

## 2-Day Author Workshop Agenda

### Day 1

#### **1. Effective academic writing I (9:00-10:30)**

- Logical flow and structure
- Avoiding ambiguity
- Reader expectations

This section will emphasize how to clearly communicate your ideas in English by discussing how to implement cognitive learning principles in writing. These principles, which are related to brevity, ambiguity, and logical sentence structure, help ensure readers can understand the author's ideas quickly and efficiently.

*Included activity:* Attendees will need to logically structure given sentences.

*Break (10:30-10:45)*

#### **2. Effective academic writing II (10:45-12:00)**

- Improving readability
- Common mistakes
- Writing strategies

This section continues with the above to improve the quality of academic written communication. We review strategies to improve readability and how to avoid common mistakes often made by Japanese authors. We then conclude the section by reviewing strategies that can improve the efficiency of the writing process.

*Included activity:* Attendees will have to improve poorly written sentences.

*Lunch (12:00 – 13:00)*

#### **3. Introductions and Methods (13:00–14:10)**

- Keeping your readers in mind
- Logically structuring your Introduction
- Transparently reporting your methodology

This section covers how to logically structure the beginning of the manuscript to best give the reader context to understand the study. We begin by discussing what readers are looking for when reading articles and how to keep these important points in mind when preparing the

manuscript. We then highlight the importance of the Introduction to clarify why the study needs to be done for the field. We then review writing the methodology of the study to validate the study design and ensure the findings can be reproducible.

*Included activity:* Attendees will need to identify appropriate aims for a given research problem.

*Break (14:10–14:20)*

#### **4. Figures, Results, and Discussions (14:20–15:50)**

- Effective figures that best represent your data
- Clearly presenting trends and relationships among your findings
- Discussing the significance and impact of your study

This section highlights the important of clearly presenting complex findings to the reader. We begin by discussing how to prepare high impact figures to present data. Next, we cover how to clearly present the findings of the study in the Results section as well as the figures, tables, and graphs. Lastly, we discuss how to discuss the impact of the study in the Discussion section and how to write a strong conclusion.

*Included activity:* Attendees will need to identify appropriate conclusion for a given study.

*Break (15:50–16:00)*

#### **5. Titles, keywords and abstracts (16:00–17:00)**

- Titles that get your readers' attention
- Abstracts that give the best first impression
- Identifying useful keywords

This section discusses how to improve the chances that your paper will be downloaded and read by others in your field. We begin by discussing how to write a title that clearly describes what your paper is about, and then how to write effective abstracts that summarize what you have done. Tips on how to write structured, unstructured, and graphical abstracts will also be discussed. Lastly, we cover how to identify good keywords and how to use them to improve the visibility of your paper online.

*Included activity:* Attendees will have to choose the best title to describe a summarized study.

## Day 2

### **6. Publishing ethics (9:00–10:15)**

- Authorship
- Data falsification
- Transparency
- Plagiarism

In the first section of Day 2, we highlight important publication ethical guidelines that journal editors expect authors to follow. We begin with a discussion of authorship and then review what can be done ethically to data and what should always be avoided. Next, the importance of transparently reporting results and methods will be discussed. Finally, we highlight how to avoid plagiarism while writing your manuscript.

*Included activity:* Attendees will have to choose the best option to an ethical problem.

*Break (10:15 – 10:30)*

### **7. Choosing appropriate journals (10:30 – 12:00)**

- Understanding journals
- Journal selection strategies
- Submission strategies

This section will focus on how to choose the most appropriate journal for the manuscript. We discuss journals and journal-level metrics as well as their shortcomings. We then review strategies for efficiently finding journals appropriate for the study. We also review additional factors related to journals such as open access and predatory journals. We conclude this section with a discussion on submitting strategies that should be used depending on the manuscript and impact the study has for the field.

*Included activity:* Attendees will have to choose the best journal for a described study.

*Lunch (12:00 – 13:00)*

### **5. Communicating with journal editors (13:00 – 14:30)**

- What journal editors are looking for
- Writing impactful cover letters
- Understanding editorial decision letters

We begin this section by first discussing what journal editors are looking for in submitted manuscripts. This is then followed by reviewing how to best communicate the significance and

relevance of your work is suitable for the journal in your cover letter to the journal editor. Finally, we conclude by discussing editorial decision letters and editorial strategies when reviewing manuscripts.

*Included activity:* Attendees will have to modify a poorly written cover letter.

*Break (14:30 – 14:40)*

### **6. Navigating peer review (14:40 – 15:50)**

- Why peer review is important
- What reviewers are looking for
- Revising and preparing response letters

After submitting your manuscript to the target journal, it will be necessary to improve the quality of the study and the paper before publication. This section begins by reviewing editorial decision letters and journal editor expectations. We then review the most common peer review concerns and how to efficiently revise your manuscript accordingly.

*Included activity:* Attendees will have to choose the best response to a reviewer's comment.

*Break (15:50 – 16:00)*

### **7. Final decisions and promotion (16:00 – 17:00)**

- What to do if you are rejected
- Promoting your article after publication
- Monitoring your impact in the field

In the last module of the workshop, we will discuss steps to take after the final decision, whether reject or accept and including the possibility of appealing a rejection. We then highlight platforms to promote your article to further improve its visibility in the field, and finally reviews ways to monitor the impact of your article in the field.