The ve-way access system of the Handbook of Technical Writing provides readers with multiple ways of retrieving information: 1. Alphabetically Organized Entries The alphabetically organized entries with color tabs enable readers to find information quickly. The ESL Tips boxes throughout the book offer special advice for multi-lingual writers. In addition, the Contents by Topic on the inside front cover includes a list of entries â€œESL Trouble Spots â€œ that may be of particular interest to non-native speakers of English. Digital Tips and Web Links boxes direct readers to specific, related resources on the companion Web site. Ethics Notes throughout the text highlight the ethical concerns of todayâ€™s technical writers and offer advice for dealing with these concerns. 3.7.1 Examples of how academics write book reviews 3.7.2 A checklist for book reviewers 3.8.1 An example of a letter to an editor 4.4.1 A typical evaluation sheet for editors and referees 4.8.1 Career landmarks in different disciplines. Tables. If we examine the text of scientific articles it is clear that there is a generally accepted way of writing them. Scientific text is precise, impersonal and objective. It typically uses the third person, the passive tense, complex terminology, and various footnoting and referencing systems. The de Gruyter Handbook of Writing and Text Production brings together and systematizes state-of-the-art research. The volume contains five sections, focussing on (I) the theory and methodology of writing and text production research, as well as on problem-oriented and problem-solving approaches related to (II) authors, (III) modes and media, (IV) genres, and (V) domains of writing and text production. Throughout the 21 chapters, exemplary research projects illustrate the theoretical perspectives from globally relevant research spaces and traditions. Both established and future scholars can be 3 Handbook of Writing and Text Production Edited by Eva-Maria Jakobs and Daniel Perrin. 4 ISBN e-isbn Library of Congress Cataloging-in-Publication Data A CIP catalog record for this book has been applied for at the Library of Congress. Bibliographic information published by the Deutsche Nationalbibliothek The Deutsche Nationalbibliothek lists this publication in the Deutsche Nationalbibliografie; detailed bibliographic data are available in the Internet at Walter de Gruyter GmbH, Berlin/Boston Typesetting: Dörlemann Satz GmbH & Co. KG, Lemförde Printing and binding: Hubert & Co. GmbH This handbook has been designed to be a reference book and guide for researchers who have to write up their scientific work in English and who may need help to compose and write more clearly and accurately in the language. At present it is only a pilot version and the final edition will be ready during 2001. In the text each lower level is indented further. I first main point A part of I 1 1 part of I.A a part of I.A.1 (1) part of I.A.1.a (a) part of I.A.1.a.(1) (b) part of I.A.1.a.(1) (2) part of I.A.1.a (a) part of I.A.1.a.(2) b part of I.A.1. (1) part of I.A.1.b 2 part of I.A a part of I.A.2 B part of I 1 part of I.B II second main point.