

Seminar 2013:
Preparing, Translating, and Publishing
Academic Papers in English

November 16 and 17, 2013
Guangdong University of Foreign Studies, Guangzhou, P. R. China

Program Agenda¹

Saturday: November 16

8:30–8:50 Opening Ceremony & Welcome

8:50–9:10 Photograph Taking

9:10–10:40 Session I: The Publishing Process*

- Selecting the most appropriate academic journal
- Preparing and submitting the manuscript
- Handling revisions and proofs
- Understanding the role of scientific editors and referees in the peer-review process
- Getting familiar with the copyediting process

10:40–11:00 Morning Tea Break

11:00–12:30 Session II: Understanding English Academic Papers (1)*

- Outline and structure of the paper
- Stylistic features to consider and use of style guides
- Rules of grammar and common language usage in academia
- Best practices for writing in English

12:30–1:30 Lunch

1:30–2:30 Session III: Translating Academic Papers into English

- Translating the rhetoric and style
- Constructing the English text through translation
- Handling citations or quotations in English
- Polishing a translated English paper

2:30–3:00 Session IV: Resources*

- Useful books for preparing English academic papers
- Helpful online resources on writing and publishing

¹ Please note that the exact order and the length of the sessions are subject to minor changes. Sessions marked with an asterisk will be in English and will be accompanied by live Chinese interpretation.

- Survey of specific journal websites
- Roles of professional organizations and colleagues

3:00–3:15 Afternoon Tea Break

3:15–5:00 Session V: Understanding English Academic Papers (2)*

- Interpreting submission guidelines
- Preparing illustrations, photographs, and line drawings
- Creating effective tables
- Handling copyrights and permissions
- Constructing and styling bibliographies

Sunday November 17

8:30–10:00 Session VI: Differences between Chinese and English

- Verb conjugation
- Diction and collocation
- Sentence structure
- Modes of thinking
- Information structure in constructing the text

10:00–10:20 Morning Tea Break

10:20–11:20 Session VII: Translation through Comparison

- From first draft to final version of a translated English academic paper
- Presentation of a final published paper with comments

11:20–12:00 Session VIII: Concluding Remarks and Final Questions

- Remarks by instructors
- Questions from attendees
- Discussion of questions
- Closing of seminar