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Economics and Business Review, Vol. 4 (18), No. 1, 2018: 111-114
DOI: 10.18559/ebr.2018.1.8

Beata Stępień, 2016. *Zasady pisania tekstów naukowych* [Rules for writing scientific papers], Wydawnictwo Naukowe PWN, Warszawa. ISBN: 978-83-01-18683-8

The economic and social development of mankind results to a large extent from the progress in scientific research. Along with conducting studies, an equally significant function for scientists is an ability to describe and publish the results they achieve. Globalization is responsible for the fact that it is appropriate to improve writing qualifications of the researchers in terms of rules understandable for the majority of inhabitants of any country. The book by B. Stępień entitled "Rules for writing scientific papers" fits into this important stream in the discussion on guidelines for scientific writing. It is the more valuable that the Author has her own experience in the area of conducting research and publishing its results. Moreover, she put a considerable effort into studying the newest relevant literature and getting acquainted with the rules for writing scientific texts taught at the universities in the USA and in Europe. Due to this fact, the reviewed book fills the gap which exists on the market in the area of proper preparation of the young research staff as regards correct text publishing.

The reviewed book consists of five chapters, preceded by the introduction and summed up with the final remarks. It contains an annex by doctor Michał Staszków discussing the instruments helpful in preparing and editing scientific texts. The layout of the book can be divided into the part which concerns the rules for writing scientific texts (the first three chapters) and the part referring to writing PhD dissertations (the fourth chapter) as well as scientific articles (the fifth chapter). Such a layout can be regarded as correct in terms of logic and substance. The contents of the first three chapters are of wider, more universal character. The final two chapters are useful for PhD students and young research workers facing the challenge of writing an article to a scientific journal or an article for a conference.

The first chapter discusses the basics of writing scientific texts. The Author looks critically upon the truths and myths as regards writing. She begins from the attitude to writing. One can agree that it is of crucial importance for the final effect. Eiffel, before implementation of his project of the tower, had first visualized its image in his head. It is correct to think that PhD students should have a positive attitude to writing. The mind which is exercised in thinking how to write correctly will create readable, simple, understandable, logical texts. The positive attitude is supported by preparation to writing, which also has a favourable impact upon efficiency and effectiveness of work. The Author divides the process of text preparation into stages which make the planning of activities easier. She points out the pitfalls that could be avoided by appropriate management of work correctly distributed in time. She also presents some tools helpful for the clear writing of scientific texts (e.g. mind maps, notes, devising the structure of the text). The Author indicates the role of self-exercise in simplification of the message. To do this, one can abbreviate the formerly prepared text a few times , striving to achieve a very synthetic version. The chapter is finished with the discussion of various types of scientific texts.

The second chapter focuses on the form of scientific text. The Author gives examples of how to clearly formulate the sen-

tences expressing aims, hypotheses and conclusions from the research. The reviewer wishes to emphasize how significant it is to develop the ability of synthetic and at the same time clear writing. A still increasing volume of information dictates the necessity to produce concise, substantial texts. The reader obtains much practical advice on how to correctly use punctuation, construct and entitle paragraphs, use the active or passive voice, enliven the text with verbs and limit the use of negations. The quotation of various „dead phrases" which do not contribute to the precise expression of one's thoughts has a practical dimension. When texts are constructed, one should distance oneself from the colloquial language and imprecise phrases used by various media (including those which exert more and more influence on the language) and from the social media style. The Author consistently divided the whole text into paragraphs, giving them appropriate titles. This can be an example for the young researchers who work alone on the construction of their own texts.

The third chapter discusses methodology, research methods and analytical schemes. An important value of this fragment is the differentiation between methodology and methods. Authors should use these notions correctly. Methodology is a science dealing with creation, application and exploitation of research methods, whereas appropriate research methods are used by various fields and disciplines of science. The Author presents (p. 52) a synthetic list of methodological paradigms as well as research methods and techniques attributed to them with reference to economic sciences. Further on, this chapter discusses the ways of scientific argumentation and quantitative and qualitative research methods used in economic sciences. The final part of the chapter presents stages and principles of creating and using analytical schemes. It provides many different examples which make it easier to understand the course of deliberations and apply relevant schemes in one's own writing.

Having read the three chapters, the reader can make use of the remarks referring to the writing of doctor's theses presented in chapter four. The Author starts her considerations from defining the characteristic features of a doctor's dissertation. She points out how significant it is to choose an appropriate research problem and apply relevant research methods to solve it. Searching for and selecting the research problem is a challenge for a young researcher. The presented advice can be helpful for everybody who is looking for his/her own research problem in a given discipline. The PhD dissertation, which is of promotional character, needs adjustment of the research problem to the normally required volume of the thesis. The test for qualifications connected with that stage is an ability to reject everything which is not closely related to the formulated research problem. Further stages of that process include formulating the title of the thesis, its main aim, detailed aims, formulation of hypotheses, selection of methods, sources of information, and devising the structure of the PhD dissertation. The considerations are supported by numerous examples which facilitate understanding of the text and using the presented guidelines to improve one's own writing.

Chapter five focuses on the guidelines for writing scientific articles. The Author presents types of articles and characterizes the most important writing rules, relevant for each type. Further on she describes the ways of building the structure of an article, formulating its title, and preparing an abstract. Each part is illustrated with interesting examples. The remarks written from

the viewpoint of reviewers and editors of scientific journals may also be useful.

When evaluating B. Stępień's work one can generally say that the book reflects the rules of writing scientific texts it deals with. The structure of the book is logical and clear. The argumentation is coherent and supported by numerous examples. The style and language deserve high rating. The editorial design is consistent with the character of the book. The only remarks may be formulated as regards the volume and structure of the introduction and summing up. They are too concise. The introduction should include all the elements described by the Author as regards the structure of introduction in a scientific thesis. The summing up could also be extended in order to present conclusions, from general to specific.

Apart from a synthetic discussion of the contents of the book, the reviewer's task is also to express his own remarks. The book refers to social sciences, the field of economic sciences. Most of the examples are related to the disciplines: economics and management sciences. However, there are no examples concerning finance and commodity sciences (which are also disciplines of economic sciences). The course of reasoning may be disturbed by examples from other sciences (e.g. beans – p. 52). The reviewer is an advocate for expressing a positive picture of reality and quoting positive examples, whereas the Author supports her deliberations with negative examples which could be eliminated in the next editions of the book. Instead of writing about laziness, fears, waste of time, she may give examples of a proper organization of the day, self-management, self-motivation, work on one's own self. The negative example, trivializing a description of the problem (p. 19, splitting the atom), could be replaced by an example of the correct scheme.

The question of the form is debatable. The Author uses both the first person singular („I think") and impersonal style. The reviewer is an advocate of the impersonal form and limitation of the forms which are to make the text more dynamic. Verbs are not always necessary. Moreover, the use of too colloquial or everyday phrases (e.g. poor) should be limited. Scientific papers use a simple, sparing or even dry language. This, however, is debatable. An important thing is that nobody should imitate anybody else and that he/she should focus on creating their own style of communication, consistent with their own personality and with the rules of writing scientific texts.

From the reviewer's point of view, reflections on the relation master – disciple would be interesting. Science is based upon this type of relation and it would be good to formulate conclusions, rules which could help to improve writing skills. Such a part could appear in the next edition of the book.

Another debatable question is writing popular science texts. This is also an area of skills to which some part of deliberations could be devoted. Moreover, the role of science is to support mankind, therefore it seems appropriate to popularize scientific achievements in the whole society. This requires abilities and skills necessary to prepare popular science texts. The issue is presented in an interesting way by R. Cialdini in his work *Pre-suasion* (2017).

The considerations could also be enriched by the part which would formulate the most significant ethical principles concerning the conducting of research and publishing of texts. In the process of educating young researchers this is an area which should be emphasized , also in the publications devoted to writing scientific texts.

The comments formulated here prove that the reviewed book may play an unu-

sually inspiring role. It may be extremely useful for the young researchers who want to improve their writing skills. The book can form a platform of understanding for interdisciplinary teams who write scientific texts together. Apart from debutants and young research workers, the book may be recommended to students who can improve their skills, writing their Bachelor's or Master's thesis.

The final suggestion is that this interesting and much needed book might be published in English. This results from both the ongoing globalization and from the necessity to publish scientific papers in English. The next edition could be enriched with a chapter concerning the rules of preparing texts in English. It is especially advisable because the Author has her own experiences in that field.

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