

WRITING, PUBLISHING and REVIEWING SCHOLARLY PAPERS WORKSHOP

Day One

09:00 – 09:10	Welcome and objectives of the Workshop	
09:10 – 10:10	Module 1. Preparing your work to get published <ul style="list-style-type: none"> A short history of scientific publishing Are you ready to publish? 	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Preparing an outline. Creating a Research Paper Map. 	<ul style="list-style-type: none"> 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.) <ul style="list-style-type: none"> Tenses. Information about grammar. 	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Structuring a paper. Choosing the right title. 	<ul style="list-style-type: none"> 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.) <ul style="list-style-type: none"> Setting up the Methods and Results. Clarity in the Introduction and Discussion. 	<ul style="list-style-type: none"> How to use references. Exercise in Groups
16:15 – 17:00	Module 4.1. Before Submission <ul style="list-style-type: none"> Before proofreading Reviewing your paper 	<ul style="list-style-type: none"> Proofreading Submission: How to structure a submission letter Final check Exercise in Groups
17:00	End of Day 1	



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<http://www.oryxsolutions.net>



To make an appointment or for further information on any of the services described in this brochure, including pricing and instructor, you can reach us at the contact information provided below.

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T: +962 6 537 22 33

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Day Two

09:00 - 09:15	Resume 1st Day and objectives of the 2nd Day
09:15 - 11:00	<p>Module 4.2. Interacting with the journal's Editor</p> <ul style="list-style-type: none"> Responsibilities of the Editor (summary) Communicating with the Editor. <ul style="list-style-type: none"> How can the author help the Editor? Easily avoided reasons for rejections
11:00 - 11:15	Refreshment Break
11:15 - 12:30	<p>Module 4.3: Insights into the mind of a Reviewer</p> <ul style="list-style-type: none"> Responsibilities of a Reviewer How can the author help the Reviewer. <ul style="list-style-type: none"> Easily avoided reasons for rejections. Exercise in Groups
12:30 - 13:30	Lunch Break
13:30 - 15:00	<p>Module 5: Getting Cited and Getting Indexed</p> <ul style="list-style-type: none"> Bibliometrics: how is quality measured? Quality indicators Impact Factor <ul style="list-style-type: none"> H-Index Indexation databases Exercise in Groups
15:00 - 15:15	Refreshment Break
15:15 - 16:15	<p>Module 6: Ethics, Disclosure and Ownership</p> <ul style="list-style-type: none"> General publishing ethics. Fraud Plagiarism <ul style="list-style-type: none"> 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



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Day Three

09:00 - 09:15	Resume 2nd Day and objectives of Day 3
9:15 - 9:45	<p>Module 7: The Peer Review Process</p> <ul style="list-style-type: none"> • Overview. • Why do Reviewers review? <ul style="list-style-type: none"> • Interacting with the Editor of a Journal. • How can the Reviewer help the Editor?
9:45 - 11:00	<p>Module 8: Carrying Out a Proper and Thorough Review</p> <ul style="list-style-type: none"> • How to read a research article. • Overall structure. • Reviewing Language and Grammar. <ul style="list-style-type: none"> • Assessing clarity in the Introduction. • Transparency and completeness in Methods. • Presentation and interpretation of Results. • Exercise in Groups
11:00	Refreshment Break
11:15 - 12:30	<p>Module 8: Carrying Out a Proper and Thorough Review (contd.)</p> <ul style="list-style-type: none"> • Clarity and Synergy in the Discussion • Conclusion • Disclosures • References. <ul style="list-style-type: none"> • Title choice. • Evaluating the Abstract. • Assessing Keywords. • Exercise in Groups
112:30 - 13:30	Lunch Break
13:30 - 14:30	<p>Module 9: Preparing and Submitting Your Review</p> <ul style="list-style-type: none"> • Reviewing your notes • Structuring your review <ul style="list-style-type: none"> • Preparing and structuring your letter to the Editor • Submitting your review • Exercise in Groups
14:30 - 15:15	<p>Module 10: Roles and Responsibilities of Reviewers</p> <ul style="list-style-type: none"> • Responsibilities of Reviewers towards the Editor • Responsibilities of Reviewers towards the Author(s) <ul style="list-style-type: none"> • Reviewing and Publishing Ethics • Interactive Exercise
15:15 - 15:30	General Discussion
15:00	End of Day 3



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