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Introduction: Using This Workbook xi


General instructions. Using the workbook according to your temperament, discipline, or career stage. Using the workbook by yourself, with a writing partner, in a writing group, with coauthors, or to teach a class. Feedback to the author.

Week 1: Designing Your Plan for Writing 1

Instruction: Understanding feelings about writing. Keys to positive writing experiences. Designing a plan for submitting your article in twelve weeks.


Week 2: Starting Your Article 43


Exercises: Hammering out your topic. Rereading your paper. Drafting your abstract. Reading a model article. Revising your abstract.

Week 3: Advancing Your Argument 67

Instruction: Common reasons why journals reject articles. Main reason journal articles are rejected: no argument. Making a good argument. Organizing your article around your argument.

Exercises: Drafting your argument. Reviewing your article for an argument. Revising your article around your argument.

Week 4: Selecting a Journal 99

Instruction: Good news about journals. The importance of picking the right journal. Types of academic journals: nonrecommended, questionable, and preferred. Finding suitable academic journals.
Exercises: Searching for journals. Evaluating academic journals. Matching your article to suitable journals. Reading relevant journals. Writing a query letter to editors. Making a final decision about which journal.

Week 5: Reviewing the Related Literature
Instruction: Reading the scholarly literature. Types of scholarly literature. Strategies for getting reading done. Identifying your relationship to the related literature. Avoiding plagiarism. Writing about others' research.
Exercises: Evaluating your current citations. Identifying and reading the related literature. Evaluating the related literature. Writing or revising your related literature review.

Week 6: Strengthening Your Structure
Instruction: On the importance of structure. Types of structures. Article structures in the social sciences and humanities. Solving structural problems. Revising for structure.
Exercises: Outlining a model article. Outlining your article. Restructuring your article.

Week 7: Presenting Your Evidence
Instruction: Types of evidence. Writing up evidence in the social sciences. Writing up evidence in the humanities. Revising your evidence.
Exercises: Discussing evidence in your field. Revisiting your evidence. Shaping your evidence around your argument.

Week 8: Opening and Concluding Your Article
Instruction: On the importance of openings. Revising your opening and conclusion.

Week 9: Giving, Getting, and Using Others' Feedback
Instruction: Types of feedback. Exchanging your articles.
Exercises: Sharing your article and getting feedback. Making a list of remaining tasks. Revising your article according to feedback.

Week 10: Editing Your Sentences
Instruction: On taking the time. Types of revising. The rules of editing. The Belcher diagnostic test. Editing your article.
Exercises: Running the Belcher diagnostic test. Revising your article with the diagnostic test. Correcting other types of problem sentences.
Week 11: Wrapping Up Your Article

Instruction: On the perils of perfection. Finalizing your article.

Exercises: Finalizing your argument, related literature review, introduction, evidence, structure, and conclusion.

Week 12: Sending Your Article!

Instruction: On the importance of finishing. Getting the submission ready.

Exercises: Writing the cover letter. Preparing illustrations. Putting your article into the journal’s style. Preparing the final print or electronic version. Send and celebrate!

Week X: Responding to Journal Decisions

Instruction: An exhortation. Waiting for the journal’s decision. Reading the journal’s decision. Types of journal decisions. Responding to journal decisions.


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