**Scientific Writing Mini-Course**

8:30 - 9:30 **Basic concepts**

 We will review the peer review and manuscript editing processes, authorship issues, common

 reasons for rejection/acceptance, the importance of choosing the appropriate journal for

 manuscript submission, strategies to enhance writing productivity, and resources available to

 writers.

9:30 - 10:30 **Uniform Requirements and Ethical Issues Related to Writing and Publishing**

 Most journals require that manuscripts be prepared in accordance with the Uniform

 Requirements that are published by the International Committee of Medical Journal

 Editors. We review the requirements and how they relate to preparing, submitting, and

 revising manuscripts. Other topics include authorship requirements, conflicts of interest

 and publication misconduct.

10:30 - 10:45 **Break**

10:45- 12:00 **Writing in the Introduction, Methods, Results and Discussion Format**

 Learn to structure manuscripts written in the “IMRaD” format by using standardized guidelines.

 Familiarity with standardized guidelines is particularly helpful for writers with limited

 experience.

12:00-12:45 **Effective Figures and Tables**

 One of the most common complaints of journal editors is that figures and tables often

 do not convey information in a logical and concise manner. We will discuss the basic

 requirements for effective figures and tables.

**12:45 – 1:30 Lunch Break**

1:30 – 2:45 **Clear and Concise Word Usage and Sentence Structure**

 Clear and concise word usage and sentence structure are keys to effective scientific

 writing. We will review common problems in sentence structure and word usage, illustrating

 how complex and confusing text can be replaced with logical and easy-to-understand verbiage.

2:45 – 3:00 Break

3:00 - 4:15 **Slide Presentations, Posters and Abstracts**

We will review general guidelines for preparing and delivering text, table and graphical slides

and posters that convey the author’s message in a concise and persuasive manner. Because

abstracts are read more frequently than other sections of manuscripts, they need to be

prepared with great care.