



# Training Course on Scientific Writing

## Introductory Document

8<sup>th</sup> - 12<sup>th</sup> August, 2011



आरोग्यम् सुखसम्पदः

National Institute of Health and Family Welfare  
Munirka, New Delhi



World Health Organization  
Country Office, New Delhi



State Institute of Health and Family Welfare,  
Jaipur

# **Training Course on Scientific Writing (8<sup>th</sup> – 12<sup>th</sup> August, 2011)**

**State Institute of Health & Family Welfare, Jaipur  
Rajasthan**

## **Course Coordinating Team**

<b>Course Director</b>	<b>:</b>	<b>Prof. Deoki Nandan</b>
<b>Course Coordinator</b>	<b>:</b>	<b>Dr. Madhulekha Bhattacharya</b>
<b>Course Co-coordinator</b>	<b>:</b>	<b>Dr. Renu Shahrawat</b>
<b>Local Coordinator</b>	<b>:</b>	<b>Dr. Akhilesh Bhargava</b>



World Health Organization  
**WHO India**



आरोग्यम् सुखसम्पदा

**Deptt. of Community Health Administration  
National Institute of Health & Family Welfare,  
New Delhi**



**State Institute of Health & Family Welfare  
Jaipur, Rajasthan**

## **Introduction**

A critical aspect of the scientific process is the preparation of reports and reporting of new results in scientific journals in order to disseminate information to the larger community of scientists. Communication of the results contributes to the pool of existing knowledge. Often it provides scientific knowledge for future research. Communicating research findings in peer reviewed journal is a prerequisite skill for every public health personnel. This Scientific Writing Training Course is designed to help health professionals to document their researches. The learnings from the workshop will upgrade their skills to effectively communicate the findings from the field based on programme data and from research studies.

## **Objectives**

- Illustrate the process of writing research documents/ reports more efficiently;
- Demonstrate and write various sections of the scientific paper/ report precisely.

## **Course Contents**

- Draft Manuscript/Report
- Argument Matrix
- Writing Title, Abstracts, Methods, Table, Figures
- Results and Discussion
- Authorship and Ethics
- Preparation of a Report on given data

## **Methodology**

The course consists of “learning by guided practice” and will have lectures, group work, exercises, and presentations. The participants will prepare a draft manuscript available with them or prepare a report on a given set of data and submit at the end of the course.

**Duration**

Five days (8 - 12 August, 2011)

**Number of Participants**

21 Participants

**Nature of Participants**

Officers from health directorate working as programme officers of any health programme at center, state/ district level and faculty members from government & private medical, research organizations.

**Training Outcome**

At the end of the course participants would be able to:

1. have improved their own scientific writing/ documentation skills;
2. developed an aptitude to use peer-review comments in writing.

**Venue**

State Institute of Health & Family Welfare (SIHFW), Jhalana Institutional Area, Near Doordarshan Kendra, Jaipur- 302004, Rajasthan

**Road Map**

To develop a pool of officers, faculty members from health system or medical colleges for preparing reports and research papers.

**Programme Schedule of Training Course on Scientific Writing at  
SIHFW, Jaipur, Rajasthan**

**8<sup>th</sup> -12<sup>th</sup> August, 2011**

<i>Day-I: 8<sup>th</sup> August, 2011</i>			
<i>Time</i>	<i>Activities</i>	<i>Broad learning objectives</i>	<i>Resource</i>
09:00-10:00	Registration		
10:00- 10:45	Inauguration	Welcome, introduction, and about the training course	Dr. Akhilesh Bhargava, Director-SIHFW, Jaipur, Rajasthan  Dr. Madhulekha Bhattacharya, NIHFW  Faculty, SIHFW-Jaipur
<b>10:45 – 11:00</b>	<b>TEA</b>		
11:00-11:15	Expectations from course	<ul style="list-style-type: none"> <li>The participants express their fears &amp; expectations from the course.</li> </ul>	Course Team
11:15-12:15	Presentation on IMRaD	<ul style="list-style-type: none"> <li>Become familiar with the concept of various sections of writing a report or a research paper.</li> </ul>	Dr. Madhulekha Bhattacharya, NIHFW
12:15-12:45	Argument Matrix	<ul style="list-style-type: none"> <li>Become familiar with how to construct an argument in a scientific manuscript</li> </ul>	Dr. D.K. Raut VVMC
12:45-13:15	Participants work in small groups to correct the different sections of a report/ paper and present.	<ul style="list-style-type: none"> <li>Consolidate skills in arranging sections of report/paper</li> </ul>	Dr. Madhulekha Bhattacharya, NIHFW
<b>13:15-14:00</b>	<b>Lunch</b>		
14:00-15:15	Style of Writing a report or a scientific paper	<ul style="list-style-type: none"> <li>Become familiar with the concepts of style of writing a report or a scientific paper.</li> </ul>	Mr. Dinesh Sinha Medical Editor
15:15-15:30	TEA		
15:30-18:00	Group work	<ul style="list-style-type: none"> <li>Become familiar with the essential elements of style of writing a report or a scientific paper.</li> </ul>	Mr. Dinesh Sinha Medical Editor

<b>Day-II: 9<sup>th</sup> August, 2011</b>			
<b>Time</b>	<b>Activities</b>	<b>Broad learning objectives</b>	<b>Presenter</b>
09:30-10:15	Style of Writing with focus on language and grammar	<ul style="list-style-type: none"> <li>Become familiar with different language and grammar in writing a report.</li> </ul>	Mr. Dinesh Sinha Medical Editor
10:15-11:00	Participants work in small groups to correct the writing style in a given manuscript and presentation	<ul style="list-style-type: none"> <li>Consolidate skills in writing a scientific article using the correct style.</li> </ul>	All Facilitators
11:00-11:15	<b>TEA</b>		
11:15-12:30	Ethics issues in scientific writing	<ul style="list-style-type: none"> <li>Become familiar with ethical issues in scientific writing and those related to plagiarism, scientific misconduct etc.</li> </ul>	Prof. Deoki Nandan Director-NIHFV
12:30-13:15	Presentation on methods section	<ul style="list-style-type: none"> <li>Become familiar with the essential elements of writing the method of section.</li> </ul>	Dr. D.K. Raut VVMC
<b>13:15-14:00</b>	<b>Lunch</b>		
14:00-15:15	Participants work in small groups to correct the method sections of a given manuscript and make presentation	<ul style="list-style-type: none"> <li>Acquire skills on writing the methods section</li> </ul>	All Facilitators
15:15-15:30	<b>TEA</b>		
15:30-16:45	Writing the results of a manuscript	<ul style="list-style-type: none"> <li>Become familiar with the essential elements of writing the results</li> </ul>	Dr. Madhulekha Bhattacharya NIHFV
16:45-17:30	Validity of data and interpretation of simple statistical tests	<ul style="list-style-type: none"> <li>Become familiar with data management and interpretation of simple statistics.</li> </ul>	Dr. Akhilesh Bhargava, Director SIHFV-Jaipur

<b>Day-III: 10<sup>th</sup> August, 2011</b>			
<b>Time</b>	<b>Activities</b>	<b>Broad learning objectives</b>	<b>Presenter</b>
9:00-9:30	Working on the preparation of report or paper	<ul style="list-style-type: none"> <li>Participants learn to interpret data for preparing report/paper</li> </ul>	All Facilitators
09:30-10:30	Organizing and communicating data	<ul style="list-style-type: none"> <li>Acquire concept of communicating data.</li> </ul>	Dr. Madhulekha Bhattacharya NIHFV
10:30-11:30	Participants work in small groups to edit/recreate the tables and figures of the given result section of a given manuscript including results and data	<ul style="list-style-type: none"> <li>Acquire skills in preparing result section, tables and figures</li> </ul>	Facilitators
11:30-11:45	<b>TEA</b>		
11:45-13:00	Presentation on results and data by the teams	<ul style="list-style-type: none"> <li>Become familiar with the essential elements of writing results</li> </ul>	Ppt by participants

<b>Day-III: 10<sup>th</sup> August, 2011</b>			
<b>Time</b>	<b>Activities</b>	<b>Broad learning objectives</b>	<b>Presenter</b>
<b>13:00-14:00</b>	<b>Lunch</b>		
14:00-15:15	Writing the introduction	<ul style="list-style-type: none"> <li>• Become familiar with the essential elements of introduction</li> </ul>	Dr. Renu Shahrawat NIHFW
15:15-15:30	<b>TEA</b>		
15:30-17:00	Participants work in small groups to create the introduction of the draft manuscript	<ul style="list-style-type: none"> <li>• Consolidate knowledge/skills on introduction section</li> </ul>	All Facilitators
17:00-18:00	Communication with journal editor for publication	<ul style="list-style-type: none"> <li>• Participants will become familiar with how to respond to reviewer's comments.</li> </ul>	Dr. Akhilesh Bhargava, Director SIHFW-Jaipur

<b>Day-IV: 11<sup>th</sup> August, 2011</b>			
<b>Time</b>	<b>Activities</b>	<b>Broad learning objectives</b>	<b>Presenter</b>
9:00-9:30	Working on the preparation of report or paper	<ul style="list-style-type: none"> <li>• Participants learn to interpret data for preparing report/paper</li> </ul>	All Facilitators
09:30-11:15	Writing the discussion & conclusion	<ul style="list-style-type: none"> <li>• Become familiar with the essential elements of the discussion &amp; conclusion</li> </ul>	Dr. D.K. Raut VVMC
11:15-11:30	<b>TEA</b>		
11:30-13:00	Participants work in small groups to write the discussion & conclusion section	<ul style="list-style-type: none"> <li>• Acquire skills on writing the discussion &amp; conclusion section of a manuscript</li> </ul>	All Facilitators
11:45-13:00	Participants present discussion & conclusion	<ul style="list-style-type: none"> <li>• Skills acquired in writing discussion &amp; conclusion section</li> </ul>	Participants
<b>13:00-14:00</b>	<b>Lunch</b>		
14:00-15:30	Presentation on limitations and recommendations of the study	<ul style="list-style-type: none"> <li>• Acquire skills in writing the limitations and recommendations of a report</li> </ul>	Dr. Madhulekha Bhattacharya, NIHFW
15:30-15:45	<b>TEA</b>		
15:45-17:00	Participants work in small groups to write the limitations and recommendations of their manuscript	<ul style="list-style-type: none"> <li>• Consolidate knowledge/skills for the day</li> </ul>	All Facilitators
17:00-18:00	Writing the Title and references	<ul style="list-style-type: none"> <li>• Become familiar with writing a good title and formatting references</li> </ul>	Dr. Renu Shahrawat NIHFW

<b>Day-V: 12<sup>th</sup> August, 2011</b>			
<b>Time</b>	<b>Activities</b>	<b>Broad learning objectives</b>	<b>Presenter</b>
09:00-10:00	Writing an Abstract and executive summary	<ul style="list-style-type: none"> <li>• Understand how to effectively write an abstract</li> </ul>	Dr. D.K. Raut VVMC
10:00-11:00	Participants work in small groups to write the abstract and executive summary	<ul style="list-style-type: none"> <li>• Acquire skills on writing an abstract of a manuscript</li> </ul>	All Facilitators
11:00-11:15	<b>TEA</b>		
11:15-12:15	Participants work in small groups to finalise their report.	<ul style="list-style-type: none"> <li>• Able to prepare a scientific article/ report</li> </ul>	All Facilitators
12:15-1:30	Assessment of the final report	<ul style="list-style-type: none"> <li>• Presentation of the final manuscript</li> </ul>	Ppt by participants & assessment by facilitators
<b>1:30-14:15</b>	<b>Lunch</b>		
14:15-15:00	Continued.....	Continued.....	Continued.....
15:00-16:00	Valedictory		
16:00-16:30	<b>HIGH TEA</b>		

The programme is residential and during the training the participants will be working in the evening to complete the report so that it is ready in a period of 5 days, facilitated by the facilitators.

There will be a tea break in the pre lunch and post lunch session, each day.

## RESOURCE PERSONS

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The National Institute of Health and Family Welfare is an apex technical institute of public health and family welfare in the country aiming to achieve wellbeing and vitality of the Indian people. The Institute has been addressing a wide range of issues on public health and family welfare management by its multi-disciplinary functions in the form of research, consultancy, education and training interventions for last more than three decades.

In-service training of middle and senior level health professionals, and research have been the two major concerns of its mandate. It has been identified by the Ministry of Health and Family Welfare as the nodal institute for supervision, analysis and country report writing of 'Annual Sentinel Surveillance for HIV Infection'; coordinating in-service training under National Rural Health Mission (NRHM) with the support of eighteen collaborating training institutions and to conduct ten weeks 'Professional Development Course in Management, Public Health and Health Sector Reforms for District Medical Officers' in collaboration with State Institutes of Health and Family Welfare and Central Training Institutions.