WRITING, PUBLISHING and REVIEWING SCHOLARLY PAPERS

Overview of the Workshops

These workshops offer an opportunity for students, researchers, clinicians and those from pharmaceutical companies involved in writing research findings to gain an in-depth understanding of scholarly publishing and how to develop, write and prepare a scientific paper for publication

WRITING, PUBLISHING AND REVIEWING SCHOLARLY PAPERS

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 situations.
- Selecting the right journal for your work.

The task of writing a scientific paper can be daunting. You may have completed ground breaking research, but unless the paper is correctly written, at best publication will be delayed, at worse never published. This section describes the steps needed to take before drafting and writing a paper. This will include the types of scholarly reports, determining if you are ready to get published and what constitutes a strong manuscript.

LEARNINGS: Participants will learn how to assess whether they are ready to write and publish a scientific paper, what type of manuscript to choose, using credible sources, researching the literature and using the "Guide for Authors".

Module 2: Writing Skills

- Preparing an outline.
- Creating a Research Paper Map.
- Writing your first draft.
- What language to use.
- Tenses.
- Information about grammar.
- Avoid common writing mistakes.
- Less is more.

How do you prepare a outline of the research paper and are there any tools I can use? How can you ensure that you are using the correct scientific language? Some authors write their paper with a specific journal in mind, while others write the paper and then adapt it to fit the style of a journal they subsequently choose. The objective is to report your findings and conclusions clearly, and concisely as possible.
If English is not your first language, you may find it difficult to know what verbs to use, how to write clearly and concisely and how to avoid making mistakes.

LEARNINGS: Participants will learn how to prepare an outline of their research paper, why using the correct language is important what tenses to use, when to use the Active and Passive voice and how to avoid redundancy in writing: the principle of Less is More!

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.
- Setting up the Methods and Results.
- Clarity in the Introduction and Discussion.
- How to use references.

Scientific writing follows a rigid structure; a format developed over hundreds of years. It has the advantage that it allows the paper to be read at several levels. The session will describe the structure of a research paper, and how to choose and structure certain sections of the paper such as the Introduction, the Materials and Methods and the Results, using easy to use formats and templates.

LEARNINGS: Participants will learn how to structure and write a scientific paper using simple "tricks" and templates, including how to write a clear Abstract, a structured Introduction, structure the Materials and Methods section, how to present their Results and develop a logical discussion.

Module 4: Getting Accepted.
Module 4.1: Before Submission

- Before proofreading
- Reviewing your paper
- Proofreading
- Submission: How to structure a submission letter
- Final check

Proofreading may not be the most exciting part of writing a scientific paper; but it is an important skill to have. Developing this skill will improve your language and writing skills. The cover letter is very important an opportunity to 'talk' to your peers. Writing a cover letter can be made simple by using a few guidelines and a template.

LEARNINGS: Participants will learn the basics of developing proofreading skills, how to write a submission letter and conducting a final check on their manuscript.

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

Proper communication with the Journal's editor is an very important part of the peer review process. In this session, participants are given a (brief) insight into how a journal Editor thinks, their responsibilities towards authors and how they manage the peer review process.

LEARNINGS: Participants will learn how an Editor thinks, how to communicate with the Editor, what NOT to do and how to avoid being rejected outright.

Module 4.3: Insights into the mind of a Reviewer

- Responsibilities of a Reviewer (summary)
- How can the author help the Reviewer
- Easily avoided reasons for rejections

Understanding how a reviewer thinks is also important for an author to know and will also help them in the future in reviewing their own manuscript as well as those of others.

LEARNINGS: Participants will learn how a Reviewer thinks and reviews your manuscript, how to respond to a reviewer's critique and how to conduct revisions after peer review and communicate your response outright.

Module 5: Getting Cited and Getting Indexed

- Bibliometrics: how is quality measured?
- Impact Factor and other quality indicators
- Indexation databases

This session will describe some commonly used metrics in scientific research, such as Impact Factor, H-Index, SNIP, etc., how to increase citations to your paper in an acceptable way and how to have your paper abstracted and indexed.

LEARNINGS: Participants will learn about the pros and cons of the Impact Factor, and the H-index, how these are measured and how they impact citation behaviour plus some newer citation metrics and an insight into some commonly used databases.

Module 6: Ethics, Disclosure and Ownership

- General publishing ethics
- Disclosure in Scholarly Publishing
- What are your rights as an author?

Knowing and following ethical guidelines is probably as important as writing the paper itself, since if an author does not follow ethical guidelines the paper will most likely be rejected.

LEARNINGS: Participants learn about the most common types of unethical conduct in scientific publishing namely, falsification and fabrication of data and plagiarism. They will also learn about ownership and copyright of the published material.

Module 7: The Peer Review Process

- Overview
- Why do Reviewers review?
- Interacting with the Editor of a Journal

Understanding the function and process of peer reviewing is essential knowledge in order to be able to conduct proper peer review.

LEARNINGS: Participants learn about the peer review process. They will also learn how to interact with an Editor-in-Chief of a journal.

Module 8: Carrying Out a Proper and Thorough Review

- How to read a research article
- Overall Structure
- Language and Grammar
- Assessing Clarity in the Introduction
- Transparency and completeness in Methods
- Presentation of Results
- Clarity and Synergy in the Discussion
- Conclusion
- Disclosures
- References.
- Title choice.
- Evaluating the Abstract.
- Assessing Keywords.

Learning how to approach reviewing a scientific paper, identifying structure and flow within sections of a paper and assessing its value is core to carrying out proper review. This session will deal with how to evaluate each normally recognised section of a scientific paper.

LEARNINGS: Participants learn how to evaluate each section of a scientific paper for structure, flow, relevancy and synergy. They will learn how to identify poor language, grammar and redundancy and how to note comments for inclusion in the review.

Module 9: Preparing and Submitting Your Review

- Reviewing your notes
- Structuring your review
- Preparing and structuring your letter to the Editor
- Submitting your review

It is important to provide fair and positive critique that the authors of the submitted paper may benefit from. Your review has to be well structured, clear and follows the general structure of the paper you have reviewed.

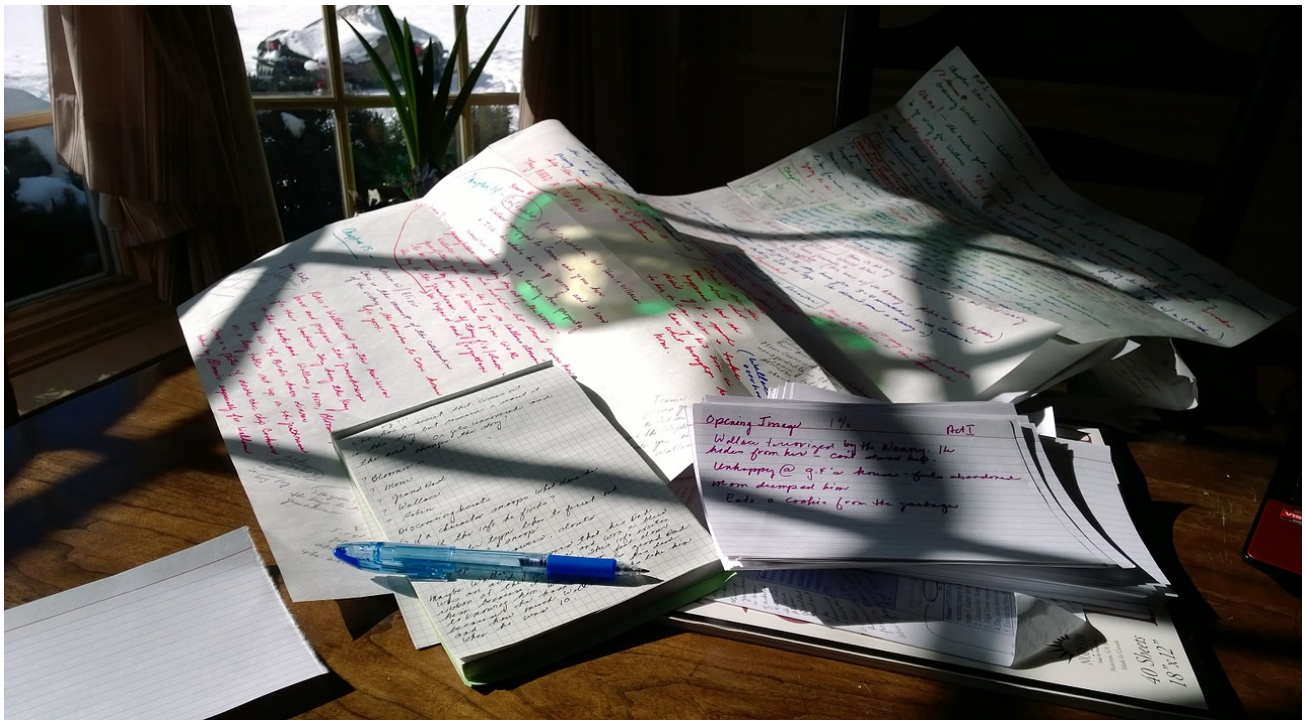
LEARNINGS: Participants learn how to prepare their review, structure it, ensure clarity, how to provide positive feedback and submit the review to the Editor of the Journal.

Module 10: Roles and Responsibilities of Reviewers

- Responsibilities of Reviewers towards the Editor
- Responsibilities of Reviewers towards the Author(s)
- Reviewing and Publishing Ethics

Often Reviewers are unaware of their responsibilities to the Editor of the Journal and to the Authors of the submitted research paper. It is essential that Reviewers have a good understanding of these in order to conduct a good review. Furthermore, Reviewers have to behave ethically and be aware of fraud and plagiarism.

LEARNINGS: Participants learn about responsibilities of reviewers and how these should be executed throughout the peer review process. The also learn about publishing ethics, what constitutes unethical behaviour fraud and plagiarism.



WORKSHOP LEVELS

BASIC WORKSHOP

WORKSHOP DESCRIPTION: This workshop offers an opportunity for researchers to gain a comprehensive overview of scientific writing, including how to prepare, draft, develop and write a scholarly paper for publication. This workshop consists of Parts 1, 2, 3 and 6.
DURATION: 1 DAY

INTERMEDIATE WORKSHOP

WORKSHOP DESCRIPTION: This workshop is conducted over two days and offers an opportunity for researchers to gain an in-depth understanding of, and skills for, how to prepare, develop, write and submit a scholarly paper for publication. This workshop consists of Parts 1, 2, 3, 4, 5 and 6.
DURATION: 2 DAYS

ADVANCED WORKSHOP

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. This workshop consists of Parts 1, 2, 3, 4, 5, 6, 7, 8, 9,10.
DURATION: 3 DAYS