

# 第一章 写作规范

学习英语写作，首先要清楚正确的写作格式，包括标题的写法、正文如何安排布局、段落开端缩进与否、大小写、单词的移行、数字与缩略语的写法以及英文中标点符号的使用、参考文献的格式，这些都应遵循通用的规则。本章将按照标题、正文以及参考文献的顺序，介绍写作中应遵循的通用规则，以规范写作格式。

格式上清楚了，在行文时一定要仔细认真，写出或打印文稿都应该做到整洁干净，尽可能避免错误。完成文稿后，还应仔细校阅一至两次，做必要的修正与改动。

## 第一节 标题

文章的标题应该在第一行的中间。题目的第一个和最后一个词不论词性都应首字母大写，中间的词除了冠词、并列连词(如 and, or, but, nor, for, yet, so)、少于 5 个字母的介词(如 in, out, over, with, of)和不定式的 to 以外，即使是连字符后面的单词也应该首字母大写。例如：

The Songs of Christmas

Washington Crossing the Delaware

Catcher in the Rye

My Days Among the Indians

A Psalm of Life

As You Like It

Life Along the Amazon

The Masque of the Red Death

A New Park-and-Ride Lot for Commuters

Blogger Wore Afro Wig to Fried-Chicken Tasting

5 个或 5 个字母以上的虚词，如 between, without, alongside, underneath 等都要首字母大写。如果是重要的提示性标题，或有专有名称标题，可以全部字母都用大写，但应慎用。

题目后不加句号。如题目是疑问句，应加问号；如是间接引语形式的疑问句，例如：What Reform Means to China，这个标题就不用加问号。题目中的引用词语或文章的标题，应加引号；书名则在下面加下划线或者以斜体标明。示例如下：

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Criticisms on the Ending of Mark Twain's *Adventure of Huckleberry Finn*

Different Views on *Jane Eyre*

Interpretations of Robert Frost's "Fire and Ice"

图书、杂志、新闻、戏剧、歌曲、诗歌、小说、散文、雕刻等应该大写标题中的实词，同样的大写原则也适用于它们所包含的章节的标题。

### Exercises

Please capitalize the following sentences if necessary.

1. Have you heard their latest album *Regatta in the sky* with the song "hot air balloon"?
2. *The Kansas City star* ran a good review of their production of *kiss me Kate*.
3. My poem "Jefferson parkway in winter" appeared last month in *ventures in new verse*.
4. The chapter "a Victorian view of revolution" is really the clearest example of what his book has to say about the period.
5. No one has ever played "tangerine" the way Desmond did on the album *Jazz goes to junior college*.

### Keys

1. Have you heard their latest album *Regatta in the Sky* with the song "Hot Air Balloon"?
2. *The Kansas City Star* ran a good review of their production of *Kiss Me Kate*.
3. My poem "Jefferson Parkway in Winter" appeared last month in *Ventures in New Verse*.
4. The chapter "A Victorian View of Revolution" is really the clearest example of what his book has to say about the period.
5. No one has ever played "Tangerine" the way Desmond did on the album *Jazz Goes to Junior College*.

英语写作题名以短语为主要形式，尤以名词短语最为常见，即题名基本上由一个或几个名词加上其前置或后置定语构成。短语型题名要确定好中心词，再进行前后修饰。各个词的顺序很重要，词序不当，会导致表达不准。题名一般不应是陈述句，因为题名主要起标示作用，而陈述句容易使题名具有判断式的语义；且陈述句不够精练与醒目，重点也不易突出。少数情况下（评述性、综述性和驳斥性）可以用疑问句做题名，疑问句有探讨性语气，易引起读者兴趣。

题名的字数不宜过长。国外科技期刊一般对题名字数有所限制。例如，美国医学会规定题名不超过两行，每行不超过 42 个印刷符号和空格；英国数学会要求题名不超过 12 个词。总的原则是：标题应确切、简练、醒目，在能够准确反映论文特定内容的前提下，词数越少越好。

如果标题同时有中、英文标题，则要注意英文题目与中文题目内容上应一致，但不等于说词语要一一对应。在许多情况下，个别非实质性的词可以省略或变动。

标题中的冠词有简化的趋势，凡可用可不用的冠词均可不用。

标题中不要轻易使用缩略词，除非这些缩略词已得到整个科技界或本行业科技人员公认。

标题写作有一些可行与禁忌事项，现已成为标题写作的不成文原则，在撰写标题时，需要遵循：使用简明和简短的词语、普通读者易于理解的词语，避免隐晦或读者不太明白的词语。避免形容词或副词等修饰成分，少用句子，好的标题不能包含任何的问题。自己文章的标题不能出现斜体和标点符

号，标题一般都需要加粗。

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## 第二节 正文

### 一、布局

有格的练习簿和常规的办公纸(19厘米×27厘米)都可以使用。最好隔行写,以便于阅读和修改。如果纸张很薄,背面就不要再写了。

在纸的四周都要留空:上边空2厘米,左边、右边和下边各空1.5厘米。练习本中已经标出上下的空边,所以只需要在左边画一道竖线,以确保左边对齐。

写英文很难使右边的空白上下对齐,但绝不要一直写到纸的边缘。如一行末尾的空白处写不下要写的词,而那个词又不能在中间分开,就该把它写在下一行。换句话说,在纸的右边必须留下一点空白。

每段的开头应缩进,即留出四到五个字母的空白。

页码用阿拉伯数字标出,写在每一页的右上角,不加括号或句号。第一页可不标。

在一行的开端不可用逗号、句号、分号、冒号、问号或感叹号,这些标点符号如需要,应放在一行的末尾。方括号、圆括号和引号的前一半不能放在行尾。表示一个词移行的连字符应置于上行的末尾,而不是下行的开端。

在书写时,应写得便于别人阅读。大写字母应稍大于并高于小写字母,a和o,n和u要分清,i和j上面要加一点,t要加一横。在逗号后空出约一个字母的间隔,在句号后则空出约两个字母的间隔。

如要划去一个词,要用粗线把它勾销,不能用括号把它括起来,因为括号中的词还是要的,表示此处为解释说明。如要增加一个词,应加在已写的一行词上面,不要加在下面,还要用清楚的符号表明加在何处。

常见的手写字体有两种,一种是字母相连的草体,另一种是字母不相连的印刷体。两种字体都可以使用,但在一篇文章中最好坚持用一种。

### Exercise

任选两三段文章,抄写下来,注意书法和文稿格式。

### 二、大写

在英语写作中,除了要注意上节讲到的标题的大小写外,在正文中,还应注意句子的开头和专有名词的大写问题。

不只是完整的句子,对于不完整句,也应用大写字母开头。

引语(两个引号之间的词语)如是完整的句子,也用大写字母开头。如引用的一句话分成两部分,放在两对引号之中,第二部分不用大写字母开始,除非第一个词是专有名词或由专有名词变来的形容词:

He said, "My trip to Mount Tai was interesting but tiring."

"My trip to Mount Tai," he said, "was interesting but tiring."

I asked, "Ehen, do you usually go home?"

She answered, "At weekends."

普通名词已经为专有名词的一部分时，也要大写：

| 普通名词                            | 专有名词                           |
|---------------------------------|--------------------------------|
| a famous university             | Peking University              |
| a broad street                  | Chang'an Street                |
| a large lake                    | Lake Erie                      |
| the president of the university | President Brown                |
| middle, age                     | the Middle Ages                |
| labor, day                      | Labor Day                      |
| people, republic                | the People's Republic of China |

从专有名词演变而来的词一般也要大写：

|           |           |            |
|-----------|-----------|------------|
| Marxist   | Darwinism | Hegelian   |
| Confucian | Latinize  | Vietnamize |

但专有名词及其派生词也有可能变成普通名词、动词或形容词。

mackintosh(由苏格兰化学家 Charles Mackintosh 的名字演变而来)

chauvinistic (由拿破仑的狂热信徒 Nicolas Chauvin 的名字派生而来)

quixotic (由小说 *Don Quixote* 中主人公的名字派生而来)

anglicize (由拉丁文 Anglicus 演变而来)

### 三、移行

快写到一行末时，应看看还剩下多大的空处。如果写不下你要写的那个词，应考虑是移行还是把整个词放在下一行。要避免把一个词挤到纸边上。

移行的基本原则是按照音节把词分开，同时，连字符不得出现在一行的开头。注意以下内容：

单音节词不能分开成两行，如 through, march, brain, pushed。

不要把词的一个字母写在行末或行首，即便那个字母构成了一个音节，如 a • lone, trick • y。

不要把只有两个字母的音节写在行首，如 hat • ed, cab • in。

避免把人名和地名分开写，如 Chi • na, Aus • ten。

已带有连字符的复合词只可在连字符处分开，如 father-in-law, empty-handed。

把词分开写应注意避免造成误解，如 pea • cock, re • ally。

一页的最后一个词不要移行，可以把整个词写在下一页。

有前缀或后缀的词，应在前、后缀和词根之间分开，如 re • state • ment, un • relent • ing。双音节词有重复的辅音字母时，可在这两个字母间分开 strug • gle, shat • ter。

词的分写有时并不容易。没有把握时，可以查词典。

### Exercises

Split the following words when necessary based on the rules.

alive setting sister-in-law handy correctness gratitude bonus permission sociable  
thought dictatorship far-reaching

### Keys

a-live set-ting sister-in-law han-dy cor-rect-ness grat-i-tude  
bo-nus per-mis-sion so-cia-ble thought dic-ta-tor-ship far-reaching

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## 四、标点符号

在书面交际中，标点符号像信号弹一样，在句子中间把词划分成组，表明各句之间以及句子成分之间的关系，明确或强调句子的意思，可以帮助读者正确理解句子的含义。本节并不详述所有标点符号的功能，而是基于帮助学习者了解和掌握英语学习者易用错而导致意义混淆或错误理解的标点。

### (一) 冒号

冒号( Colon )常用于引出或强调后面所述的信息，主要用法包括列举( 作为解释说明的一种方法 )、解释( 对冒号前面的内容加以解释，常接 following, such as )、引语( 引出一个长的引语 ) 以及其他用法。

#### 1. 列举。

In order to graduate, students need to be proficient in several areas: reading, writing, and computing information of a technical nature.

We will need the following for the party: paper cups, paper plates, paper napkins, and all the silver teaspoons you can find.

请注意在任何形式的系动词 be 之后都不能用冒号引出列举内容。

错句：

The obstacles between them and their goals were: substantial facilities, too few qualified staff, and old-fashioned methods.

To me, the most important things in life are: health, happiness, good friends, and a great deal of money.

改正后：

Three obstacles stood between us and our goals: substantial facilities, too few qualified staff, and old-fashioned methods.

To me, the most important things in life are the following/as follows: health, happiness, good friends, and a great deal of money.

#### 2. 解释。

There are several reasons to throw the emphasis forward: to list, to explain, and to illustrate a long quotation.

English skills assume that four principles in particular are keys to effective writing: unity, support, coherence and sentence skills.

#### 3. 引语。

Professor Han addressed the need for professionals to write clearly when she said: Writers are expected to think logically, creatively and objectively. They must know...

Claire Safran points out two of the things that cannot be explained: "One of them is poltergeists. Another is teenagers."

#### 4. 分割标题和副标题。

Southwest Stories: Tales from the Desert

#### 5. 正式信件中，用于称呼语之后。

Dear Judge Wright:

Ladies and Gentlemen:

#### 6. 表示时间和比例。

8:30 AM

a ratio of 3:5

## (二) 分号

分号 ( Semicolon ) 主要是连接两个在意义上紧密相关的并列句，其功能介于句号和逗号之间。连用时应把分号置于连接副词之前，并在连接副词后加逗号。

此外，分号还用于分隔已有逗号的系列并列成分，以避免歧义。同时，当用逗号可能表达不清或短语过长时，也可用分号。例如：

No one is born with knowledge; knowledge must be taught and learned.

We are planning a trip to Disney World next summer; therefore, even the children are saving their pennies.

We will use my new book, *Success in Advanced English Writing*; my friend's book, *The new Century Guide to Practical English Communication*; and *Western Writing Theories, Pedagogies, and Practices*, a book from the library.

Quincy Market is a popular tourist attraction in Boston; the White House, in Washington, D.C.; and the Statue of Liberty, in New York City.

## (三) 逗号

在所有的标点符号中，逗号 ( Comma ) 是英语与汉语中用法差异最大的，也最容易出错。逗号的错用可能是导致句子意义混淆的最主要原因。逗号的使用有许多规则。

1. 在复合句中，如果状语从句在主句之前，主从句之间需用逗号隔开。如主句在前，则不用逗号。例如：

Since a school is a society in miniature, students may learn to cooperate with others and make friends with others there.

Don't eat too much fat if you want to be thin.

2. 在非限定性定语从句与句子的主要部分之间用逗号。

Nobody likes to make friends with Bruce, who is notorious as an apple-polisher.

Tom, who is my close friend, will visit me tomorrow.

3. 当动词的非限定性短语和介词短语在句首时，逗号置于其后。

To protect our environment, measures should be taken to curb pollution.

For a small sum of money, you can be a shareholder of this company.

Unlike the online source, a CD-ROM disk is a physical object like a book.

4. 在并列句中，逗号不能单独连接并列分句，应置于并列连接词之前。但独立分句很短时，逗号并不是必需的。

School life is often unforgettable, and it brings many sweet memories.

There is absolutely no substitute for reading, but there are other things that can enrich and enlarge vocabulary.

5. 为防止意义混淆或引起误解用逗号。

Those who can, sprint the final lap.

如果在上句中并没有使用逗号，那么该句从结构和意义上都是不完整的。所以，逗号可以使句意清晰，下面两个句子都是正确的，但因为逗号的使用而使两个句子的意思不尽相同。

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His brother, Peter, goes to medical school. ( 只有一个弟弟, 名叫 Peter )

His brother Peter goes to medical school. ( 不止一个弟弟, 其中之一名叫 Peter )

6. 在一系列的词或短语之间用逗号。

The writer effectively analyzes the information, interprets the facts, makes judgment, draws conclusions, summaries, and defends opinions.

Vitamin K is found in spinach, lettuce, kale, cabbage, cauliflower, animal liver, and egg yolk.

When painting a picture with words, you can begin from left to right, from right to left, from top to bottom, or from bottom to top.

7. 用逗号隔开对比内容。

Human beings, unlike oysters, frequently reveal their emotions.

Other citizens who disagree with me base their disagreement, not on facts different from the ones I know, but on a different set of values.

The story is narrated objectively at first, subjectively toward the end.

8. 一些习惯用法。

Yes, I think so.

She is the new secretary, isn't she?

"The Summer Palace," he said, "is like a fairyland."

9. 在书写日期时, 如果用的是 month-day-year 的格式, 则是在日和年份之间用逗号隔开。例如:

The first version of the book was published on June 13, 2001.

10. 当书写的数字大于 1,000 时, 常以千为单位用逗号将数字隔开, 从右往左每三位数字前加一个逗号。例如:

321,700

132,465,741

11. 在非正式信函的开头与结束标注逗号。例如:

Dear John,

Sincerely yours,

#### (四) 引号

引号 ( Quotation Marks ) 主要用于: 标引某讲话人或作者的话; 标示文章、论文、短篇小说、短诗、书中的章节、电视广播节目的片段、短小的音乐作品 ( 如歌曲 ) 等名称。

Ben Franklin once wrote, "To lengthen thy life, lessen thy meals."

They are discussing the article "The Problem of Acid Rain".

这里我们主要说明引号同其他标点符号一起使用时的位置情况。

1. 当引号同逗号和句号一起用时, 把逗号和句号置于引号内 ( 美式用法 ) 或引号外的情况均有。

Almost daily, the public is besieged with new "anti-cancer foods," powerful "anti-aging vitamins," and other wonderful items from the "modern-days, snake-oil seller."

First he talked about "new criticism", and then he discussed "postmodernism".

2. 把分号和冒号置于引号外。

The author said that "American believe in good health"; moreover, she thought it to be a wise trend.

The economist said: "The poor economic situation is responsible for the creation of social unrest."

3. 句号、问号、破折号和感叹号用于所引用的材料中时置于引号内。

"Should we hold the front page?" She asked. "After all, it's a slow news day."



“Shall we do it now, or—” Mary paused, unable to continue.

“Hold the front page!” He cried. “This is the biggest story of the decade.”

“What do you mean by ‘language acquisition device’?” one of the students asked. (引语中的引语用单引号)

简短地说，结构完整的句子，无论长短，后面都用句号。不要用逗号连接两个并列从句，应用逗号加连词，或用分号。把逗号和句号分清：逗号带个小尾巴(,)；句号是个黑圆点(.)，不是一个圆圈(。)，中文的句号才为小圆圈。

在疑问句后用句号，但在改为间接引语的问句后不用问号：

“Have you done your exercise?” the teacher asked.

The teacher asked whether we had done our exercises.

感叹号只用在需要强调的感叹句或表示强烈感情的词语后面。不要用得太多。

直接引语应放在两个引号之间。说话人和表示“说”的动词可放在引语前面、后面或中间。

She said, “We have decided to take the examination.”

“We have decided to take the examination,” she said.

“We have decided,” she said, “to take the examination.”

注意上面三个句子的标点符号用法。第一句中的 She said 后面用逗号；第二句的引语后用逗号，she 是小写；第三句在 decided 和 she said 后面都用逗号，而且引语的第二部分也用小写字母开始。总之，引语和 she said 被视作一个句子，只是引语的一个词要大写。

## Exercises

### 1. Pair work

Now copy out the passage below, and put in the correct punctuation marks. Remember to use capital letters where necessary. Discuss with your partner.

it was not a secret fund as a matter of fact when I was on Meet the Press some of you may have seen it last Sunday Peter Edson came up to me after the program and said Dick what about this fund we hear about and I said well there's no secret about it go out and see Dana Smith who was the administrator of the fund and I gave him his address and I said you will find that the purpose of the fund simply was to defray political expenses that I did not feel should be charged to the government

### 2. Punctuate the following sentences and capitalize the letter where necessary.

we entered the room jane looked around and asked where is the cat

she must have run away I answered she doesn't like to stay at home

we must go and find her jane said let's go

at this moment the cat walked out from under the chair

## Keys

1. It was not a secret fund. As a matter of fact, when I was on “Meet the Press,” some of you may have seen it last Sunday—Peter Edson came up to me after the program and said, “Dick, what about this fund we hear about?” And I said, “Well, there’s no secret about it. Go out and see Dana Smith, who was the administrator of the fund.” And I gave him his address, and I said, “You will find that the purpose of the fund simply was to defray political expenses that I did not feel should be charged to the government.”

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2. We entered the room. Jane looked around and asked.

“Where is the cat?”

“She must have run away,” I answered. “She doesn’t stay at home.”

“We must go and find her,” Jane said.

“Let’s go.” At this moment the cat walked out from under the chair.

## 五、数字与缩略语

在学术英语写作中，1~2位数字要用单词拼写的形式写出，并避免使用除最常见的 Mr., Mrs., Jr., Sr., Ph.D.之外的缩略语，以确保文章的正式性。请看下面两个不规范句子：

The coach signed 16 new players.

Govt. agents also carry identification.

在上面两句中，第一句应该将 16 改为 sixteen，第二句应该讲 Govt.改为 Government。英语学习者要牢记这些常见的规则。本节主要讲通则之外的特例，以便知道特例之外都要遵循通则。

### (一) 数字

总体而言，英语写作中 100 及以下的数字都应以单词拼写的形式出现，100 以上的用数字表达。下面三条原则主讲何时写成数字，何时写成单词。

#### 1. 单词全拼。

一般而言，一到两位数时要用单词表示出来。例如：

Police arrested the assailant six days later.

The professor ordered seventy-six trombones.

#### ➤ 特例

- 当句子开始为一个数字时，即使它是两位数以上的数字，也必须全拼。

One thousand six hundred and thirty-three hamburgers were consumed before halftime.

- 聪明的作者会尽力避免以大数字开始一个句子，当然，他们会选择更好的方法来避免这种情况。

By halftime the crowd had consumed 1,633 hamburgers.

#### 2. 使用数字。

##### (1) 当数字达到两位以上时

By the middle of June we had handled 634 complaints.

Did you know that a baseball is wrapped in 174 yards of blue-gray wool yarn and is held together by 216 red stitches?

#### ➤ 特例

当整数可以用一到两个单词表示时，如 one hundred, six thousand, three billion 等，即使用数字写出需要很多位，也用英语单词表示。

##### (2) 当数字包含有小数或分数时。

My car speakers need 3% inches of clearance from the face of the mounting surface.

In their culture, family groups average 4.654 members.

### ➤ 特例

- 当数字不多于三位，其中若带有可以直接拼出的分数如  $\frac{1}{2}$  和  $\frac{1}{4}$ ，则需用英语单词表示出来。

His largest trout measured twenty-four and a half inches.

- 不能将全拼的分数和以数字表示的数字混合在一起，这样读起来不协调。

The champs weighs 211 and a quarter pounds.

- 当数字表达的是时间或其他相关标示信息。

Pearl Harbor was attacked on December 7, 1941.

Room 19            P./Page (p./page)25        PP./Pages (pp./pages)18-118

Chapter 2/II        Channel 6                    Volume 5                    Line 1

lines 2-10        Act IV/iv                    Scene II/ii                   Highway 8

Henry III        P.O.Box 17                  Apartment B-4                Route 3

### ➤ 特例

- 除了常规的数字或基数词外，英语中还有序数词，序数词可以写成 first, second, third, fourth... 或者 1st, 2nd, 3rd, 4th... 在表达日期时，不提及年份，不用基数词，只用序数词。例如：

I met her on the fourth of June.

I look forward to seeing you on May 22nd.

但是如果提及年份，再在日期中使用序数词则是错误的用法。请看下面的错误用法：

The contract was signed February 6th, 1979.

这句话中，应使用基数词 6 来表示日期，而不用序数词 6th。

- 当和 a.m., p.m. 以及其他量词的缩略语连用时，使用数字。

8 a.m./8:00 a.m.    3.35 p.m.    12 ft.    2in.    6lb.    15oz.    39cc.

### ➤ 特例

- 当用 o'clock 表示 1~12 的整点时，或量词被全拼时，数字应该使用单词拼写。

eight o'clock(or: 8/ 8:00 a.m./p.m.)

twelve feet (or: 12 ft)

two inches(or: 2 in.)

six pounds (or: 6 lb.)

fifteen ounces (or: 15 oz.)

thirty-nine cubic centimeters (or: 39 cc.)

除非是在科技说明和技术写作中，在文章中大部分测量单位不能使用缩略词。

The ball sailed 42 ft (feet) over the fence.

### 3. 数字编号的一致性。

- 不论是用数字还是用单词拼写，前后应一致。

We didn't know whether to expect seventy-five or one hundred and five in that computer course.

The strength of the local chapter varied between 81 and 111 numbers.

- 当罗马数字和阿拉伯数字都用在提纲里，同等级别的条目必须用同一类别的数字表示。

---

I.

1.

2.

II.

1.

2.

4. 根据惯例使用数字。

不同的领域在使用数字时都有自己独有的惯例,我们所要做的是理解这种惯例并严格按照它来做。在如何使用数字上, MLA 手册和芝加哥格式适用于人文科学; APA 适用于人文社科; CBE 适用于自然科学。现以 MLA 格式为例。

地址:

23 Main Street

175 Fifth Avenue, New York, NY 10010

日期:

September 17, 1951                  the 1860s                  4 B.C.                  the sixties

小数、分数和百分数:

65.34      81/277      17 percent

书或剧本的篇章:

Volume 5, pages 81-85 (not 81-5)

Act III, Scene ii (or Act 3, Scene 2), lines 3-9

钱数:

\$ 7,348      \$ 1.46 trillion      \$ 2.50      thirty-five cents

分数与统计:

An 8-3 Red Sox victory

a verbal score of 600

an average age of 22

a mean of 53

a ratio of 3 to 1

一天中的时间:

6:00 A.M.                                  5:45 P.M.                                  12:01

five in the morning                          four o'clock                          four thirty

## Exercises

Correct any mistakes in the handling of numbers. Be prepared to explain your corrections.

1. By 9 o'clock I had interviewed everyone in the houses around sixty-three State Avenue.

2. 906 applicants for the vacancy must be screened before six forty-five P.M.

3. What is so special about April fourth, 1987?

4. Each unit weighs twenty-five g. and the unit price is fifteen point six eight cents.

5. There were fifty-100 visitors in the hall throughout the day.

6. 307 miles long and 82 miles wide, the island offered little of interest.

7. Time will provide perspective on the stock-market boom of the '90s.
8. You could travel around the city for only 65 cents.
9. The invasion of Kuwait began on August second, 1990.
10. The department received 1,633 calls and forty-three letters.
11. Cable TV is now available to seventy-two percent of the population.
12. Walker signed a three-year, \$4.5-million contract.
13. In the 35-to-44 age group, the risk is estimated to be about 1 in 2,500.
14. The parents considered 25 cents enough for a five-year-old.
15. The amulet measured one and one-eighty by two and two-fifths inches.

### ☑ Keys

1. By nine o'clock I had interviewed everyone in the houses around 63 State Avenue.
2. Nine hundred and six applicants for the vacancy must be screened before 6:45 P.M.
3. What is so special about April 4, 1987?
4. Each unit weighs 25 grams and the unit price is 15.68.
5. There were fifty to one hundred visitors in the hall throughout the day.
6. Three hundred and seven miles long and eighty-two miles wide, the island offered little of interest.
7. Time will provide perspective on the stock-market boom of the nineties/1990s.
8. You could travel around the city for only sixty-five cents.
9. The invasion of Kuwait began on August 2, 1990.
10. The department received 1,633 calls and 43 letters.
11. Cable TV is now available to 72 percent of the population.
12. Walker signed a 3-year, \$ 4.5-million contract.
13. In the 35-to-44 age group, the risk is estimated to be about one in 2,500.
14. The parents considered twenty-five cents enough for a five-year-old.
15. The amulet measured  $1\frac{1}{8}$  by  $2\frac{2}{5}$  inches.

### (二) 缩略语

1. 在写作中，即使是在学术写作中，作为名字的一部分，位于名字前后的职业头衔或学位都是使用缩略语的。

|                        |                           |
|------------------------|---------------------------|
| Ms. Steinem            | Henry Louis Gates Jr.     |
| Mr. Guenette           | Paul Irvin, M.D.          |
| Dr. C. William McCurdy | Jamie Barlow Kayes, Ph.D. |

2. 在非正式文体中，头衔使用缩略语。

宗教、军事、学术以及政府官员头衔在学术英语写作中必须全部拼写出，但常见的头衔可使用缩略语。在其他文体中，当它们在全名前面时使用缩略语，但在姓氏 (Surname) 前需要使用全拼。

|                       |                  |
|-----------------------|------------------|
| Gen. Colin Powell     | General Powell   |
| Prof. Beverly Moss    | Professor Moss   |
| Sen. Barbara Mikulski | Senator Mikulski |

### ➤ 特例

- 学位名称在单独使用时使用缩略语，但是如果是单独作为头衔或职称时不能使用缩略语。

---

She received her Ph.D. this year.

He was a rigorous professor (not prof.), and we worked hard.

- 头衔或学位可以和人名一起使用，但不能同时用头衔和学位。

错误的说法：Dr. James Dillon, Ph.D.

修正后：Dr. James Dillon 或 James Dillon, Ph.D.

### 3. 常见拉丁缩略语。

一些拉丁缩略语能和表示年或小时的单词一起自由使用。

399 B.C. (before Christ)

A.D. 48 (Anno Domini, Latin for “year of our Lord”)

210 B.C.E. (before the common era)

49 C.E. (common era)

11:15 A.M. or a.m. (ante meridiem, Latin for “before noon”)

8:00 P.M. or p.m. (post meridiem, Latin for “after noon”)

一些常见的拉丁缩略语用来表示源引文（引用的资源）。

cf. compare (confer)

e.g./ eg for example (exempli gratia)

et al and others (et alii)

etc. and so forth, and so on (et cetera)

i.e./ ie that is (id est)

N.B. note well (nota bene)

Ibid previously quoted (ibidem)

viz. namely (videlicet)

### ➤ 特例

- 一般来说，如果不是源引文，应避免或减少使用这些缩略语。

Many firms have policies to help working parents—for example (not e.g./ eg), flexible hours, parental leave, day care.

● etc.的用法要特别注意。如果写 “and etc.” 就不合逻辑了，因为 et 表示 “and others”，因此 “and etc” 就意味着 “and and others”，这是不合逻辑的。另外，当读者对其他概念不明确时，也不能用 etc.，因为会造成歧义。下面的句子中就因为对 “others” 不明确，造成了人们的误解，可以把它想象成 headache, a stuffy nose 或 chills：

Joan constantly complains about imaginary ailments—aches, shooting pains, hot flashes, etc.

请看下面这个句子：

The behavior of chickens is fascinating, especially their territoriality, aggression, etc.

这个句子的作者或读者根本没有弄清楚 etc.在这个例子中表示什么。

### Exercises

Correct any mistakes in the handling of abbreviations.

1. I am sure we will hear from the good prof. by Sept.
2. I have a lot of things to sell: a record player, a tennis outfit, an electric typewriter, and etc.

3. Psych. & ed. Majors are planning a jt. picnic.
4. Henry has a fascinating hobby, i.e., scuba diving.
5. Dostoyevsky was influenced by many European writers—e.g. , Dickens, Stendhal, and Balzac.

### Keys

1. I am sure we will hear from the good professor by September.
2. I have a lot of things to sell: a record player, a tennis outfit, an electric typewriter, and others.
3. Psychiatry & education majors are planning a joint picnic.
4. Henry has a fascinating hobby, that is, scuba diving.
5. Dostoyevsky was influenced by many European writers—for example, Dickens, Stendhal, and Balzac.

## 六、斜体

英语写作中通常用斜体或手写体的下划线来突出某个单词或词组，用以表明有特殊的含义。斜体主要用于以下五个方面：

### (一) 长且完整的作品标题

Books: *Gone with the Wind*

Choreographic works: *Rodeo*

Films and videos: *Shine*

Long musical works: *Brandenburg Concertos*

Long poems: *The Waste Land*

Magazines and journals: *Newsweek, The New England Journal of Medicine*

Newspapers: *Chicago Tribune*

Paintings and sculpture: *Mona Lisa*

Pamphlets: *Common Sense*

Plays: *Romeo and Juliet*

Radio series: *All Things Considered*

Recordings: *The Score*

Software and web sites: *Quicken, Purdue Online Writing Lab*

Television series: *The Simpsons*

### ➤ 特例

● 对标题使用斜体也有例外，例如下例中的 Bible 和 books of the Bible，以及法律文献的名词都没有使用斜体：

Genesis is the first book of the Bible.

Where did he stand on the Emancipation Proclamation?

● 在引用新闻、短篇小说或短诗、歌曲、期刊及报纸中的文章标题时常用引号代替斜体（这里的短篇小说指少于六七十页，诗短于 200 行）：

---

In the article “The Future of Space,” published in the July 19, 1974 issue of *Scientific American*, the authors explore the possibility of manned space station.

The class like the story “A Rose for Emily” in our text stories for Our Time.

Included in this volume of Poe’s works are the poem “Annabel Lee,” the essay “The Philosophy of Literary Criticism,” and the short story “The Black Cat.”

“Get Me to the Church on Time” is a song from the musical play *My Fair Lady*.

### Exercises

Supply italics/underlying wherever needed in the following sentences.

1. Does the character Humphrey Clinker appear in any of Smollet’s books besides Humphrey Clinker?
2. I know the painting Mona Lisa, but I don’t know anything about Mona Lisa herself.
3. Lord Jim and Nostromo are two of Conrad’s best novels.
4. According to Time magazine, the musical Hair was the most controversial show of the decade.
5. Last week the television show News Views staged a round-table discussion of the Equal Rights Amendment.

### Keys

1. Does the character Humphrey Clinker appear in any of Smollet’s books besides *Humphrey Clinker*?
2. I know the painting *Mona Lisa*, but I don’t know anything about Mona Lisa herself.
3. *Lord Jim* and *Nostromo* are two of Conrad’s best novels.
4. According to *Time* magazine, the musical *Hair* was the most controversial show of the decade.
5. Last week the television show *News Views* staged a round-table discussion of the Equal Rights Amendment.

### (二) 数字、字母或单词本身需要斜体

数字、字母或单词本身需要斜体以引起注意。

#### 1. 数字。

At the top of the stage she scrawled a number-**7786**.

Is that an **XVIII** or an **XVII**?

Try to make your **6**’s more distinct from your **5**’s.

On the back of his jersey was the famous **24**.

She wrote **7**, but I took it for **1**.

#### 2. 字母。

I can’t tell whether this is an **i** or an **e**.

He had not crossed a single **t** in the whole essay.

The first four orbitals are represented by the letters **s, p, d, and f**.

Your **th**’s sound very much like **f**’s.

#### 3. 单词。

I could never pronounce the word **irony**.

**Taradiddle** is a good term for that kind of foolishness.



The poet makes great use of *love* and *spring* in her description of the season.

### (三) 交通工具的名字需要斜体

飞机、火车、船或宇宙飞船的专有名称常使用斜体或下划线。

Aircraft and spacecraft: *Spirit of St. Louis*

*Discovery*

Ships: *Santa Maria*

*Iowa*

Trains: *Orient Express*

*Silver Star*

#### ➤ 特例

• 用于斜体的名称一般都用于官方或公众场合，如果称呼自己的丰田汽车为 Fred 或当地的货运车为 “Old Frustration”，这些为私人名称，不应使用斜体。

### Exercises

Supply italics/ underlining wherever needed in the following sentences.

1. She recognized her ships, the steamer Haiti Princess, by its blue stacks and the number 3 painted on its side.
2. Air Force 1 had had landed before Air Force 2 was cleared for takeoff.
3. How many I's are there in the word Mississippi?
4. The number 566 meant nothing to the crew of the sloop China Shore.
5. In the year that announcer has been with us, he has had 365 chances to learn to pronounce

Wilkes-Barre properly.

### Keys

1. She recognized her ships, the steamer Haiti Princess, by its blue stacks and the number 3 painted on its side.
2. *Air Force 1* had had landed before *Air Force 2* was cleared for takeoff.
3. How many *i*'s are there in the word *Mississippi*?
4. The number 566 meant nothing to the crew of the sloop *China Shore*.
5. In the year that announcer has been with us, he has had 365 chances to learn to pronounce

*Wilkes-Barre* properly.

### (四) 外来词或短语需要使用斜体

一般外来词语需使用斜体，除非这些词常被英语本族语者使用，已经成为英语的一部分词汇，如法语中的 *bourgeois* 和意大利语中的 *pasta*。一般来讲，如果一本英语词典中没有将这个外来语用斜体印刷，那么就不需要使用斜体。

At last one of the phantom sleigh gliding along the street would come to a stop, and with gawky haste Mr. Burness in his fox-furred *shapka* would make for our door.

—Vladimir Nabokov, *Speak, Memory*

• 拉丁语和种类名常使用斜体。

The local coral snake, *Micrurus fulvius*, is exceedingly venomous.

---

I am fascinated by an ant bear, *Myrmecophaga jubata*.

*Juglans nigra*, the black walnut, is native to the Western Hemisphere.

### Exercises

Look up the following words and phrases in a dictionary. Underline the ones that need italics.

|       |             |              |            |           |
|-------|-------------|--------------|------------|-----------|
| Junta | Weltschmerz | sine qua non | diminuendo | Bolshevik |
| Ciao  | tutu        | ab ovo       | couturier  | au revoir |

### Keys

|             |                    |                     |                  |                  |
|-------------|--------------------|---------------------|------------------|------------------|
| junta       | <u>Weltschmerz</u> | <u>sine qua non</u> | diminuendo       | Bolshevik        |
| <u>ciao</u> | tutu               | <u>ab ovo</u>       | <u>couturier</u> | <u>au revoir</u> |

### (五) 使用斜体表示强调

有时为了凸显重要的观点或说明这个观点与众不同、比较特殊、令人惊讶，作者也会使用斜体。如果不是，作者最好使用其他方式来强调说明。

That Audi has neither four nor six but *five* cylinders!

She'd got it in her head that I was *Russian*.

## 第三节 参考文献

马克·吐温曾说过：这个世界上只有亚当能够在说出一句漂亮的话时可以肯定之前没有其他人说过这句话。作为学习者，我们说的话或观点极有可能是别人已经说过的。基于对别人的尊重，我们在写文章特别是写学术论文引用学术期刊和学术著作中的有关论述时，需要使用规范的引文格式，给读者提供文献资料来源的准确信息。如不能准确完整地注明引文出处，会导致研究结果不准确或无效，甚至有抄袭剽窃之嫌。不同的学科使用不同的引文格式。

文章写作者选择何种引文格式，要依某一学科约定俗成的格式或某期刊、学术会议的具体要求而定。根据清华大学图书馆的资源，中文文章写作中常见的引文格式为：

(1) 国家标准：文后参考文献著录规则 GB/T 7714-2005 附录 A、附录 B。

该标准专供著者与编者编纂文后参考文献使用。

(2) 国家标准：科学技术报告、学位论文和学术论文的编写格式 GB7713-87。

该标准适用于报告、论文的编写格式。

(3) 国家标准：文摘编写规则 GB 6447-86。

该标准适用于编写作者文摘，也适用于编写文摘员文摘。

英语文章写作的引文格式有：

(1) MLA 格式 (Modern Language Association 现代语言协会) ——主要用于人文科学领域；

(2) APA 格式 (American Psychological Association) ——主要用于心理、教育等社会科学领域；

(3) CMS 格式 (Chicago Manual of Style 芝加哥格式，又称 Turabian Style 或 Humanities Style) ——广泛应用于图书、杂志、报纸以及人文科学领域；

( 4 ) CBE/CSE 格式 ( Council of Science Editors 科学编辑理事会 , 前身为生物学编辑理事会 CBE ) ——主要用于自然科学领域 ;

( 5 ) ACS 格式 ( American Chemical Society 美国化学学会 ) ——主要用于化学领域 ;

( 6 ) AMA 格式 ( American Medical Association 美国医学协会 ) ——主要用于生物医学领域 ;

( 7 ) Vancouver Style ( 温哥华格式 ) ——主要用于生物医学期刊 ;

( 8 ) Harvard Style ( 哈佛格式 , 也叫 Author-date system , 作者-日期体系 ) ——广泛应用于各学科。

本书主要介绍国际上通常使用的四种英语文章的引文格式 , 详见本书第八章。

