Effective Scientific Writing Workshop

Yonsei University

August 23-24, 2018

<u>Day 1, Thursday August 23</u>

9 am - noon

A) Technical Writing: Goals and Strategies

B) Word Selection and Use

- Clarity – Precise words
- Use Power Words and Minimize Hedging words
- Use Simple Words
- Brevity – Omit Unnecessary Words

Noon – 1 pm **<u>Lunch</u>** **Read:** Disputed Definitions

1 pm – 4 pm

C) Assembling Words into Technical Sentences

- Brevity and Clarity – Active and Passive Voice
- Clarity – Verb Tense
- Brevity – Noun Clusters
- Brevity – Parallel Form in Sentences
- Comparisons and Lists

Read: It's not You: Science Papers are Getting Harder to Read

D) Assembling Sentences into Paragraphs

- Organization
- Topic Sentences
- Consistent Order
- Creating Continuity and Linking Key Words
- Transitions

Read: Science Writing and Communication; Part 1. How to Write an Abstract

E) Writing the First Draft

- Prewriting
- Journal Selection
- Authorship
- Getting Organized and Using Outlines
- Building and Keeping Your Momentum

Read: Plagiarism Sleuths

Day 2, Friday August 24

9 am - noon

F) Parts of a Scientific Manuscript - Definition, Content and Optimization

- Title
- Abstract
- Introduction
- Materials and Methods
- Results
- Figures and Tables
- Discussion
- References

Noon - 1 pm Lunch

Read: Unpleasant Surprises: How the Introduction has Wandered into the Discussion

1pm – 4 pm

G) Revision

- Content Revision
- Revise for Organization and Flow
- Stylistic Revisions
- Subsequent Revisions

Read: The Case for Structuring the Discussion of Scientific Papers

H) Manuscript Submission and Responding to Reviews

- The Cover Letter
- The Submission and Review Timeline
- What Reviewers Look For
- Responding to Reviews

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