

Successful Scientific Writing

Summer Semester 2019

BE-8076

2 Graduate Credit Hours

Course Instructor

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Scientific Writer

Office of Research

Center for Clinical & Translational Science & Training

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Course Objectives

Dr. Paul Siegel developed this course to enable public health and health care professionals to 1) communicate the findings of their research and investigations more effectively, and 2) expedite publication of their manuscripts. After completing this course, you will be able to:

- Identify and describe the basic sections of a scientific article, the purpose and organization of the sections, and the elements that comprise them
- Identify and use the principles of style for writing in public health and epidemiology
- Apply effective approaches to the process of writing and publishing an article in a peer-review journal
- Use effective strategies for dealing with requests of journal editors and reviewers

Course Requirements

1. **Textbook**

The Elements of Style, Fourth Edition, by William Strunk Jr. and E.B. White

2. **E-learning Modules**

This course contains e-learning modules, which are HTML files that include audio, video, and short answer questions. The short answer questions are not graded; instead they provide you with opportunities to practice and apply your new writing skills. If you start a module, you may close it and return to finish it later. Because these modules communicate with Blackboard to track your progress, (and depending upon the speed of your Internet connection), they may take a few minutes to load. Please feel free to work ahead if time allows!

3. **Live WebEx Session: "Title Revisions"**

There will be a synchronous online session to revise titles. Each student will submit a title for the class to review and critique. Post your title in a Discussion Board forum named "Titles."

To participate in the session, you need:

- a. Access to a computer/internet connection.
- b. Speakers or headphones.
- c. An internal microphone (most computers have them) or a desktop microphone. You can also use a phone to call-in to the WebEx session.
- d. A link will arrive via email with meeting login information.

4. **Class Assignments**

Students will participate in several class exercises throughout the course. Deadlines for assignments are described below. **Assignments are due by 11:59 PM on the date provided.**

WEEKLY SCHEDULE

WEEK	MODULES	ASSIGNMENTS & READINGS	DUE DATE (by 11:59 PM)
1	Complete Module 1a: Course Introduction Total time: approx. 30 minutes	Create & post your personal introduction on Discussion Board	Monday, June 10
2-3	Complete Module 1b: Writing Basics <i>(there are 11 separate lessons within this module, so please set aside an appropriate amount of time)</i>	Read <i>The Elements of Style</i> , Fourth Edition, by William Strunk Jr. and E.B. White	Monday, June 17
4	Complete Module 2: Abstract Total time: approx. 1 hour Complete Module 3: Introduction Total time: approx. 25 minutes	Revise the three poorly written sentences posted on Blackboard under Assignments	Monday, July 1
5-6	Complete Module 4: Methods Total time: approx. 30 minutes Complete Module 5: Results Total time: approx. 45 minutes	Post a draft abstract to Discussion Board under the "Abstract" forum Read and provide constructive feedback for two of your classmates' abstracts on Discussion Board, (not your own)	Monday, July 8 Monday, July 15
7	Complete Module 6: Discussion Total time: approx. 30 minutes Complete Module 7: Title Total time: approx. 30 minutes	Post a draft title on Discussion Board under the "Titles" forum	Monday, July 22
8	Complete Module 8 (three parts): The Publication Process Total time: approx. 1 hour, 35 minutes		Monday, July 29 Tuesday, July 23 rd @ noon Wednesday, July 24 th @ 10 AM Sessions will be 90 minutes If you cannot attend either session, please let me know: lowejr@ucmail.uc.edu

Course Grading

In order to receive a “Pass” for this course, you must complete all modules and participate in all class activities. All modules and assignments should be completed as outlined above.

Course Email Policy

Please direct content questions to the instructor. Emails will be answered as soon as possible. If you have a question about Blackboard or issues with the modules, please refer to the help documentation located in the **Online Student Guide**. Additionally, Blackboard Support is available every day of the week at 513-556-1602 or blackboard@uc.edu.

Course Communication

University policy requires that the email set up in Blackboard is the primary means of communication. It is advisable that you use your UC email for this purpose and that you check it often. If you choose to change your email in Blackboard to a non-UC email it is your responsibility to ensure you check it frequently.

UNIVERSITY COURSE POLICIES

Course Contract: Upon officially registering for the course, the student assumes responsibility for understanding and complying with the entire contents of the course syllabus. It is the student’s responsibility to raise questions or concerns directly with the instructor. The course instructor reserves the right to change, modify, add or delete any class assignment, reading, or activity at any time. Such changes will be made at the earliest possible time.

Academic Code of Conduct: Academic misconduct or dishonesty is defined in the University of Cincinnati Student Code of Conduct. Academic misconduct includes, but is not limited to: acts of cheating, plagiarism, falsification, and misappropriation of credit. The Student Code of Conduct defines behavior expected of all University of Cincinnati students. It is each student’s responsibility to know and comply with the University’s Student Code of Conduct. Disciplinary procedures are explained in a step-by-step manner, and the procedures for appeal of decisions are stated. (see: UC’s Student Code of Conduct)

- Plagiarism is defined as:
 - Submitting another’s published or unpublished work in whole, in part, or in paraphrase, as one’s own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographic reference.
 - Submitting as one’s own original work, material obtained from an individual, agency, or the internet without reference to the person, agency or webpage as the source of the material.
 - Submitting as one’s own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.
 - Submitting one’s own previously written or oral work without modification and instructor permission.
- Plagiarism will not be tolerated and according to the Student Code of Conduct (https://www.uc.edu/conduct/Code_of_Conduct.html), may result in the following consequences:
 - Formal report of academic misconduct.
 - Reduced or failing grade on the exercise.
 - Reduced or failing grade for the course.
 - Recommendation to the College Hearing Panel/Dean/Provost for probation, suspension, or dismissal.

Disability: Students with disabilities who need academic accommodations or other specialized services while attending the University of Cincinnati will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. Students requiring special accommodation must register with the Disability Services Office. UC's Disability Services Office.

Counseling Services, Clifton Campus: Students have access to counseling and mental health care through the University Health Services (UHS), which can provide both psychotherapy and psychiatric services. In addition, Counseling and Psychological Services (CAPS) can provide professional counseling upon request; students may receive five free counseling sessions through CAPS without insurance. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue of concerns. After hours, students may call UHS at 513-556-2564 or CAPS Cares at 513-556-0648. For urgent physician consultation after-hours students may call 513-584-7777.

Title IX: Title IX is a federal civil rights law that prohibits discrimination on the basis of your actual or perceived sex, gender, gender identity, gender expression, or sexual orientation. Title IX also covers sexual violence, dating or domestic violence, and stalking. If you disclose a Title IX issue to me, I am required forward that information to the Title IX Office. They will follow up with you about how the University can take steps to address the impact on you and the community and make you aware of your rights and resources. Their priority is to make sure you are safe and successful here. You are not required to talk with the Title IX Office. If you would like to make a report of sex or gender-based discrimination, harassment or violence, or if you would like to know more about your rights and resources on campus, you can consult UC's webpage for Title IX or contact the office at 556-3349.