



AUTHORAID

# *Research Writing Workshop* **Toolkit**

Resources to run a  
participatory research  
writing workshop at  
your institution

## ABOUT INASP

Founded in 1992, INASP is an international development organization working with a global network of partners in Africa, Latin America and Asia. In line with the vision of research and knowledge at the heart of development, INASP works to support individuals and institutions to produce, share and use research and knowledge, which can transform lives.

INASP's approaches are based on the core pillars of capacity development, convening, influencing and working in partnership. INASP promotes equity by actively addressing the needs of both men and women across all our work and addressing issues of power within the research and knowledge system. INASP has projects in 28 countries, supporting all aspects of research and knowledge systems, from facilitating the provision of information to researchers to helping parliamentarians and civil servants to use research and evidence in policy making.

[www.inasp.info](http://www.inasp.info)

## ABOUT AUTHORAID

AuthorAID is a free, pioneering global network that provides support, mentoring, resources and training for researchers in low- and middle-income countries.

AuthorAID provides support through mentoring, online training and opportunities to network with other researchers. Via the AuthorAID platform, a network of currently 17,000 researchers in low- and middle-income countries can connect with mentors, mentees and collaborators and get support to publish and communicate their work.

AuthorAID also works directly with Southern universities and institutions to build local capacity.

[www.authoraid.info](http://www.authoraid.info)



### INASP

2/3 Cambridge Terrace,  
Oxford OX1 1RR, UK

Tel: +44(0)1865 249909  
Fax: +44(0)1865 251060  
E-mail: [info@inasp.info](mailto:info@inasp.info)

[www.inasp.info](http://www.inasp.info)  
[twitter.com/INASPInfo](https://twitter.com/INASPInfo)  
[facebook.com/inasp.info](https://facebook.com/inasp.info)



INASP, 2017. This work is licensed under a Creative Commons Attribution-Share Alike Licence (CC BY-SA 4.0). Trainers are encouraged to reproduce material from this toolkit for their own training and publications under the same conditions as the materials are made available.

Charity No. 1106349  
Company No. 04919576

# Contents

INTRODUCTION TO THE WORKSHOP MATERIALS – FOR THE LEAD FACILITATOR	5
---	---

---

## Facilitation notes

---

GUIDANCE FOR TRAINERS	2
Background knowledge and skills for trainers	2
General advice	2
The training room	3
Workshop stationery and resources	3
Abbreviations used in this document	3
DAY ONE AGENDA	4
D1-S1: Introductions and learning agreement	4
D1-S2: Establishing the right mindset to be a research author	5
D1-S3: Research and publishing ethics	6
D1-S4: Defining the focus and contribution of your paper	7
D1-S5: Identifying appropriate target journals	9
End-of-day reflection for day one	11
After day one	11
DAY TWO AGENDA	12
Preparation for day two	12
Morning review for day two	12
D2-S1: Manuscript guidelines given by journals	13
D2-S2: Structure of a typical scientific journal article	14
D2-S3: Writing a working abstract of your paper	15
End-of-day reflection for day two	16
After day two	16
DAY THREE AGENDA	17
Preparation for day three	17
Morning review for day three	17
D3-S1: Citations and references	17
D3-S2: The methods section of a research paper	18
D3-S3: The introduction section of a research paper	20
D3-S4: The results and discussion of a research paper	21
End-of-day reflection for day three	21
After day three	21
DAY FOUR AGENDA	22
Preparation for day four	22
Morning review for day four	22
D4-S1: Figures and tables	22
D4-S2: Developing a publication strategy	23
Preparation for the next session (D4-S3)	24
D4-S3: Q&A session	25
Closing the workshop	25

---

## Participant handbook

---

DAY ONE	2
D1-S2: Establishing the right mindset to be a research author	2
D1-S3: Research and publishing ethics	2
D1-S4: Defining the focus and contribution of your paper	3
D1-S5: Identifying appropriate target journals	3
DAY TWO	4
D2-S3: Writing the working title and abstract of your paper	4
DAY FOUR	5
D4-S2: Developing a publication strategy	5
D4-S3: Q&A session	6

---

## Resources

---

RESOURCES	2
D1-S4: Defining the focus and contribution of your paper	2
D2-S3: Writing the working title and abstract of your paper	3
D3-S2: The methods section of a research paper	4
D3-S2: The methods section of a research paper	5
D3-S3: The introduction section of a research paper	6
D3-S3: Introduction section of a published paper	7
D4-S1: Figures and tables	8
D4-S2: Developing a publication strategy	14
DAY ONE - PRESENTATION	15
DAY TWO - PRESENTATION	18
DAY THREE - PRESENTATION	20
DAY FOUR - PRESENTATION	23

---

## Appendices

---

APPENDICES	2
Appendix I: Research Writing Workshop – Preliminary information for participants	2
Appendix II: Research Writing Workshop – Agenda	3
Appendix III: Research Writing Workshop – Standard Agenda	5

# Introduction to the workshop materials – for the lead facilitator

---

Thank you for your interest in being the lead facilitator for an AuthorAID research writing workshop. At the outset, please go through and understand the materials that are part of the ‘standard’ 4-day AuthorAID research writing workshop, which has been designed based on active learning principles by the AuthorAID team at INASP. You will then be able to design an AuthorAID workshop that is relevant for your context and audience.

Please do the following **at least one month before your AuthorAID workshop**:

1. Carefully go through the facilitation notes for the standard workshop, referring to the other materials (especially the participant handbook and facilitator’s slides) wherever indicated in the facilitation notes. We strongly recommend that you print this document along with the participant handbook as these documents are somewhat lengthy and call for intensive reading.
2. After going through the facilitation notes, think about your own AuthorAID workshop:
  - How long is your workshop going to be?
  - What is the profile of the participants who will attend your workshop? What do they already know about the topic and what would they expect to learn or do during your workshop?
  - Which sessions of the standard AuthorAID workshop would be most relevant for your workshop? Do you have a good rationale for selecting some sessions and leaving out others?
  - Would you need to include sessions on any other topic\* not included in the standard workshop? If so, who will develop the materials for these sessions and who will facilitate them at the workshop?
3. Decide who is going to be part of the workshop team, for example, the workshop organizer (the person in charge of logistics and arrangements) and co-facilitators. Share your thoughts with your team and seek their feedback.
4. Design a selection process to recruit the right participants for your workshop. Tell the workshop candidates what the workshop is about and what they will be expected to do during the workshop.

Then, **at least two weeks before your AuthorAID workshop**, please do the following:

1. Draft the agenda for your workshop and share it with your workshop team.
2. Select the participants for your workshop.
3. Adapt the pre-workshop information document for participants so that it fits with your workshop plan.
4. Share the workshop agenda and pre-workshop information with your workshop participants.
5. Put together the materials for your AuthorAID workshop by using or adapting the materials for the standard workshop and by developing materials you may need for any new sessions you have designed.

---

\* You may find it useful to refer to the AuthorAID resource library which has a large collection of free e-resources related to research communication: <http://www.authoraid.info/en/resources/>