WRITING FOR PROFESSIONAL PUBLICATIONS
HSC 5956
Fall 2015

Professor: Delores. James, PhD, RDN, LDN, FAND, FASHA
Course Prerequisite: HUN 2201
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Tech Support: Please contact the UF HELP Desk at (352) 392-HELP

COURSE OVERVIEW
The goal of this course is to assist students in developing the writing skills necessary to meet a range of anticipated writing tasks that they will encounter during their academic career. The course will focus on procedures and practices in scholarly writing including becoming a disciplined writer, overcoming writing barriers, topic selection, literature searches, documentation, manuscript preparation, peer review, reasons for rejection, online submission, and legal and ethical considerations.

OBJECTIVES
At the end of the course, students will be able to:
• Become a more confident writer and outline a personal plan to overcome writing barriers.
• Write using clear, concise, scholarly language.
• Identify appropriate peer-reviewed research journals for publication in their discipline.
• Describe several types of manuscripts a writer might prepare.
• Generate ideas for manuscript topics for publication in peer-reviewed research journals.
• Understand the importance of using correct citation formats and avoiding plagiarism.
• Apply the essential elements of the American Psychological Association (APA) 6th edition style guide in all written work.
• Convert in-text and reference citation from APA to the American Medical Association style guide.
• Analyze and critique their own work and the work of others.
• Prepare a comprehensive literature review on a topic.
• Prepare and submit a completed manuscript to a peer review journal.
• Understand how the peer review process operates.
• Understand the reasons for manuscript rejection.

TEXTS and RESOURCES

Required
3. Access to a comprehensive dictionary in print or electronic form.
4. Access to a thesaurus or equivalent resource in print or electronic form.
5. Other readings assigned by instructor.
Recommended

Online Resources
1. APA Style Website: [http://www.apastyle.org](http://www.apastyle.org)
2. Purdue Online Writing Lab (OWL): [http://owl.english.purdue.edu/owl](http://owl.english.purdue.edu/owl)
4. Author Aid: [www.authoraid.info](http://www.authoraid.info)
5. Get A Life, PhD: [http://getalifephd.blogspot.com](http://getalifephd.blogspot.com)
6. Publication Coach: [www.publicationcoach.com](http://www.publicationcoach.com)

TECH SUPPORT
For technical difficulties with the course website, please contact the UF Help desk at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu) or (352) 392-HELP, select option 2. Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from The Help Desk when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

CLASS POLICIES
- **Emails.** All class emails will be done on the online course website, not through the instructor’s UF email account. Emails will be returned within 24 hours during regular business hours (9 am to 5 pm) Monday through Friday.

- **Special Accommodations, Americans with Disabilities:** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protections for persons with disabilities. Students who are registered with the Disability Student Center are asked to provide an accommodation letter and sent up an appointment with the instructor as early in the semester as possible, but ideally by the second week. This will allow the instructor and student to have an action plan as soon as possible. Students seeking accommodations must first register with the Dean of Students Office located in the Disability Resource Center, 001 Reid Hall. The phone number is 352-392-8565.

- **Academic Honesty:** “The University of Florida requires all members of its community to be honest in all their endeavors. Students are required to commit themselves to academic honesty by signing a prescribed basic statement, including the Student Honor Code, as part of the registration process. “As a member of the UF community, students pledge on their honor to neither give nor receive unauthorized aid while working or completing assignments and examinations. “Any individual who becomes aware of a violation of the Student Honor Code is bound by honor to take corrective action.” Violations of the UF Academic Honesty Guidelines will not be tolerated and shall be treated in accordance with the UF Student Honor Code. You should not submit any work to me that you previously have submitted to another instructor or that you plan to submit for any other class at UF. If you want to write on a topic you have worked on before, that might be acceptable if you discuss it with me and get permission in advance.

- **Assignment Submission:** Late assignments will not be accepted. Assignments can always be tuned in before the due date. Always check the assignment link for the day and time.

- **Student Athletes:** Student athletes are required to provide the instructor with written documentation of away games that are in conflict with exams as early in the semester as possible.
MY EXPECTATIONS OF YOU
I will do everything I can to help you succeed, but you must decide that you want the very best for yourself. In order to do this, you must resolve to actively engage in your learning and do everything possible to make it worthwhile for you and your classmates. You must also do the following:

- Read your syllabus carefully
- Write 5-7 days a week
- Participate in class and online discussions
- Respond to emails in a timely manner
- Be considerate of your classmates, especially if you’re in a group
- Give your best at all times
- Make excellence your goal
- Make good choices and accept the consequences of your poor choices
- Take responsibility for your learning
- Manage your time well
- Develop discipline and good work ethics
- Do it right the first time
- Show initiative
- Don’t make assumptions
- Ask if you don’t understand something
- Have integrity—don’t cheat, plagiarize, or lie
- Recognize it’s OK to mess up and not be perfect

Professionalism (10 possible points). This includes, but is not limited to, attending all classes, responding to professor’s emails and announcements in a timely manner, turning in all assignments on time, positive interaction with class members, having a respectful attitude toward the instructor and classmates, and respecting class policies. Professionalism is a subjective assessment and the final point value will be determined by the instructor at the end of the semester.

Class Participation (10 possible points). This includes contributing to a positive class environment, contributing to class and online discussions. It is not acceptable to just show up for class and just sit there.

- 9-10 points. Contributes at a high level to every class discussion; takes a lead in class discussions; adds significant, insightful content to each class discussion; stays involved and alert in class; regularly posts online items of interest to the class and responds to other students’ discussion posts; very positive influence on the class environment.
- 6-8 points. Contributes occasionally to class discussions and stays involved and alert in class, regularly posts online items of interest to the class and responds to other students’ discussion posts. Positive influence on the class environment.
- 0-5 points. Little or no contribution to class discussion and/or poor participation in online discussion posts. Generally distracting presence in class.

Peer Feedback. Students are expected to provide frequent, insightful, useful feedback to peers on their assignments. This will be done verbally as well as in writing.

ASSIGNMENTS
Weekly Online Writing Logs (14 @ 2 possible points). Students are expected to eventually write a minimum of two hours per day or ten hours a week by week three. This does not include reading and
searching the literature. You are expected to submit weekly online logs on how much time you spend writing each day of that week. The log will show the amount of time you spend on pre-writing (literature search, reading, idea generation), writing, and editing. The purpose of the weekly logs is to help you to develop the discipline of writing and keeping track of significant activities and progress toward reaching the objectives that you have set out to achieve. The log for the previous week is due by 11:30 pm on the assigned date. Failure to complete weekly logs will result in 0 points and will also be reflected in your class participation points.

**Online Writing Journal Activities (4 @ 10 points each).** Each student will respond to several discussion post questions throughout the semester. These are reflective, awareness-building assignments that will help you through the academic writing process. Journal entries will be entered under the assignment link. Please write directly in the space provided. Because these writing activities are primarily intended for your benefit, grading will be based on how well you respond to the questions, demonstrate significant improvement throughout the semester, and how well you respond to the entries of your classmates. Each journal entry must be at least 500 words and. You are required to respond to the journal entries of all of your classmates (at least 150 words) in order to receive full credit. Do not send attachments. Late journal entries will not be accepted or graded. Please do not email professor late assignments.

**Interviews with Two Faculty Members. (2 @ 10 possible points).** Visit two different tenured and/or tenure-track faculty members and interview them about their approach to professional writing, challenges experienced, strategies to overcome writing blocks, how they handle rejections, etc. Prepare and submit a 500-word summary of your interview for each faculty member. Develop and share a written list of the overall recommendations you received from the faculty member with the class. Submit this assignment online under the appropriate assignment link. Late assignments will not be accepted or graded. Please do not email professor late assignments.

**Literature Matrix (25 possible points).** Students will learn the Matrix Method to conduct a literature review on a topic of interest. Students are required to examine at least 25 peer reviewed manuscripts and 2 published thesis and/or dissertations on the topic. This assignment will be peer-reviewed by a classmate the week before the assignment is due. The assignment will include:

- A title page
- Matrix
- Reference list (APA)

**Peer Review of Literature Matrix (5 possible points).** Students are required to do a peer review of a classmate’s literature matrix and the reference list and provide written comments. Review must be completed by the assigned deadline.

**Manuscript (150 possible points).** Students will appraise and synthesize the literature from their matrix and draft a 10 to12-page manuscript for potential submission to a specific professional journal. This does not include references and tables. Different parts of the manuscript will be due during the semester to help you stay on target. Master’s student will write a commentary, position, conceptual article or a literature review article. Doctoral students are encouraged to write a data-driven article and meet with their chair about the nature and scope of the project. If a data-driven paper is not possible, then a conceptual or position paper will be done. This assignment will be peer-reviewed by a classmate. The assignment will include:

- Journal author guidelines
- Formal cover letter to the editor
- Abstract
- Manuscript (2 versions: 1 in APA format and 1 in AMA format)
- References

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• Tables, figures, etc.

Peer Review of Manuscript (10 possible points). Students are required to do a peer review of a classmate’s manuscript and all of its components and provide written comments using track changes in Word. Review must be completed by the assigned deadline.

COURSE GRADING SYSTEM

Grades are non-negotiable. Grades will not be rounded up. Asking the instructor to change your grade or give you extra credit assignments is considered unethical.

93%-100%=A  90%-92.99%=A-  87%-89.99%=B+  83%-86.99%=B
80%-82.99%=B-  77%-79.99%=C+  73%-76.99%=C  70%-72.99%=C-
67%-69.99%=D+  63%-66.99%=D  60%-62.99%=D-  0%-59.99%=E

UF Grade Points Effective Summer A 2009

A=4.0  A-=3.67  B+=3.33  B=3.0  B-=2.67  C+=2.33
C=2.0  D+=1.33  D=1.0  D-0.67  E=0

UF’s grading policy can be found at [http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html](http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html).

TENTATIVE CLASS SCHEDULE

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<tr>
<th>Week/Date</th>
<th>Week Activities and Topics</th>
<th>Readings</th>
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| Week 1       | • Course overview and logistics  
| August 27    | • Reasons to Write  
|              | • Writing Logs and Diaries                                     | Rocco & Hatcher—Ch 1 & 3                                               |
| Week 2       | • The Writing Process  
| September 3  | • Developing a Research Agenda  
|              | • Becoming a Productive Writer  
|              | • Choosing a Topic  
|              | • APA Formatting and Style Guide                                | Rocco & Hatcher—Ch 2  
|              | Assignments                                                     | Pan—Ch 2 & 6                                                           |
|              | • Online Journal Activity 1 due September 2                      | Purdue Owl Website                                                    |
|              | • Writing log 1 due September 4                                  |                                                                        |
| Week 3       | • The Literature Review  
| September 10 | • The Literature Matrix Method  
<p>|              | • APA In-text Citation and References                           | Pan—Ch 1, 3, 4, 15                                                    |
|              | Assignments                                                     | Rocco &amp; Hatcher—Ch 11                                                  |
|              | • Writing log 2 due September 11                                 | Purdue Owl Website                                                    |</p>
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<th>Week 4</th>
<th>September 17</th>
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| • Reading and Writing  
• Stating the Research Problem and Argument  
• The Sections of the Paper Part 1 (introduction, purpose of the paper) | Rocco & Hatcher—Ch 4 & 10 |
| **Assignments**  
• **Faculty Interview 1 due September 16**  
• **Writing log 3 due September 18** | |

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<th>Week 5</th>
<th>September 24</th>
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| • Qualities of Good Writing  
• Polishing Grammar  
• Avoiding Plagiarism | Rocco & Hatcher—Ch 7 & 9  
Pan—Ch 5 |
| **Assignments**  
• **Online Journal Activity 2 due September 23**  
• **Writing log 4 due September 25** | |

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<th>Week 6</th>
<th>October 1</th>
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| • Writing day (no class) | Rocco & Hatcher—Ch 16  
Pan—Ch 7 |
| **Assignments**  
• **Submit literature matrix for peer review September 28**  
• **Complete and return peer review of literature matrix October 1**  
• **Writing log 5 due October 2** | |

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<th>Week 7</th>
<th>October 8</th>
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| • Choosing a Journal  
• Knowing Your Audience  
• Manuscript Cover Letter (1 page) | Rocco & Hatcher—Ch 8 |
| **Assignments**  
• **Literature matrix due October 8**  
• **Writing log 6 due October 9** | |
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<tr>
<th>Week 8</th>
<th>October 15</th>
<th>Writing Theoretical, Conceptual, and Position Articles</th>
<th>Rocco &amp; Hatcher—Ch 15</th>
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<tr>
<td></td>
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<td>The Sections of the Paper Part 2 (methods)</td>
<td>Pan—Chapter 10</td>
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<td><strong>Assignments</strong></td>
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<td>Submit Manuscript Cover Letter for Peer Review October 12</td>
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<td>Complete and return peer review of Manuscript Cover Letter by October 15</td>
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<td><strong>Writing log 7 due October 16</strong></td>
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<tr>
<th>Week 9</th>
<th>October 22</th>
<th>The Sections of the Paper Part 3 (results, discussion, strengths and limitations, implications and conclusion)</th>
<th>Pan—Ch 8 &amp; 9</th>
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<td><strong>Assignments</strong></td>
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<td><strong>Online Journal Activity 3 due October 21</strong></td>
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<td><strong>Writing log 8 due October 23</strong></td>
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<tr>
<th>Week 10</th>
<th>October 29</th>
<th>The Sections of the Paper Part 3 (titles and abstract)</th>
<th>Pan—Ch 13 &amp; 14</th>
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<td><strong>Assignments</strong></td>
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<td><strong>Writing log 9 due October 30</strong></td>
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| Week 11  | November 5 | • Professor at the American Public Health Association Conference  
• Writing day (no class) | Rocco & Hatcher—Ch 11, 12, 13 |
|----------|------------|-------------------------------------------------|-------------------------------|
| **Assignments** |            | • Submit Abstract for Peer Review November 2  
• Complete and return peer review of Abstract November 5  
• **Writing log 10 due November 6** | |

| Week 12  | November 12 | • Editing and Proofreading  
• The Peer Review Process | Rocco & Hatcher—Ch 17, 18 |
|----------|-------------|-------------------------------------------------|-------------------------------|
| **Assignments** |            | • Submit manuscript for Peer Review November 9  
• Complete and return peer review of Letter to the Editor by November 12  
• **Writing log 11 due November 13** | |

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<tr>
<th>Week 13</th>
<th>November 19</th>
<th>• The Submission Process</th>
<th>Rocco &amp; Hatcher—Ch 19 &amp; 20</th>
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| **Assignments** |            | • Online Journal Activity 4 due November 16  
• Writing log 12 due November 20 | |

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<tr>
<th>Week 14</th>
<th>November 26</th>
<th>• Thanksgiving (no class)</th>
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<td><strong>Assignments</strong></td>
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<td>• Manuscript due for peer review November 23</td>
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| Week 15  | December 3 | • Scheduled meetings with professor | Rocco & Hatcher—Ch 21  
Pan—Ch 11 & 12 |
|----------|------------|-------------------------------------------------|-------------------------------|
| **Assignments** |            | • Complete and return peer review of manuscript December 2  
• **Writing log 13 due December 4** | |

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<tr>
<th>Week 16</th>
<th>December 10</th>
<th>Reading Days (no class)</th>
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| **Assignments** |            | • Final manuscript due December 9  
• **Writing log 14 due December 9** | |