

# WRITING, PUBLISHING and REVIEWING SCHOLARLY PAPERS

## WORKSHOP AGENDA

### ADVANCED LEVEL

**Workshop Description:** This intensive workshop is conducted over three days and offers a complete training for researchers who wish to develop a high level of skill in how to prepare, develop, write and submit a scholarly paper for publication, including bibliometrics and publishing ethics. Furthermore, it will also give an in-depth understanding and practice of how to review a scholarly paper, which has been submitted to a journal for publication.



09:00 - 09:10	<b>Welcome and objectives of the Workshop</b>
09:10 - 10:10	<p><b>Module 1. Preparing your work to get published</b></p> <ul style="list-style-type: none"> <li>• A short history of scientific publishing</li> <li>• Are you ready to publish?</li> <li>• What kind of article is suitable for which situation.</li> <li>• Selecting the right journal for your work.</li> <li>• <b>Exercise in Groups</b></li> </ul>
10:10 – 11:00	<p><b>Module 2. Basic Writing Skills</b></p> <ul style="list-style-type: none"> <li>• Preparing an outline.</li> <li>• Creating a Research Paper Map.</li> <li>• Writing your first draft.</li> <li>• What language to use.</li> <li>• <b>Exercise in Groups</b></li> </ul>
11:00 - 11:15	<b>Refreshment Break</b>
11:15 – 12:30	<p><b>Module 2. Basic Writing Skills (contd.)</b></p> <ul style="list-style-type: none"> <li>• Tenses.</li> <li>• Information about grammar.</li> <li>• Avoid common writing mistakes.</li> <li>• Less is more.</li> <li>• <b>Exercise in Groups</b></li> </ul>
12:30 - 13:30	<b>Lunch Break</b>
13:30 – 15:00	<p><b>Module 3. Setting up a paper</b></p> <ul style="list-style-type: none"> <li>• Structuring a paper.</li> <li>• Choosing the right title.</li> <li>• How to get the best out your abstract.</li> <li>• What keywords to choose.</li> <li>• <b>Exercise in Groups</b></li> </ul>
15:00 – 15:15	<b>Refreshment Break</b>

15:15 – 16:15	<p><b>Module 3. Setting up a paper (contd.)</b></p> <ul style="list-style-type: none"> <li>• Setting up the Methods and Results.</li> <li>• Clarity in the Introduction and Discussion.</li> <li>• How to use references.</li> <li>• <b><i>Exercise in Groups</i></b></li> </ul>
16:15 – 17:00	<p><b>Module 4.1. Before Submission</b></p> <ul style="list-style-type: none"> <li>• Before proofreading</li> <li>• Reviewing your paper</li> <li>• Proofreading</li> <li>• Submission: How to structure a submission letter</li> <li>• Final check</li> <li>• <b><i>Exercise in Groups</i></b></li> </ul>
17:00	<b>End of Day 1</b>

## WRITING, PUBLISHING and REVIEWING SCHOLARLY PAPERS DAY 2

09:00 - 09:15	<b>Resumé 1<sup>st</sup> Day and objectives of the 2nd Day</b>
09:15 - 11:00	<p><b>Module 4.2. Interacting with the journal's Editor</b></p> <ul style="list-style-type: none"> <li>• Responsibilities of the Editor (summary)</li> <li>• Communicating with the Editor.</li> <li>• How can the author help the Editor.</li> <li>• Easily avoided reasons for rejections.</li> </ul>
11:00 - 11:15	<b>Refreshment Break</b>
11:15 - 12:30	<p><b>Module 4.3: Insights into the mind of a Reviewer</b></p> <ul style="list-style-type: none"> <li>• Responsibilities of a Reviewer</li> <li>• How can the author help the Reviewer.</li> <li>• Easily avoided reasons for rejections.</li> <li>• <b><i>Exercise in Groups</i></b></li> </ul>
12:30 - 13:30	<b>Lunch Break</b>
13:30 – 15:00	<p><b>Module 5: Getting Cited and Getting Indexed</b></p> <ul style="list-style-type: none"> <li>• Bibliometrics: how is quality measured?</li> <li>• Quality indicators</li> <li>• Impact Factor</li> <li>• H-Index</li> <li>• Indexation databases</li> <li>• <b><i>Exercise in Groups</i></b></li> </ul>
15:00 – 15:15	<b>Refreshment Break</b>

15:15 – 16:15	<p><b>Module 6: Ethics, Disclosure and Ownership</b></p> <ul style="list-style-type: none"> <li>• General publishing ethics.</li> <li>• Fraud</li> <li>• Plagiarism</li> <li>• Disclosure in Scholarly Publishing.</li> <li>• Conflict of interest.</li> <li>• What are your rights as an author?</li> </ul>
16:15 – 16:30	<b>General Discussion</b>
16:30	<b>End of Day 2</b>

**WRITING, PUBLISHING and REVIEWING SCHOLARLY PAPERS  
DAY 3**

09:00 - 09:15	<b>Resumé 2<sup>nd</sup> Day and objectives of Day 3</b>
9:15 – 9:45	<p><b>Module 7: The Peer Review Process</b></p> <ul style="list-style-type: none"> <li>• Overview.</li> <li>• Why do Reviewers review?</li> <li>• Interacting with the Editor of a Journal.</li> <li>• How can the Reviewer help the Editor?</li> </ul>
9:45 – 11:00	<p><b>Module 8: Carrying Out a Proper and Thorough Review</b></p> <ul style="list-style-type: none"> <li>• How to read a research article.</li> <li>• Overall structure.</li> <li>• Reviewing Language and Grammar.</li> <li>• Assessing clarity in the Introduction.</li> <li>• Transparency and completeness in Methods.</li> <li>• Presentation and interpretation of Results.</li> <li>• <b><i>Exercise in Groups</i></b></li> </ul>
11:00	<b>Refreshment Break</b>
11:15 – 12:30	<p><b>Module 8: Carrying Out a Proper and Thorough Review (contd.)</b></p> <ul style="list-style-type: none"> <li>• Clarity and Synergy in the Discussion</li> <li>• Conclusion</li> <li>• Disclosures</li> <li>• References.</li> <li>• Title choice.</li> <li>• Evaluating the Abstract.</li> <li>• Assessing Keywords.</li> <li>• <b><i>Exercise in Groups</i></b></li> </ul>
12:30 - 13:30	<b>Lunch Break</b>

13:30 – 14:30	<p><b>Module 9: Preparing and Submitting Your Review</b></p> <ul style="list-style-type: none"> <li>• Reviewing your notes</li> <li>• Structuring your review</li> <li>• Preparing and structuring your letter to the Editor</li> <li>• Submitting your review</li> <li>• <b><i>Exercise in Groups</i></b></li> </ul>
14:30 – 15:15	<p><b>Module 10: Roles and Responsibilities of Reviewers</b></p> <ul style="list-style-type: none"> <li>• Responsibilities of Reviewers towards the Editor</li> <li>• Responsibilities of Reviewers towards the Author(s)</li> <li>• Reviewing and Publishing Ethics</li> <li>• <b><i>Interactive Exercise</i></b></li> </ul>
15:15 – 15:30	<b>General Discussion</b>
15:00	<b>End of Day 3</b>