

STATS 811: Technical Writing in Statistics

Winter 2016

Prof. Liza Levina

Logistics

- **Lecture:** Th 10-11am, 4128 LSA.
- **Contact info:** 459 West Hall, 764-3235, elevina@umich.edu. Please make use of class time and online discussions before emailing questions whenever possible.
- **Office Hours:** Tue 2:30-4 and Fri 4-5pm, 459 West Hall.
- **Course Web page:** canvas.umich.edu. **You are responsible for obtaining all notes and assignments from Canvas.**

Textbook: None required. Lecture notes will be posted, along with some additional resources.

Optional reading

Williams and Bizup (2013), *Style: Lessons in Clarity and Grace*, 11th edition (full version) **or** Williams and Bizup (2014) *Style: The Basics of Clarity and Grace*, 5th edition (short version).

Strunk and White (1999), *The Elements of Style*, 4th Edition.

Penrose and Katz (2010), *Writing in the Sciences: Exploring Conventions of Scientific Discourse*, 3rd edition.

Topics covered

- Basics of professional communication and writing style
- Curriculum vitae (CV), research statement, teaching statement
- Grant and research proposals
- Publishing your work: papers, referee reports, responses to referees, revisions
- Presenting your work: conference abstracts, posters, talks

Prerequisites

A current writing project to work on, such as a prelim proposal or a paper. The research itself should be largely completed early in the semester. If in doubt, please talk to me right away.

Text editing

Given the nature of professional writing in statistics, all big writing projects should be done in L^AT_EX. An exception can be made for small documents (such as CV), which you can write in any editor you like. Beamer is highly recommended for the talk but Power Point or its equivalents are acceptable as long as the quality of the mathematical parts of the presentation does not suffer.

Grading

Assignment due dates will be published in the course of the semester.

Class participation (online and in class): 10%

CV, Teaching Statement, Research Statement: 15%

Proposal: 10%

Abstract, poster, talk: 15%

Paper (submitted and revised versions): 40%

Referee report, response to referee: 10%