

Methodology and Tools for Research:

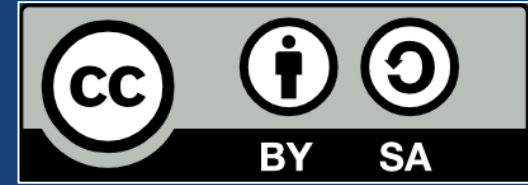
Writing scientific material

Yannick Prié

Polytech Nantes, University of Nantes

Master DMKM, 2015-2016

Attribution-ShareAlike 4.0 International (CC BY-SA 4.0)



- This course "Methodology and Tools for Research: Writing Scientific Material" by Yannick Prié is licensed CC BY-SA 4.0
- This license covers the general organization of the material, the textual content, the figures, etc. *except where indicated.*
- This license means that you can share and adapt this course, provided you give appropriate credit to the author and distribute your contributions under the same license as the original
 - for more information about this license, see <http://creativecommons.org/licenses/by-sa/4.0/>

Objectives of this course

- Writing scientific papers
- Writing other documents: research reports, posters, presentations

- Ressources for the course

<http://www.scoop.it/t/toolsandmethodologyforresearch>

Preliminary remarks

- Lots of advice can be found on the Web
- Often not exactly the same
 - depend on communities
- Often “common sense” advice: **it is all about coherence and about your reader**
 - common sense sometimes important to be remembered

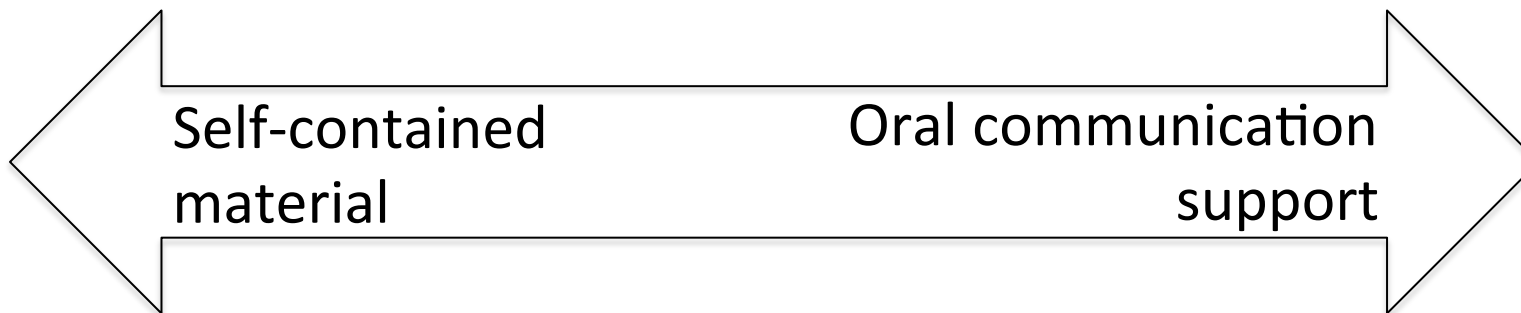
What is written scientific material for?

To convey one's **ideas** to a **dedicated public**

Articles

Presentations

Posters



Outline

- **Where should I publish?**
- Papers
- Posters
- Presentations

Identify the idea you want to communicate

- New ways of looking at things (model)
- New way of manipulating objects (technique)
- New facts concerning objects (results)
- *etc.*

Honestly assess the quality of your work

- How good and important are your results?
- Why so?

- Differences between
 - Preliminary ideas on a new topic
 - First experimental results
 - e.g. from a master's thesis
 - Summary of a 3-year research project

Identify the relevant scientific (sub-)community

- What do they already know on the topic?
- Why would they read the paper?
- How will they read it?

- Focus both (O. Goldreich)
 - on experts scientists
 - on their future and current graduate students
 - write for the good student

Choose the appropriate medium

- Workshop
- Average or top conference
- Average or top journal
- (Poster)

- Think long term
 - Defend the ideas that deserve it by making them progress and be better publisher

Write according to the publication target

- Identify the format of the conference / journal
 - One or two columns?
 - Number of pages?
 - Word/Latex model?
 - Identify the “style of writing” of the target
 - Experimental papers?
 - Place of related works?
 - Auto-references?
 - Average number of references?
- Read published papers to get into the mood

Outline

- Where should I publish?
- **Papers**
- Posters
- Presentations

So, what's in an article?

- Here is a problem
- It is an interesting problem
- It has not yet be solved
 - Or not as good as I do
- This is my idea
- This is a working idea
- This is how it compares to others approaches

Conveying the idea to the target

- Presentation need to be clear
 - It is your duty to help readers extract relevant information from your paper
- Intuition is essential
 - A reader who catches the intuition will be willing to read the details
 - NOT the other way around
 - A reader can benefit from the article even if she does not read the details

Reminder: What's in a paper?

Title

Author(s)

Abstract

Keywords

Introduction

Body

Conclusion and future work

References

Companion reading

- Choose and open one article
 - From the PC assignment
 - From the case study assignment
- Keep an eye on it/them while the course unfolds
 - look for the various elements

Title

Title

Authors

Abstract

Key-
words

Intro

Body

Conclusi
on

Refs

- The most important sentence of the article
 - This is ONLY from the title that someone will decide to read the abstract
- No more than 4 ideas in it, no more than 2 lines of text
- Careful not to promise too much
 - Deceived reviewers can be bad
- Can contain a joke
 - Check the community

Author(s)

Title

Authors

Abstract

Key-
words

Intro

Body

Conclusi
on

Refs

- Who is an author?
 - Who wrote? What amount of the paper?
 - Who did the work? What kind of work? Was it important?
 - Who participated? Head of the team/lab, technician, reviewer, provider of some code?
- What is the order?
 - Alphabetical order or “importance” order
 - Different domains, different practices
- Who decides?
 - Everybody: not easy
 - The boss: easiest
- Careful with institution names

Abstract

Title

Authors

Abstract

Key-
words

Intro

Body

Conclusi
on

Refs

- Self-contained, high-level description of the paper
 - Often maximal length
- Reading the abstract can lead to getting the whole paper, or not.
 - Write it carefully at the end
 - Have it checked
- No surprise effect
 - “results are presented”

Abstract:

Four sentences proposal by Kent Beck

Title

Authors

Abstract

Key-
words

Intro

Body

Conclusi
on

Refs

- The first states the problem.
- The second states why the problem is a problem.
- The third is my startling sentence (positive affirmation = main result)
- The fourth states the implication of my startling sentence

The rejection rate for OOPSLA papers is near 90%. Most papers are rejected not because of a lack of good ideas, but because they are poorly structured. Following four simple steps in writing a paper will dramatically increase your chances of acceptance. If everyone followed these steps, the amount of communication in the object community would increase, improving the rate of progress.

Nature's Authors Guide

- Title
- Authors
- Abstract
- Key-words
- Intro
- Body
- Conclusion
- Refs

How to construct a *Nature* summary paragraph

Annotated example taken from *Nature* 435, 114–118 (5 May 2005).

- One or two sentences providing a **basic introduction** to the field, comprehensible to a scientist in any discipline.
- Two to three sentences of **more detailed background**, comprehensible to scientists in related disciplines.
- One sentence clearly stating the **general problem** being addressed by this particular study.
- One sentence summarizing the main result (with the words “**here we show**” or their equivalent).
- Two or three sentences explaining what the **main result** reveals in direct comparison to what was thought to be the case previously, or how the main result adds to previous knowledge.
- One or two sentences to put the results into a more **general context**.
- Two or three sentences to provide a **broader perspective**, readily comprehensible to a scientist in any discipline, may be included in the first paragraph if the editor considers that the accessibility of the paper is significantly enhanced by their inclusion. Under these circumstances, the length of the paragraph can be up to 300 words. (This example is 190 words without the final section, and 250 words with it).

During cell division, mitotic spindles are assembled by microtubule-based motor proteins^{1,2}. The bipolar organization of spindles is essential for proper segregation of chromosomes, and requires plus-end-directed homotetrameric motor proteins of the widely conserved kinesin-5 (BimC) family³. Hypotheses for bipolar spindle formation include the ‘push–pull mitotic muscle’ model, in which kinesin-5 and opposing motor proteins act between overlapping microtubules^{2,4,5}. However, the precise roles of kinesin-5 during this process are unknown. Here we show that the vertebrate kinesin-5 Eg5 drives the sliding of microtubules depending on their relative orientation. We found in controlled *in vitro* assays that Eg5 has the remarkable capability of simultaneously moving at $\sim 20 \text{ nm s}^{-1}$ towards the plus-ends of each of the two microtubules it crosslinks. For anti-parallel microtubules, this results in relative sliding at $\sim 40 \text{ nm s}^{-1}$, comparable to spindle pole separation rates *in vivo*⁶. Furthermore, we found that Eg5 can tether microtubule plus-ends, suggesting an additional microtubule-binding mode for Eg5. Our results demonstrate how members of the kinesin-5 family are likely to function in mitosis, pushing apart interpolar microtubules as well as recruiting microtubules into bundles that are subsequently polarized by relative sliding. We anticipate our assay to be a starting point for more sophisticated *in vitro* models of mitotic spindles. For example, the individual and combined action of multiple mitotic motors could be tested, including minus-end-directed motors opposing Eg5 motility. Furthermore, Eg5 inhibition is a major target of anti-cancer drug development, and a well-defined and quantitative assay for motor function will be relevant for such developments.

Keywords

Title

Authors

Abstract

Key-
words

Intro

Body

Conclusi
on

Refs

- Choose them carefully
 - Think about the audience
 - Think about indexing robots
- Top journals / conferences have thesaurii
 - ACM Computing Classification system

<http://dl.acm.org/ccs.cfm>

Introduction

Title

Authors

Abstract

Key-
words

Intro

Body

Conclusi
on

Refs

- Gives the reader the will to read the remainder
- Presents
 - the problem, its context and motivation
 - connecting the current study to the central notions and questions of the relevant area
 - some related work if needed
 - a first concrete example that can be reused later
 - the contributions
 - clearly stated: this is not a police novel
 - refutable (next slide)
 - their consequences
 - e.g. new questions that arise
 - the plan or the article (not mandatory)
- The rest of the article will substantiate the claims

Introduction:

Refutable and clear contributions (S. Peyton Jones)

- Title
- Authors
- Abstract
- Key-words
- Intro**
- Body
- Conclusion
- Refs

NO	YES
We describe the WizWoz system, it is cool.	We give the syntax and semantics of a language that supports concurrent processes (Section 3). Its innovative features are...
We study its properties	We prove that the type system is sound, and that type checking is decidable (Section 4)
We have used WizWoz in practice	We have built a GUI toolkit in WizWoz, and used it to implement a text editor (Section 5). The result is half the length of the Java version.

Body: “flesh” of the paper

Title

Authors

Abstract

Key-
words

Intro

Body

Conclu-
sion

Refs

- Substantiate the claims of the introduction
 - Precise definitions, contributions, results, discussion, related works, etc.
- Important rule: **convey the idea then provide the details**
 - do not go for the general case straight away, use an example case first
 - S. Peyton Jones:
 - Explain it as if you were speaking to someone using a whiteboard
 - Conveying the intuition is primary, not secondary
 - Once your reader has the intuition, she can follow the details
 - Even if she skips the details, she still takes away something valuable

Body: Background, definitions, theorems and demonstrations

Title

Authors

Abstract

Key-
words

Intro

Body

Conclu-
sion

Refs

- Background
 - precise notations, vocabulary, technical context
- Definitions
 - Not too long, precise
 - Illustrated
 - Use a running example
 - Discuss your definitional choices (the decisions you have made)
 - arbitrary, simplifying or essential
- Theorems and demonstrations
 - Use lemmas if necessary
 - Too long proofs can go to appendices if not that important

Body: Related work

Title

Authors

Abstract

Key-
words

Intro

Body

Conclu-
sion

Refs

- Placement: **byzantine argument**
 - At the beginning
 - Allows to present a context, concepts from which to build
 - Can darken the reasoning before it begins
 - At the end
 - Allows best to understand in what way the contribution differs from the state of the art
 - Could force to repeat things already said
- Adapt the related work section to your target
 - What do they know already? What is trivial and what is not?

Body:

Related work (cont): S. Peyton Jones

Title

Authors

Abstract

Key-
words

Intro

Body

Conclusi
on

Refs

- Credits is not like money
 - Giving credits to others does not diminish the credits you get from your paper
 - Warmly acknowledge people who have helped you
 - Be generous to the competition. “In his inspiring paper [Foo98] Foogle shows.... We develop his foundation in the following ways...”
 - Acknowledge weaknesses in your approach
- Failing to give credits can kill your paper
 - If you imply that an idea is yours, and the referee knows it is not, then either
 - You don't know that it's an old idea (bad)
 - You do know, but are pretending it's yours (very bad)

Body: Figures and tables

Title

Authors

Abstract

Key-
words

Intro

Body

Conclu-
sion

Refs

- **Figures**
 - Clear, B&W (print) and color (PDF) readability
 - Graphical coherence
 - Clear, informative captioning
 - Systematically cited in the text
- **Figures related to experimental data**
 - Choose the appropriate type (box-plot, histogram, etc.)
 - Careful with axes, points, legends
 - You should be able to write “one can see from figure X”
→ it'd better be true!
- **Tables**
 - Clarity, citations in the text, etc.

Body: Presenting experimental work

Title

Authors

Abstract

Key-
words

Intro

Body

Conclu-
sion

Refs

- Hypotheses
- Settings
 - Clear description of experimental protocol
 - Should be reproducible
 - No results except calibration results
- Results
 - Use statistical significance and correctness
 - Use text, tables, figures
 - Do NOT discuss implications of the results here

Body:

Presenting experimental work (cont)

Title

Authors

Abstract

Key-
words

Intro

Body

Conclu-
sion

Refs

- Discussion is about implications of the results
 - Interpretation of the results, w.r.t. what was already known
 - “This is coherent with the results of...”
 - “This contrasts with previous results...”
 - May lead to new explanation, new comprehension of the domain (or problem with method)
 - “Results suggest that...”
 - Do NOT present new results here
- A discussion is present in most papers
 - Implications of the contributions
 - Weaknesses of the approach

Conclusion

Title

Authors

Abstract

Key-
words

Intro

Body

Conclu-
sion

Refs

- Not really necessary in some cases
- Summarize of the article
 - wrap up important ideas and results
 - can be redundant with introduction if no new points
- Present future work
 - new hypotheses, (real) open problems
 - can be redundant with discussion section
 - careful not to let the reader think that the work you presented is unfinished
 - ...then insufficient for publication

References

Title

Authors

Abstract

Key-
words

Intro

Body

Conclusi
on

Refs

- Within the text: many styles
 - [1]
 - [Aubert et al. 2012]
 - (Aubert et al. 2012)
 - As Aubert et al. (2012) proposed...
- In the reference section: many styles
 - depends on disciplines: APA, AMS, etc.
- Chek your references
 - No, it's not bibtex fault if journal pages are missing
- Do not forget to cite
 - Articles from the journal / conference
 - Articles from likely referees

Acknowledgments

- Title
- Authors
- Abstract
- Key-words
- Intro
- Body
- Conclusion
- Refs

- At the beginning (footnote on the first page)
 - Mainly funding information
 - “This work was made possible by the ERC grant N°1234 from Author 2 and the French ANR project BIDULE”
- At the end (before references)
 - Funding information; colleagues who participated, but are not authors; inspiring people; persons who participated to an experiment...
- Careful
 - Institution and people will check
- There is room to thank a lot of people, do not hesitate
- Truth and kindness
 - Nether mislead the reader
 - Kindness never hurts.

Appendix

Title

Authors

Abstract

Key-
words

Intro

Body

Conclusi
on


Refs

Appen-
dix

- No appendix if possible
- Use if it helps to focus on text readability
 - Source code, demonstrations, additional settings information, rough data, secondary table/figures, screenshots, etc.
 - Reading appendices should not be necessary to understanding the article

Advice I: Remember pass I for reading a paper

- Title + authors
 - What is it about + Where does it come from?
- Abstract
 - What was done, what is the contribution?
- Medium
 - What is the audience?
- Introduction / conclusion
 - What is the context + what are the results?
- (Sub-)sections headings, figures, formulas
 - What is the paper general structure, contribution?
- References
 - Is it a serious paper?



Category
Context
Correctness
Contributions
Clarity

- write so that any reader can answer these questions within 5 minutes
- write the most important parts at the end (abstract, introduction)

Advice 2:

Outline important ideas / message

- Write with honesty
 - ... but remember you have to be **convincing**
- Repeat important information
 - Title, abstract, introduction, discussion
- Place it where it will be recognised as such
 - Section/subsection titles
 - End/beginning of sections
 - Short paragraphs
- Be careful with the section/subsections titles
 - Informative enough to reveal the article structure

Advice 3: Be careful with language

- Systematically use a spell-checker
- Get inspiration from sentences found in good articles
- Read books
 - *The elements of style* (Strunk 1918)
 - <http://www.crockford.com/wrrrld/style.html>
- Take lessons of scientific english
- Wisely use punctuation
- He? She? She-he?
 - Copy on accepted articles

Advice 3: Be careful with language

- Keep a clear, concise, simple and direct language
 - something equivocal is deemed false
- No sentences with complex logical structure
 - particularly if you are not sure
- Banish labyrinths of indirections with implicit pointers (it, this)
 - prefer repetitions
- No acronyms
 - unless well known
- No cumbersome notations
 $(a, b, c, d, e, f, g, h, i, j)$ -system
- Careful with mixtures of mathematical symbols and text

$$M_{ij,kt}^{O_b^c}$$

Advice 3:

Be careful with language (cont)

- Focus on the subject and the public target
- Be careful with expressions that defy the reader
 - “Never, always”
 - “Clearly demonstrate”
 - “Unambiguous”
 - “It is obvious”
 - “Very”
- Use dynamic verbs
 - “We performed the measurement of” → “we measured”
 - Use active voice (next slide)

Advice 3:

Be careful with language: use active voice

NO	YES
It can be seen that...	We can see that
It might be thought that this would be a type error	You might think this would be a type error
These properties were thought desirable	We wanted to retain these properties
34 tests were run	We ran 34 tests

(S. Peyton Jones)

Advice 3:

Be careful with language: use simple, direct language

NO	YES
The object under study was displaced horizontally	The ball moved sideways
On an annual basis	Yearly
Endeavour to ascertain	Find out
It could be considered that the speed of storage reclamation left something to be desired	The garbage collector was really slow

(S. Peyton Jones)

Advice 4:

Reinforce the visual structure of the paper

- Use enumerations and lists
- Use figures, tables and take care of their position
- Wisely use sections, sub-sections, sub-sub-sections, paragraphs
- *Emphasize*, **do not use bold fonts in the text**
- Use dedicated style for source code and algorithms

Advice 5:

Use the right tools for writing

- A writing tool is very important
 - Tool, text and ideas are not as separated as one believes
- Preparation / structure
 - Outliners, mind maps
- Writing
 - Word processor
 - WYSIWYG, Latex
 - General drawing tools
 - Visio, Inkscape, Omnigraffle
 - Dedicated drawing tools
 - Rstats
 - References management
 - Zotero, EndNote
- Versioning tools
- Collaborative features

Advice 6: Start early

- Papers and idea need time to mature
- Best papers have had a first version **weeks** before the deadline
 - papers should be reviewed: advisor, colleagues, etc.
 - too many conference papers are finished 10 minutes before deadline
 - difference being accepted and rejected paper can just be one or two cycles of reading / re-writing

Remark 7:

Get help

- Find people to read the paper
 - Experts and non-experts
 - Only one first reading per reader!
- Get useful reviews
 - not just grammar/spelling → understanding problems are better
- Really listen to the reviews and give attention to **each** point
 - If somebody had a remark, you may not necessarily follow her suggestion, but acknowledge that a problem has been spotted
- Thank the reviewers warmly

Advice 8: Take into account conference/journal reviewers comments

- There is always something to improve from reviewers' comments
 - Get over the form, even if very negative
 - Incomprehension may not mean that the reviewer is dumb
- For a journal
 - Send a letter that explains every modification to the reviewers
- For a conference with rebuttal
 - Explain how you will take into account the reviewers comments should the paper be accepted

Additional advice (Goldreich 2004)

- Focus on the reader's needs rather than on the writer's desires.
- Careful with
 - checklist phenomenon
 - obscure generality
 - idiosyncrasies
 - lack of hierarchy/structure
 - “Talmud-ism”

Additional advice (Goldreich 2004)

- Awareness of the knowledge level of the reader
 - Definition: the reader will not understand everything at first read
 - Proofs: focus on conceptual steps before technical ones
 - Ideas: do not begin with the general case, rather with special case
 - Difficulty should not be hidden, but discussed
 - New concepts: not too much

Outline

- Where should I publish?
- Papers
- **Posters**
- Presentations

What is a conference poster for?

- Helping communicate ideas to people who choose to spend 5 minutes with you
 - Small audiences (1-5 persons)
- Communicating these ideas on its own
 - A reader should be able to grasp the content by reading it from introduction to conclusion
- Both
 - After all, you will not be present all the time next to your poster
 - Most posters finish their lives hanging on labs' corridor walls

What the situation looks like (small venue)

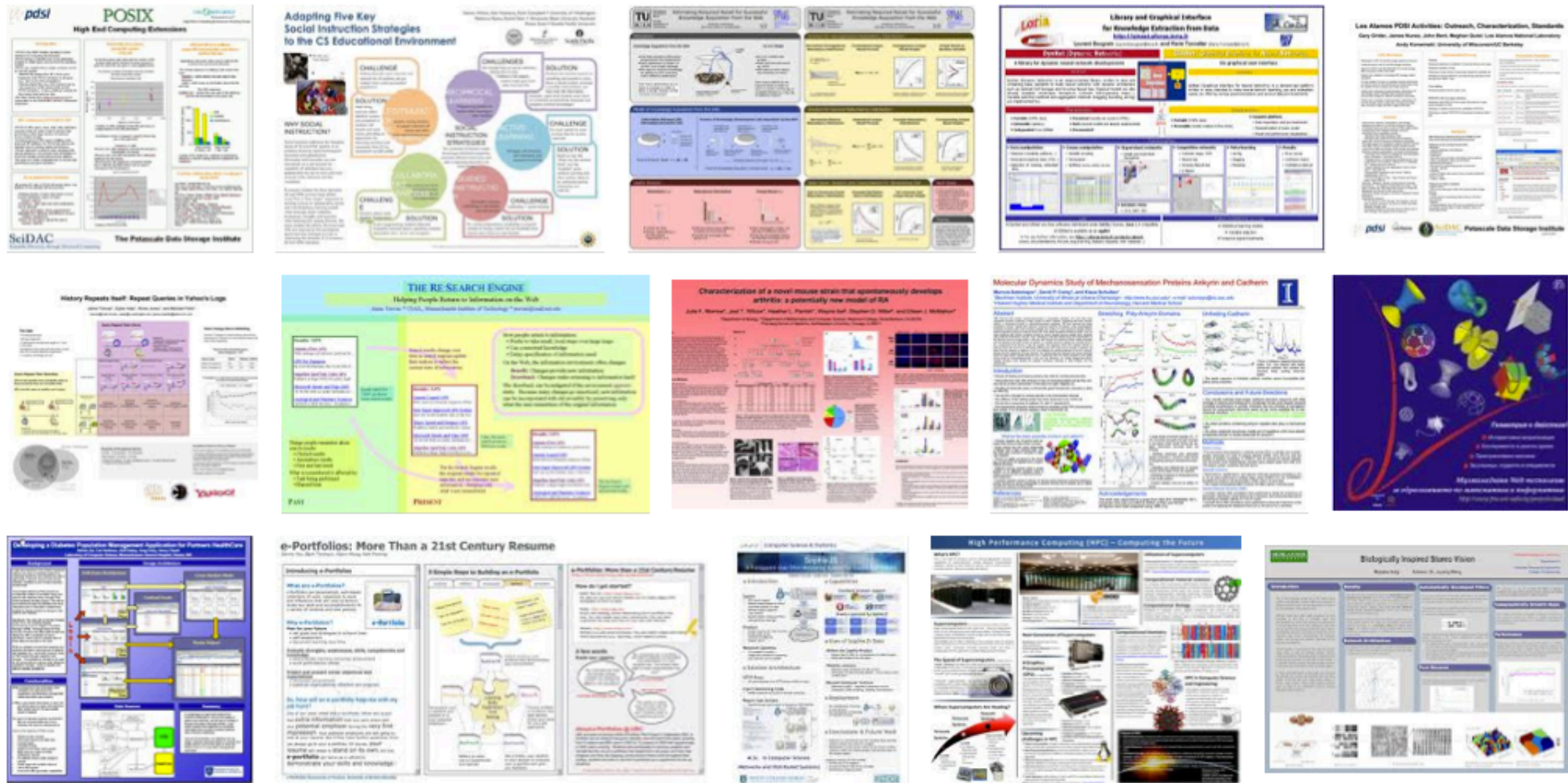


The poster session at the 17th International Symposium on Graph Drawing, Chicago, 2009 by David Eppstein is licensed under [CC BY SA 3.0](https://creativecommons.org/licenses/by-sa/3.0/)

What the situation looks like (larger venue)



Computer science posters



Contents

- Short title
- Introduction
 - necessary concept / references
- Overview of the approach
- Results in graphical form
- Insightful discussion of results
- References
 - not too much
- Brief acknowledgement
 - assistance and financial support

Bad Posters example

- see

<http://colinpurrington.com/2012/example-of-bad-scientific-poster/>

- or

<https://www.google.fr/search?q=bad+poster&tbm=isch>

Use the right tools

- Text design tools
 - Quark Xpress, In Design, Scribus (open source)
- Drawing tools
 - Illustrator, Omnigraffle (mac), Inkscape (SVG editor)
- (Latex)
- (powerpoint)

Some tips

- Length
 - 800 words max: under 5 minutes to read the whole content
- Illustrations
 - careful with the photo / image quality for printing (pixelisation)
- Fonts
 - non-serif font (e.g., Helvetica) for title and headings
 - serif font (e.g., Palatino) for body text.
- Text boxes
 - width: approximately 40 characters (av.11 words per line)
 - no longer than 10 sentences
- Logos
 - Avoid them
 - If not possible, hide them

Ask yourself one question

- Will I proudly stay next to my poster at the conference?
 - Does it contain every information I would need?
 - Is it attractive enough?
 - Is it clear enough?
 - Are there any typos?
 - (well, answer is always yes)
 - ...

Outline

- Where should I publish?
- Papers
- Posters
- **Presentations**

Presenting a paper at a conference

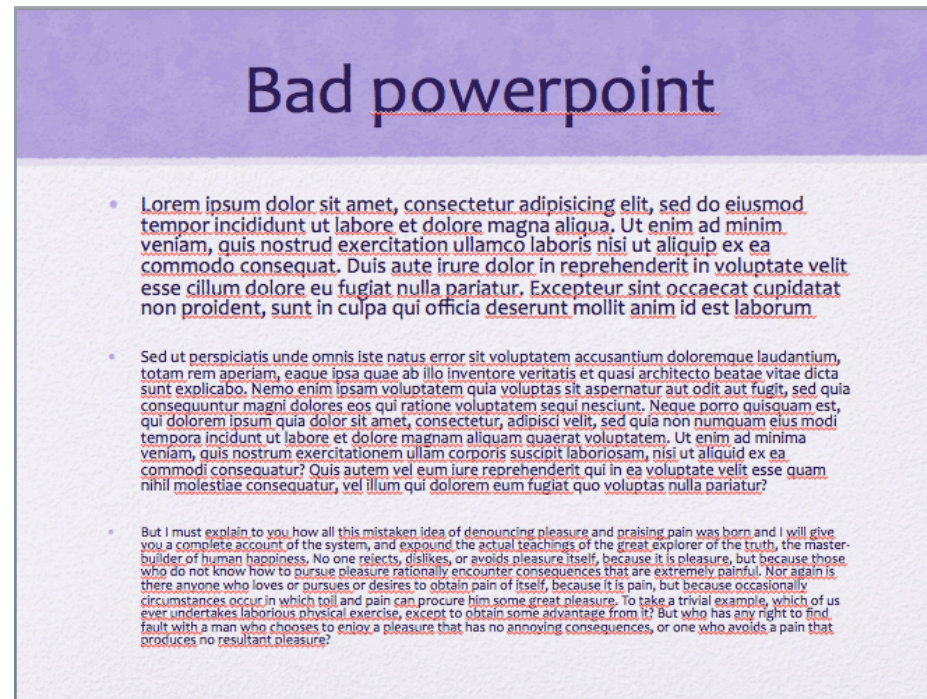
- Various situations
 - 10 to 1000 attendants
 - one or several sessions
 - 15 to 30 minutes (with questions)
- The occasion get interest from people in the room
 - Getting them to read the paper, to have students read the paper, to tweet about it
 - The presentation may be recorded and broadcasted

Visual aids for presentations

Type	Pros	Cons
Projected slides	Images, underline key details	Can be boring Unefficient if too much details
White or black board	Mathematical demonstration	Not facing audience, slow, needs erasing
Videos	Stimulate imagination, movements, sounds	Audience focused the video Need short video, good quality prepared discourse
Demos	Get public interest	Can fail → rehearse/test Careful with idle times
Artefacts or props	Get public interest	Audience can get distracted
Paper handouts	Audience leaves with the written message	Audience can get distracted

Titles give the slide message (one sentence)

- Titles are substantived with
 - visual (image, figure) and
 - textual content (not too much)



Bad powerpoint

- Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
- Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?
- But I must explain to you how all this mistaken idea of denouncing pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one rejects, dislikes, or avoids pleasure itself, because it is pleasure, but because those who do not know how to pursue pleasure rationally encounter consequences that are extremely painful. Nor again is there anyone who loves or pursues or desires to obtain pain of itself, because it is pain, but because occasionally circumstances occur in which toil and pain can procure him some great pleasure. To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy a pleasure that has no annoying consequences, or one who avoids a pain that produces no resultant pleasure?

What is bad for a poster is bad for slides

- TITLE SHOULD NOT BE IN CAPITAL LETTERS
- Use no more than 4 items per list
- Do not provide too much details
- Text should be readable from a distance
- The whole content of the paper should not be in the slides
- Use white space to visually arrange the slide and the reading order
- Use well designed figures
- Use images for outline slides
- ...
- Use animation if it supports the discourse

Some mistakes while presenting

- Forget Murphy's law
 - Rehearse, rehearse
 - Arrive early
- Miss the audience
 - Will the audience understand this point?
 - Will the audience get interest for this point?
- Be inattentive to the audience
 - Not speak loud enough
 - Move without a goal
 - Read the slides
 - Have no eye contact with all the audience
 - Have no idea of elapsed time
 - Do not listen to questions, do not reformulate

**ANYTHING
THAT CAN GO
WRONG,
WILL GO
WRONG**

Checklist for Scientific Presentations

(not every item on this list applies to every presentation)

Speech

Necessary information conveyed?
 Audience targeted?
 Terms defined?

Assertions supported?
 Tone controlled?
 Examples given?

Structure

Organization of Beginning

Scope defined?
 Topic justified?
 Proper background given?
 Talk memorably mapped?

Organization of Middle

Divisions of middle logical?
 Arguments methodically made?

Organization of Conclusion

Main points summarized? Closure achieved?

Transitions

Beginning/middle?
 Between main points of middle?
 Middle/ending?

Emphasis

Repetition used effectively?
 Placement used effectively?

Checklist for Scientific Presentations

(not every item on this list applies to every presentation)

Presentation Slides

Slides orient the audience?
Slides are clear to read?
Slides have proper level of detail?

Slides show key images?
Slides show key results?
Slides show talk's organization?

Delivery

Speaker controls nervousness?
Speaker shows energy?
Speaker exudes confidence?
Voice engages?
Speed is appropriate?
Filler phrases ("uh") are avoided?

Eye contact made?
Movements contribute?
Equipment handled smoothly?
Questions handled convincingly?
Questions handled succinctly?

Ten commandments for (really bad) conference talk

1. Thou shalt not be neat

- Why waste research time preparing slides? Ignore spelling, grammar and legibility. Who cares what 50 people think?

2. Thou shalt not waste space

- Transparencies are expensive. If you can save five slides in each of four talks per year, you save \$7.00/year!

3. Thou shalt not covet brevity

- Do you want to continue the stereotype that engineers can't write? Always use complete sentences, never just key words. If possible, use whole paragraphs and read every word.

4. Thou shalt cover thy naked slides

- You need the suspense! Overlays are too flashy.

5. Thou shalt not write large

- Be humble -- use a small font. Important people sit in front. Who cares about the riffraff?

Ten commandments for (really bad) conference talk

6. Thou shalt not use color

- Flagrant use of color indicates uncareful research. It's also unfair to emphasize some words over others.

7. Thou shalt not illustrate

- Confucius says ``A picture = 10K words," but Dijkstra says ``Pictures are for weak minds." Who are you going to believe? Wisdom from the ages or the person who first counted goto's?

8. Thou shalt not make eye contact

- You should avert eyes to show respect. Blocking screen can also add mystery.

9. Thou shalt not skip slides in a long talk

- You prepared the slides; people came for your whole talk; so just talk faster. Skip your summary and conclusions if necessary.

10. Thou shalt not practice

- Why waste research time practicing a talk? It could take several hours out of your two years of research. How can you appear spontaneous if you practice? If you do practice, argue with any suggestions you get and make sure your talk is longer than the time you have to present it.
- This commandment is the most important. Even if you break the other nine, this one can save you.

Outline

- Where should I publish?
- Papers
- Posters
- Presentations
- **Conclusion**

Writing rules: simple, (quite) obvious, numerous

- Mastering only comes with practice
 - reading and writing
- As for any design rules
 - Apply them, for they are accumulated wisdom
 - Understand them theoretically *and* practically
 - Develop your own style
 - Always remember not to stick to rules blindly
 - be flexible, apply good principles to the case at hand