

Guide To Writing A Journal Article

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A talk entitled "Guide to Writing a Journal Article" was held on 20 November 2013 at Auditorium, UMS Library. The talk was given by Ms Rosalia da Garcia, Consortia / Library Sales Marketing for SAGE Publication and participated by Universiti Malaysia Sabah lecturers, librarians and students from various fields. .

During the talk, Ms. da Garcia presented a strategy on how to writing a journal article in nine weeks. For week one, she suggested to participants to focus on designing a plan which involved keys to positive writing experiences, common myths that writers must know, what get published and why, what get published on Editor's perspectives and using abstracts as a tool for success. For week two, she suggested on how to get started writing in five days as follows:

- Day 1: Hammering out your topic
- Day 2: Rereading your paper
- Day 3: Drafting your abstract
- Day 4: Reading a model articles
- Day 5: Revising your abstract

In week three, she focused on advising writer's argument by knowing common reasons why articles are rejected. As for week four, she presented selection of journal by considering the relevance, research importance to the community and reputation of journal and its editors

as well as research the reference and rejection rate of the journal. In week four, she also suggested to participants to on how to write a query letter to the editors so that writers will know is them selecting a right journal.

Week five, according to Ms. da Garcia is for reviewing the related literature by knowing the common mistakes in citing references and identifying writer's relationship to the related literature. On week six, she presented strengthening the article structure by structuring the article based on the following:

- Section 1: Pyramid structure; general to specific
- Section 2: Description of study; all information needed to replicate study
- Section 3: Inverse pyramid structure, specific to general

During week seven, she also advised writers to revise their article step by step as follows:

- Day 1: Reading the article
- Day 2: Outlining a model article
- Day 3: Outlining the article itself
- Days 4 & 5: Restructuring the article

In week eight, she stated it was the time to present the article evidence by writing up evidence based on methods, result and discussion. During this week, she suggested writers to revise the article opening and conclusion. Writers must also revise their title, introduction, abstract, related literature review and conclusion.

Week nine, according to Ms. da Garcia is all about giving, getting, and using others feedback. A few things that should be considered when getting and getting feedback are:

1. Give specific instruction
– feedback given must meet writers' need.
2. Separate delivery from message
– be positive and ignore being emotional or delivering criticisms in hostile manner.
3. Listen, don't talk – be silent and take careful notes then decide if the criticisms are useful or not.
4. Take advantage – see every criticism is an opportunity to explain the ideas in the article more clearly.