

Kerlick Research Article for Publication Workshops

North-West University (Research Support)

2024 KERLICK WORKSHOPS – OVERVIEW

SUBJECT: PRESENTING AND PUBLISHING RESEARCH PAPERS IN PEER-REVIEWED JOURNALS OF CHOICE

[NB: These Kerlick article-writing workshops focus on the principles and practical skills for preparing and presenting research results for submission to the editor of a research journal.]

The 2024 scheduled workshops are designed for two distinct researcher groups:

- i “Article-writing for publication” workshops for NWU researchers (Workshop A and Workshop B);
For researchers on the NWU staff;
For postdoctoral researchers at NWU.
- ii “Supervisor training for student article-writing” workshops for NWU Supervisors* who are co-authoring with and training postgraduate students to prepare research publications from their M and D research projects. The workshops offer a systematic step-by-step activities- and checklist-supported approach:
 - o For Experienced Supervisors (with experience in publishing research papers and supervision of postgraduate students) – 1-day ‘fast-track’ compressed programme;
 - o For Emerging Supervisors (with limited publication and/or supervision experience) – 3-part programme that presents and guides stage-by-stage practical application of the approach across the 2024 academic year.

* The Supervisor workshops are based on the systematic Kerlick step-by-step approach to planning and writing a research article. For those wishing to attend who are not familiar with this approach or who have not attended a previous Kerlick Workshop A, a “catch-up” half-day introduction is provided in advance of the Supervisor workshop programme.

**For enquiries, contact the NWU (Research Support) workshop coordinator:
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Workshop schedules and updates are posted on the Research Support website & distributed through @NWU.

I. “Article-writing for research publication” workshops customized for (i) NWU staff members & (ii) Postdoctoral researchers

1. Content outline

This pair of article-writing workshops comprises:

- **Research Publication: Introductory Workshop A:** 2-morning full-group interactive presentations, for participants with results ready to write up for publication, “Introduction to Research Article Writing: How to Conceptualize and Plan a paper for Publication” (followed by 1 individual consultation per researcher).
- **Pre-Publication: Article Writing Retreat – Workshop B:** a 3-day (or 4-day if via Zoom) writing workshop (+ 1 individual consultation per researcher before the full-group Retreat begins) – “Preparing a Research Article and Making it Ready for Submission to an accredited Peer-reviewed Research Journal of Choice” (i.e. the hands-on revision and preparation of a completed draft article targeting the academic journal best suited to the research being written up for publication).

NOTES

1. Advance preparation is required for each of the above workshops (a 1-page summary plus supporting material in preparation for Workshop A; a draft article plus supporting material in preparation for the Workshop B writing retreat).
2. Although these are standalone workshops, Workshop A is designed as a direct preparation for Workshop B.

The two workshops offer guidelines as well as personal critical review and editorial assistance from two Kerlick facilitators. Support includes critical review, advice on language, strategies for preparing a professional article for submission to an accredited journal, and how to prepare specific components of a research article effectively (e.g. title, abstract, structure [introduction, body, conclusion], tables and figures, notes, references, online supplementary material).

Group discussions introduce key principles and demonstrate with examples. Workshop activities focus on re-drafting and improving participants’ concept outlines (in Workshop A) and then preparing completed draft articles to the point of maximum readiness for submission to a journal for publication (in Workshop B). Scheduled one-on-one consultations (for each participant in both Workshops A and B) provide individual feedback.

Follow-up interaction by participants with their advisers, colleagues, and co-authors (as well as with facilitators, by arrangement) guides participating researchers towards the goals of submitting and publishing their workshop articles.

2. Outcomes

These two research-writing workshops provide support and assistance as required:

- to plan and present research results in ways that encourage swiftest and most efficient publication possible in the chosen journal (assuming adequate research content, up-to-date literature review, and the right journal selection);
- to assess critically the presentation of an article for publication;
- to prepare a final, polished version of the research paper, ready to submit to the selected research journal.

3. Duration

Individual advance preparation by participants for Workshops A and B, plus attendance at the two facilitated workshops (at the 3-morning Zoom-based Workshop A [plus one consultation]; and the 3-day in-person [plus initial consultation] **or** one-week Zoom-based Workshop B). Schedules include individual consultations and feedback based on material submitted in advance of each workshop.

4. Prerequisites

Before each workshop, participants confirm their willingness and availability to prepare and participate in full throughout the workshop programme.

Participating researchers need to submit material prepared in advance to the coordinator, by the relevant due date, in order for their workshop bookings to be confirmed.

- Ahead of Workshop A: participating researchers, with research results ready to write up for publication, submit an electronic one-page structured Concept Outline plus supporting material;
- Ahead of Workshop B: participants submit a completed draft research paper plus supporting materials.

Aims and outcomes

The aims of this structured “Writing for Research Publication” process are to:

- present a pair of workshops to small groups of committed, motivated researchers who are ready, with publishable results (in the form, by the Workshop B ‘Retreat’, of a completed draft manuscript), to submit their paper for publication in a peer-reviewed research journal of their choice;
- introduce, develop, and apply criteria for assessing/reviewing a research paper;
- introduce, develop, and apply the skills and procedures to progress from a set of results (at the start of Workshop A) to a draft research paper (at the start of the Retreat [Workshop B]), through to its formal submission for publication in an appropriate journal (at the end of the post-Retreat follow-up activities).

The anticipated outcomes of the workshop series and follow-up activities and interactions are:

- researchers able to apply practical criteria for conceptualizing, planning, assessing, reviewing, and revising their research papers;
- submission, by participating researchers, within an appropriate timeframe, of a professionally prepared article to an appropriate peer-reviewed research journal.

Workshops and follow-up activities

The activities in this pair of article-writing workshops are designed for the range of researchers – from those early in their publishing careers to experienced/rated researchers assisting research teams with article-writing for publication:

- advance preparation for and attendance at **Workshop A** followed by participation in the **3-day/1-week Workshop B (Writing Retreat)** where article-writing principles (via individual consultations, manuscript revision, and optional group discussions) are applied to each participant’s own research paper;
- **follow-up consultations and revision**, where participating researchers: (i) review their articles for journal submission (with assistance, as relevant, from *co-author(s)*; a *mentor* [e.g. a *peer* or *colleague* or the researcher’s *academic supervisor*]; and, where possible, with further feedback from a ‘*second opinion*’ experienced *peer in the field* acting as a preliminary reviewer); and (ii) **submit their papers for publication** (via a possible optional, final Kerlick pre-submission edit).

Descriptions of Workshops A and B

The 2024 workshops outlined below [Workshop A and Workshop B] are customized as far as possible for the needs of the specific group of researcher participants. Numbers are limited, so please apply as early as you can. For information, contact the workshop coordinator at the Research Support Office.

- **North-West University (Research Support) Zoom-based Article-writing Workshop A: Introduction and Planning**
“Introduction to Research Article-writing: How to Conceptualize and Plan a Paper for Publication”
Theme – Introduction to Article-writing and How to Turn Key Research Results into Publishable Articles in (accredited) Research Journals.
Programme topics include – the research article publication context; conceptualizing an article; how to plan a research paper (including journal selection, article-structure, components of a research paper, co-authorship, and academic writing).
Participants – the workshop is designed primarily for early-career researchers with up-to-date research results ready to be prepared and written up for publication.

This workshop assists researchers who have a set of up-to-date, potentially publishable research results or findings ready to write up to submit for publication. (It is also useful for supervisors who are planning to co-author and guide the generation of article publications in accredited journals with their postgraduate master’s and doctoral students.)

To prepare for this workshop, participating researchers provide, in advance, a one-page structured summary (in the form of a concept outline) of one or more sets of publishable research findings, with a view to preparing and/or co-authoring one article per concept outline for subsequent publication.

This customized workshop serves the specific needs of participants, based on prior analysis and critical review of the advance preparation received. The focus of the full-group 3-morning interactive presentations and discussions is on introducing the context of publication and principles of preparing an article for a research journal editor; on conceptualizing an article; and on methodically and efficiently planning it, component by component, for publication in an appropriate (accredited) research journal. The workshop’s general introduction to publication is directed as specifically as possible towards the article(s) that will develop from the summaries submitted. Following the three full-group morning presentation sessions, participants have an individualized one-on-one discussion with a facilitator as to how to prepare in further detail to turn their own research material into a completed draft article.

The intended outcomes of this workshop are:

- Researchers with a clear step-by-step plan for turning their results or findings into a well-structured draft research article* (for subsequent polishing and submission to the journal of choice).

* **NOTE:** This workshop, and the draft article to follow, prepares researchers for the subsequent Article-writing Retreat [Workshop B, below], where the article undergoes the revision and polishing needed to make it ready to submit for publication.

- **North-West University (Research Support) Article-writing Workshop B: Article-writing Retreat (either Zoom-based or face-to-face venue-based, depending on numbers)**

“Preparing a Research Article and Making it Ready for Submission to an accredited Research Journal of Choice”

Theme – Revising, editing, and finalizing a draft article to make it ready to submit to the chosen journal.

Programme focus – writing, revising, and editing each participant’s research article, with optional developmental small-group discussions (on request) on key elements of article-writing.

Participants – the workshop is designed for researchers (at early-career or senior level) who have up-to-date research results in the form of a completed draft article to be revised, polished, finalized and made ready for submission to the research journal of choice.

This intensive, ½ + 3-day (if venue-based, or extended over the working period of a week if Zoom-based), small-group Article-writing Retreat starts with one personal consultation per researcher during the half-day ahead of the Retreat, followed by three (or more) full working days of facilitated ‘away-time’ for full-time work in detail on finalizing an article, and making it ready to submit for publication to the appropriate research journal. (Optional small-group discussions are available on request.)

The focus is on ‘facilitated writing’ time and individual in-depth consultations, as required, with an experienced facilitator. Small-group discussions are optional, as requested by participants.

This Retreat is customized to address participants’ needs. As a prerequisite, participating researchers each submit in advance a completed draft article (with further supporting material), which has been prepared according to the Guidelines for Authors of the journal they are targeting and approved by all co-authors. The workshop builds on material covered in Workshop A and is designed primarily for researchers who have attended that introductory workshop.

A further component of post-workshop editorial support from the facilitators may be available, when the articles have been finalized, approved by all co-authors, and are ready to submit for publication.

The intended outcomes of this workshop are:

- Researchers with an article that is ready (or as ready as possible) for submission to the peer-reviewed accredited research journal of choice.

IMPORTANT NOTE: Success and maximum benefit depend on:

- (1) The selection of participants who genuinely have up-to-date and publishable results or findings, who have completed a sufficiently full and up-to-date literature study, and who can confirm (with assistance from a supervisor/senior co-author if relevant) that the research content is sufficiently strong and novel to be potentially acceptable for publication;
- (2) Participants who are committed and motivated to submit their research articles for publication shortly after Workshop B, who are willing and available to participate fully in Workshops A and B, and who are able to submit all the required pre-workshop material by the due dates set;
- (3) Sign-off by all co-authors on each article’s specialist content, and their agreement on the selection of target journal, **before** each draft article is submitted to be worked on during Workshop B.

AD HOC EDITORIAL SUPPORT

Kerlick also offers ad hoc editorial consultations, critical review, and support in preparing research articles for submission to journals of choice by researchers at all levels – from early-career researchers to senior researchers targeting high-impact international journals. Individual editorial assistance can also provide follow-up to the scheduled article-writing workshops. Editorial assistance focuses on the articles themselves, as well as, for example, correspondence with editors. Typical editorial input can involve:

- copy editing (for grammar, usage, spelling, punctuation, and other mechanics of style; consistency; and, if necessary, also for adherence to journal ‘house style’);
- stylistic editing (clarifying meaning, eliminating jargon, polishing language and use of technical terms, and other non-mechanical line-by-line editing);
- critical editorial review/revision (as may be required when preparing a paper for submission to a journal for publication or a motivation to an editor or other correspondence);
- substantive/structural editing (clarifying or reorganizing an article for content and structure);
- proofreading.

II. “Supervisor Training for Student Article-writing” workshops customized for (i) Experienced Supervisors & (ii) Emerging Supervisors

1. Programme outline

This Supervisor programme builds on the Kerlick article-writing approach (see Workshop A above). It assists Supervisors to train postgraduate students in preparing research publications from their master’s and doctoral research projects (as individuals or in student groups). It presents a systematic step-by-step checklist-supported activities-based supervision method to guide student article-preparation as each research project progresses. It includes guidance on scheduling student activities and monitoring progress, as well as on Supervisor/student roles, responsibilities, and expectations.

The programme is offered at two levels.

- **For Experienced Researcher/Supervisors** (who have more than 3 or 4 years of postgraduate research supervision experience and 4 or more research publications of their own): a ‘fast-track’ one-day workshop (if held in-person) or presented over 2 mornings (f via Zoom).
Participants unfamiliar with the Kerlick approach attend a half-day ‘catch-up’ summary the afternoon before the workshop.
- **For Emerging Supervisors** (who are academically qualified to supervise postgraduate students but have limited supervision and/or publication experience): a three-part programme to apply in practice as they work with research students during the 2024 academic year. Part 1 (in March) introduces the stage-by-stage process to guide student article-writing, then focuses on the initial stage of preparing a research-degree article (research proposal, data collection/analysis, and conceptualizing an article). Part 2 (in June), “Planning the article and starting to write”, covers the student’s ‘planning for article publication’ stage once they have sufficient results/findings ready to conceptualize and write up as an article. Part 3 (in September), “Writing the article: component by component”, covers the student’s overall ‘write-up for journal submission’ stage.

Participants unfamiliar with the Kerlick approach attend a half-day ‘catch-up’ summary at the start of Part 1.

Full-group discussions introduce key principles and demonstrate with examples. Workshop activities (especially in the Emerging Supervisor programme) focus on preparing to apply the activities-based approach, in their own practice and disciplinary field, as effectively as possible for training the students to write their own draft articles.

In summary, this Programme:

- introduces the framework for an efficient stage-by-stage activities-based article-preparation process to facilitate master’s and doctoral postgraduate students’ article-writing;
- outlines the roles of student(s) and Supervisor(s) as first authors and co-authors, respectively;
- provides skills training for Supervisors, to assist with practical applications of the process with their own groups of postgraduate students or individual students.

2. Aims and outcomes

The overall aim of the Supervisor Programme is to provide training in how Supervisors can get master’s and doctoral students’ research prepared for publication as efficiently as possible – as they work with student groups or with individual students – so that students write the articles themselves and Supervisors supervise.

The aim of the *Experienced Supervisor* programme is to present ways that could assist participants in making their research supervision time work as efficiently and productively as possible.

The aim of the *Emerging Supervisor* programme is to offer a starting point for developing individual research supervision and publication skills for maximum productivity, and for applying them in practice during the 2023 academic year.

The expected overall outcomes of this activities-based Supervisor Programme include:

- Postgraduate research students who have acquired article-writing skills, and who have prepared their own journal-ready draft research articles (guided by their Supervisors) before their degrees are awarded;
- Supervisors (acting as co-authors, corresponding authors, as relevant) ready to finalize the articles for journal submission before the students graduate or soon thereafter;
- Supervisors trained and equipped to teach their student groups systematically how to plan and write journal-ready articles, to monitor progress, and to promote the publication of papers from their students' research projects in a timely, efficient, and effective way as results become available.
- Supervisors and postgraduate students able to fulfil the maximum publication potential of their master's and doctoral research projects.

3. Duration

For Experienced Researcher/Supervisors – one full day (if in person) or 2 consecutive mornings (if via Zoom); plus one afternoon's 'catch-up' for those unfamiliar with the Kerlick approach.

For Emerging Researcher/Supervisors – three workshops (scheduled as 3 days each: Part 1 in March, Part 2 in June, and Part 3 in September to provide the training and to assist participants to apply the workshop material immediately, in practice, to their current work with students' M and D research projects. (At the beginning of Part 1, one morning's 'catch-up' is provided for participants who have never previously attended a Kerlick Workshop A.)

4. Prerequisites

Before each workshop, participants confirm their willingness and availability to prepare for and participate in full throughout their workshop programme.

The *fast-track programme for Experienced Supervisors* is designed for participants with established experience of supervising postgraduate research students and research publication, who wish to explore further ways to train their students in article-writing skills and to maximise the publication potential of their students' research projects.

The *Emerging Supervisors' programme* is for participants who are academically qualified to supervise postgraduates' M and D research projects but who have limited supervision or publication experience. This programme provides a systematic method for supervising students' research article-writing, and for guiding its immediate active application in practice during the 2024 academic year. Advance preparation/information submitted before each workshop focuses on implementation of the approach as postgraduate students' research projects are being supervised in real time.

Descriptions of the “Supervisor training for Student Article-writing” workshops

The Supervisor workshops outlined below are customized as far as possible for the needs of *Experienced Supervisors* with established supervision and publication experience, or *Emerging Supervisors* who might benefit from assistance in developing their supervision and publication skills as they progress in their postgraduate supervisory and co-authoring role.

Numbers are limited, so please apply as early as possible. For information, contact the Kerlick workshop coordinator at the Research Support Office.

• **North-West University (Research Support) 'Fast-track' Experienced Supervisor Workshop [SP-Exp]**

“Experienced Supervisor training for Postgraduate Student Article-writing”

Theme – Supervisor training for guided student article-writing (individuals or groups): How to get master's and doctoral students' research articles prepared for publication so that students write the articles themselves and Supervisors guide the process.

Programme topics include – How to prepare and train research students to apply a basic step-by-step article-writing process, with timelines, at (i) Proposal, Results and Conceptualisation stage; (ii) Planning for Publication stage; (iii) Write-up for Journal Submission stage; Roles and responsibilities of Student and Supervisor/Co-author; A step-by-step checklist-supported process with student activity/outcome at each step; Supervisor assessment/feedback per outcome; Customizing the process and timing to suit discipline, type of study, student needs, and personal supervision style.

Participants – the workshop is for experienced researcher/supervisor participants who may be in search of more time-efficient or effective ways to fulfil rising postgraduate supervision and publication pressures and responsibilities.

(The workshop builds on the Kerlick step-by-step approach to article-writing. Those joining the Supervisor workshop who are not familiar with this approach, or who have not previously attended a Kerlick Workshop A, attend a “catch-up” half-day introduction the afternoon before the workshop.)

This workshop assists Experienced Supervisors with a record of research publication and postgraduate supervision at master's and doctoral levels, who could benefit from discussions of a basic step-by-step method for co-authoring and guiding the generation of

research article publications, to be prepared by the students themselves from their postgraduate master's and doctoral students' research projects.

The full-group interactive presentations and discussions focus on systematic activity-based methods to train groups of research students to develop their practical article-writing skills incrementally as each research project progresses. The workshop presents a basic framework for Supervisors to modify and customize to suit their discipline, the types of study conducted by their students, and their own personal approach to supervision.

The intended direct outcome of this workshop is:

- Supervisors equipped with new systematic options for supervising postgraduate student article-writing that is directed towards maximum skills development and publication productivity.
- **North-West University (Research Support) Three-part Emerging Supervisor Workshop Programme [SP-Emer1, SP-Emer2, and SP-Emer3]**

“Emerging Supervisor training for Postgraduate Student Article-writing”

Theme – Supervisor training for guided student article-writing (individuals or groups): How to get master's and doctoral students' research articles prepared for publication so that students write the articles themselves and Supervisors guide and monitor the process.

Programme topics include – How to prepare and train research students to apply a basic step-by-step article-writing process, with timelines, at (i) Proposal, Results and Conceptualisation stage [SP-Emer1]; (ii) Planning for Publication stage [SP-Emer2]; (iii) Write-up for Journal Submission stage [SP-Emer3]; Roles and responsibilities of Student and Supervisor/Co-author at each stage; A step-by-step checklist-supported process with student activity/outcome at each stage; Supervisor assessment/feedback per outcome; How to customize the process for the discipline and type of study; How to design and implement timelines for a student/student group within the master's or doctoral degree process.

Participants – the workshop programme is for early-career or emerging researcher/supervisor participants who seek a basic time-efficient and effective method that they can develop and customize further as they apply their postgraduate supervision and publication skills in their own disciplines during the course of the academic year.

(The programme builds on the Kerlick step-by-step article-writing approach. Those applying to join who are not familiar with the Kerlick approach, or who have not previously attended a Kerlick Workshop A, attend a “catch-up” half-day introduction on the first morning of Part 1 [SP-Emer1].)

This three-part workshop programme is designed for Emerging Supervisors who have limited experience in research publication and/or postgraduate supervision. It provides training in developing, customizing, and applying a systematic method for supervising and co-authoring research articles, to be written and prepared for publication (as far as possible) by the postgraduate master's and doctoral students as they progress with their research projects during the course of 2024.

The focus is on introducing a systematic activity-based method to supervise and train research students (individuals or groups) in practical article-writing skills as they conduct their research, and to assist the Supervisors with implementation during the 2024 academic year. The workshops provide a basic framework for each stage, which Supervisors customize to suit their discipline, the types of study conducted by their students, and the development of their own personal approach to supervision.

The intended outcomes of this workshop programme are:

- Emerging Supervisors equipped with a systematic basic method for supervising postgraduate student article-writing directed towards maximum student skills development and publication outcomes;
- Emerging Supervisors who have implemented and applied the method in practice by the end of the 2024 academic year.