Appendix III: Research Writing Workshop – Standard Agenda

Intended learning outcomes

By participating fully in this four-day workshop, participants will be able to

7. Describe the key ethical issues in research and publishing

8. Balance different factors to select an appropriate target journal for their work

9. Define the focus and contribution of their paper

10. Write a working abstract for their research paper

11. Develop the body of their research paper including the key elements

12. Develop a strategy to achieve publication success

Day one

Day 1	Length	Session heading	Session content	Session summary
D1-S1	50 min	Introductions and learning agreement	• Welcome and introductions • Introduction to workshop, learning outcomes, participant handbook, and active learning • Learning agreement • Introduction to end-of-day reflection • Think-pair-share activity	This session is for the participants to get to know one another, become familiar with the workshop format and resources, and reflect on what success as a research author means to each of us.
D1-S2	45 min	Establishing the right mind set to be a research author	• Introducing the graphic on fixed vs growth mindset • Coming up with examples for each point in the graphic • Reporting	What is the difference between a fixed mindset and growth mindset, and why is the latter important to be a successful research author?
Break				
D1-S3	60 min	Research and publishing ethics	• Sharing examples of ethical violations in doing or reporting research • Categorisation of examples • Plenary discussion	The goal of this session is to instil in participants an understanding of the major ethical problems in research that concern researchers and publishers.
Lunch				
D1-S4	90 min	Defining the focus and contribution of your paper	• Writing phase • Peer assessment phase • Sharing and reading evaluations	Participants are given the opportunity to do some pre-writing, ie, a preparatory kind of writing which is often useful to embark on a writing project.
Break				
D1-S5	60 min	Identifying appropriate target journals	• Factors to consider when choosing a target journal • Ranking the factors and explaining the rationale behind the ranking	When should a target journal for one's work be identified, what are the factors to consider, and how should the factors be balanced?
	30 min	Reflection and review	Exit cards and/or group reflection	

Day two

Day 2	Length	Session heading	Session content	Session summary
	30 min	Morning review	Review of exit cards from day one, overview of day two	
D2-S1	60 min	Manuscript guidelines given by journals	• Going over manuscript guidelines given by two reputable journals • Identifying similarities, differences and unclear parts	The point of this session is to raise awareness of the importance of manuscript guidelines and why reading and following them is essential even if it's a tedious task.
Break				
D2-S2	45 min	Structure of a typical scientific journal article	• Acronym that denotes a typical article structure • Solving an everyday problem based on this structure	Do scientific journals articles have a typical format and what is it? How can knowing this format help with the actual writing?
Lunch				
D2-S3	120 min	Writing a working abstract of your paper	• Going over the annotated version of an abstract published in a leading journal • Writing phase • Peer assessment phase • Sharing and reading evaluations	This is the second of the major writing activities in the workshop and should give participants hands-on experience with research writing along with the opportunity to get some immediate feedback.
Break				
	30 min	Reflection and review	Exit cards and/or group reflection	

Day three

Day 3	Length	Session heading	Session content	Session summary
	30 min	Morning review	Review of exit cards from day two, overview of day three	
D3-S1	30 min	Citations and references	• Functions of references • Making a checklist for in-text citations and references	Citations and references may seem like a boring topic, but accurate referencing is indispensable in research writing. In this session, the pre-existing knowledge of participants regarding citations and references will be brought to the fore and structured.
Break				
D3-S2	60 min	The methods section of a research paper	• Purpose of the methods section • Critically analysing a discovery by focusing on the methods behind it • Identifying missing information in the methods section of a paper	From this point in the workshop, the typical sections in the body of a research paper will be considered one by one. We start with the methods section because this is considered one of the most straightforward sections to write, in that it is a report of what was done in the research.

Day 3	Length	Session heading	Session content	Session summary
Lunch				
D3-S3	60 min	The introduction section of a research paper	• Purpose of the introduction section • Typical structure of the introduction • Reviewing a published introduction section and identifying parts of it that map to the typical structure	The main activity in this session involves reviewing a published paper to check the structure of the introduction.
Break				
D3-S4	60 min	The results and discussion section of a research paper	• Example of a mind map • Creating mind maps for the results and discussion section • Presenting and discussing the mind maps	Participants create a mind map about the results and discussion section.
	30 min	Reflection and review	Exit cards and/or group reflection	

Day four

Day 4	Length	Session heading	Session content	Session summary
	30 min	Morning review	Review of exit cards from day three, overview of day four	
D4-S1	45 min	Figures and tables	• Reviewing a selection of figures and tables from published papers • Identifying and reporting on problems in these figures and tables	Even published papers occasionally contain figures and tables that are unclear or confusing. In this session we'll look at a few such figures and tables, and discuss how the problems can be fixed.
Break				
D4-S2	90 min	Developing a publication strategy	• Getting a paper ready for submission • Flowchart of activities from submission to publication • Meaning of 'publication success' • Developing a strategy to achieve publication success	This is one of the longer workshop sessions and the point of the session is to get participants to think beyond just writing a paper and look at research communication strategically.
Lunch				
D4-S3	45 min	Q&A session	• Making a list of burning questions • Discussing the questions in small groups • Summarising and documenting answers	This is a wrap-up session for the workshop. Participants get to discuss burning questions and come up with answers.
Break				
	30 min	Workshop closure	Certificates, feedback, closing remarks	