



ICSSR Sponsored two-week Capacity Building Programme on Academic Writing and Publication Processes

for early career teachers and researchers

Organised by: Department of Economics, Jamia Millia Islamia, New Delhi

(01.12.2022 to 14.12.2022)

Knowledge Partners: Biodiversity Collaborative (BC) and Indian Society for Ecological Economics (INSEE)

(Draft) PROGRAMME SCHEDULE

Week 1, Day 1: 01.12.22 (Thu)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	1.1. Inauguration	1.2. Academic Writing and Publication Processes: A ‘scoping exercise’	1.3. Writing Proposals for sponsored projects: an introduction	1.4. Writing components of a Proposal: Study Goals, Objective and Expected Outcomes
Resource Person/ Discussants	TBA	Nandan Nawn and Savyasaachi (JMI, INSEE, Biodiversity Collaborative) and (Formerly, JMI)	Pranab Mukhopadhyay (Goa University and INSEE)	
Indicative Contents	Welcome address Keynote address Address by representatives of Knowledge Partners Philosophies behind this CBP VoT	What is meant by academic writing? What is ordinarily understood by academic rigour, logical consistency and expositional clarity—the gold standards—in academic writing? What kind of trade-offs academic workers may face with, prompted by time constraints? What are core elements of publication processes?	How to identify a ‘good’ Research Problem and what is to be considered while framing the Research Question(s) for an externally funded project? How important are resources at the disposal of the researcher (time, funds, hands et al) towards selection of research problem and question(s)? What are the most important components of a proposal during the evaluation for a ‘call for proposals’? What do funders look for in a proposal, to fund it? How important are goals, objectives and expected outcomes in this respect?	

Programme Schedule (As on 22xi22; will be updated)

Week 1, Day 2: 02.12.22 (Fri)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	2.1. Writing components of a Proposal: Research Methods, Data/sources, Tools of Analysis	2.2. Linking different components of a proposal: the Logical Framework matrix for an action-research proposal	2.3. Multi-author and multi-institutional proposals: how to overcome the challenges	2.4. Writing Reports for Sponsored Projects
Resource Person/ Discussants	Pranab Mukhopadhyay (Goa University and INSEE)	Nandan Nawn (JMI, INSEE, Biodiversity Collaborative)	Uma Ramakrishnan (NCBS-TIFR, Biodiversity Collaborative)	Chander K Singh (TERI School of Advanced Studies)
Indicative Contents	What is the importance of specific and ‘micro’ matters such as tools, methods et al as opposed to macro matters like goals? Does the importance vary between different types of proposals, say a Ph.D. thesis and sponsored works? What should the author pay attention to, to grab the attention of the reviewer and/or examiner of the proposal?	What are the types of proposals for which the Log-frame matrix assumes more importance? What are its components? Can it be used to analyse/ deconstruct the texts like policy declarations?	Increasingly calls are being made for ‘joint’ proposals across spaces, institutions, and disciplines. There are many challenges associated with them. Resource persons will share their experience on how they have overcome these challenges.	At the end of sponsored research, a report is to be submitted. Its requirements are different from an article, or a book. What are its typical components?

Week 1, Day 3: 03.12.22 (Sat)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	3.1. Organising and Presenting an Argument: a general introduction	3.2. Wordplay and visual abstract: how to attract a reader's attention with words and phrases	3.3. Using RStudio for display items, documents and reproducibility-I (hands on)	3.4. Using RStudio for display items, documents and reproducibility-II (hands on)
Resource Person/ Discussants	Anup K Dhar (Formerly Dr. B R Ambedkar University Delhi)		Vikram Dayal (Institute of Economic Growth and INSEE)	
Indicative Contents	What are the ways to present an argument for improving the efficacy of communicating to the reader, reviewer, or editor? Are there discipline specific requirements?	What are the pros and cons of playing with words? When does the text appear verbose? Are there discipline specific ‘boundaries’—say between ecology and sociology—on this?	How to effectively create a set of display items? This session will cover preparing graphs, and also how to make (supporting) documents to meet increasing reproducibility demands from journals.	

04.12.22 (SUNDAY)

Programme Schedule (As on 22xi22; will be updated)

Week 1, Day 4: 05.12.22 (Mon)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	4.1. Structure and Form in Academic Writing: A General Introduction	4.2. Framing of an Abstract and Executive Summary	4.3. Preparing and Reporting a Literature Survey/ Review	4.4. Description of the Research Method, Variables and Metadata
Resource Person/ Discussants	Savyasaachi (Formerly, JMI)	Surit Das (Freelance Editor)	Nandan Nawn and Johan Mohamad Mir (JMI, INSEE, Biodiversity Collaborative) and (JMI)	Chander K Singh and Ravi Chellam (TERI School of Advanced Studies) and (Metastring Foundation and Biodiversity Collaborative)
Indicative Contents	What does it mean by building a structure? Is it useful to work with blocks, like sections, paragraphs, sentences? Alternatively, is it more useful to write the core first and then the introduction and the conclusion? Is there any way to balance between micro (sentence) and macro (structure)?	What skills are necessary to write an abstract? In which way, abstract of a proposal differ from that of a research paper, or a report? Is there any difference between executive summary and summary for policymakers?	Are there some skills and tools to write a literature survey or a review? What are the stages to prepare a survey? How important is locating a research question? Can there be a literature survey on the method of analysis or even on concepts? Are there tools to help the author to conduct a literature survey?	How can one write on complex methods, description of variables etc in a simple language without loss of academic rigour?

Week 1, Day 5: 06.12.22 (Tue)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	5.1. Writing for different sections in a Journal	5.2. Writing Op-Eds	5.3. Writing for online platforms	5.4. Writing and Editing Books
Resource Person/ Discussants	C Rammanohar Reddy (The India Forum)	Ravi Chellam (Metastring Foundation and Biodiversity Collaborative)	C Rammanohar Reddy (The India Forum)	Savyasaachi and Shoma Chowdhury (Formerly, JMI) and (Taylor and Francis)
Indicative Contents	Every journal offers a variety of options from book review to research article, from commentary to survey. Are there specific requirements for each?	Many researchers choose OpEds to express their views. The content and style of OpEd is different from many other avenues.	Over the years, many online avenues have appeared to express one's research or even opinions. The requirements are different from print avenues.	Books remained the most preferred avenue for expressing one's thoughts in many social science disciplines. What are the components of a book proposal? Is there any particular thing in the proposal that the publishers look forward to?

Programme Schedule (As on 22xi22; will be updated)

Week 1, Day 6: 07.12.22 (Wed)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	6.1. Ethics in Academic Writing: A General Introduction	6.2. Varieties of Plagiarism and how to avoid it	6.3. Research Misconduct; Falsification, Fabrication	6.4. Rules for Referencing/ Citation and why should they be followed; Practical with Zotero/Mendeley (hands on)
Resource Person/ Discussants	Nandan Nawn and Savyasaachi (JMI, INSEE, Biodiversity Collaborative) and (Formerly, JMI)	Murari Tapaswi (Formerly, National Institute of Oceanography)	Chander K Singh (TERI School of Advanced Studies)	Johan Mohamad Mir (JMI)
Indicative Contents	There exist code of professional ethics to be followed by employees of HEIs. Yet there are separate code of ethics to be followed in research, writing and publication— why? Are there ‘Postcolonial’ research issues? What is the philosophical and conceptual framework behind UGC regulations on academic integrity? Is there any difference between morality and ethics in academic writing?	Every academic worker knows that allegations of plagiarism can be costly. At the same time, not knowing about plagiarism is not a valid defence in academia. What are the differences between similarity index and extent/percentage of plagiarism? There are conceptual, legal, and technical aspects—this session will capture these.	What should a careful researcher keep in mind while reporting results or findings of research? What are the grounds on which credibility and validity of such output is tested against by a ‘third party’?	Why is it necessary to follow one accepted or standard citation style for both in-text and bibliography? How helpful are the reference managing tools? Can they be useful beyond listing references?
Draft research output to be submitted to the programme office at the end of day 6. Comments will be shared by the mentors and group leaders in due course of time.				

Programme Schedule (As on 22xi22; will be updated)

Week 2, Day 7: 08.12.22 (Thu)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	7.1. Publication Ethics and Best Practices in Publishing	7.2. Violation of Publication Ethics and Misconduct, Authorship/ Co-authorship, Publication Misconduct, Complaints & Appeal Provisions	7.3. Initiatives at HEI regulatory bodies in India to instil publication ethics	7.4. How to choose a forum for releasing or publishing your work?
Resource Person/ Discussants	Murari Tapaswi (Formerly, National Institute of Oceanography)	Nandan Nawn (JMI, INSEE, Biodiversity Collaborative)	Tariq Ashraf (JMI)	Chander K Singh (TERI School of Advanced Studies)
Indicative Contents	What are the contents of a 'Publication Malpractice and Ethical Statement' that every journal has to declare and maintain? How do journals fulfil these requirements? There are Best Practices/ Standards Setting Initiatives and guidelines in directories and indices such as Scopus, DOAJ, COPE, WoS, UGC-CARE list etc. Each asks for some specific and some common attributes for considering a journal to include in its fold: what are they?	What are the different allegations that falls in the domain of publication ethics? What are the institutional structures associated with filling such complaints and what are the grounds of defense? Who can make such allegations, and who are to defend before whom? Why should one be careful in choosing co-authors?	Since the public notice was issued by the UGC, on 28.11.18, to announce the establishment of a dedicated Consortium for Academic and Research Ethics (CARE), many changes have taken place in the regulatory framework in this area—what are the next stages in the roadmap of this journey?	What is the difference between pre-print/ release and publication? What are the varieties within Open Access options? Are there tell-tale attributes of 'predatory journals' and book publishers? What are the risks of giving copyright over unscrupulous elements? Can there be a trade-off in choosing between (a) a subject-specific journal and a high impact factor 'general' journal and (b) a OA and behind-the-paywall journal?

Programme Schedule (As on 22xi22; will be updated)

Week 2, Day 8: 9.12.22 (Fri)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	8.1. Publication process in a journal: a general introduction	8.2. Submission and publication of a paper in a journal—processes from the author’s end	8.3. Submission of a paper in a journal (hands on)	8.4. Making effective communications during an oral presentation
Resource Person/ Discussants	Nandan Nawn (JMI, INSEE, Biodiversity Collaborative)			Nilanjan Ghosh (Observer Research Foundation, INSEE)
Indicative Contents	This session will provide an overview on the entire publication process, from receipt of a submission to its publication and its submission in the indexes like Scopus, from the journal manager’s end. This session will provide an insider’s view of the ‘black box’.	This session will show the steps that are involved from the submission to the publication of a paper in a journal, from the author’s end. In the process the participants will learn the matters to be kept in mind, from technical to formats.	Participants will submit a draft paper on a mock online journal portal.	Resource person will share his experiences on how to captivate the audience during the presentations.
At the end of day 8, 23:59 hours, all participants will submit the final version of the research output using the mock online journal portal.				

Week 2, Day 9: 10.12.22 (Sat)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	9.1. Using tools to improve quality of textual expressions	9.2. Review process in a journal: a general introduction	9.3. Revisions and response sheets	9.4. Post-acceptance processes: copyediting, response to queries
Resource Person/ Discussants	Johan Mohamad Mir and Sandeep Sharma (JMI) and (JMI)	Deepak Malghan (Indian Institute of Management, Bangalore, INSEE)		Surit Das (Freelance Editor)
Indicative Contents	There are a variety of tools—some free and some paid—available that offer services to improve readability and correct grammatical mistakes. This session will provide hands-on training using some such tools.	What are the characteristics of the processes followed within the journal, between Editor and Associate Editors? What should the authors keep in mind during the submission process?	How seriously do the editorial board members treat the responses by the authors on the queries raised in the review process? Is it expected that authors will address all comments and suggestions? Is there any room to not to follow all comments and suggestions?	What should the authors keep in mind while addressing the queries from the copy editor? What are the things to be kept in mind during the submission process, to minimize errors in this stage?

11.12.22 (SUNDAY)

Programme Schedule (As on 22xi22; will be updated)

Week 2, Day 10: 12.12.22 (Mon)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	10.1. How to communicate research beyond the ‘academia’?	10.2. How to improve visibility of your works?	10.3. Visual tools: wordcloud and datawrapper (hands one)	10.4. Creating Author Profiles (hands on)
Resource Person/ Discussants	Shailly Kedia and P Anima (TERI and INSEE) and (TERI)		Nandan Nawn (JMI, INSEE, Biodiversity Collaborative)	
Indicative Contents	Scope of communicating research output is beyond the ‘academic’ domain. What are those spaces, how can one enter them and engage with?	Dissemination of new knowledge is one of the reasons for many academic workers to pursue and engage with the art of knowledge production. What are the ways to reach the maximum number of readers? How useful are the services such as Google Scholar, Vidwan, ORCID? Is it a good idea to release pre-publication drafts on forums like SSRN or ResearchGate?	There are many open source tools that can help improving the visual appeal. In this session, participants will work with some of such tools.	At the end of this session each of the participants are expected to have their own author profiles on Scopus, Web of Science, ORCID, Google Scholar and Vidwan.

Programme Schedule (As on 22xi22; will be updated)

Week 2, Day 11: 13.12.22 (Tue)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	11.1. Presentation: 20 + 5 + 20 minutes	11.2. Presentation: 20 + 5 + 20 minutes	11.3. Presentation: 20 + 5 + 20 minutes	11.4 Presentation: 20 + 5 + 20 minutes
Resource Person/ Discussants				
Indicative Contents	Each participant will present the final version of the research output; followed by comments from a discussant from among the participants, mentor and other audience. The objective shall be to identify the ways to improve the arguments, presentation of findings, conclusions, method, besides the structure and not the validity of arguments, findings, conclusions, or the method as such. Participants will be evaluated on the submitted research output during session 8.3, by the mentors. The comments will be shared in session 12.2.			

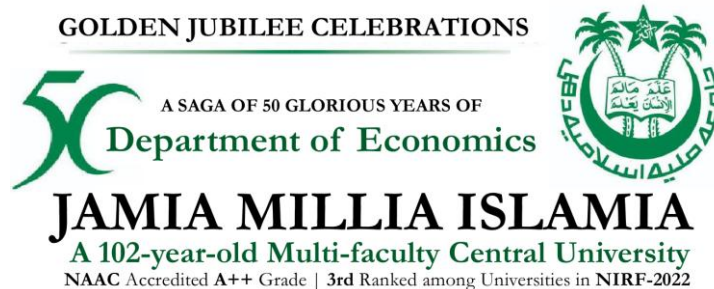
Week 2, Day 12: 14.12.22 (Wed)

	9:30 – 11:00 hrs	11:15 – 12:45 hrs	13:30 – 15:00 hrs	15:15 – 16:45 hrs
Topic	12.1. Written test	12.2. Feedback and discussion on output submitted in day 8	12.3. Feedback from participants	12.4. Valedictory session
Resource Person/ Discussants	Nandan Nawn	All mentors	All participants	Addresses, Reflections by some mentors and participants, VoT
Indicative Contents	MCQ based test for 60 minutes duration	NA	Participants will fill up the survey and will also share their experience (3 minutes x 30 participants)	NA

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