

Course T1 — Successful science writing, editing and publication management

Two-day course

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Course topics

Common problems — looks at examples of typical science writing from a range of sources.

Where to start — outlines a set of questions to ask when first working on a document.

Who does what — explains the role of the different people who take a publication from draft form to finished product, and looks at how to decide which of these people will need to be involved in a particular project.

Formatting — discusses the benefits of using a simple Word template.

Writing clearly and succinctly — looks at how to:

- say what you did and what happened, not what was performed and what was observed to have occurred
- avoid weak verbs and nouns (eg write 'the samples were analysed' rather than 'analysis of the samples was carried out')
- avoid other pitfalls of scientific writing such as overuse of jargon and passive voice.

Editing — covers the different aspects of substantive editing, such as overall structure, content and logical flow; then looks at copyediting, focusing particularly on capitalisation, scientific terms, numbers, measurement, units and references.

'Bare bones approach' — outlines how to use a simple checklist to determine what level of editing a document requires.

Finalising a document — looks at the tasks that follow editing, such as design, proofing, verifying and indexing.

Learning outcomes

By the end of this course, participants should be able to:

- write text that is easy to read and understand
- communicate complex scientific information clearly, accurately and effectively
- use editing skills to improve written material
- work effectively with authors, editors and designers to produce printed or web-based publications.
- assess their own work and that of others, and provide constructive feedback.

Learning method

This interactive course includes lectures, group discussions, exercises and comprehensive course notes.

Who should attend?

Anyone who writes, edits or manages the publication of material dealing with science and technology, for any audience. Participants are welcome to bring with them texts that they would like to discuss.