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# Guide for Writing; Series II; File 50

Juanita Hunter

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# The OFFICIAL NEWSPAPER OF THE AMERICAN NURSES' ASSOCIATION NURSES ASSO

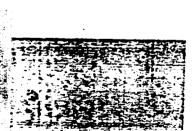
Patricia McCarty Editor (816) 474-5720 ext. 337

Suggestions for Authors Preparing Articles for The American Nurse

- Use a conversational rather than a scholarly tone.
- If you have questions about tone or style, look over a few recent issues of The American Nurse.
- Use a personal example or a little story if it will help to make your point.
- If you get stuck, talk to a friend about what you want to say and listen to yourself. Because we learned to talk before we learned to write, we can usually say it better than we can write it. And we express ourselves better to a friendly audience than to a critical one.
- If you are still stuck, call the editor. She's friendly. Her toll-free number is 800-821-5538.
- Three and a half to four pages double spaced is a good length. Typed please.
- Include brief biographical information about yourself and a black and white photo.



American Nurses' Association 2420 Pershing Road Kansas City, MO 64108





### WRITING FOR PUBLICATION - Part II

- I. INTRODUCTION/GROUP EMPECTATIONS
- II. TOPIC OVERVIEW
  - A. <u>Furpose:</u> To acquaint the participants with the elements of clear, concise, clinical writing
  - B. Objectives: Upon completion of this workshop, the participants will be able to:
    - 1. Describe the process for editing his/her own work
    - 2. Recognize common style errors in word usage, punctuation and manuscript format
    - 3. Recognize jargon and medicalese frequently found in medical literature
    - 4. Abstract a manuscript
  - C. Editing practice sessions
- III. EFFECT OF SPEECH PATTERNS ON WRITING
- IV. KNOWLEDGE OF GRAMMAR AND ITS RELATION TO SUCCESSFUL WRITING
- V. WHAT EDITING IS AND IS NOT
  - A. Rules of editing
  - B. Steps in revising or self-editing
- VI. EDITING FOR STRENGTH
  - A. Every word counts
  - B. Active voice
  - C. Passive constructions
  - D. Verbs are verbs
- VII. EDITING FOR CONCISENESS AND CLARITY
  - A. Pruning deadword
  - B. Sentence balance
  - C. Redundancies vs. wordiness
  - D. Straightforward vs. longwinded
  - I. Denotation vs. connotation
  - F. Abstract vs. concrete
- VIII. EDITING FOR PRECISION
  - A. "odifiers: misplaced, dangling, squinting
  - B. Shifting numbers, tenses, subjects, voice and point of view
  - C. The right word
  - IX. MAKING ORDER OUT OF CHAOS
    - A. Parallelism
    - B. Orderly arrangement
  - X. GETTING AND HOLDING READER'S ATTENTION
- IX. HOW TO WRITE LIKE A PROFESSIONAL
- (2) Professional Development Associates

Writing for Publication - Part II

Page 2

SUGGESTED READINGS:

- Barzun, J. Simple and Direct: A Rhetoric for Writers. New York, Harper and Pow, 1975.
- Bates, J.D. <u>Writing With Precision</u> Washington, D.C. Acroplis Books, Ltd., 1976.
- Bernstein, T. The Careful Writer. New York, Atheneum, 1975.
- Day, R.A. How to Write and Publish a Scientific Paper.
  Philadelphia, Pennsylvania, ISI Press.
- Lynch, B.S. and C.F. Chapman. Writing for Communication in Science and Medicine. Florence, Kentucky, Litton Educational Publishing, 1939.
- Strunk, W. Jr., and E.B. White. The Elements of Style.
  2nd Ed., New York, Macmillan Co., 1972.
- Style book/Editorial Manual of the AMA. American Medical Association, 1976.
- Einsser, W. On Writing Well: An Informal Guide to Writing.
  New York, Harper and Row, 1976.

(C) professional Development Associates

Parallelum-

is a device used to organize information) - bring things together Clarific relationships

tidy up thought and ideas

straightens out the phrases clauses or definitions

mixed up

we short paregraphe we main sertence to introduce main thought

in beginning to acquaint header & article formative - form on conclusions
description

research abotisets

- 1. State principal objectives and scope of the investigation
- 2. describe methodology
- 3. state the prinipal conclusion

Humming Tog Index - gear writing to certain level of understanding Count "I hang the bell"

The bell was rung

Editing for strength

\* vire active voice

find subject / abject / verb to improve clarity

? In object more of than subject - if not reverse and put subject first

making nowns out of strong weeks

? Ithat is clear verte or moun

Ex impactive not a rund

\* watch out for endings Ance, tion, ization - utilization

using should - an immediate twenoff

Editing for Precision keep Mestener elements to gether

Sungling modifier that downst clearly refer to appears. noun that it qualifies phrow Hive clause it's own subject

Equinting Modifier one that can be interpleted as modefying me or two or more elements

Editing for conciseness and clarity
Their sentences under 20 words
Son't repeat words or ideas unnecessarily
Edininate wordiness

Be specific the concrete terms

avoid funcy language

Concrete, concise, comprehensive

writer hispon

solen. appeop. audience

technical competence

identify purpose of article

professional attitude toward criticism

Editor

Has writer grownall info.
" account who, what, why, when, where

purpose of scientific writing is to inform

Connotation (emotion)
denotation

read entire manuscript before changing anything think about components ask if you have total puture have you arraved all o questions tread through applying principles of editing pay special bail down sentences - make one word replace several words pruning. Making decision about what is approp to but down tread your paper about - sheek for logic and completeness search for "wrong words"