



## **Publish Workshop**

### **Orientation Letter**

Hello folks,

Well done on signing up for the journal paper writing workshop - we hope it is a really useful investment of your time. It will be a learning-by-doing workshop with around 25% instruction time and the rest working on a real journal paper.

This message is to set out the preparations you need to put in place.

Please do the following:

1. **Lock these dates into your diary.** If you have clashes - please try to reschedule other work as the workshop's dates are fixed.
2. Note that **you need to be in attendance all three days of the workshop for all of the days.** You will be partnering with one other person as a close reviewer and a second person as a distant reviewer and it is critical for them that you are there for the entire workshop.
2. **Choose a topic for your paper** that you will draft during the workshop. Do not bring a part-complete paper, as we want to start from a near-blank sheet. However we expect you are likely to bring some material (e.g. references, figures and tables from a report, or a draft of some ideas or notes). If you do bring either a report (or part of a report) that you have recently completed, we will not be cutting and pasting from this report, but writing the journal article from scratch.
3. **Assemble a collection of references** you will need. Please bring paper copies of anything (other than electronic journals) you will need. You will have a connection to the on-line collections. It is a good idea to identify about 5 to 10 key journal papers that you will cite and will lead readers from those papers to your paper.
4. **Consider an agreement with a writing "buddy"**. During the workshop your paper will get several short, sharp reviews - if you have a close colleague (or someone that you want to work with) it is useful, but not essential, for you to pair up in this process. If you have an opportunity to decide on who to pair with ahead of time this is helpful but not critical. More on this when we start the workshop.
6. Please bring your laptop (and a separate mouse, monitor and keyboard if you have them and can easily transport them), and a USB. **It is important that your laptop is registered for use on the CSU**

**network. If it is not, or you are not sure, please contact the CSU help desk ASAP. For non-CSU staff, we will arrange temporary access on Wednesday morning.**

7. Remember you are responsible for setting-up your own workstation (laptop + keyboard + monitor preferred). This is best done between 8.30 and 9.30 on Wednesday morning.

8. Please bring a power board and an extension cord if you have one.

No other pre-work is required (outlining, etc. will be done during the workshop)

Remember it is a writing "lock-up" - you should not have parallel appointments and should not deal with other business (e.g. via email) during the workshop - you can deal with your correspondence before and after the workshop each day.

Finally - if you have any questions about the logistics of the workshop please contact . . . .

Please be on time.

Kind regards

Kevin Parton and Mark Morrison

**Author:** Lewis Jones and colleagues

**Date:** 2017

**Event organizer:** Simeon Network, Australian Fellowship of Evangelical Students

**Event topic:** Publish Workshops

**Location:** Sydney

**Country:** Australia

**Participants:** Faculty, Graduate Students

**Language:** English