

Kerlick Editorial & Research Solutions

North-West University (Research Support)

“Research Publication Retreats” Kerlick Workshops (2022)

WORKSHOP OVERVIEW

SUBJECT: HOW TO PRESENT AND PUBLISH RESEARCH PAPERS IN PEER-REVIEWED JOURNALS OF CHOICE

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

1. Outline of content

The series of article-writing workshops comprises:

- **Research Publication Introductory Workshop A:** 3-morning full-group interactive presentations on “Introduction to Research Article Writing and How to Plan a paper for Publication” (followed by 1 individual consultation per researcher).
- **Pre-Publication Article Writing Retreat – Workshop B:** a 3-day writing workshop (+ 1 individual consultation per researcher prior to the Retreat) – or working over the period of a week if Zoom-based – on “Preparing a Research Article and Making it Ready for Submission to a Peer-reviewed Research Journal” (i.e. the hands-on revision and preparation of a draft article for 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 workshops offer guidelines as well as personal critical review and editorial assistance from two Kerlick facilitators. Support offered includes critical review, language and structure, 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 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 researchers with the participants’ advisers, colleagues, and co-authors (as well as with facilitators, by arrangement) guides participants towards the goals of submitting and publishing their workshop articles.

2. Outcomes

This pair of research-writing workshops provides 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, and the right selection of the journal to be targeted);
- to assess critically the presentation of an article for publication;
- to prepare a final version of the research paper, ready to submit to the editor of a 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 advance 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.

In addition, participating researchers deliver advance preparation to the coordinator by the relevant due date:

- Ahead of Workshop A: an electronic one-page structured Concept Outline plus supporting material;
- Ahead of Workshop B: a draft research paper plus supporting material.

“WRITING FOR RESEARCH PUBLICATION” WORKSHOPS

– AIMS & PROCESS –

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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 the criteria for assessing/reviewing a research paper;
- introduce, develop, and apply the skills and procedures needed 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-workshop 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 paper;
- submission, by participating researchers within an appropriate timeframe, of a professional article to an appropriate peer-reviewed research journal.

Workshops and follow-up activities

The components of the activities in this series of article-writing workshops are:

- **structured preparatory activities** by individuals and attendance at one-on-one scheduled consultations and at the **Zoom-based 3-morning [+ consultation] Workshop A** (designed for the range of researchers – from those at early stages of their publishing careers to experienced/rated researchers assisting students and research teams with article-writing) followed by the **3-day/1-week Workshop B (Writing Retreat)**. This final Retreat applies the article-writing principles (via individual consultations and optional group discussions) to each participant’s own research paper;
- a **follow-up consultative and revision** process, where participating researchers: (i) revise 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) offer their papers for a possible optional, final Kerlick pre-submission edit;
- the **submission** and, if accepted, **publication** of the paper via interaction with the journal editor.

“WRITING FOR RESEARCH PUBLICATION” WORKSHOPS

– OUTLINES –

The two types of workshop offered in 2022 are outlined below [Workshop A and Workshop B]. All workshops 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 Article-writing and How to Plan a Paper”
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 for publication. (It is also useful for supervisors who are planning the generation of article publications in accredited journals in collaboration with their postgraduate master’s and doctoral students.)

In preparation 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 main focus of the initial 3-morning interactive full-group 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 offers a general introduction to publication, which is directed as specifically as possible towards the article(s) that will develop from the summaries submitted. Following the three mornings of group presentation sessions, participants have an individualized one-on-one discussion with a facilitator as to how to prepare in further detail to turn their 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 that will follow, prepares researchers for attending the subsequent Article-writing Retreat [Research Support Workshop B, below], during which 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 and prevailing pandemic conditions)**

“Preparing a Research Article and Making it Ready for Submission to a 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 at any level) who have up-to-date research results in the form of a 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 for each researcher during the half-day ahead of the Retreat, followed by three (or more) full working days of facilitated ‘away-time’ for work in detail on preparing and finalizing an article, and making it ready to submit for publication to an appropriate research journal. (Optional small-group discussions are arranged on request.)

The main focus is on ‘facilitated writing’ time and ongoing individual in-depth consultations, as may be required, with an experienced facilitator. The small-group discussions are optional, as requested by participating researchers.

This Retreat is customized to address participants’ needs. As a pre-requisite, participating researchers each submit in advance a completed draft article (with further supporting material as required), which is prepared according to the Guidelines for Authors of the journal they are targeting. The workshop builds on material covered in Workshop A and is designed 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 act as a follow-up to scheduled workshops outlined above. Editorial work 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 checking 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.