



Quality Improvement Writing Group (QIWG)

Fall 2024 Course Schedule (Alternate Thursday afternoons, 12-1 p.m. MT via Zoom)

General Expectations

1. Attend and participate in each session
2. Provide drafts to your mentor and peer team 4 business days prior to the next session
3. Edit and critique your team peer's work prior to the next session
4. Fill out pre and post session surveys
5. Update the leadership team on your submission progress
6. Update the leadership team when your paper is accepted and published.

Pre-Work

1. Complete the pre-course survey.
2. Complete a literature review of the topic of your manuscript.
 - a. Optional: Take a PUBMED tutorial through Strauss Health Sciences Library:
<https://library-cuanschutz.libcal.com/calendar/straussclasses>
3. Contact your senior author
 - a. Secure the commitment to advise as needed
 - b. Discuss author list
 - c. Select 1-3 journal options and review author instructions
4. Install and familiarize yourself with Endnote (or other reference manager).
 - a. Take a tutorial through Strauss Health Sciences Library:
<https://library-cuanschutz.libcal.com/calendar/straussclasses>
 - b. Watch this brief tutorial to start using Endnote to manage your references:
<https://youtu.be/S3xo6ZjBV6U>

Session 1 (August 15, 2024)

1. Welcome
2. Course overview, expectations
3. Participant/project introductions
4. Getting started
 - a. What to publish
 - b. Journal selection
 - c. Authorship
 - d. ICJME guidelines
 - e. Instructions for authors
 - f. Publication etiquette
 - g. IRB overview
5. SQUIRE:
 - a. Overview
 - b. Writing an Effective Introduction
 - i. 4 elements of introduction

Homework

1. Draft title page, including authors.



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2. Draft Introduction.
3. Share with writing team **at least 4 business days prior to next meeting.**
4. Edit and critique team members' Introduction prior to our next meeting.

Session 2 (August 29, 2024)

1. Writing a great paper
 - a. Creating a Story Arc
 - b. Relate Story Arc to SQUIRE
 - c. Elements of a memorable paper
 - d. Creating flow
2. Writing team review
 - a. Introduction: 1st draft

Homework

1. Review and edit Introduction.
2. Share with writing team **at least 4 business days prior to next meeting.**
3. Edit and critique team members' Introduction prior to our next meeting.

Session 3 (September 12, 2024)

1. Writing an Effective Methods Section
 - a. QI vs. classical research
 - b. 6 elements of methods section
2. Writing team review
 - a. 2nd draft Introduction

Homework

1. Draft Methods.
2. Share with writing team **at least 4 business days prior to next meeting.**
3. Edit and critique team members' Methods prior to next meeting.

Session 4 (September 26, 2024)

1. Tables and Figures
 - a. When to use
 - b. How to use
 - c. Making table/figures meaningful
2. Writing team review
 - a. 1st draft Methods

Homework

1. Review and edit Methods.
2. Share with writing team **at least 4 business days prior to next meeting.**
3. Edit and critique team members' Methods prior to our next meeting.



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Session 5 (October 10, 2024)

1. Writing an Effective Results
 - a. Elements of results section
2. Writing team review
 - a. 2nd draft Methods

Homework

1. Draft Results.
2. Share with writing team **at least 4 business days prior to next meeting.**
3. Edit and critique team members' Results prior to our next meeting.

Session 6 (October 24, 2024)

1. Editing and Copy Editing
 - a. What's the difference?
 - b. Grammar software
 - c. Top Ten mistakes
2. Writing team review
 - a. 1st draft Results

Homework

1. Review and edit Results.
2. Share with writing team **at least 4 business days prior to next meeting.**
3. Edit and critique team members' Results prior to our next meeting.

Session 7 (November 7, 2024)

1. Writing an Effective Discussion
 - a. 4 elements of discussion
2. Writing team review
 - a. 2nd draft Results

Homework

1. Draft Discussion section.
2. Share with writing team **at least 4 business days prior to next meeting.**
3. Edit and critique team discuss prior to our next meeting.

Session 8 (November 21, 2024)

1. Hitting submit
 - a. Cover letters
 - b. Submission
 - c. Providing list of reviewers
 - d. Why papers are rejected
 - e. Thinking like a reviewer
2. Writing team review
 - a. 1st draft Discussion



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Homework

1. Review and edit Discussion.
2. Share with writing team **at least 4 business days prior to next meeting.**
3. Edit and critique team members' Discussion prior to our next meeting.

Session 9 (December 5, 2024)

1. Writing an Effective Abstract
 - a. Abstract elements
 - b. Author instructions
2. Writing team review
 - a. 2nd draft Discussion

Homework

1. Draft Abstract.
2. Have your co-authors review and edit your FULL manuscript.
3. Final edit/copy edit of FULL manuscript.
4. Share with writing team **at least 4 business days prior to next meeting.**
5. Edit and critique team members' FULL manuscript prior to our next meeting.

Session 10 (December 19, 2024)

1. Responding to reviewers
 - a. Selecting next journal
 - b. Reviewing papers
2. Final follow up/next steps
3. Writing team review
 - a. Abstract
 - b. Full manuscript

Homework

1. Ask an experienced colleague, who was not involved with this project, to review and edit your manuscript.
2. Submit your completed manuscript and notify team of submission.
3. Complete the post-course survey.