



Writing for Publication Workshop

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09.00 Registration

Welcome and introductions

*Representative of the healthcare organization
Healthcare Quality Quest workshop leader*

Writing a report or an article — *How to:*

- Decide on length, content and emphasis
- Organize ideas and content
- Prepare an outline
- Use tables, charts and graphics
- Prepare references

Brief presentation by the workshop leader and practical work by participants working individually with personal feedback from the facilitator

There will be a mid-session break.

12.30 Lunch

13.30 Writing for publication — *How to:*

- Decide if your work is suitable for publication
- Avoid common errors in grammar, punctuation and spelling
- Avoid common mistakes in preparing a journal article
- Handle ethics and confidentiality issues in publication

and —

- How journal editors select articles for publication
- How the journal peer review process works
- How and why articles are copyedited for publication

Brief presentations by the workshop leader and practical work by participants working individually with personal feedback from the workshop leader.

There will be a mid-session break.

16.30 Workshop evaluation and adjourn