

Preface

This textbook is the product of many years spent writing and editing academic texts: theses, journal articles and textbooks. It is also the outcome of a decision by its writer-editors to produce a text that combines the knowledge and skills of the principal contributors to academic texts of various types: their originators, their peers and supervisors, and the copy-editors whose services enhance their words to a level that renders them ready for either examination or publication. In this respect, we believe it to be the first of its kind. Our experience in the field has taught us that both researcher-writers and copy-editors can benefit enormously from learning about each other's craft – including the challenges and strictures of each. This with the aim of making the team effort that much more collaborative and successful.

For this reason, *Academic writing and editing: towards clear, concise and coherent texts* is divided into three parts:

- Part I focuses on the process of writing that writers of theses, journal articles and book chapters must traverse.
- Part II is devoted to those 'mechanical' aspects of producing academic texts that writers and copy-editors must not lose sight of if the products of their not inconsiderable labours are to meet the required standards of this genre.
- Part III describes in detail the roles and contributions of the researcher-writer, the copy-editor, the proofreader and also the different writing and editing interventions that writing for publication and producing an examinable document entail.

The detailed citation of the resources we have consulted in producing this textbook is the realisation of a conscious effort on our part. That is, to help to make our readers aware of the many authorities that are available internationally to both researcher-writers and copy-editors on just about every possible aspect of producing academic texts. These include expert advice on the processes themselves and the techniques

involved in producing accessible, engaging text. For this same reason, we also share the published wisdom on the nitty-gritty aspects of grammar, punctuation, connectors, Plain Language, quoting and referencing sources and dealing with minutiae such as abbreviations and illustrative matter, and of imposing consistency across texts.

Whether you are a researcher-writer, a supervisor or an editor who specialises in improving academic texts, we earnestly hope that the contents of this publication will support you amply in creating texts of only the highest quality.

John Linnegar & Ken McGillivray
October 2024