



FLORIDA EDUCATION FUND

2009 McKnight Summer Research & Writing Institute

3rd Annual McKnight Summer Research & Writing Institute

EXPANDED AGENDA & PRESENTATION OUTLINES

SUNDAY, 7/26/09 **Program Overview and Reception**
6:30 – 8:30 p.m. **Dr. Lawrence Morehouse**
 Location: Embassy Suites, TBA

MONDAY, 7/27/09 ***“Writing for Publication, a Focus on the Social Sciences”***
9:00 a.m. – Noon **Location: University of South Florida, TBA**

The presentation will focus on keys to successful publication. The presenters will share a number of writing tips to make your paper interesting, clear, and publishable. They also will discuss how to handle “writer’s block” and how to write consistently.

- I. The Writing Process – How to Get Started, Write Consistently, and Be More Productive.
- II. Practice Your Craft – Free-Writing, Logging, and Accountability.
- III. Professional Tips – Writing for Your Audience, Impressing Reviewers, & Highlighting the Importance of Your Work
- IV. The Publication Process – Releasing Your Work (Getting Over Perfectionism), Dealing with Criticism, and Keys to Publication.

Materials:

Bring a pen and paper (or laptop if you prefer), as this session will be interactive and you will practice your writing with others.

1:15 – 4:15 p.m. ***“Demystifying the Writing Process”***
 Location: University of South Florida, TBA

The presenters’ discussions will cover the mechanics of writing for the dissertation as well as publication, including the following topics on dissertation writing:

PART I

- Using an outline; including the parts of a typical dissertation (e.g., qualitative, quantitative)
- Writing dissertations in specific disciplines; observing rules, practices, and conventions in one's field
- Writing literature reviews, using, among other sources, Dissertation Abstracts International, if appropriate
- Knowing the citation, documentation, and quoting conventions of one's field
- Using resources and guides for writing, revising and proofreading the dissertation (and revising it for publication)

- Interacting with dissertation committee members; preparing for the defense
- Considering other important areas of the process (e.g., job searching through the *Chronicle of Higher Education*, conferences/professional organizations, networking)

The presenters also will cover the following topics on writing to publish:

- Identifying a credible publisher, refereed journal (important to tenure)
- Ascertaining and observing the publication guidelines, focus, readership, etc. of the publisher
- Locating and using sources on how to publish

PART II

- **WHY** Write A Textbook - Perceiving a Need; Surveying the Market; Implementing the Idea; Working Alone or with a Co-Author; Possibilities for Textbooks.
- **HOW:** The Process
 - A. Thinking: The Rationale
 - B. Planning: The Table of Contents
 - C. Submitting a Query Letter
 - D. Submitting a Prospectus: Selling the Idea
 1. Rationale/Need
 2. Annotated Table of Contents
 3. Major Competition
 4. Sample Chapters
 5. Curriculum Vita
 - E. Handling Rejections
 - F. Negotiating the Contract
 - G. Working with Editors
 - H. Responding to Reviewers
 - I. Writing for the Fourfold Audience
 - J. Establishing a Time-Line
 - K. Finishing Up
 - L. Final Advice
 - M. Establishing Yourself

Consultations:

For a consultation appointment on your dissertation or proposal, please e-mail materials to Phyllis Reddick at fef@fefonline.org. The consultants will give priority to sessions for pre-submitted work; however, sessions also will be available for general questions on proposal and dissertation writing. Consultation appointments for your writing are available Monday through Friday during the Institute, from 9:00 a.m. to 5:00 p.m.

TUESDAY, 7/28/09 “From Manuscript to Publication: An Introduction to Scholarly Publishing”
9:00 – 10:00 a.m. Location: University of South Florida, TBA

Publishing is an important cornerstone of tenure and promotion at many universities. However, many new faculty members begin their road to publication with little knowledge of the publishing process. This session is therefore designed to introduce attendees to the many facets of publication from start to finish, through writing the proposal and submitting the manuscript to book publication. The

presentation also will address revising a dissertation into a book. A question and answer period will follow the presentation.

Consultations:

The presenter will be available for one-on-one meetings following the general presentation, for those wishing to discuss particular book projects or who have very specific questions about publishing beyond what can be covered during the general question and answer period.

10:10 – 11:10 a.m. “*The Realities of Getting Published*”

Location: University of South Florida, TBA

Publishing one’s scholarly work is becoming ever more difficult in today’s competitive academic market. This reality applies to both book and journal publishing. The presentation provides information about the presenter’s company, outlining the areas in which the company publishes, both in terms of scholarly books and college textbooks. Furthermore, the presentation offers pointers on how to revise dissertations for book publication. In this context, the presenter shares practical hints on writing and briefly discusses major publication manuals. Moreover, the submission of articles and book reviews to scholarly journals is highlighted. (Note: Many publishers do not publish scholarly journals.)

Consultations:

The presenter will be available for personal consultations after the scheduled session.

11:20 a.m. – 12:20 p.m. “*Scholarly Publication in Science, Technology, & Medicine*”

Location: University of South Florida, TBA

STM (Science, Technology, & Medicine) publishing has become increasingly competitive and demanding, and taking an efficient, organized approach to writing, editing, and submitting your work in a timely manner is fundamental to survival in the publish-or-perish world of academia.

This session's presented material will focus on the basics of STM publishing, including the new technologies used by today's publishers who are striving to globalize while straddling the print and electronic worlds. In addition, questions about more specific or advanced aspects of STM publishing are welcome during the question-and-answer period. We will discuss both book and journal publishing, with an emphasis on journal publishing.

**12:30 – 2:00 p.m. “*Publishing from a Professorial Perspective: Balancing Teaching*
Lunch & Obligations with the Publishing Mandate”**

Presentation Location: University of South Florida, TBA

The presenter will discuss the scholar’s obligations to publish, teach, and serve.

**2:10 – 5:10 p.m. “*Proposal Development: Building a Case for Research & Answering the ‘So*
What’ Question”**

Location: University of South Florida, TBA

Dissertation research is the capstone learning experience of a doctoral program. Conducting doctoral-level research, the highlight of this experience, will be the most demanding and rewarding work you

ever perform. The nature of this learning experience is such that preparation is essential to producing quality research and having a meaningful learning experience. To this end, this workshop is designed to introduce basic strategies for writing a successful dissertation research proposal and also will present information specific to social science and humanities disciplines.

Materials:

Please bring a research idea; an annotated bibliography; and information about the research approach commonly used in your discipline or that would be used with your research idea. For the literature review, bring books or articles, or bookmark the same on your computer.

WEDNESDAY, 7/29/09

9:00 – 10:30 a.m.

“SPSS (Statistical Training for Social Sciences) Workshop”

Location: University of South Florida, CUTR 102

The SPSS workshop will introduce this comprehensive system for the statistical analysis of data. The aim of the workshop is to provide information for beginning and experienced users in gaining necessary skills to apply in their research. The focus of the workshop will be on covering SPSS essentials and addressing more individualized data analytic needs of workshop participants.

Consultations: *The presenter will be available for individual consultations with workshop participants by appointment.*

10:40 – 11:25 a.m.

“Proposal Development in Science & Engineering”

Location: University of South Florida, CUTR 102

The presenter will address the specifics of proposal writing in STEM (Science, Technology, Engineering and Math) disciplines, from the initial stages of its organization and research, to its defense.

11:35 a.m. – 12:20 p.m.

“Managing Research for the Dissertation Each Day at a Time”

Location: University of South Florida, CUTR 102

By the time students complete their undergraduate degrees, they have the necessary skill sets to succeed in their chosen field, but likely still require more dedicated focus on how to communicate their knowledge to broad audiences ranging from the lay person to experts in the field. Often, the inability to properly communicate is directly tied to the curriculum that was just completed (i.e., the classes focused more on the fundamentals of science and math than the ability to convey ideas succinctly). The dissertation is likely the most sophisticated document they will ever complete, yet the approach to writing this masterpiece will differ for every author. Moreover, unlike numerous other topics that can be quickly researched *via* the internet with a myriad of search engines, the dissertation requires personal, continued dedication to writing, rewriting, and possibly writing again. A further complication is the delay of most authors in committing to this monumental task until the final year or even final months of their doctoral program. The goals of this presentation are to provide suggestions on: (1) managing one’s research, since it’s easier to write a dissertation with more data than less; (2) organizing the dissertation; and (3) little steps that can be taken daily to simplify writing.

12:30 – 1:30 p.m. Location: University of South Florida, CUTR 102
Lunch

1:30 – 4:30 p.m. “Essentials for Dissertation Research & Writing in the Social & Behavioral Sciences, Part I: From Proposal to Dissertation”
Location: University of South Florida, CUTR 102

These workshops will delineate the essential skills and tools required for dissertation research and writing, with a focus on the social and behavioral sciences. The presenter will cover the following topics:

- style and format – commonly used styles and online assistance
- analysis & interpretation using SPSS
- effectively presenting results in tables
- standard chapters in the dissertation: format and content
- writing the introductory chapter
- writing the literature review chapter
- writing the methodology chapter
- writing the analysis and results chapter
- writing the conclusion chapter
- the final draft
- preparing to defend
- preparing the manuscript for submission to the graduate school

Consultations:

The presenter will provide assistance and guidance through group and one-on-one sessions. The presenter will be available for individual consultations for participants during afternoons and evenings.

THURSDAY, 7/30/09

9:00 a.m. – Noon “Essentials for Dissertation Research & Writing in the Social and Behavioral Sciences, Part II: Analyzing, Presenting, and Interpreting Results”
Location: University of South Florida, TBA

1:30 – 4:30 p.m. “The NSF Doctoral Dissertation Research Improvement Grant, Part I”

The National Science Foundation's (NSF) Division of Behavioral and Cognitive Sciences (BCS), Division of Social and Economic Sciences (SES), and Division of Science Resources Statistics (SRS) award grants to doctoral students to improve the quality of dissertation research. These grants provide funds for items not normally available through students' universities. Additionally, these grants allow doctoral students to undertake significant data-gathering projects and to conduct field research in settings away from their campus that would not otherwise be possible. Proposals are judged on the basis of their scientific merit, including the theoretical importance of the research question and the appropriateness of the proposed data and methodology to be used in addressing the question.

The National Science Foundation also awards Doctoral Dissertation Improvement Grants *in selected areas of the biological sciences*. These grants provide partial support for doctoral dissertation research to improve the overall quality of research. Allowed are costs for doctoral candidates to participate in scientific meetings, to conduct research in specialized facilities or field settings, and to expand an existing body of dissertation research.

NSF's Developing Global Scientists and Engineers program provides highest quality international research experiences for U.S. students. Whereas the International Research Experiences for Students (IRES) component of the program supports groups of U.S. undergraduate or graduate students conducting research abroad in collaboration with foreign investigators, the Doctoral Dissertation Enhancement Projects (DDEP) component supports the dissertation research abroad of one doctoral student in collaboration with a foreign investigator.

To maximize the benefits of this workshop, we recommend participants complete a draft proposal at least one week prior to the workshop. Ideally, submit a rough draft of your proposal to the FEF for review by our editorial consultants. This will facilitate individual consultation during the week of the Institute. Our goal is for you to leave the Institute with a complete draft of your proposal. Please see the NSF Proposal Instructions below. Your proposals can be submitted to Phyllis Reddick at fef@fefonline.org.

NSF Proposal Preparation Instructions:

Proposals submitted in response to this program announcement/solicitation should be prepared and submitted in accordance with the general guidelines contained in the NSF *Grant Proposal Guide* (GPG). The complete text of the GPG is available electronically on the NSF Website at: <http://www.nsf.gov/cgi-bin/getpub?gpg>. Paper copies of the GPG may be obtained from the NSF Publications Clearinghouse, telephone (703) 292-7827, or by e-mail from pubs@nsf.gov.

Specific instructions for Doctoral Dissertation Improvement Grants are: 1. Cover Page · The Project Title should begin with "Doctoral Dissertation Research." · List the primary dissertation advisor as the "PI/PD" and the student as the "CO-PI/PD" 2. Project Description · This section should describe the scientific significance of the work, including its relationship to other current research, and the design of the project in sufficient detail to permit evaluation. It should also present and interpret progress to date if the research is already underway. · A Research Schedule should be included and should indicate the date that funds are required · The "Results from Prior NSF Support" section is not required. · For questions regarding page-length and supplemental materials such as surveys, please consult the relevant program's website and contact the program assistant or director if necessary. 3. Biographical Sketches should be submitted for both the student and the dissertation advisor and should conform to the Grant Proposal Guide specifications. In addition, the biographical sketch for the student should also include a statement about the student's current academic status and degree progress. Do not submit transcripts or letters of reference.

Proposers are reminded to identify the program announcement/solicitation number (01-113) in the program announcement/solicitation block on the proposal Cover Sheet. Compliance with this requirement is critical to determining the relevant proposal processing guidelines. Failure to submit this information may delay processing.

FRIDAY, 7/31/09

9:00 a.m. – Noon

“Essentials for Dissertation Research & Writing in the Social & Behavioral Sciences, Part III: Developing and Delivering the Final Draft of the Dissertation”

Location: University of South Florida, TBA

1:30 – 4:30 p.m.

“The NSF Doctoral Dissertation Research Improvement Grant, Part II”

Location: University of South Florida, TBA

SATURDAY, 8/1/09

9:00 a.m. – Noon

“Intensive Writing Mechanics Workshop”

Location: University of South Florida, TBA

Noon – 1:30 p.m.

Location: TBA

Lunch & Closing

Editorial Consultants

Institute editorial consultants include experts in the physical, social, and behavioral sciences and are available to assist participants in addressing issues of content as well as technical aspects of their writing.