Some notes about Alley Chapter 2 on "Organizing your Documents"

Beginnings *Locate your work in the field and then narrow the focus to your contribution.*

Titles

Summaries/Abstracts

descriptive [activities] vs. informative [results]

Introduction

1. Why is the work important: What is (are) the question(s) the work answers?
2. What exactly is the work: What are its Scope and Limitations?
3. What is need to understand the work: Background the intended reader needs.
4. How will the work be presented: Mapping or layout (and maybe justification). Where can the reader skip to for the information that interests him/her?

Middles *Describe your work.*

Organizational strategy - choose for audience!

- Pseudo-chronological: intro; materials/methods; results; discussion; conclusions.
  For data analysis: Intro; Background and EDA of Data; Formal Analysis and Results; Discussion; Conclusions.
- Ehrenberg: results; discussion; details (like a newspaper article)
- Q & A, or *"mystery essay"* [use sparingly!]
- Math: axioms, lemmas, theorems, corollaries, remarks.
- Classification into separate, parallel topics

Sections and Subsections. The titles should be

- informative
- parallel in construction

and usually there should be more than one title per level of organization.

Endings *Reprise your contribution and broaden the focus again.*

Concluding Section

- Further analyze or review highlights
- Future perspective; one or more of
  * recommendations
  * next steps in research
  * scope and limitations
  * tying up loose ends

Back matter

- References (primary audience)
- Index (primary audience)
- Glossary (secondary audience)
- Appendices (secondary audience)