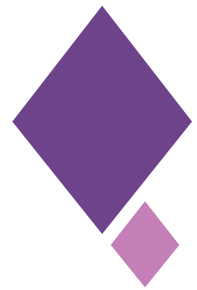


Writing for Publication Workshop



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Aim

The aim of the workshop is to help staff who need to write a report or who want to write for publication in a journal. The emphasis in the workshop is on writing on the subject of a quality improvement or related project.

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Learning objectives

The objectives of the workshop are to help staff to:

- develop their own specifications for an internal report, if such specifications are not available, or know how to find specifications from journals
- organize ideas and content for a report or an article
- outline in detail a report or an article
- avoid common errors in grammar, punctuation and spelling
- prepare references correctly
- observe ethics and confidentiality considerations in preparing a report or an article
- decide if they should submit an article for publication
- anticipate what will happen when an article is submitted for publication.

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Format

The workshop leader provides short explanations of key ideas, with practical hints and examples. Participants spend about two-thirds of the workshop time working on practical tasks. The workshop leader gives as much individual feedback as time permits.

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Materials

Each participant receives a book on writing about a project. Certificates of participation in the workshop are provided.

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Accreditation

The workshop is Certified as conforming to Continuing Professional Development (CPD) requirements in the UK by The CPD Certification Service.

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