From paragraphs to publications

Stephen Pinder

Overview

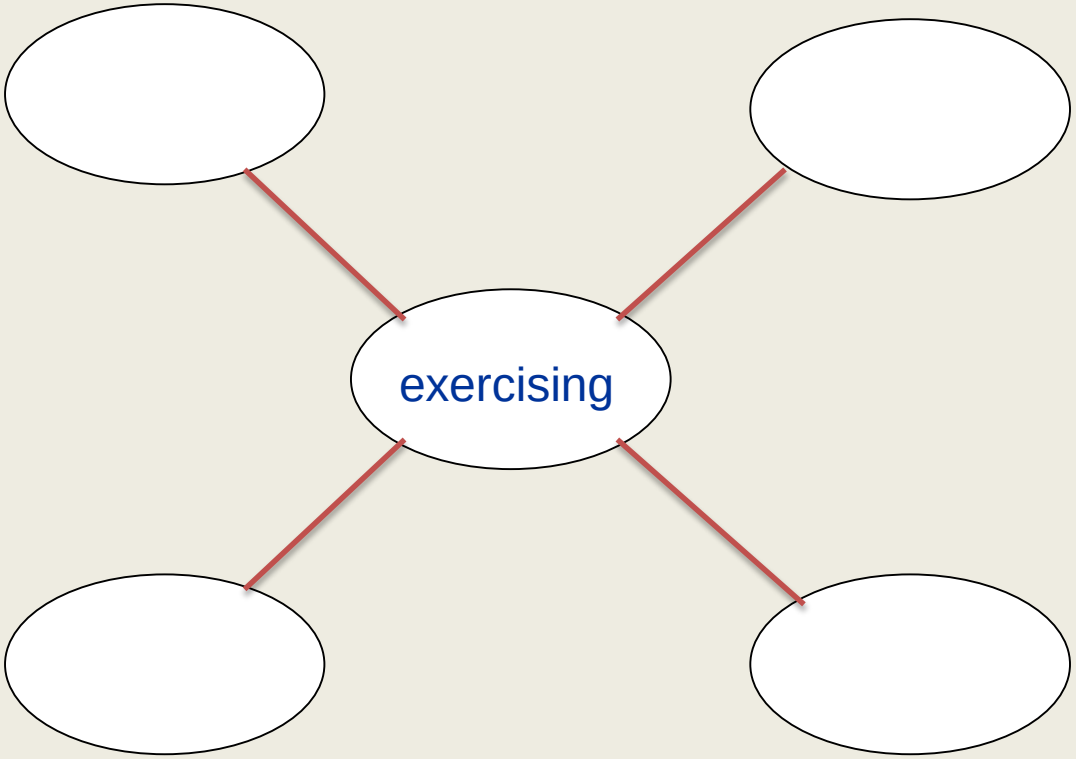
- Sentences and Paragraphs
- Sentence and Paragraph Structures
- Paragraphs to Papers
- Submitting Papers for Publication

Using mindmaps to brainstorm

- Mindmaps are a way to put down our ideas about a topic. Webs are more visual and people whose brain thinks more spatially work better using webs to plan their ideas for writing. Mindmaps are like a spider's web with ideas coming out from the topic in the centre.

Example: Mindmap about food

Now you make a mindmap



Round and round it goes

What do you think this paragraph is about?

Blood Circulation

Brainstorm

Note down words / phrases that you think of

heart	organ	pump	blood
oxygen	lungs	beat	vessel
artery	valve	vein	circulation
flow	capillary	air	direction

Writing Plan

- Before they write, a good writer has a writing plan.
- The writing plan is a structured set of notes from which we write something.
- It helps us to logically organise what we want to write before we write it.

Writing Plan – Outline

Topic	
1st point	
1st details	
2nd point	
2nd details	
3rd point	
3rd details	
Conclude	

Plan – Writing Outline

Topic	Circulation system
1st point	Heart
1st details	Pump
2nd point	Lungs
2nd details	Oxygen transfer
3rd point	Circulation
3rd details	Artery>capillary>vein
Conclude	Take care

Search for Information

flow in one direction
circulatory system about 100,000 km long
heart size of fist
heart beats typically 60-70 times/minute
15,000 –l8,000 litres of blood a day
lungs transfer oxygen from air into blood
heart centre left of chest
arteries take oxygen rich blood heart to body
blood goes round body in one minute
capillaries pass oxygen rich blood to cells
heart weighs about 0.5 kilogram
blood returns to heart by veins
by 70 heart will have beaten 2 billion times

Write the paragraph

Everyone needs a heart to send blood round their body. A human heart is nearly the size of a fist weighing about 0.5 kilogram, and located near the centre of the chest. It is a hardworking pump which beats 60-70 times a minute to move 15-18,000 liters of blood around the body every day. Oxygen depleted blood goes to the lungs where oxygen from the air is transferred into the blood before it returns to the heart. Oxygen rich blood is sent by the body through arteries to every part of the body which is a circulatory system about 100,000 kilometres. After about one minute veins bring back oxygen depleted blood to go through the process again. Everybody should take good care of this organ during their lifetime.

QUIZ TIME!

What is a writing process?

- 1. Writing process means:
- a) Writing about a process.
- b) Writing using a word processor like Microsoft Word.
- c) Writing in steps
- d) All of the above

Before you write

- 2. Before you write you should:
- a) See if you can find something on the internet to copy.
- b) Ask your friend for help with what to write.
- c) Create a writing plan.
- d) All of the above.

How to write

- 3. While you write you should:
- a) Use a dictionary to check your words.
- b) Think carefully about the grammar to use.
- c) Try to structure your writing and link your ideas.
- d) All of the above

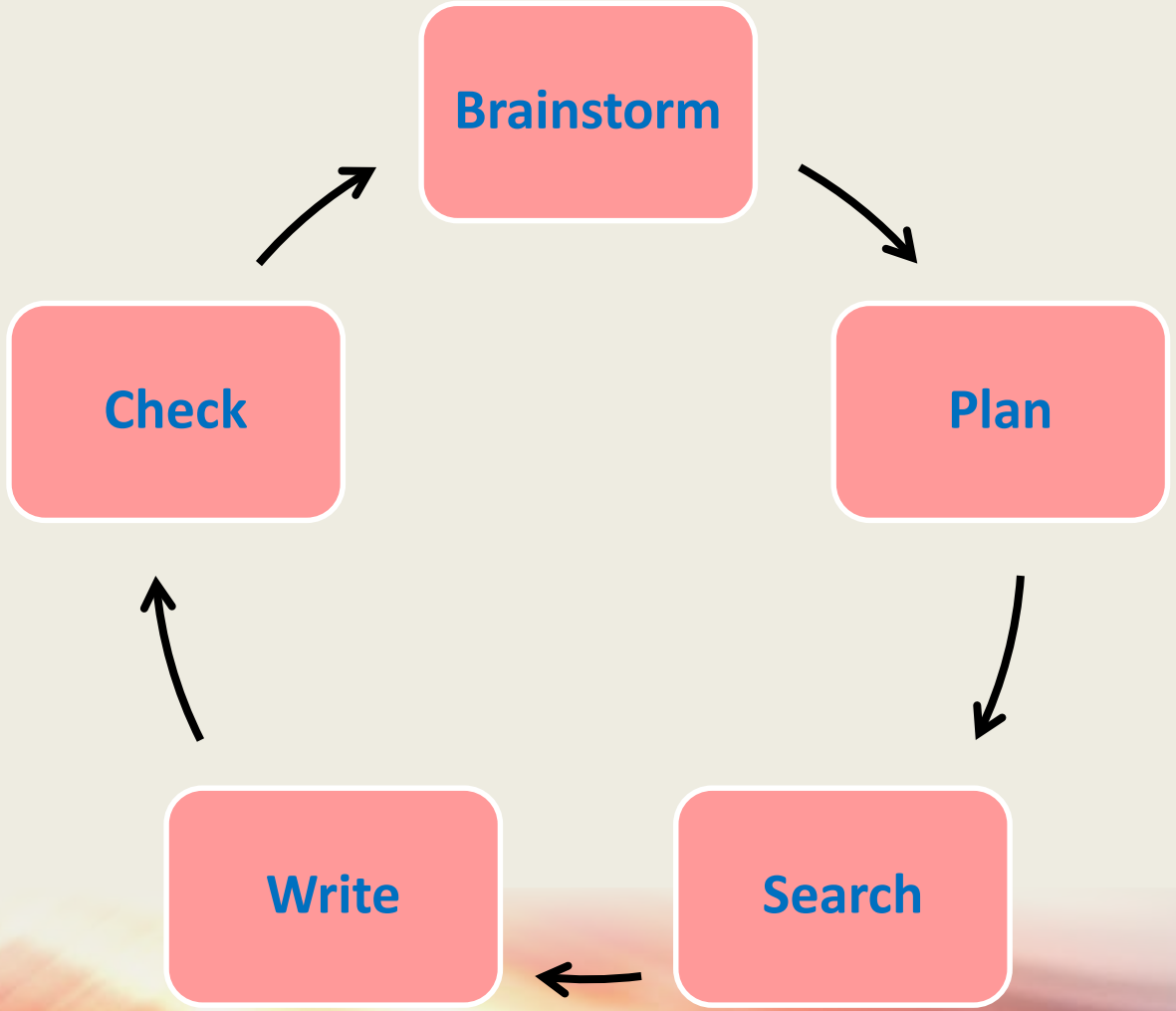
After you write

- 4. After you write you should:
- a) Make it look beautiful.
- b) Review it immediately.
- c) Check it with your writing plan.
- d) All of the above.

Before you send

- 5) Before you send you should:
- a) Make any final changes before you send it.
- b) Think of some new ideas to add.
- c) Ask someone else to look at it and comment.
- d) All of the above.

Writing process



Building blocks

- Paragraphs are made from sentences.
- Linking words help us to connect sentences to make paragraphs.
- Sentences are made from words.
- Rules for paragraphs and sentences.
- These rules are often called ‘Grammar’.

Outlining Technique

- From Thai make notes / phrases about what you want to say
- Arrange notes / phrases in sequence
- Write these notes / phrases in English
- ***If you try to just translate from Thai to English the grammar will be wrong and the writing will be difficult to read.***

Review comments

- Often reviewers automatically ask for a ‘Grammar check’ if they see a non-native speaker’s name is not the author.
- Usually there are only a few grammar mistakes.
- Problem 1 – paragraphs are not correctly structured.
- Problem 2 – does not flow smoothly because of lack of linking words.
- Problem 3 – use of unusual ‘Asian’ expressions are confused as mistakes.

Sentence types

- Declarative (statement): gives information
- Interrogative (question): asks a question
- Imperative (command): orders someone to do som
- Exclamation (show strong feelings):

Sentence type practice

Sentence Type	Practice sentence
Declarative	
Interrogative	
Imperative	
Exclamatory	

Overview

Sentences and Paragraphs ✓

Sentence and Paragraph Structures

Paragraphs to Papers

Submitting Papers for Publication

Sentence structures - simple

- Simple sentence – subject + verb + (object)
- *I stand.*
- *I stand up straight to check my height.*
- Sentences must have complete meaning
- I on the scale to check my weight. × **(no verb)**
- Use a thermometer to check my temperature. × **(no subject)**
- When I check my weight on the scale. × **(incomplete meaning)**

Sentence structures - compound

- Compound sentence – subject + verb + (object) + conjunction + subject + verb + (object)
- We can simplify the structure: [clause = subject + verb + (object)] → clause + conjunction + clause
- Common conjunctions – and, but, or, & so
- *This nurse will dress your wound and she will show you how to take care of it.*

This nurse will dress your wound – clause

and - conjunction

she will show you how to take care of it - clause

Sentence structures - complex

- A complex sentence has the structure
  independent clause + conjunction + dependent clause
  or
  dependent clause + conjunction + independent clause
- The independent clause has a complete meaning – example '*The doctor will see the patient again'* but the dependent clause has an incomplete meaning – *'after they have had an x-ray.'*
- Rearranging the sentence – '*After they have had an x-ray, the doctor will see this patient again.'*
- Do not put more than 2 clauses in a sentences or the meaning will be more confused.

Good paragraphs

- A good paragraph has a topic sentence, supporting points with details and a concluding sentence.
- A good paragraph covers one topic. Use a new paragraph for a new topic.

Structure of Paragraph

The topic sentence usually goes near the front of a paragraph

Topic

- First supporting point
  - Details for first supporting point
- Second supporting point
  - Details for second supporting point
- Nth supporting point
  - Details for nth supporting point

Concluding sentence

The concluding sentence always goes at the end of a paragraph

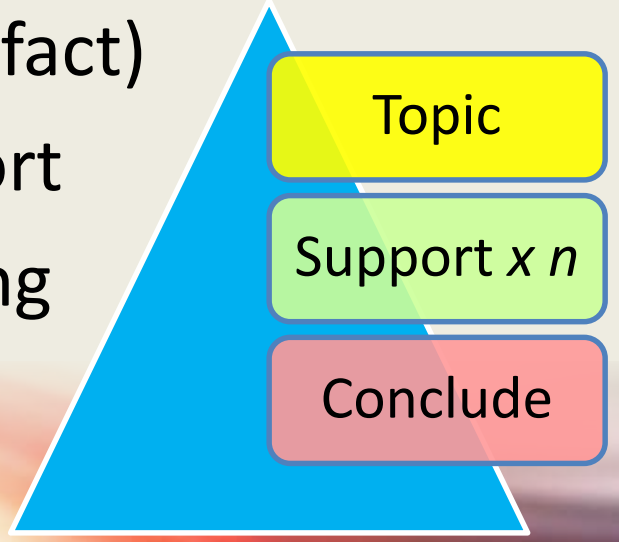
Attention Getter

Example: What happens to your blood?

An attention getter comes first in a paragraph . Its use is optional. Its purpose is to make the reader interested to go on reading.
Good writers often use an attention getter at the beginning of their paragraphs to arouse interest in the reader to read on.

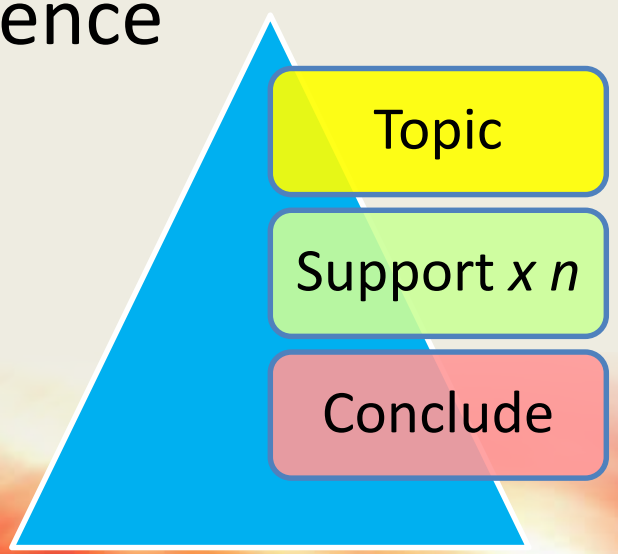
Topic sentence

- Topic sentences normally come near the beginning of a paragraph
- They tell you what the paragraph is about
- Have one clear topic
- Include an opinion (an opinion can be discussed, but a fact is a fact)
- Be suitable – not too short
- Be practical – not too long
- Do not include details



Supporting sentences

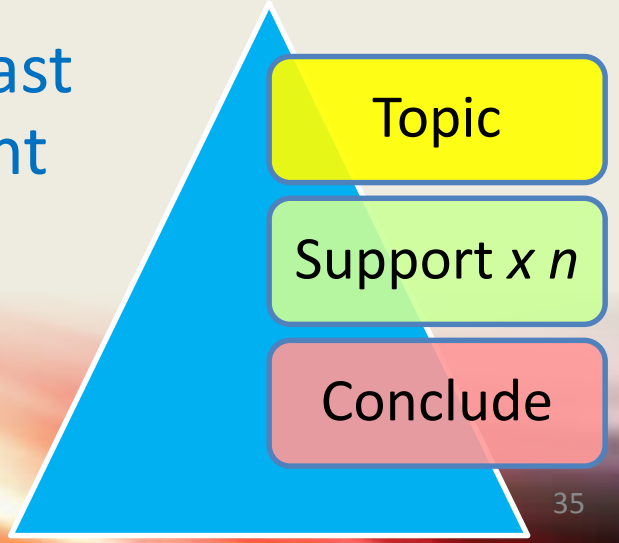
- Topic sentence
- Supporting sentences x n
- Concluding sentence



- We need to think about the best order of supporting sentences in our writing.

Supporting sentences

- Common ways to arrange supporting sentences:
- In time order in which events happen
- In logical order of how the events fit together smoothly
- In spatial order of space eg. outside to inside
- In order of importance – least important to most important



Use specific words to build interest

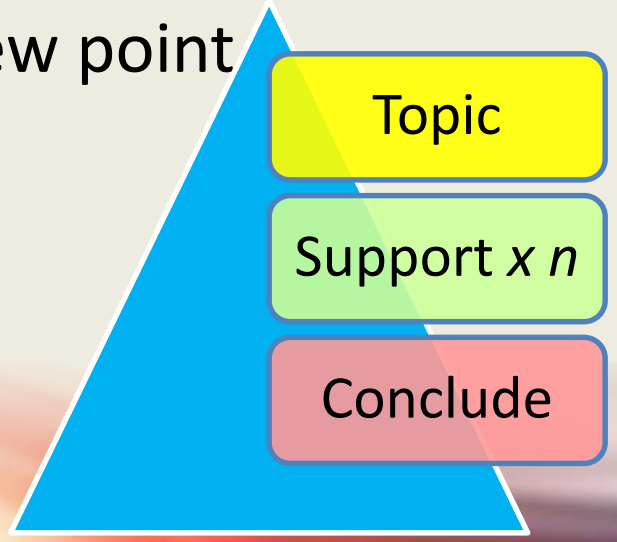
- *A sick patient came to hospital.*
- It is not interesting, so add some specific words.
- *A patient with a contagious disease who came to our hospital was quarantined from other patients in an isolation ward.*
- Make this sentence interesting.
- *Accident and emergency is for patients needing quick treatment.*

Keep it relevant

If a point does not relate to the paragraph topic, it should be in a different paragraph. If a paragraph has too many supporting points try to look for ways to group the supporting points to create separate paragraphs.

Concluding sentence

- Summarise the paragraph's main idea
- Paraphrase the topic using different words
- Give an opinion, suggestion or comment on the topic
- Speculate about the future of the topic
- Must not introduce any new point / detail to the paragraph



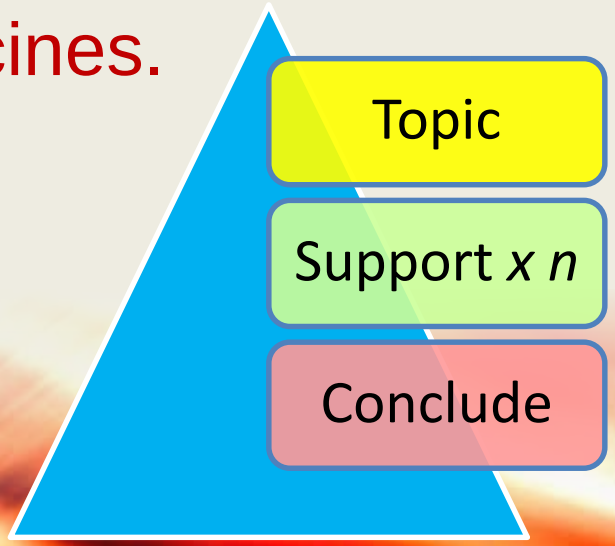
Topic sentences should be similar to concludings sentences, but use different words.

Topic sentence

Patients easily get confused when given several medicines.

Concluding sentence

Both doctors and pharmacists have to instruct patients carefully about their medication.



QUIZ TIME!

Create a concluding sentence

The correct identification of patients is essential to preventing mistakes.

Addressing a patient by name allows a patient to correct you if their name is different.

Create a concluding sentence

Doctors need to take time to reach a definite diagnosis in order to give the correct treatment.

Sometimes overworked doctors may misdiagnose a patient's disease.

Create a concluding sentence

Laboratory tests are a convenient non invasive way of obtaining more information about a patient's health situation.

Although some laboratory tests are expensive, they are cheaper and less painful than surgery.

Create a concluding sentence

Medical equipment is often overpriced leading to increased hospital costs.

Until there are more competitive sources of medical equipment, this situation is likely to continue.

Create a concluding sentence

Good doctors can help their patients to relax and have confidence in their treatment.

Creating a good mood ensures better cooperation from a patient.

Linking words

In English linking words are used to link one sentence or clause to another.
They link ideas/points together and show how they are connected.
Some go at the beginning of a sentence, some in the middle and some can go in either position.

Linking words

Here are some linking words.

and	furthermore	additionally
moreover	also	when
while	meanwhile	which
after	before	then
so	since	because
or	but	however
although	whereas	next
firstly	finally	therefore

Put the linking words in their correct place in a sentence

Beginning	Middle	Either

Put the linking words in the classification for their use

similar	contrast	choice	cause-effect	sequence

Paragraph Outline

Before you write you can make an outline. Then write from the outline. This produces better English than translating from Thai. Look at this example.

	Title	Knowing if you are sick
1	Attention getter	Do people who think they are sick become sick?
2	Topic	beliefs affect outcomes ‘Nocebo‘ – I will harm (Latin).
3	First supporting point	people listen to their peers – base their beliefs on unreliable information

Paragraph Outline

4	Details for the first supporting point	association of one's health with unrelated experiences of others
5	Second supporting point	people watch too much television or listen to radio – hear about something and think they have caught it
6	Details for the second supporting point	people too ready to believe they have a disease, too pessimistic not optimistic

Paragraph Outline

7	Third supporting point	People prefer to stuff themselves with herbs with unproven efficacy
8	Details for the third supporting point	long waiting times at hospital – drugs expensive – drugs have side effects
9	Fourth supporting point	check symptoms internet – misunderstand – imagine diseases
10	Details for the fourth supporting point	people go to internet, rather than go to doctor – easier? cheaper?

Paragraph Outline

11	Fifth supporting point	not all presenting symptoms have a physical origin – doctors look for a physical cause of disease
12	Details for the fifth supporting point	doctors are untrained and inexperienced in looking for belief based syndromes – lack of diagnostic tools
13	Conclusion	ask patients what they think about their health problems

The paragraph as a sandwich

- Topic sentence
- Point 1 and details
- Point 2 and details
- Point 3 and details
- Concluding sentence

Topic & Concluding Sentences

The correct identification of patients is essential to preventing mistakes.

The topic sentence and the concluding sentence should be similar (not same)

Addressing a patient by name allows a patient to correct you if their name is different.

Paragraph do's and don'ts

- Have a topic sentence which clearly states what the paragraph is about.
- Following sentences should give points and details about the topic.
- Start a new sentence for a new point.
- Concluding sentence should summarise topic.

- Do not put details in a topic sentence
- Do not add points which do not relate to the topic.
- Do not have too many points. (3-6 is enough)
- Do not put new points in a concluding sentence.

Overview

Paragraphs ✓

Paragraph Structures ✓

Paragraphs to Papers

Submitting Papers for Publication

Paper Preparation Overview

- Value of Information
- Standard format
- Usefulness of research
- Paragraphs to papers

Useful=Valuable

- Useful information is valuable information
- Useful information needs to be shared
- We can share information by writing manuscripts and getting them published

Standardisation

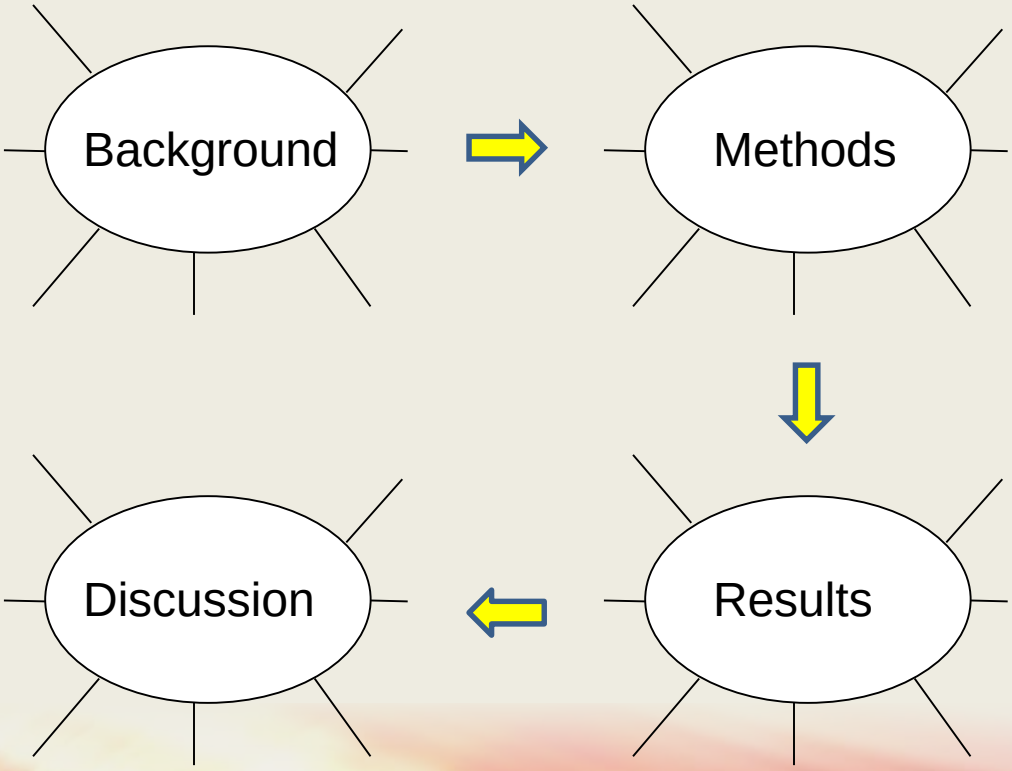
- To be most useful information has to be presented in a structured way
- Using a standard format helps readers to follow what you write
- Journal editors require authors to present their work in a standard format

Strictly follow them

- Editors publish author's guidelines to tell writers their required format

Brainstorm

Draw mindmaps for each section of your paper



Brainstorm for one of these subjects

1. Outpatient flow in a hospital – problems and solutions
2. Using modern technology to motivate patients for treatment compliance
3. Helping patients to help themselves
4. Most patients use the internet for health information not health care professionals.
5. Changing patient attitudes towards beneficial lifestyle change
6. Overpriced drugs and medical equipment cause hardship to patients.

Standard Format

Title	the name of your manuscript
Authorship	all the main contributors who helped to write the manuscript
Abstract	a brief summary of what you did and what you found out

Standard format

Keywords	useful words to use in indexing your manuscript for searching and referencing
Introduction	the background and reasons for research with research question and objectives
Materials and Methods	what you used and how you carried out your research

Standard Format

Results	the information which was produced from analysing the data you collected.
Discussion	an explanation of your findings, what they mean and how to use them.
Conclusion	a summary of main points and limitations of your research leading to recommendations for further research

Standard Format

Acknowledgements	reference to the people who helped you in your research
Conflicts	any sponsorship or financing from any source the author used for the research
References	the manuscripts or other sources you referred to in your manuscript

Standard Format

Figures	pictures or charts that you include in your manuscript to summarise information
Tables	tabular summary information of results from your research

Usefulness of Research

- We have interesting results to share
- Our research is original (not done before)
- Our research findings have not been reported yet

Title

- Create an inspiring title
  - Note the keywords from each section
  - Try to build your title around keywords
  - Make the title show how your study is different
  - Do not use abbreviations in a title

Abstract

- Create a clear and concise abstract
  - Abstract stands alone – should not reference main text or literature (usually open access)
  - Strictly follow journals structure and word limit
  - For each section only use 2-3 sentences (structured abstract)
  - Often the accept for review / reject decision is made on the title and abstract only

Background/Introduction

Present tense for facts

Past tense for finished study

Present perfect for several studies leading from past to present knowledge

- What to put in
  - General information about topic
  - Briefly summarise most relevant literature to date
  - Research Question
  - Research Objectives
- Impress
  - Build a link from your research question to what you have done to answer the research question, which will lead into the next section

Materials and Methods

- Basic structure
  - Study design
  - Study setting and subjects
  - Data collection
  - Data analysis
  - Ethics approval
- Check journal guidelines for authors for any preferred structure

Past tense for finished study

Results

- Present as found
  - Show what you found
  - Clear and concise
  - Choose the right graphics
  - Answer the research question
- Content
  - Recruitment of subjects and response
  - Characteristics of experimental and control groups
  - Primary analysis findings
  - Secondary analysis findings

Past tense for finished results

Discussion

- Answer to research question
  - 3 sentences
  - Only give numbers/percentages where necessary
  - Disclose null or negative findings
- Compare with other studies
  - Show similarities
  - Explain reasons for differences
  - Objectively comment on limitations of previous studies

Past simple tense

Present tense

Past tense

Discussion

- Interpretation of study findings
  - What the findings mean
  - Reasons to support findings
  - Think of questions readers may ask and answer them
- Strengths and limitations
  - Explain what is new in your study
  - Be honest about limitations
  - Comment on reasons for limitations

Present tense

Discussion

- Applications to clinical practice
  - Explain how to use your results
  - Be clear about the target group to which your results apply
  - Specify the setting and timing for their use

Present tense

- Implications for further research
  - Be specific
  - Do not try to sell future research – your paper is for a journal not a grant committee

Present tense with modal - should

Overview

Paragraphs ✓

Paragraph Structures ✓

Paragraphs to Papers ✓

Submitting Papers for Publication

What happens to your paper?

What journal editors think

- Is this new information?
- Will the information add to current knowledge?
- Is the information up to date with current knowledge?
- How will this information change what we do now?

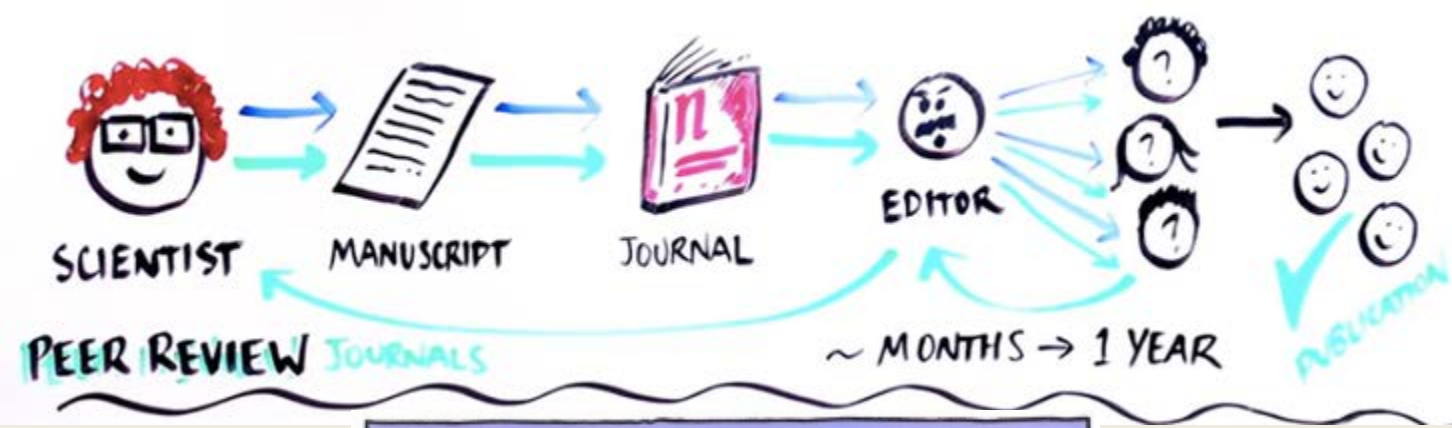
Give the journal editors what they want

What journal editors think

- Is the methodology of the research of a good standard?
- Has the researcher correctly interpreted the results?
- How useful are the findings to the readers of the journal?
- Has the writer correctly followed the author's guidelines?

Give the journal editors what they want

What it feels like - persistence



Most scientists regarded the new streamlined peer-review process as 'quite an improvement.'

Reason to Publish

Why publish?

Publishing is one of the necessary steps **embedded in the** scientific **research process**. It is also necessary for graduation and career progression.

What to publish:

- **New and original results or methods**
- **Reviews or summaries of** particular subject
- **Manuscripts that advance** the **knowledge** and understanding in a certain scientific field

What NOT to **publish**:

- Reports of no scientific interest
- Out of date work
- **Duplications** of previously published work
- Incorrect/unacceptable conclusions

You need a STRONG manuscript to present your contributions to the scientific community

Things to think about

Questions to answer before you write

Think about **WHY you want to publish your work.**

- Is it **new and interesting**?
- Is it a current **hot topic**?
- Have you **provided solutions** to some difficult problems?
- Are you **ready** to publish at this point?

If **all answers are "yes"**, then start preparations for your manuscript

Choosing a Journal

Select the best journal for submission

- Look at **your references –** these should help you narrow your choices.
- **Review** recent publications in **each "candidate journal"**. Find out the hot topics, the accepted types of articles, etc.
- Ask yourself the following questions:
  - Is the journal **peer-reviewed** to the right level?
  - Who is this journal's **audience**?
  - How **fast** does it make a decision or publish your paper?
  - What is the journal's **Impact Factor**?
  - Does it really exist or is **dubious**? (check for example Beall's List of Predatory Open Access Publishers) http://scholarlyoa.com/publishers/
- **DO NOT gamble by submitting your manuscript to more than one journal at a time.**
  - International ethics standards prohibit multiple/simultaneous submissions, and editors DO find out! (Trust us, they DO!)

Duties / Responsibilities

Duties of Editors, Reviewers, Authors

Editors

- Publication decision
- Fair play
- Confidentiality
- Disclosure and conflicts of interest

Reviewers

- Contribution to Editorial Decision
- Promptness
- Confidentiality
- Disclosure and conflicts of Interest

Authors

- Reporting standards
- Data Access and Retention
- Originality and Plagiarism
- Multiple, Redundant or Concurrent Publication
- Acknowledgement of Sources
- Authorship of the Paper

Try and try again

Do everything to make your submission a success

- **No one gets it right the first time!**
  - **Write, and re-write ….**
- **Suggestions**
  - After writing a first version, take several days of rest. Come back with a critical, fresh view.
  - Ask colleagues and supervisor to review your manuscript. Ask them to be highly critical, and ***be open to their suggestions***.
  - Make changes to incorporate comments and suggestions. Get all co-authors to approve version to submit.

Then it is the point in time to submit your article!

Major or Minor Revision

First Decision: "Major" or "Minor" Revision

- **Major revision**
  - The manuscript may finally be published in the journal
  - Significant deficiencies must be corrected before acceptance
  - Usually involves (significant) textual modifications and/or additional experiments

- **Minor revision**
  - Basically, the manuscript is worth being published
  - Some elements in the manuscript must be clarified, restructured, shortened (often) or expanded (rarely)
  - Textual adaptations
  - "Minor revision" does NOT guarantee acceptance after revision, but often it is accepted if all points are addressed!

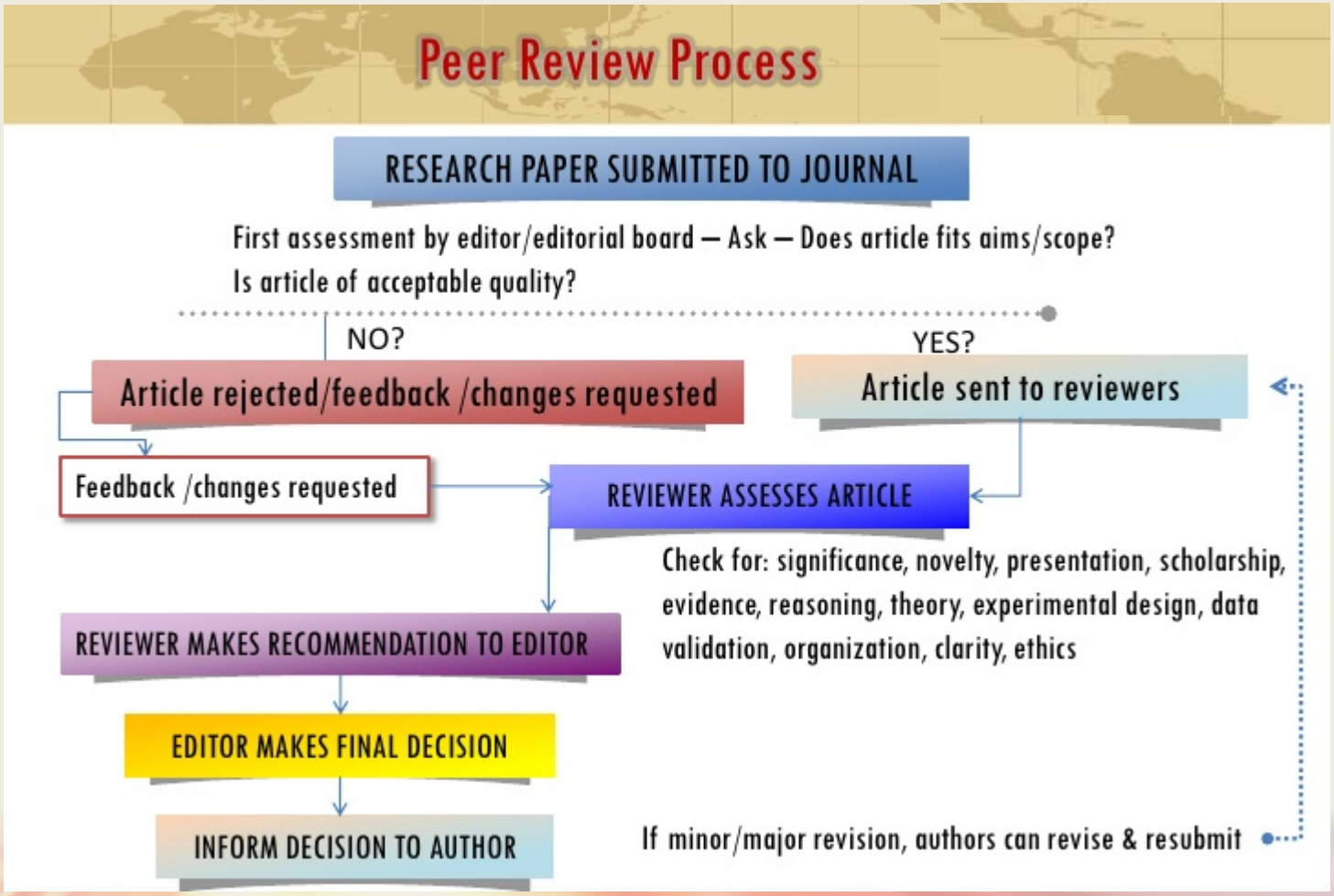
Peer Review

What is "peer review"

For the publishers...

They rely on effective peer review processes to uphold not only the quality and validity of individual articles, but also the overall integrity of the journals they publish.

Peer Review Process



Review and Revision

Recommendation of Reviewers

- Rejected due to poor quality, or out of scope
- Accept without revision
- Accept but needs revision (either major or minor)

If revision is required, reviewers would clearly identify what aspects need attention/revision.

Thank you

Stephen Pinder

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