal the speaker has to identify, and the speaker should finish his presentation before a buzzer is given or a red light is shown.

〔我要提醒一下,每次发言结束前5分钟亮绿灯,这个信号发言者要注意。发言者要在发出信号声和亮红灯前结束发言。〕

#### c. 报告程序变动

We regret that we have a change in the program, because professor Robens could not attend this morning. The guest speaker therefore will be professor Roads of University of London.

〔非常遗憾,因鲁本斯教授上午不能到会,会议顺序要作更动。因此,特邀发言者为伦敦大学的罗兹教授。〕

There will be some changes in the order of the presentations this morning. The paper by professors Smith and Lock will go first and the others will follow in sequence. The first paper listed in the program of this session has been withdrawn because the author could not be present.

〔今天上午发言次序有些变动。史密斯和洛克教授的文章首先宣读,其余依次进行。列入这次会议节目单上的第一篇文章撤销,因为作者没有出席会议。〕

We'd like to remind the audience that our invited speaker professor Smith's presentation which was scheduled in the morning today will transpose professor Lock's presentation and that therefore professor Smith's presentation will be given tomorrow.

[我们要提醒听众,我们的特邀发言者史密斯教授原先在今天上午发言,现与洛克教授的发言调换。因此,史密斯教授明天发言。]

d. 邀请、介绍发言人

We'll get started with the paper by professor Merton of Johns Hopkins School of Medicine. The paper is entitled *Preventive Care in Pregnancy and Childbirth*. Professor Merton.

[首先由约翰·霍普金斯医学院默顿教授宣读论文。文题为《妊娠和生育中的预防治疗》。默顿教授请。]

I'd like to invite professor Lasker as the first speaker this morning. Professor Lasker is so famous in heart surgery throughout the world that I do not need to introduce him. He'll talk about the current state of heart transplantation in the United States. Professor Lasker.

[我邀请拉斯克教授作为今天上午第一个发言者。拉斯克教授在心脏外科方面世界著名,我不想再作介绍。他要讲的内容是美国心脏移植的现状。拉斯克教授请讲。]

以上各种情况可结合起来,视实际安排而定。

### 27.2.2 中途

a. 介绍下一位发言人

Our next speaker is professor Sharpe from the States. Our second speaker I'd like to introduce is professor Sharpe of Temple University. He did much to find the method for the treatment of leukemia when he taught at Harvard. He has been working at Temple since 1986.

The second speaker, professor Sharpe, is from Temple University.

His topic is bone marrow transplantation. He will inform us of newer approaches in the treatment of leukemia.

[(……)下一位发言者是美国的夏普教授。他的题目是骨髓移植。(……)]

The second paper	entitled sociology of science	will be	given read	by professor Cooper from Harvard University.
Our next paper	on sociology of science		presented	

The second presentation on sociology of science will be made by professor Cooper from Harvard University.

[(……)第二篇文章题为科学社会学,由哈佛大学库珀教授宣读。]

We'll now	go into	the second subject of sociology, science.
Let's now	proceed to	key-note speaker is professor Cooper
	move on to	from Harvard University.
	pass on to	

[(……)我们现在讨论第二个题目:科学社会学。主要发言者是哈佛大学库珀教授。]

We're running short of time,	and we have to continue with this morning's program.
Unfortunately we don't have any time for discussion,	The next speaker is professor Sharpe from the States.
	so we must immediately proceed to the next paper by professor Sharpe from the States.

[(……)时间已显得不够了,我们必须完成上午的内容。下位发言者是美国的夏普教授。(……)]

If there is no further discussion on this topic,	We'll proceed to the next speaker.
Any other questions or comments?	Then, let us move on to the next presentation.

[(……)如果这个题目再没什么可讨论的,我们请下一位发言者发言。(……)]

### b. 提问、讨论

论文报告后,由主持人说明对刚宣读的论文进行提问、讨论。这种讨论有针对性,主持人无需作过多介绍。

I'd like to ask for	discussion.
The floor is now open for	a lively discussion.
I'd like to open the floor for	discussion of the three papers that have
Now, we are ready for	just been presented.
We now have time for	discussion of the first 4 papers.
We'll turn to the audience for	

[(……)请大家讨论。(……)]

The first 4 papers are  
The paper by professor Gain is  
Professor Kerlin's presentation is

now open for discussion.

[(……)现在讨论头 4 篇论文。(……)]

We are now ready to  
We'd like to

invite  
ask for  
entertain

questions or comments from the  
floor now.

[现在请听众提问、讨论]

We now have some time for  
We have 2 minutes for

questions and comments on professor Smith's  
presentation.  
entertaining any questions on professor Smith's  
paper.

[现在我还有一些时间对史密斯教授的发言提问、讨论。  
(……)]

c. 对提问者的要求

The paper by professor Smith is now open for discussion. If you have questions or comments, please use the microphone and identify yourself.

[现在开始讨论史密斯教授的论文。如有问题和意见,请用话筒并说明自己的身份。]

When you ask questions or make comments, please go to the microphone and give your name and place.

[有问题和意见,请用话筒,说明自己姓名和国家。]

I wonder if you could raise your hands when you'd like to make comment on professor Smith's presentation.

[如果对史密斯教授的发言要发表意见,是否可举手。]

d. 鼓励听众发言

Any questions or comments?

Your questions or comments, please.

Are there any questions or comments from the audience?

Any questions or comments from the floor?

Are there any questions for professor Smith?

[(……)有问题或意见吗?]

Anyone in the audience	have any questions or comments?
Would anyone in the audience	like to comment on professor Smith's
Anybody	paper?
Would anybody	

〔(……)听众中谁有问题或意见? (……)〕

#### e. 提示休息时间

Let's take	a 5-minute	break.
We are now going to take		coffee break.
We'll now have		tea break.
We'll now recess for		
W'll now take a recess for		
I'd like to declare		

〔现在我们休息 5 分钟。〕

I think it's time for	a coffee break.
Perhaps it's time for	a cup of coffee.
I think we should	coffee now.
pause for	a stretch.

〔我想现在该休息一会。〕

### 27.2.3 结束

#### 赞扬或感谢报告人

Thank you very much professor Frank for your excellent	paper. contribution. speech. talk. address. presentation. remarks.
--	--

〔弗兰克教授,感谢你的精彩论文。(……)〕

Thank you professor Xu for your excellent	review overview summary view analysis survey assessment study investigation	of the population control in China.
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〔徐教授,谢谢你出色地总结(……)了中国人口控制的情况。〕

Thank you professor Smith for

finishing within the allotted time, perfect timing.

keeping closely to the 10-minute limit. But we could spend the rest of this morning discussing. I'm sure.

〔史密斯教授感谢你在规定时间内结束发言。时间掌握得恰到好处。(……)〕

特殊发言者

Professor Garfield, I'd like to thank you for your very stimulating lecture on scientometrics. Your lecture has helped us to keep abreast with the development of this particular field. We sincerely wish you continued health and activity as the leader of study of science information. Thank you very much.

〔加菲尔德教授,感谢你作的科学计量学报告,非常有启发。你的报告使我们在这个特殊领域中,经常了解其发展情况。我们衷心祝愿你作为科学信息研究的领袖,继续健康地工作下去。非常感谢你。〕

We are all deeply impressed by your excellent lecture. I have probably been more fortunate than most of the scientists in the world who have benefited from the services of ISI, because I have had personal interactions with you. I think of you as the "Molecular Biologist" of bibliographic science. Maybe that is why you was named Gene. We all look forward to many more editions of *Essays*, the expansion and increasing impact of your *The Scientist*, and continued innovative analysis of scientific publications. It is my pleasure to present you for the degree of Doctor of Letters in recognition for your vision, commitment, and service in developing the science of retrieving information and your role in making information more accessible to us all.

〔你出色的报告给我们留下了深刻的印象。或许是因为我与你个人的关系,我从科学情报所得到的好处要比世界大多数科学家多。这是深感幸运的。我把你当作文献科学的“分子生物学家”。或许这也是你为什么起名叫基因(尤金)的缘故。我们盼望

更多的《文集》出版,《科学》发展、作用扩大,对科学出版物不断作出创造性分析。在此,我愉快地授予你文学博士学位,以承认你在发展情报检索科学中的见解、承诺和贡献,以及使情报信息更方便我们大家所起的作用。]

#### 27.2.4 休会

##### a. 向会议各方面人士表示感谢

In closing the meeting,  
In closing,  
Before I close this session,

I'd like to thank the speakers for their excellent presentations and the audience for their attention this morning.

I'd like to thank my cochairman professor Smith, time-keeper, and to the projectionist.

I want to thank all the participants for their contributions to this successful gathering.

[在结束会议之时,我要感谢发言者上午出色的发言和听众们的专注。(……)]

I'd like to close this session  
I'd like to conclude this session

by thanking the speakers and the audience.

[我要用感谢发言者和听众们来结束会议。(……)]

##### b. 通知复会时间

We will adjourn

until 2 pm sharp.  
to begin at 10 o'clock.  
and perhaps we could reassemble at 11 o'clock.  
Would that be a convenient time to come back?

I declare the session adjourned until 11 o'clock tomorrow .

[我们现在休会。下午2点整重新开始。(……)]

##### c. 宣布休会

We'll have to

close this session.

We'll

adjourn now.

It's time for us to

come to an end of the session.

[我们必须结束会议了。(…)]

We must bring this session to

an end.

a close.

[我们必须结束会议了。]



That's all for | today.  
| this morning.  
| this afternoon.

Let's call it a day.

[今天到此为止。(……)]

I declare | the session | adjourned.  
I call | | closed.

[我宣布会议结束。]

This session is now | adjourned.  
| closed.

[会议现在休会。]

## 27.3 专题讨论

专题讨论是大型国际会议的重要组成部分。国际会议在全体会议、特邀发言之外,分成各个专题,由各专题会议专家组成专题组,讨论或解答听众的问题。每个专题组也可有几个人作主要发言,尔后围绕主题进行讨论。

### 27.3.1 开始

#### a. 请专题组成员就座

I'd like to ask the panelists to come up to the podium and take their seats.

[请专题小组成员上台就坐。]

We'll proceed to the panel discussion, and I wonder if the speakers would please join us on the platform.

[我们开始小组讨论,请发言者上台来就座。]

Could I now ask the panelists to come over to the podium and be seated.

[请专题小组成员上台来就座。]

#### b. 讨论要求

We'll get the panel discussion started; and we'd like to entertain questions from the audience and direct them to the panelists. If you have questions, please identify yourselves.

[讨论会就要开始。欢迎听众提问并由专题组成员解答。如有问题,请说明身份。]

We have five panelists on the platform. If you have a question, you may direct it specifically to one of our panelists. But please raise your hand beforehand.

[台上有五位专题小组成员。如有问题,可直接提给小组中某一位来解答,但事先先举手。]

c. 议题及发言者

I'd like to begin with

I'd like to start with

I want to start with

I think we should begin by discussing

I think it is the time for us to begin by discussing

Let's begin by considering

Let's start by discussing

Let's start off with professor Morgan's discussion on

Perhaps we might begin with professor Morgan, who will discuss

Professor Morgan will lead off the session by discussing

We'll start off by asking professor Morgan to comment on

To begin, we might spend a few minutes discussing

The first topic on the agenda is

The first question we are going to deal with is

the relation between  
science and  
religion.

[((……)我想开始先讨论科学和宗教的关系。)]

This session is to discuss nutrition, a field that has expanded beyond its old confines and entered the larger world of chronic diseases and aging. We have a distinguished panel of experts from north America, Europe, Japan and China. Let's begin with a discussion of amino acid balance and imbalance. I'd like to ask professor Harper, Department of Biochemistry, University of Wisconsin to give his comments first and then we will open the entire panel to discussion, followed by some questions from the floor. Professor Harper.

[这次会议讨论营养,这是已超出旧有范围,涉及慢性病和老龄化而成为更广阔的领域。讨论组的成员都是杰出专家,来自北

美、欧洲、日本和中国。我们开始讨论氨基酸平衡和失衡问题。先请威斯康星大学生物化学系教授哈珀发言,然后专家组成员都发表意见。最后听众提问。请哈珀教授发言。]

Let's begin with the panel discussion on ozone layer depletion. First of all, I wish to introduce our panelists. On my immediate right is professor Farman from the British Antarctic Survey, UK, who in 1985 first reported the discovery of the precipitous thinning of the Antarctic ozone layer. Professor Inn is on professor Farman's right. He in the early 1970s suggested that forms of nitrogen oxide have a profound effect on the atmosphere. Inn is now at the Max Planck Institute for Chemistry, Germany. Professor Cicerone on my left is from University of Michigan, he claimed that the combination of chemicals, dynamic atmospheric processes contribute to ozone layer erosion. I hope that they will entertain all the questions from the audience. Now, I'd like to call on professor Farman to open the discussion.

[我们开始臭氧层损耗的小组讨论。首先,我介绍一下专题小组成员。我的右边是英国南极考察站的法曼教授。他于1985年首先报道南极上空臭氧层突然变薄的发现。在法曼教授的右边是伊恩教授。70年代初他提出氧化氮的各种形式对大气产生深刻的影响。伊恩教授现在德国马克斯·普兰克化学研究所工作。在我的左边是密执安大学的西塞罗尼教授。他认为,化学物质和大气的动力作用过程致使臭氧层消耗。我希望他们能解答听众所有的问题。现在,请法曼教授开始讨论。]

### 27.3.2 中途

#### a. 时间

We have enough time for discussion,  
We have 20 minutes more for  
discussion,  
We have plenty of time for discussion,

so please don't hesitate to raise  
your questions.

[(……)我们还有充分的时间供讨论,请大家踊跃提问题。]

Since the time is limited,  
Since we are pressed for time,  
In the interest of time,  
The time is running out,

please make your comments brief.  
if you could make your questions as brief  
as possible.

[(……)时间有限,意见请讲得简短些。(……)]

I want to close with one more question,  
I think we have time for the final  
question,  
I think we have time for one or two  
brief questions,

because only a few minutes left.  
since we are running a bit overtime.

[(……)再提一个问题便结束,因为剩下只有几分钟。  
(……)]

We must now close the discussion for  
lack of time.  
We're running behind schedule.  
I think we have to stop the discussion at  
this moment.  
I think in the interest of time we have to  
stop.

Maybe we can go on later.  
We'll have to save your questions for  
some other time.

[(……)因时间不够,讨论必须结束。或许以后再讨论。  
(……)]

#### b. 鼓励提问、评论

Thank you very much professor  
Newman for your speech.  
Our discussion has been almost entirely  
limited to professor Newman's  
speech.

We'll once again entertain questions or  
comments from the audience.  
Are there any questions for professor  
Newman?  
Does anyone else have any questions to  
direct to the professor?  
Are there any other questions or  
comments that the audience would  
like to address to him?  
Would anyone like to comment on his  
speech?

[(……)谢谢纽曼教授。我们又要回答听众的提问和意见。  
(……)]

I'd like to ask professor Lederberg our panelist	if you would care to comment on genetic recombination in bacteria. to make a comment on genetic recombination in bacteria.
--	---

{ 专题小组莱德伯格教授对细菌基因重组是否有什么评论。  
(……) }

Professor Lederberg,	would you like to make some comments on genetic recombination in bacteria? would you comment on this point? I wonder if you tell us something about this problem in genetic recombination in bacteria. Could you elaborate a little bit on the paper by professor King?
----------------------	--

{ 莱德伯教授, 你对细菌基因重组是否作些评论? (……) }

May I ask professor Lederberg	for a comment on professor King's paper? if you have different views on King's paper?
-------------------------------	--

{ 是否请莱德伯格教授对金教授的论文发表意见? (……) }

Does any member of the panel wish to say something about Does anyone else from the panel want to comment on Do any of the panelists have comments to make on Is there anyone from the panel who would like to comment on Are there any questions or comments from panelists on Would any of the panelists please comment on May I ask the panelists to comment on I wonder if the panel would like to comment on I'd like to hear the comments from the panel on	global warming? global warming.
--	------------------------------------

{ (……) 专题小组成员们对地球变暖有什么看法? }

c. 转换议题

Let's move on Let's discuss Let's turn to Now, I'd like to turn to I want to turn to	the next subject of antibiotics. another subject of antibiotics. the topic of antibiotics.
--	--

{ (……) 下面我们讨论抗菌素。 }

I'd like to change the subject to discuss antibiotics.  
We'll now get off the topic of antibiotics on to amino acids.

[(……)我要改换讨论题,讨论抗菌素。(……)]

The next subject for discussion is amino acids.  
The next topic on the program is  
I think we should go on to

[接下去要讨论的题目是氨基酸。]

#### d. 纠正偏离议题

We are getting a little away from the topic.	Perhaps we can return to that subject immediately.
I'm afraid we're getting off the point a bit.	Can I bring the discussion back to antibiotics?
We're beginning to lose sight of the main point.	Let's get back to our discussion of antibiotics.
	May I draw your attention to antibiotics?

[(……)我们有点离题了。也许该马上回到原题上来。(……)]

I think we should put that subject aside for a moment.	Let's concentrate on antibiotics.
Why don't we discuss it later?	

[(……)我想我们该把该题目先放一放。集中讨论抗菌素。]

### 27.3.3 结束

In closing this session, In closing, In concluding this panel discussion, Before concluding this meeting,	I'd like to thank the panelists and the audience for the very stimulating discussion. I want to thank the members of the panel for a very informative, provocative, and stimulating session. I hope I speak for the audience. I want to pay my tribute to professor Inn, my cochairman, all the speakers and those who joined in this discussion for the wonderful morning.
--	---

[(……)在结束这次会议之际,我要感谢专题小组成员和听众使此次会议成为令人鼓舞的会议。(……)]

---

Finally, | thank you very much for your attendance and for your  
At last, | participation in the discussion.  
| let me thank you all again and, with this, close the  
| discussion.  
| with many thanks, I now close the panel discussion.  
[(……)谢谢大家光临并参加讨论。(……)]

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