

Announcing the imminent launch of a new title of interest to academic writers, supervisors and editors ...

Pre-publication offer for SAALT members

'This book has made a very timely appearance on the market as it is common knowledge that many students are ill-prepared for writing up their research reports, for a number of reasons. It covers the essence of scholarly writing and ... could serve not only as a reliable reference book but also a textbook. One of its most valuable contributions is that it has been written by two experienced academic copy-editors ..., which takes this book's usefulness to a whole new level.'

**Dr Catherine Robertson, Managing Editor, JOVACET (IPSS, UWC),
Research Associate (US)**



Academic writing & editing: towards clear, concise and coherent texts

John Linnegar & Ken McGillivray

Part I Writing

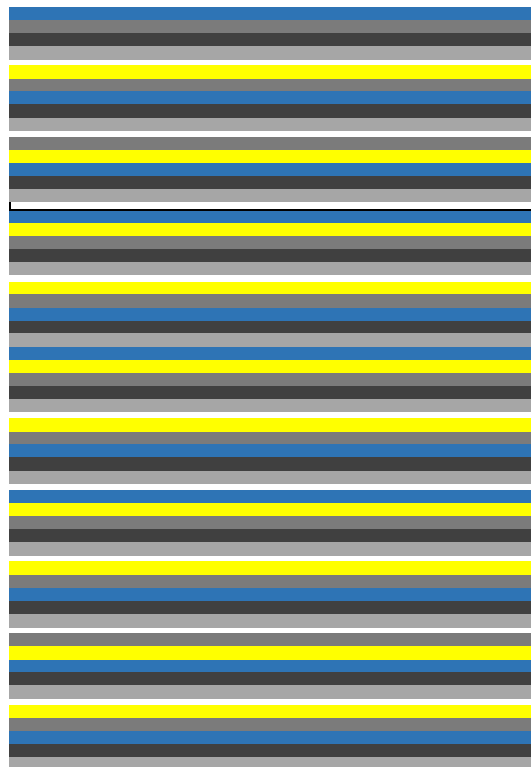
- 1 Introduction: writing and editing academic texts
- 2 Consulting resources and taking notes
- 3 The writing process
- 4 Structuring a report, an article or a chapter effectively: general guidelines
- 5 Principal structural elements of journal articles and of theses
- 6 Connectors: their important role in academic writing
- 7 Register and word usage appropriate to academic texts
- 8 Using verbs appropriately: moods and tenses in academic writing
- 9 A miscellany of frequently incorrect usage of words, phrases and syntax
- 10 Aiming for more accessible Plain Language (or Plain English) texts
- 11 Inclusive and bias-free language in academic texts

Part II Mechanicals and other minutiae

- 12 Using punctuation marks meaningfully and effectively
- 13 Abbreviations and symbols
- 14 Dealing with quoted matter
- 15 Referencing systems 1: intext citations
- 16 Referencing systems 2: citations in footnotes or endnotes
- 17 Styling the reference list or bibliography
- 18 Compiling and editing visual elements in texts: tabular matter, figures and lists
- 19 Copyright, permissions and plagiarism: what writers and copy-editors should know

Part III Editing

- 20 The challenges of editing texts for publication
 - 21 The challenges of editing examinable texts
 - 22 House Style and consistency
 - 23 Proofreading academic texts
- Appendix A: Some idiomatically correct prepositions
Appendix B: Abbreviations in citations and other scholarly contexts
Appendix C: The editing process in a nutshell
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'It's easy to navigate and to the point. There are so many practical aspects that can be applied by students and supervisors alike.' **Dr Frelét de Villiers, Academic Head/Senior Lecturer, UFS**

Launch date November 2024

A pre-publication price of R400 for the print edition will apply to orders received from SAALT members by 30 November 2024 (add R100 for PostNet delivery). The pre-publication price for the ebook is R300.

To order directly, email Ken McGillivray at kenimcgill@gmail.com and quote SAALT/AWE

Size: 152,4 × 228,5 mm; extent approximately 396 pages

Retail prices: print edition R580 + R100 PostNet delivery; ebook R420

