WRITING and PUBLISHING SCHOLARLY PAPERS

WORKSHOP AGENDA

INTERMEDIATE LEVEL

Workshop Description: This workshop is conducted over two days. At the end of the workshop, Researchers would have gained an in-depth understanding of, and skills for, how to prepare, develop, write and submit a scholarly paper for publication.

09:00 - 09:10	**Welcome and objectives of the Workshop**
09:10 - 10:10	**Module 1. Preparing your work to get published** • A short history of scientific publishing • Are you ready to publish? • What kind of article is suitable for which situation. • Selecting the right journal for your work. • ***Exercise in Groups***
10:10 – 11:00	**Module 2. Basic Writing Skills** • Preparing an outline. • Creating a Research Paper Map. • Writing your first draft. • What language to use. • ***Exercise in Groups***
11:00 - 11:15	**Refreshment Break**
11:15 – 12:30	**Module 2. Basic Writing Skills** *(contd.)* • Tenses. • Information about grammar. • Avoid common writing mistakes. • Less is more. • ***Exercise in Groups***
12:30 - 13:30	**Lunch Break**
13:30 – 15:00	**Module 3. Setting up a paper** • Structuring a paper. • Choosing the right title. • How to get the best out your abstract. • What keywords to choose. • ***Exercise in Groups***
15:00 – 15:15	**Refreshment Break**

15:15 – 16:15	**Module 3. Setting up a paper** *(contd.)* • Setting up the Methods and Results. • Clarity in the Introduction and Discussion. • How to use references. • ***Exercise in Groups***
16:15 – 17:00	**Module 4.1. Before Submission** • Before proofreading • Reviewing your paper • Proofreading • Submission: How to structure a submission letter • Final check • ***Exercise in Groups***
17:00	**End of Day 1**

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DAY 2

09:00 - 09:15	**Resumè 1st Day and objectives of the 2nd Day**
09:15 - 11:00	**Module 4.2. Interacting with the journal's Editor** • Responsibilities of the Editor (summary) • Communicating with the Editor. • How can the author help the Editor. • Easily avoided reasons for rejections.
11:00 - 11:15	**Refreshment Break**
11:15 - 12:30	**Module 4.3: Insights into the mind of a Reviewer** • Responsibilities of a Reviewer • How can the author help the Reviewer. • Easily avoided reasons for rejections. • ***Exercise in Groups***
12:30 - 13:30	**Lunch Break**
13:30 – 15:00	**Module 5: Getting Cited and Getting Indexed** • Bibliometrics: how is quality measured? • Quality indicators • Impact Factor • H-Index • Indexation databases • ***Exercise in Groups***
15:00 – 15:15	**Refreshment Break**

15:15 – 16:15	**Module 6: Ethics, Disclosure and Ownership** • General publishing ethics. • Fraud • Plagiarism • Disclosure in Scholarly Publishing. • Conflict of interest. • What are your rights as an author?
16:15 – 16:30	**General Discussion**
16:30	**End of Day 2**