

SUPPLEMENTAL MATERIAL – ONLINE VERSION ONLY

SUPPLEMENTAL MATERIAL FIGURE 1: Pre-Writing for Publications Workshop Webinar Series Curriculum

CDC DNPAO Writing for Publication Webinar Series

Title of Webinar Series: Writing for Publication Information Series 1/12/2021

I. OVERVIEW

Writing for scientific journals can be a daunting and overwhelming process, especially for practitioners. This three-part webinar series (total of 3 hours) will provide an introductory roadmap for publication, including on why it is important to publish their work and their unique perspectives or contributions; items to consider when selecting a journal for publication; tips for overcoming writing barriers; and online manuscript submission and steps in the peer review process. The series will be led by experienced journal experts from the CDC and experienced current and former editorial board members of SOPHE's three journals will provide for interactive dialogue among the panelists.

II. AUDIENCE:

All DNPAO grantees and SOPHE members. Individuals will be encouraged to register for all 3 parts but will not be required to attend all three.

III. DATES:

Webinar – Part 1: Wednesday, Feb 17, 2021 from 2:00- 3:00 ET – Introduction to Publishing Your Work

Webinar – Part 2: Wednesday, Feb 24, 2021 from 2:00-3:00 ET – Overview of Publishing Process

Webinar – Part 3: Wednesday, March 3, 2021 from 2:00-3:00 ET – Translation and Dissemination

IV. OBJECTIVES:

At this end of this webinar series, participants will be able to:

1. Summarize why it is important for practitioners to publish their work in the peer-reviewed literature to accelerate the dissemination and implementation of promising practices into the field. (Webinar 1) 15 min
2. List at least three variables to consider when selecting a journal for publication, such as journal mission, audience, types of articles, frequency of publication, and average time to review. (Webinar 1) – 20 min (look at TOC, what is my contribution that is different)
3. Describe the steps in the publishing process, including top reasons why manuscripts get accepted or rejected. (Webinar 2) -- -Randy

4. Describe the peer-review process and why feedback is beneficial. (Webinar 2)
5. Identify at least 2 tips for overcoming writing roadblocks. (Webinar 3) - Randy
6. Navigating the online submission process. (Webinar 3) - Jeanine

V. PRESENTERS:

Webinar 1

Moderator: Jeannine Robitaille, MS, CHES, Editorial Manager, Health Promotion Practice and Pedagogy in Health Promotion

Speakers:

Danielle Brittain, PhD, Associate Editor, HPP Practice Notes, and Colorado School of Public Health at the University of Northern Colorado

Randy Schwartz, MSPH, founding editor Health Promotion Practice and President, Public Health Systems Consultants (current SOPHE SME)

Webinar 2

Moderator: Jeannine Robitaille, MS, CHES, Editorial Manager, Health Promotion Practice and Pedagogy in Health Promotion

Speakers:

Randy Schwartz, MSPH, founding editor Health Promotion Practice and President, Public Health Systems Consultants (current SOPHE SME)

LaNita Wright, PhD, MPH, CHES, Editorial Board, HPP (newly minted) and University of Central Oklahoma

Danielle Brittain, PhD, Associate Editor, HPP Practice Notes, and Colorado School of Public Health at the University of Northern Colorado

Webinar 3

Moderator: Jeannine Robitaille, MS, CHES, Editorial Manager, Health Promotion Practice and Pedagogy in Health Promotion

Speakers:

Randy Schwartz, MSPH, founding editor Health Promotion Practice and President, Public Health Systems Consultants (current SOPHE SME)

Alyssa Robillard, PhD, University of South Carolina, and SOPHE Paper of the Year Award Winner

VI. CONTINUING EDUCATION

The webinar series will provide continuing education contact hours for Certified Health Education Specialists (CHES and MCHES) as well as those Certified in Public Health.

SUPPLEMENTAL MATERIAL FIGURE 2: Review Criteria Score Sheet: Fall Workshop

Criteria for reviewing applications for SOPHE/DNPAO writing for publications workshop

The purpose for the review is to determine the readiness of a recipient to participate in the writing for publications workshop. Teams need to have enough data/progress to be able to effectively participate in the writing workshop (goal is to make enough progress to be able to have a viable draft towards publications at end of the workshop).

We don't expect them to have a complete manuscript at the beginning of the workshop – but sufficient data and concept to be able to complete the workshop and participate in the workshop so as to be able to have a solid draft of a manuscript at the conclusion of the workshop and be able to submit a manuscript to the special journal supplement shortly after the conclusion of the workshop (Fall 2021).

They may not be able to fully articulate everything yet because they will learn and fully develop their concept through the workshop. But they should be able to describe enough to indicate ability to successfully complete the workshop. These include:

- Manuscript Background and Motivation for Workshop Participation
- Manuscript Objectives and Purpose
- Manuscript Methods
- Manuscript Results/Findings – do they have results yet? Evaluation findings? Appropriate for the methods they describe – practice-based methods. Important area. Quality of how they obtained results/methodology.
- Manuscript Implications for Public Health Field – this is very important – have they thought about what the implications for the field will be – SOPHE journal is a practice-based journal and thus this will be the focus for the articles
- Indicate if CDC SME is requested OR if not requested if reviewer feels one will be needed for successful completion of manuscript/workshop. Indicate if they will be needed as a consultant and/or if needed as an author on the manuscript and possibly in what capacity (e.g., evaluator, topic SME, etc.)

Title of Proposed Manuscript: _____

Team Point of Contact (POC): _____

Application ID Number: _____

DNPAO Program (SPAN/REACH/HOP): _____

Publication Component	Assessment Yes or No	Constructive Notes
Manuscript's Background and Team's Motivation to Participate		
Manuscript's Objectives and Purposes		
Intervention/Strategy Approach		
Methods/Evaluation		
Results/Findings		
Manuscript's Implications for the Field		
Other Comments		
CDC SME requested (or needed) Please specify.		

Overall Assessment:

Unacceptable _____

Acceptable _____

Outstanding _____

Overall Comments on the application: _____

Evaluator's Name: _____

SUPPLEMENTAL MATERIAL FIGURE 3: Application for Fall Writing for Publications Workshop

Application for SOPHE/DNPAO Virtual Writing for Publication Workshop

This application is for DNPAO grant recipients who are interested in sharing the results of their funded intervention by developing a peer-reviewed manuscript for publication in SOPHE's Health Promotion Practice journal. In applying for this training opportunity, you and your team members agree to participate in all sessions offered over 8 weeks (September 21-November 16, 2021) and prepare a draft of a scientific paper, suitable for submission to a peer-reviewed, academic journal, sharing the results of your DNPAO-funded intervention. DNPAO subject matter expert (SME) support and co-authorship is available, as needed. It is intended that the group of DNPAO-supported manuscripts as part of this workshop may be published in a special supplement of SOPHE's *Health Promotion Practice (HPP)* journal. The tentative title of the HPP supplement is "**Public Health Practice in the Field: Highlights from State, County and Local Nutrition, Physical Activity, and Obesity Programs**".

LEARNING OBJECTIVES:

At the end of the workshop, participants will be able to:

1. Describe the HPP mission and readership and the particular type of article they plan to submit and how it will contribute to the literature.
2. Describe the HPP journal requirements, including how to conduct a background literature review.
3. Discuss the 3 different types of articles (i.e., research brief, full length article, longer implementation article) and the reviewer criteria.
4. Draft an outline for their manuscript according to the HPP journal requirements.
5. Describe the steps in the CDC review/clearance process.
6. Describe the steps in responding effectively to reviewers' comments.
7. Develop a manuscript ready for submission to the HPP Supplemental Issue.

TIME COMMITMENT/DATES/FORMAT:

Eight (8) weeks: On Tuesdays, September 16, 2021 to November 16, 2021, 12:00 – 4:00 pm ET (no webinar activity the week of October 12th)

Participants will be involved in workshops via Zoom meetings, which will allow teams to discuss key concepts learned and begin writing their manuscripts. The teams will receive consultation from subject matter experts (SMEs). Each session will be approximately 4 hours long, including time to work on your manuscripts in teams and receive feedback from journal experts. The entire workshop will be approximately 8 weeks long, alternating with presentation time from faculty (4 sessions), then with the following "down" week (4 sessions) where participants will apply the learned concepts and spend dedicated time working on their manuscripts.

SELECTION PROCESS:

“All SPAN/REACH/HOP recipients are encouraged to apply.” Accepted applicant teams will receive valuable publication guidance, as well as receive tailored consultation from a SOPHE and/or CDC writing coach assigned to the publishing objective. All applications must be fully completed and submitted by **August 20, 2021**. A committee composed of CDC staff and SOPHE’s editorial board members will review and score all applications. Up to eight (8) recipient writing teams (2 or more persons each) will be selected based on the relevance of the application and publication writing readiness. This is an exciting opportunity to bring your practitioner voice and evidence to advance the health promotion field.

HOW TO APPLY:

Complete and submit one (1) electronic application per team **by 11:59pm EST on Friday, August 20, 2021**. Teams will be notified of selection for the mentorship workshop sessions via email by Friday, September 3, 2021. Please block off the time commitment weekly sessions on your calendar when you complete your application.

APPLICATION:

1. **Authorship Team/Recipient Name** _____
2. **Name of primary contact person (POC)** _____
3. **Job title of primary contact person** _____
4. **Organization of primary contact person** _____
5. **Email of primary contact person** _____
6. **Name, job title, and organization of ALL other team authors** (Must have at least 2, but up to a maximum of 3 for each authorship team). These must not include DNPAO staff.
 - a. _____
 - b. _____
7. **Do you wish to have staff from CDC participate on your writing team?** (This can be subject matter experts (SME), writing staff, translation staff, program staff, and/or evaluation staff.)
YES _____ **NO** _____

If **YES**, please name who would you like to have on your team, if known.

8. Potential Title for Your Manuscript

9. Manuscript Background and Motivation for Workshop Participation

What is the overall focus area of the team's proposed manuscript's implementation research? Why is this topic of particular interest at this time? If the team has published related work in the past, please give details of previous instances (title, journal). Describe what is your motivation for participating in this writing for publications workshop.

10. Manuscript Objectives and Purpose

What are the publication objectives and purpose that your authorship team aims to achieve?

11. Manuscript Methods

What are/were the methods undertaken?

12. Manuscript Results and Findings

If applicable, what are the preliminary results from your work? What are the data sources used? If not applicable, simply respond "N/A".

13. Manuscript Implications for Public Health Field

What do the results or methodology of your work mean for practitioners, researchers and evaluation scientists?

14. List at least 5 key citations for your manuscript.