

SYLLABUS

Topic of the course	Scientific writing – how to publish successfully
Institution where the course will take place	Poznańska Szkoła Doktorska Instytutów PAN
Language	English
Learning objectives	Ph.D. student: 1. Knows how to prepare to write a scientific text and how to choose the type of publication. 2. Communicates with the editorial office, editors, and reviewers. 3. Knows how to write a scientific article. 4. Uses tools that facilitate writing scientific texts: reference managers, note management programs, scientific text editors, AI tools, and others. 5. Uses data visualization software. 6. Undertakes pre-publication activities to disseminate research findings (Google Scholar, ASNS). 7. Searches for sources useful in writing scientific texts. 8. Is aware of the importance of publishing in accordance with the ethos of the research community.
Learning outcomes, according to Attachment 2 to the Programme of the Study (valid from October 1st 2026)	P8S_WG (pkt.3), P8S_WK (pkt.2), P8S_UW (pkt. 3), P8S_UK (pkt.2,3), P8S_KK, P8S_KR (pkt.3), P8S_KO (pkt.2)
Type of the course	General competences class, facultative
Semester/Year	Winter semester 2026
Name of the lecturer	Piotr Siuda
Name of the examiner	Piotr Siuda
Teaching methods	Lectures/Seminars with audio-visual techniques and a workshop
Admission requirements	Working knowledge of the English language at the university level.
Number of ECTS points	2 ECTS
Number of lectures	12 h
Didactic methods	Lectures and discussions/workshop.
Methods of verification and assessment of learning outcomes	Written exam and individual discussion of the examination work.
Conditions of a positive evaluation	A passing grade on the exam.
Course content	SECTION 1. WRITING SCIENTIFIC TEXTS Part 1. How to prepare for writing an article - writing as a process 1. Writing as a process. 2. What questions to answer before starting to write scientific texts.

	3. Why is publishing difficult? 4. How to prepare to write a scientific article - planning the writing and defining the category of your text. 5. Choosing the type of publication. 6. Criteria for reviewing texts. Part 2. Language advice related to writing articles 1. Writing in Polish or English? 2. What do you do to ensure the language is correct (if writing in English)? 3. Organizing material and choosing a writing style. Part 3. Choosing a journal, i.e., where to publish 1. What to consider when choosing a journal for publication: theme, indicators, speed of publication, fees, contact with the editorial office, aims and scope, journal metrics. 2. Choosing a journal by theme; tools: Journal Finder, Journal Suggester, Matching Journal, Journal Recommender. 3. How to verify journals in terms of their quality; predatory journals, questionable journals; journal ethics: COPE and other guidelines (e.g., EASE, ICMJE, WAME, CONSORT). 4. Checking what is allowed and what is not for a particular journal (e.g., copyright policy; Sherpa/Romeo, Journal Checker Tool, Open Journal Matcher). 5. Citation analysis - Web of Science; Impact Factor; Scopus - CiteScore, Scimago Journal Rank (SJR), Source Normalized Impact per Paper (SNIP); H-index and Egghe index for journals; Google Metrics. Part 4. Submission of the article 1. Submitting articles to English-speaking journals - what else to remember? 2. Letter to the editor, covering letter/cover letter. 3. Desk reject - what then? 4. Suggesting potential reviewers. 5. Responding to reviewers, i.e., dealing with rejections and suggestions for changes (minor or major revision; reject).
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	6. Pre-publication activities, i.e., how to promote your text yourself. Part 5. Titles, abstracts, and keywords 1. Why these elements are key - positioning the article 2. The title of the article as an indicator of its content. 3. Strategies for creating a good title - informative character vs. accessibility, language 4. A few words about keywords - why they are important and how to choose them well. 5. List of authors (authorship criteria). 6. Abstract as a reflection of the text structure; individual parts of the abstract. 7. Structured and descriptive abstracts 8. Extended abstracts and abstracts for conferences. 9. How to deal with limited space - vocabulary and abbreviations. 10. Abstract vs. introduction and other parts of the article. 11. What our abstract does not need and other good practices. Part 6. Construction of the article 1. Universal structure of a scientific article and its variations. 2. Research articles, i.e., the need to use the AIMRaD scheme (Abstract, Introduction, Materials and Methods, Results, and Discussion) and its various variants. 3. The Introduction - dimensions of a complete Introduction: placement in the scientific field; indicating "undiscovered" areas; precise explanation of the purpose; logical correctness and others; types of citations (focused on information, on the author, mixed). 4. Results section, i.e., how to "spin" your article by presenting research results like an interesting story; how to prepare to write results. 5. Illustrations, tables, charts - how to "tell" results using these elements; types of charts; good practices related to tables and charts; common mistakes related to these elements.
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	6. Methods section - its goals and organization; passive voice or active voice. 7. Discussion section - important issues related to construction (what must/may be included in the Discussion, highlighting key information, negotiating the strength of theses. 8. Acknowledgments. Part 7. A literature review as an increasingly popular type of article 1. How do you make a good literature review? 2. What are literature reviews? 3. Stages of creation. 4. Tools. Part 8. Searching for journals and other scientific resources 1. Typology, types of online sources: search engines, aggregators, databases, catalogs, ASNS services, and social bibliographies. 2. Searching for scientific studies and full-text publications. 3. Searching for journals published in the Open Access model (online resources); different types of OA: gold, green, hybrid, etc. 4. How to verify the publishing policy of periodicals. 5. Types of scientific resources. 6. Searching for data from empirical studies. SECTION 2. TOOLS FOR WRITING SCIENTIFIC TEXTS Part 1. Reference managers 1. Overview of the most important managers. 2. Discussion on how to use managers (using Zotero and Citavi as examples). 3. Comparison of functions of different programs. 4. Zotero – why it's worth choosing this manager (not just for managing literature and writing). Part 2. Other tools facilitating scientific work:
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	1. Tools for managing notes and definitions. 2. Writing text - alternatives to Word and specialized editors. 3. Scrivener – discussion of a specific editor dedicated to scientific texts. 4. Tools for data visualization - how to improve your article. 5. Mind maps and diagrams. Visualization at the conceptualization stage of research. 6. Tools for creating infographics and presentations. 7. Overview of tools enabling efficient management of research teams: 8. Evaluation of journals and scientists' achievements: 9. Ministerial lists. 10. Web of Science; Impact Factor and 11. Scopus – CiteScore for journals 12. H-index and Egghe index for journals and authors. 13. Google Metrics. 14. Characteristics of Google Scholar; why visibility in this service is needed? 15. How to use Google Scholar correctly and check if works are visible there? 16. "Publish or Perish". 17. Academic Social Networking Services (ASNS) - functions, advantages, and disadvantages of using. 18. ASNS related to data sharing. Part 3. AI tools and writing publications 1. Is AI just ChatGPT? 2. How to independently search for AI tools? 3. Basic principles of "collaborating" with AI, i.e., how to use it correctly to not be disappointed and not waste time. 4. Overview of the most important AI tools related to writing: how to write an article using AI (from idea to text)? 5. How to do it ethically and in a way that does not harm oneself, i.e., when AI is a good tool, and when does our work become non-independent? 6. How to detect plagiarism using AI? 7. How to find out if an article was written with the help of AI - tools.
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	8. Language tools, i.e., translation, text checking, suggesting appropriate formulations, etc. Part 4. AI tools for organizing, summarizing, and searching for resources helpful in writing 1. AI scientific search engines. 2. Bibliography managers based on AI. 3. AI assistants helping to search and cite sources, summarizing publications, creating outlines, explaining relationships between concepts, explaining causes and effects of phenomena, etc. 4. Literature reviews - how to make life easier using AI tools. 5. Tools for selecting journals suitable for our publications. 6. Tools for adapting manuscripts to the requirements of a particular publisher. 7. Tools for formatting citations. 8. Tools for converting articles into audiobooks. 9. Transcription tools. 10. Tools for summarizing videos. 11. Tools for managing online resources (e.g., summarizing web pages). Part 5. Tools (AI and not only) for visualization and presentation 1. Tools that convert text into graphics. 2. Generating images based on descriptions. 3. Creating illustrations, photos, covers, wallpapers, or movies. 4. AI tools for creating presentations. 5. AI tools for creating infographics and posters. Part 6. AI tools helpful in data analysis 1. How to use ChatGPT for data work (analysis, cleaning, interpretation). 2. Other tools for data analysis - indications.
Literature and the course materials	1. Lecture hand-outs. Main literature: 2. Day R.A., Gastel B., How to Write and Publish a Scientific Paper, Cambridge University Press, Cambridge 2017. 3. Siuda P, Wasylczyk P, Publikacje naukowe. Praktyczny poradnik dla

	studentów, doktorantów i nie tylko, PWN, Warszawa 2018. Additional literature: 4. Craswell G., Poore M., Writing for Academic Success, Sage Publications, London–Thousand Oaks–New Delhi–Singapore 2012. 5. Silvia P.J., Write It Up: Practical Strategies for Writing and Publishing Journal Articles, APA LifeTools, Washington 2014. 6. Silvia P.J., How to Write a Lot: A Practical Guide to Productive Academic Writing, APA LifeTools, Washington 2007. 7. Steven P., The Sense of Style: the thinking person's guide to writing in the 21st century, Penguin, New York 2015. 8. Swales J.M., Feak C.B., Abstracts and the writing of abstracts, University of Michigan Press, Michigan 2009.
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Poprawność nieznana

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