

Write like a Winner: Working with the Office of Scientific Writing to Improve Your Proposals and Manuscripts

**Hot Topics in Research
April 25, 2017**

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Director, Office of Scientific Writing

Agenda for this Hot Topics session

- Introduction to the Office of Scientific Writing
- The process of working with OSW
- Other resources from OSW in the near future
- Your ideas & suggestions
- Short break
- Exercise: Readability Statistics to improve clarity in your writing

Twitter hashtag => #writingatuthsc

Questions before we get started?

Introduction to the OSW

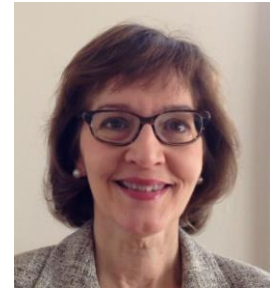
Staff:

Rich Redfearn, PhD

- Organic chemist with biochemistry knowledge
- Rhodes College, Assoc. Prof.; University of Arkansas, Grant Training Manager (Office of Sponsored Programs)

Patti Smith, MPH

- Writer with journalism, NPO management, community health experience
- Healthy Shelby, interim Director; Community Foundation of Greater Memphis, VP; Commercial Appeal, reporter



Website: look for us on the Office of Research page...

<http://www.uthsc.edu/research/scientific-writing/>

Research Offices and Resources


Clinical Research


Research Development


Scientific Writing

Research News

Research Events

Operational Strategic Plan for Research 

Investigator Award Credit Allocation Policy 

Allocation of Research Space Plan 

OSW process for editing your work

1. Contact Scientific Writer (RR or PS) regarding a submission of a proposal or manuscript.
2. We will advise whether a Copy Editing or Scientific Writing request is indicated.
3. Submit the appropriate request form with the first draft of your proposal or manuscript.
4. We will negotiate a delivery date for returning a marked-up copy of your proposal or manuscript back to you.
5. Delivery of your markup - and request for a performance evaluation - will occur on or before the agreed date.

Due to the anticipated high demand for services, we require a two-week lead time for scientific writing assistance, prior to the internal submission deadline set by the Office of Grants and Research Agreements. – from OSW website.

OSW services: two ways to view the benefits

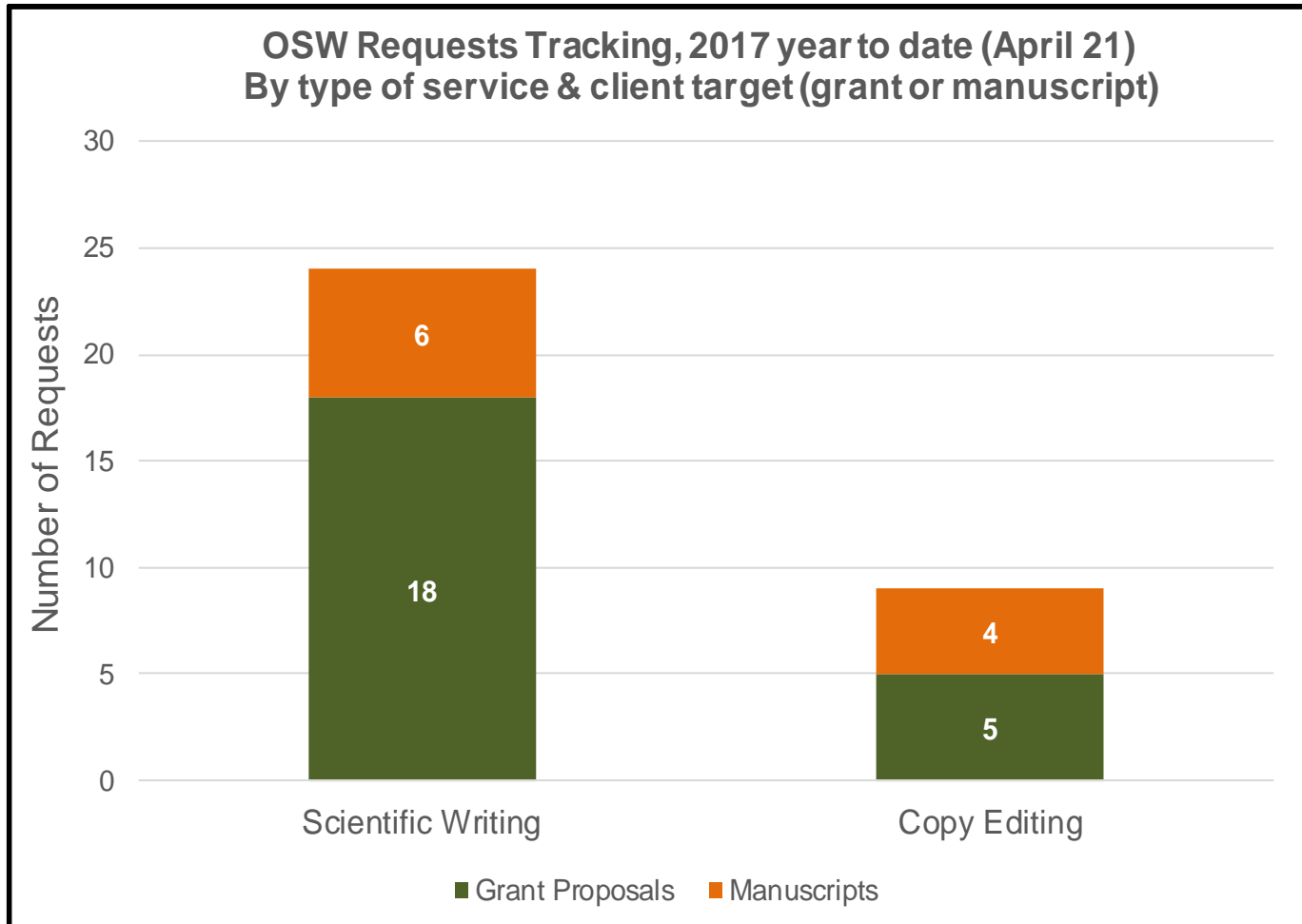
Copy Editing vs. Scientific Writing editing...

- “Copy Editing” will correct errors in spelling, grammar, and standard English usage.
- “Scientific Writing” editing will also deliver copy editing, but also suggest revisions for *clarity* & enhanced *persuasion*.

Grant proposal vs. manuscript editing...

- Editing proposals is more time-bound...we will try to provide fast turnaround, depending on workload.
- Editing manuscripts is usually not against a deadline, but will almost always involve “scientific writing” editing.

Submissions to OSW in 2017 as of 4/21/17



Other Resources....

Writing winning proposals:

- [Sample NIH proposals](#) (NIAID)
- “The Buck Starts Here” – 2005 *CHE* article ([KM Markin](#))
- “How Your Grant Proposal Compares” – 2009 *CHE* article ([DA Stone](#))
- BioScience Writers – NIH Grant Applications: [Specific Aims](#)

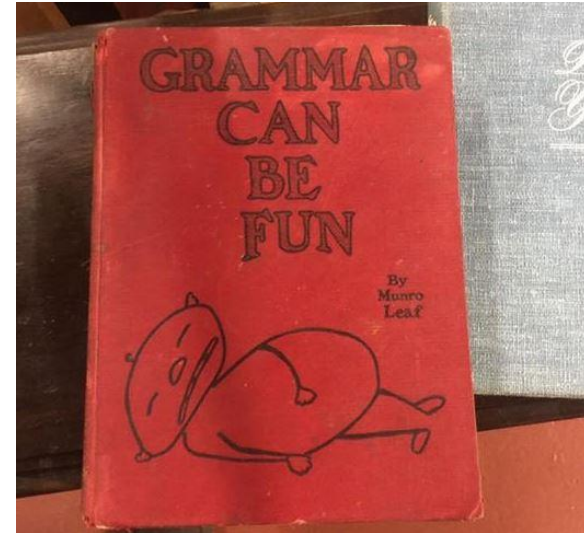


Publishing your manuscript:

- “Becoming a Successful Principal Investigator” – 2010 *CHE* article ([DA Stone](#))
- “How to Write a Scientific Masterpiece” - 2010 *JCI* article ([US Neill](#))
- “Publishing Your Manuscript” – Slide deck from SR Goodman (download from OSW site)



Print Resources: OSW will establish a lending library



Examples:

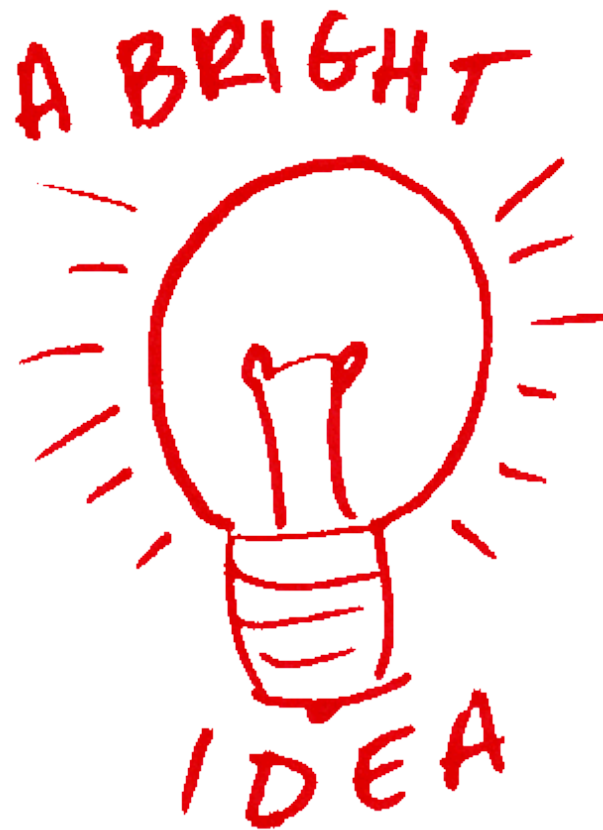
- *The Elements of Style* - Strunk and White
- *The Art of Styling Sentences* - Longknife and Sullivan
- *Grant Seeking in Higher Education* - Licklider, et al.

“No amount of grantsmanship will turn a bad idea into a good one...
...but there are many ways to disguise a good idea.”

Dr. William F. Raub, past Deputy Director for Extramural Research and Training, NIH

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Final slide before a fun active learning exercise – how can OSW help YOU?

Questions...?

Ideas...?

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Active learning – using Readability Statistics to improve clarity

For PC users:

- Click “File”
- Select “Options”
- Select “Proofing”
- On the options under “When correcting spelling and grammar in Word” check the “Show readability statistics” box
- Click “OK”
- Upon return to document, run the Spelling & Grammar check.

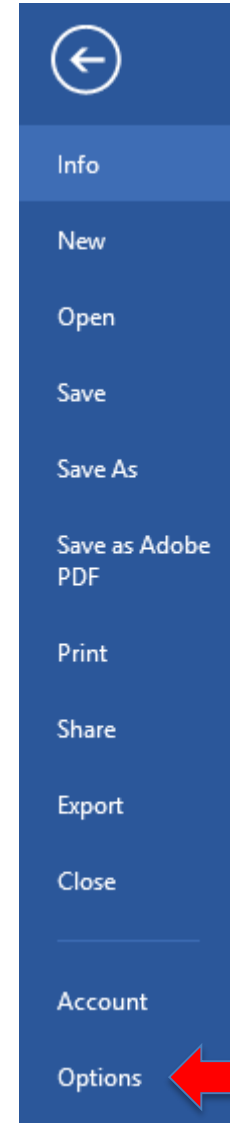
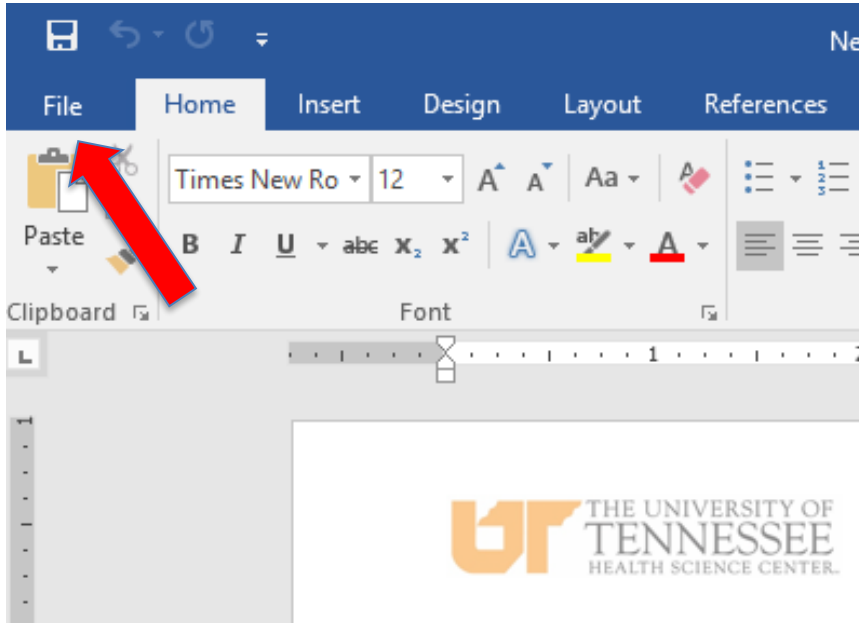
For Mac users:

- Click “Word”
- Select “Preferences”
- Select “Spelling & Grammar”
- On the options under “Grammar” check the “Show readability statistics” box
- Click the red “exit” dot
- Upon return to document, run the Spelling & Grammar check.

See following slides for screenshots illustrating the above steps.

Using Readability Statistics to improve clarity: setting up MS Word, page 1 Screenshots for PC users

1. Click on “File”...



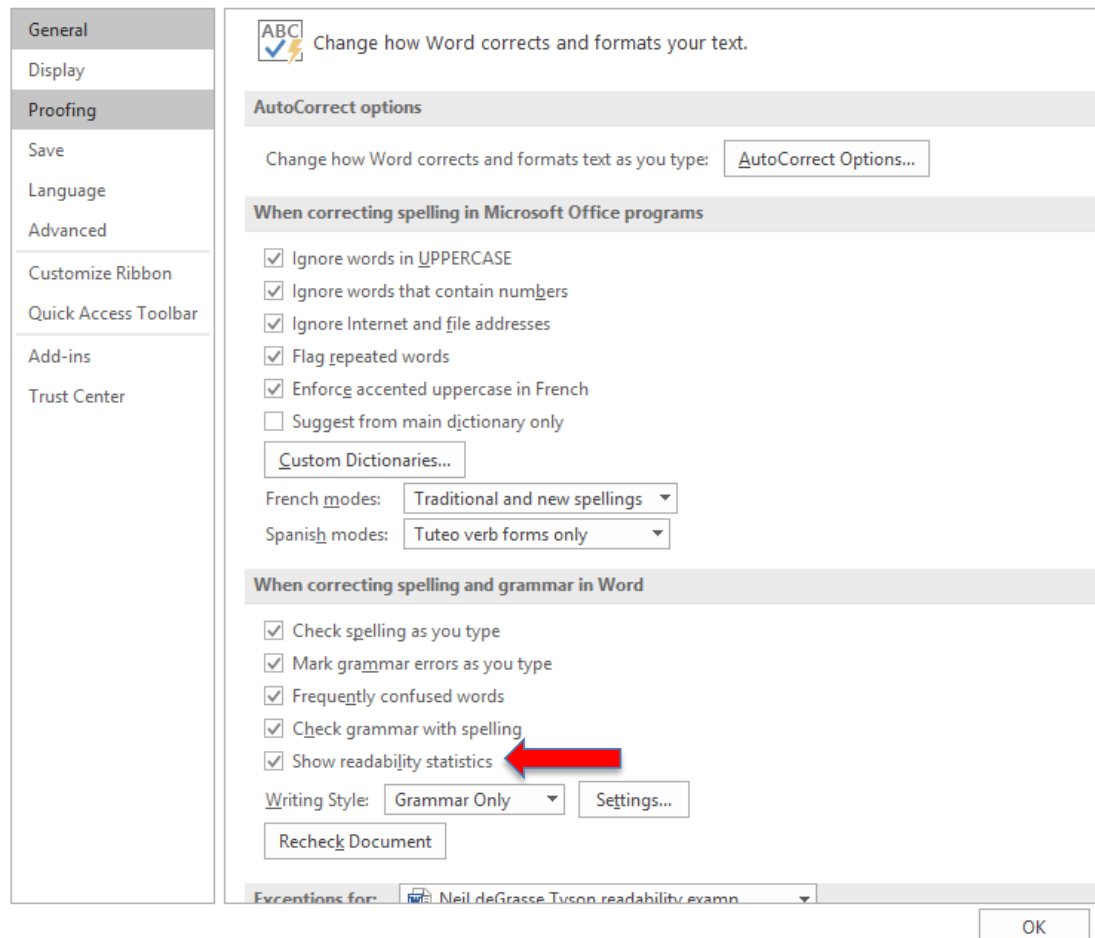
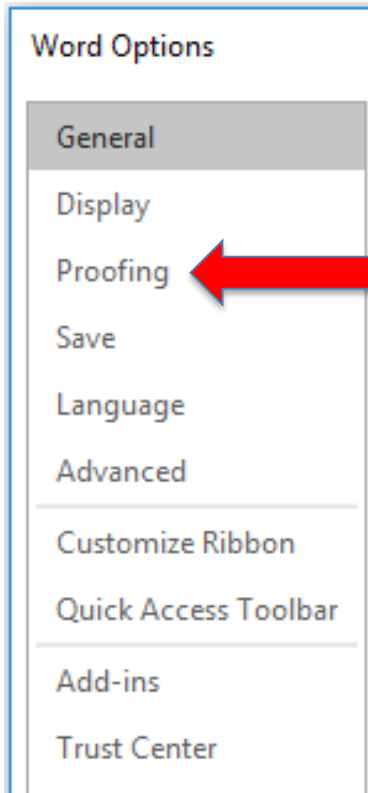
2. Select “Options”

Using Readability Statistics to improve clarity: setting up MS Word, page 2

Screenshots for PC users

4. Check the “Show readability statistics” box, then click the “OK” box.

3. Select “Proofing”...

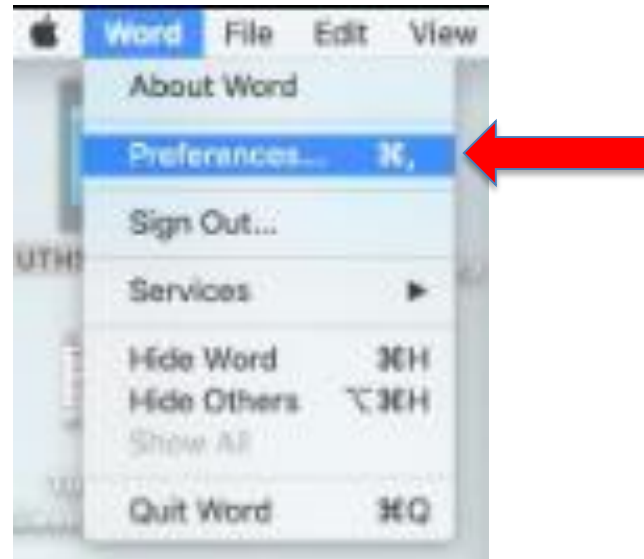


Using Readability Statistics to improve clarity: setting up MS Word, page 3
Screenshots for Mac users

1. Click on “Word”...

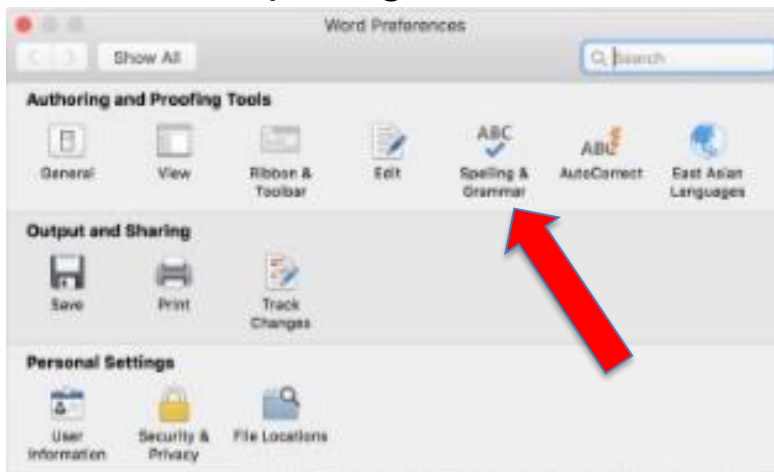


2. Select “Preferences”



Using Readability Statistics to improve clarity: setting up MS Word, page 4 Screenshots for Mac users

3. Select “Spelling & Grammar”...



4. Check the “Show readability statistics” box, then click the red “close” button.

