Appendix 3: Workshop Outline

1. Writing habits and finding time to write

   a. Activity: "Your personal writing habits" - free writing, ten minutes

   b. Writing BASE – Helen Sword

   c. Activity: "An effective writer is a self-aware writer" - free writing, ten minutes

   d. Demystifying writing

   e. What could a writing plan look like?

2. Intro to article types, mechanics of submission, and peer review

   a. Overview of JeSLIB article types and what is involved in each

3. Your proposal and finding what to share

   a. What do you want people to take away?

   b. Activity: "Putting the pieces together" - free writing, fifteen minutes

4. Formatting your submission

   a. JeSLIB-specific formatting requirements

   b. Double-blind peer review

   c. Activity: "Outline your article – structured abstract" - structured, twenty minutes

5. Communicating clearly

   a. Abstracts

   b. Reference format

   c. Figures and visualizing information

   d. Visualization and writing guides

6. Tools and techniques to try

   a. Productivity Management

   b. Eisenhower Matrix

   c. Bullet journal

   d. Regular Reflections

   e. Discussion: Tools you use

7. Moving forward

a. Activity: "Create a Timeline" - filling in your calendar – ten minutes

Tables

Table 1. Pre-workshop survey: How confident are you about the following?

	Very confident	Confident	Not confident
Submitting articles to journals	0	3	5
Writing blog posts	3	4	1
Writing proposals for presentations and panels	1	6	1
Writing proposals for posters	4	4	0

Table 2. Post-workshop survey: How confident are you about the following?

	Very confident	Confident	Not confident
Submitting articles to journals	1	6	0
Writing blog posts	4	3	0
Writing proposals for presentations and panels	1	5	1
Writing proposals for posters	6	1	0

Table 3. Pre- and Post-workshop survey: Does your tenure or promotion process require that you publish?

	Yes	No
Does your tenure or promotion process require that you publish?	4	3

Table 4. Pre-workshop survey: Do you feel like you can take the time for writing as part of your work?

	Definitely yes	Probably yes	Probably not	Definitely not
Do you feel like you can take the time for writing as part of your work?	1	2	0	1

Table 5. Post-workshop survey: Do you feel like you can take the time for writing as part of your work?

	Definitely yes	Probably yes	Probably not	Definitely not
Do you feel like you can take the time for writing as part of your work?	1	3	0	0

Table 6. Pre-workshop survey: Do you feel like research is part of your work?

	Yes	No
Do you feel like research is part of your work?	7	1

Table 7. Post-workshop survey: Do you feel like research is part of your work?

	Yes	No
Do you feel like research is part of your work?	6	1

Table 8. Post-workshop survey: Do you feel like you have an actionable plan to complete your article?

	Yes	Maybe	No
Do you feel like you have an actionable plan to complete your article?	5	2	0