

# 2-Day Author Training Academy

## 1<sup>st</sup> DAY

### **1. Academic publishing (9:00–10:15)**

- Importance of publishing in international journals
- Publication types and models
- Open access benefits, myths, and funding
- Evaluation metrics

This section discusses the importance of publishing in English to build your international reputation and establishing international collaborations. We then cover different journal types and publication models, followed by a discussion about open access. Lastly, we will discuss evaluation metrics for journals (e.g., Impact Factor), articles (e.g., Altmetrics), and authors (e.g., H-index).

### **2. Publication ethics (10:15–12:00)**

- Data manipulation and fabrication
- Authorship and conflicts of interest
- Multiple submissions and salami publishing
- Plagiarism
- Transparency in reporting your research

This section covers issues related to ethical conduct in both research and writing. We first discuss acceptable and unacceptable modifications of your images. Then, we cover what qualifies someone to be an author on your paper and ethical issues surrounding conflicts of interest. Next, how to properly submit and/or divide your study into multiple papers will be discussed. We then review plagiarism and how to properly paraphrase to avoid ethical problems in your writing. Lastly, we discuss the importance of transparency in reporting and sharing all the results from your study.

*Included activity:* Attendees will determine the most ethical course of action for real-life situations

*Lunch (12:00–13:00)*

### **3. Effective writing (13:00–15:00)**

- Improving readability
- Avoiding ambiguity
- Writing simply and concisely
- Avoiding common mistakes
- Native English scientific writing style

This section will emphasize how to clearly communicate your ideas in English. We will discuss improving readability using short sentences, active voice, parallel structure, and keeping the subject and verb close together. Next, how to avoid ambiguity in your writing will be discussed to ensure your ideas are clear to the reader. We will then discuss the importance of writing simply and concisely to more quickly communicate your ideas. We will also discuss how to logically structure sentences and paragraphs to communicate your ideas like a native English speaker. Lastly, we will also cover some of the common writing mistakes many non-native English speaking authors make, particularly related to using appropriate words and verb tense.

*Included activity:* Attendees will need to identify the mistakes and improve the readability of poorly written sentences

#### **4. Manuscript structure (15:00–16:45)**

- Logically structuring your Introduction
- Transparently reporting your methodology
- Clearly presenting your findings
- Discussing the significance and impact of your study

This section covers how to logically structure the manuscript to best guide the reader through the study. We begin by discussing the importance of the Introduction to clarify why the study needs to be done for the field. We then review writing the methodology of the study to validate the study design and ensure the findings can be reproducible. Next, we cover how to clearly present the findings of the study in the Results section as well as the figures, tables, and graphs. Lastly, we discuss how to discuss the impact of the study in the Discussion section and how to write a strong conclusion.

*Included activities:*

- Attendees will need to identify appropriate aims for a given research problem
- Attendees will need to improve a poorly written conclusion paragraph

*Q&A (16:45–15:00)*

## 2<sup>nd</sup> DAY

#### **5. Titles, keywords and abstracts (9:00–10:00)**

- Titles that get your readers' attention
- Abstracts that give the best first impression
- Tips on writing effective abstracts
- Identifying useful keywords

This section discusses how to improve the chances that your paper will be downloaded and read by others in your field. We begin by discussing how to write a title that clearly describes what your paper is about, and then how to write effective abstracts that summarize what you have done. Tips on how to write structured, unstructured, and graphical abstracts will also be discussed. Lastly, we cover how to identify good keywords and how to use them to improve the visibility of your paper online.

*Included activity:* Attendees will have to choose the best title to describe a summarized study

#### **6. Publication strategies (10:00–12:00)**

- Evaluating your findings
- Choosing the most appropriate journal
- Writing impressive cover letters

This section discusses how to evaluate the study to determine the most appropriate target audience. We then review how to identify the best journal and how to improve the suitability of the manuscript for that journal. Lastly, we review how to communicate the significance and relevance of the study to the journal editor in the cover letter.

*Included activity:* Attendees will have to improve a poorly written cover letter

*Lunch (12:00–13:00)* PUBLISHING ACADEMIES — AUTHOR TRAINING 5

### **7. Navigating peer review (13:00–15:00)**

- Understanding editorial decision letters
- Revising your manuscript appropriately
- Writing clear response letters to address the reviewer's comments
- Next steps after the final decision

This section firsts addresses what reviewers are evaluating and how to interpret the journal editor's decision letter. We then discuss how to write an effective response letter with point-by-point responses to all the reviewer comments. Lastly, we discuss the strategies you should consider if your manuscript has been rejected and how to promote your article after publication

*Included activity:* Attendees will need to determine which response is best for a reviewer comment.

### **8. Effective presentations (15:00–16:45)**

- Oral presentations and slides
- Poster presentations
- Professional presentation skills

Presenting your work to an international audience is important to get feedback about your study and network with others in your field. However, doing so in a second language is always a challenge.

Therefore, this section discusses not only the importance of presenting your work, but also on how to make effective slides and posters. Lastly, we discuss professional presentation skills, both verbal and non-verbal, and how to handle questions from the audience.

*Included activity:* Attendees will need to improve poorly constructed slides.

*Q&A (16:45–17:00)*