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Academic Writing and Systematic Searching Courses Spring Semester 2024

Date	Time		Course Title
February 6	13:00 -16:00		Organizing Your Scientific Paper: Note-taking and Outlining for Success (Tutor: Kali Tal, PhD)
February 13	13:00 -15:00		Strategic Collaborative Writing for First and Corresponding Authors (Tutor: Kali Tal, PhD)
February 20	13:00 -16:00		Writing the Methods and Results Sections of a Scientific Paper (Tutor: Kali Tal, PhD)
February 27	13:00 -16:00		Qualitative Data Reporting for Beginners (Tutor: Dr. Kali Tal)
March 5	13:00 -16:00		Designing Effective Tables, Figures, and Posters: Basic Graphic Design for Scientists (Tutor: Sampoorna Rappaz, PhD)
March 12	13:00 - 16:00		Communicate Your Research Effectively: Fundamentals of Writing in Plain English (Tutor: Sampoorna Rappaz, PhD)
March 19	13:00 -16:00		Improve Your Scientific Writing in English: Focus on the Paragraph (Tutor: Kali Tal, PhD)
March 26	13:00-16:00		Introductions and Discussions: Writing the Narrative Sections of a Scientific Paper (Tutor: Kali Tal, PhD)
April 9	08.30-12:00		Organizing and Writing Your Master's Thesis in Medicine: Streamlining the Process (2.1) (Tutor: Kali Tal, PhD)
April 10	08:30-12:00		Scientific Literature Search BASIC (1.1) (Tutor: Tania Rivero)
April 15	08:30-12:00		Organizing and Writing Your Master's Thesis in Medicine: Streamlining the Process (2.1, Wiederholung) (Tutor: Kali Tal, PhD)
April 16	08:30-12:00		Scientific Literature Search ADVANCED (1.2) (Tutor: Tania Rivero)
April 16	13:00 -15:00		Responding to Reviewers: Strategies for (Almost) Painless Revision and Resubmission (Tutor: Kali Tal, PhD)
April 22	08:30-12:00		Master's/Doctor's Thesis Writing Workshop (2.2) (Tutor: Kali Tal, PhD)
April 23	13:00 -16:00		Introduction to Grant Writing (Tutor: Kali Tal, PhD)
April 30	13:00 - 16:00		Supervising Master's theses and doctoral dissertations: a proven method for ensuring your students' success (Tutor: Kali Tal, PhD)

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Academic Writing and Systematic Searching

Courses Spring Semester 2024

	Academic Writing	Systematic Searching
Teachers	Dr. Kali Tal, Medical Library kali.tal@unibe.ch Dr. Sampoorna Rappaz sampoorna.rappaz@unibe.ch	Tania Rivero tania.rivero@unibe.ch
Registration for courses	via ILIAS link in course description. Registration for externals in Switzerland: registration form Registration for students from LMIC: https://bit.ly/3HC2ZtA	Registration for UniBE affiliates via link in course description, externals please contact the tutor.
Policy	Policy Academic Writing Service (PDF)	Policy Systematic Literature Searching
Fees	Fees (PDF)	Fees (PDF)

Academic Writing and Systematic Searching Courses Spring Semester 2024



February 6, 2024



13:00 – 16:00



online



Kali Tal, PhD



Organizing Your Scientific Paper: Note-taking and Outlining for Success

This workshop covers the organizational skills you need to write as you do science, beginning with recommendations, tracking literature, taking and organizing notes, and sorting your notes thematically into the appropriate sections of your paper. The course also covers outlining—an essential skill for writing while you do science and one that English native speakers use as the basis for constructing all their papers. You will come out of this course with a clear organizational plan and the skills to execute it. (3-hours, highly interactive)

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_crs_1030450.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_1030450_rcodeGKND9DKWRy&client_id=ilias3_unibe

Academic Writing and Systematic Searching Courses Spring Semester 2024



February 13, 2024



13:00 – 15:00



online



Kali Tal, PhD



Strategic Collaborative Writing for First and Corresponding Authors

The average journal article in medicine has over a dozen co-authors. Coordinating work and schedules is an art, and soliciting constructive criticism is a skill. If you are a first and corresponding author who need to successfully manage the collaboration process and meet scheduled deadlines, this workshop is for you.

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_crs_1372722.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_1372722_rcodeHQ8BdZCrCK&client_id=ilias3_unib

Academic Writing and Systematic Searching Courses Spring Semester 2024



February 20, 2024



13:00 – 16:00



online



Kali Tal, PhD



Writing the Methods & Results sections of a scientific paper

This course offers a set of evidence-based rules for writing clear and consistent Methods and Results sections, creating structure and relieving anxiety about the scientific writing process. You will learn skills and become acquainted with tools that enable you to start writing your Methods section early in your research process, and to incrementally build Results sections that match your methods. You will benefit most from this course if you are a medical researcher or clinician who must write articles, reports, or grant applications, whether you are currently working on or planning a research project.

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_sess_2631666.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_1314731_rcodeqSNbzKbftW&client_id=ilias3_unibe

Academic Writing and Systematic Searching Courses Spring Semester 2024



February 27, 2024



13:00 – 16:00



online



Kali Tal, PhD



Qualitative Data Reporting for Beginners

This course covers guidelines and best practices for reporting qualitative research in scientific papers, with a focus on medicine and health science research. Whether you are writing qualitative papers or papers that report on both qualitative and quantitative findings, this course will help you organize the process of reporting methods and results and interpreting your findings.

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_crs_1277376.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_1277376_rcodeLZFfkzpSfV&client_id=ilias3_unibe

Academic Writing and Systematic Searching Courses Spring Semester 2024



March 5, 2024



13:00 – 16:00



online



Sampoorna Rappaz, PhD



Designing Effective Tables, Figures, and Posters: Basic Graphic Design for Scientists

Researchers present visual data to make concepts and information easier for their audiences to grasp, but few researchers are taught basic principles of graphic design. This course will quickly familiarize you with best practices in the aesthetics of data presentation, including the use of color, images, animations, and other tips and tricks for making sure that your images get your message across without distracting or confusing your reader. Participants will analyze images of tables, figures and slides, identify their strengths and weaknesses, and learn techniques to improve them. The course is designed for researchers or clinicians who want to more effectively use images and tables to support their text.

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_crs_1314813.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_1314813_rcode2q8PqvLDHh&client_id=ilias3_unibe

Academic Writing and Systematic Searching

Courses Spring Semester 2024



March 12, 2024



13:00 – 16:00



online



Sampoorna Rappaz, PhD



Communicate Your Research Effectively: Fundamentals of Writing in Plain English

Science is only useful when it is understood. When you write in plain language, you will make your research easy to understand; your readers will be able to find the information they need, use what they find, and overall, appreciate the significance of your research. Your readers include not only your peers, but also researchers from other specializations, patients, grant reviewers, ethics committee members, journalists, and the general public.

In this workshop, you'll learn

- the principles of plain-language writing,
- tools and guidelines that can help you write a scientific paper in plain English, and
- the process of writing public-facing summaries of your research, such as plain-language summaries of scientific papers, lay summaries of clinical trial results, and project summaries of grants.

Even as your readers benefit when you write plainly, it's you – the scientific communicator – who'll gain the most. Register for the course and find out why!

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_crs_2794047.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_2794047_rcode56L7uLxupu&client_id=ilias3_unibe

Academic Writing and Systematic Searching

Courses Spring Semester 2024



March 19, 2024



13:00 – 16:00



online



Kali Tal, PhD



Improve Your Scientific Writing in English: Focus on the Paragraph

Many researchers and clinicians find writing the Discussion the most complicated and challenging part of writing a scientific paper. This course offers you clear, evidence-based rules for writing your Discussion, so you are always sure what belongs in this section... and what does not. You will learn the function of each paragraph in a Discussion section. The course is designed for medical researchers or clinicians who must write articles, reports, or who wish to submit grant applications. (Students who have already completed their data analysis will get the most out of this course, but those at an earlier stage may appreciate the information.) This course also guides you through the process of writing an Introduction for a scientific paper, paragraph by paragraph. You'll learn what goes into an Introduction and what does not, when to start writing it, and how to trim it to meet your word count. You'll also learn what literature to cite in your Introduction and why, and how to craft a proper narrative arc.

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_crs_1314675.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_1314675_rcodebwqBsay4R4&client_id=ilias3_unibe

Academic Writing and Systematic Searching

Courses Spring Semester 2024



March 26, 2024



13:00 – 16:00



online



Kali Tal, PhD



Introductions and Discussions: Writing the Narrative Sections of a Scientific Paper

Designed for researchers or clinicians who want to improve their English-language writing skills. This course focuses on writing proper paragraphs, which are the building blocks of English argumentation. Many other languages, like German, can express complex ideas and multiple relationships within a single sentence, but good English writing requires thinking and writing in shorter sentences within a disciplined paragraph structure. This is not a simple grammar course---you will learn advanced techniques for writing and organizing excellent paragraphs into a strong and persuasive argument.

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_crs_1296953.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_1296953_rcodeV5at9PBbFH&client_id=ilias3_unibe

Academic Writing and Systematic Searching

Courses Spring Semester 2024



April 9, 2024



08:30-12:00



Universität
Mittelstrasse



Kali Tal, PhD



Organizing and Writing Your Master's Thesis in Medicine: Streamlining the process (2.1)

This course will guide you through the process of writing your Master's thesis, whether it is a stand-alone thesis or a scientific article for a scholarly journal. The course is example-based, so you do not need to have started your thesis or paper. - Collecting\, organizing\, and preparing research data for publication - options for lab notebooks (from Excel to Evernote) - using checklists (equator.org) - proper paragraphing for scientific writing in English - outlining the scientific paper - crafting topic sentences - English argumentation - functions of each section of a scientific paper (Introduction\, Methods\, Results\, Discussion) - what is the message of a paper - tailoring your paper to your message - formatting your paper for different purposes (thesis\, target journal\, presentation) - abstracts – citations.

Target group: Studierende des 3. - 6. Studienjahrs

Details & Registration

KSL Number 456772 ([KSL 456772](#))

[Flyer & Info](#)

Academic Writing and Systematic Searching Courses Spring Semester 2024



April 10, 2024



08:30 – 12:00



Universität
Mittelstrasse



Tania Rivero



Scientific literature search - BASIC (1.1)

This module consists of: Scientific Literature Search and Advanced Searching. Scientific Literature Search introduces essential principles of searching for your thesis/dissertation. Topics include: - Preparing a search plan - How to format your research question for a database search - Designing a structured search for your thesis/dissertation - With a focus on how to use PubMed

Details & Registration

KSL Number 456770 (KSL [456770](#))

[Info & Flyer](#)

Academic Writing and Systematic Searching Courses Spring Semester 2024



April 15, 2024



08:30-12:00



Universität
Mittelstrasse



Kali Tal, PhD



Organizing and Writing Your Master's Thesis in Medicine: Streamlining the process (2.1) (Wiederholung)

This course will guide you through the process of writing your Master's thesis, whether it is a stand-alone thesis or a scientific article for a scholarly journal. The course is example-based, so you do not need to have started your thesis or paper. - Collecting\, organizing\, and preparing research data for publication - options for lab notebooks (from Excel to Evernote) - using checklists (equator.org) - proper paragraphing for scientific writing in English - outlining the scientific paper - crafting topic sentences - English argumentation - functions of each section of a scientific paper (Introduction\, Methods\, Results\, Discussion) - what is the message of a paper - tailoring your paper to your message - formatting your paper for different purposes (thesis\, target journal\, presentation) - abstracts – citations.

Target group: Studierende des 3. - 6. Studienjahrs

Details & Registration

KSL Number 456772 ([KSL 456772](#))

[Flyer & Info](#)

Academic Writing and Systematic Searching Courses Spring Semester 2024



April 16, 2024



08:30 – 12:00



Universität
Mittelstrasse



Tania Rivero

Scientific literature search - ADVANCED (1.2)

- Translating controlled vocabulary terms
- Creating complex search strategies
- Documenting search strategies
- With a focus on searching Ovid Embase

Details & Registration

KSL Number 456830 ([KSL 456830](#))

[Info & Flyer](#)



Academic Writing and Systematic Searching

Courses Spring Semester 2024



April 16, 2024



13:00 – 15:00



online



Kali Tal, PhD



Responding to Reviewers: Strategies for (Almost) Painless Revision and Resubmission

Preparing your scientific article for submission and responding effectively to reviewer comments are key to getting your article accepted for publication. The course covers the process of minor and major revisions, resolving conflicting recommendations, and how to politely say no to reviewer suggestions. The course will also help you organize the reformatting process for submission to an alternative journal.

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_crs_1312063.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_1312063_rcodeQZRFpVYUWe&client_id=ilias3_unibe

Academic Writing and Systematic Searching Courses Spring Semester 2024



April 22, 2024



08:30 – 12:00



Universität
Mittelstrasse



Kali Tal, PhD



Organizing and Writing Your Master's / Doctor's Thesis in Medicine: Streamlining the process (2.2)

This course will guide you through the process of writing your Master's thesis, whether it is a stand-alone thesis or a scientific article for a scholarly journal. The course is example-based, so you do not need to have started your thesis or paper. - Collecting\, organizing\, and preparing research data for publication - options for lab notebooks (from Excel to Evernote) - using checklists (equator.org) - proper paragraphing for scientific writing in English - outlining the scientific paper - crafting topic sentences - English argumentation - functions of each section of a scientific paper (Introduction\, Methods\, Results\, Discussion) - what is the message of a paper - tailoring your paper to your message - formatting your paper for different purposes (thesis\, target journal\, presentation) - abstracts – citations.

Details & Registration
KSL Number 475330 ([KSL 475330](#))

[Info & Flyer](#)

Academic Writing and Systematic Searching

Courses Spring Semester 2024



April 23, 2024



13:00 – 16:00



online



Kali Tal, PhD



Introduction to Grant Writing

What do funders want to see in your grant application? This course will help you figure that out and tell your scientific story so that the importance and urgency of your project is vividly clear to funders. It will introduce all aspects of grant writing, from choosing the right grant, writing short and long proposals, and presenting your work to a review board. This is essential information for any medical researcher or clinician who will need to write a grant application and applies to most grants and funding proposals. This is a good introductory workshop for researchers who will also take more advanced workshops targeted to specific grants.

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_crs_1314809.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_1314809_rcode55HcSc2LEv&client_id=ilias3_unibe

Academic Writing and Systematic Searching

Courses Spring Semester 2024



April 30, 2024



13:00 – 16:00



online



Kali Tal, PhD



Supervising Master's theses and doctoral dissertations: a proven method for ensuring your students' success

As a faculty member, you may have received little or no training in how to supervise the writing of a Master's thesis or doctoral dissertation, and so you probably learned by trial-and-error. But there is a systematic way to approach supervision. This course will introduce you to tried and tested methods of organizing the writing process so that you can guide your students to produce high-quality manuscripts at a swift pace while working together harmoniously.

Course information:

https://ilias.unibe.ch/goto_ilias3_unibe_crs_1314775.html

Direct registration link:

https://ilias.unibe.ch/goto.php?target=crs_1314775_rcode3gpmRQxfCM&client_id=ilias3_unibe