

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**SUMY NATIONAL AGRARIAN UNIVERSITY**

**Department of Management**

**«Affirm»**

**Head of the Department of**

**Management**

\_\_\_\_\_ **A.M. Mykhailov**

**«\_\_\_\_\_» \_\_\_\_\_ 2019**

## **WORK PROGRAM OF THE DISCIPLINE**

**«Methodology for preparing scientific papers in a foreign language»**

**Training field:** Postgraduate students

*073 "Management"; 091 "Biology"; 133 " Sectoral Engineering "; 201 "Agronomy"; 202 "Protection and Plant Quarantine"; 204 "Technology of production and processing of livestock products"; 211 "Veterinary Medicine"*

**Faculty:** department of postgraduate and doctoral studies

2019 – 2020

Work program of the discipline «**Methodology for preparing scientific papers in a foreign language**».

**Author: Shevchenko T.I.**, Senior Researcher at the Scientific Department, Associate Professor at the Department of Management, Candidate of Economic Sciences

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Work program was considered at the Department of Management  
Protocol from \_\_\_\_\_

**Head of the Department of  
Management**

\_\_\_\_\_ **prof. A.M. Mykhailov**

**Agreed:**

Head of the Department of Graduate Studies

\_\_\_\_\_ I.V. Lozynska

Methodist of the Educational Department

\_\_\_\_\_ G.O. Baboshyna

Reiterated: date: \_\_\_\_\_

Approved by the Council of SNAU, June 12, 2019

### 1. Description of the educational discipline

Name	Knowledge area, field, educational qualification level	Characteristics of the discipline	
		full-time study	part-time study
Number of credits – 2	Knowledge area: <i>Scientific</i>	<i>Normative</i>	
	Specialty: –		
Modules – 2	Field: <i>Academic writing</i>	<b>Year of preparation:</b>	
Content modules: 2		2019-2020	–
Individual scientific task: +		<b>Course</b>	
		1	–
		<b>Semester</b>	
Total hours – 90		1st	–
		<b>Lectures</b>	
Weekly hours for full-time study: classroom – 2		0 hours	–
		<b>Practical, seminar</b>	
		24 hours	–
	<b>Laboratory</b>		
	–	–	
	<b>Individual work</b>		
	66 hours	–	
	Individual tasks: –		
Type of control: <b>exam</b>			
	Qualification level: <i>The third level</i>		

The ratio of the class hours number to the individual work hours number for full-time education is 24/36.

## 2. The purpose and specific objectives of the discipline

*The purpose of the discipline* is to form a set of knowledge for postgraduate students about the general principles, methods, and techniques of organizing the academic article preparation that meets the requirements of international journals.

*The discipline specific objectives* as follows:

- to acquaint the graduate students with the international scientometric bases SCOPUS and Web of Science Core Collection as the most extensive by the content and coverage period;
- to acquaint with scientometric indicators of some international databases;
- to master the skills of preparing and accompanying academic papers of different types (original article, review paper, conference paper, short communication);
- to master the skills of promoting and popularization the results of a scientist's research by using specific tools;
- to learn about some international programmes for research funding and provide skills for preparing a project proposal.

*As a result of studying the discipline, the postgraduate student must:*

*To know:*

- tools of SCOPUS and Web of Science international scientometric databases;
- capabilities and specificity of the filters in SCOPUS and Web of Science;
- scientometric indicators and ways of their calculation;
- basic requirements to the content and structure of academic paper;
- presentation of the main elements of academic article in accordance with the requirements of high level journals;
- general guidelines for selecting journal relevant for article;

- features of searching, accumulation and processing of scientific papers, progressive information retrieval tools;
- modern reference management software;
- general recommendations regarding effective communication with editor and reviewers;
- general principles for project proposal preparation for funding;
- ethical principles and standards in preparation of academic paper.

***Be able to:***

- use the SCOPUS and Web of Science tools;
- use of specific filters in SCOPUS and Web of Science databases;
- prepare original of review article which by content and structure meets the basic requirements of international journals indexed by SCOPUS/ WoS;
- choose a journal to publish the results of research;
- provide effective communication skills with journal editor and reviewers;
- carry out of literature search, accumulating and processing;
- apply reference management software: Mendeley, EasyBib.com, EndNote, Zotero, ReadCube Papers, RefWorks, F1000 Workspace, JabRef.
- prepare project proposal for funding.

### **3. The program of the discipline**

#### ***Module 1 – High-quality academic paper as an integral part of a successful scientist***

***Topic 1. SCOPUS and Web of Science Core Collection as international scientometric databases.***

The overview of SCOPUS and Web of Science Core Collection databases as the most comprehensive by the content and coverage period. The system of database filters. Institution profile, author profile, and journal profile. Ranking of journals. Editing of an author profile. Features of inclusion of a journal in SCOPUS/Web of Science.

***Topic 2. Scientometric indicators and their measurement***

The essence of the scientometric system. Scientometric indicators in research evaluation. Calculation of scientometric indicators. Scientometric tools in SCOPUS and Web of Science Core Collection. Scientific citation indexes. Scientometry of Ukrainian science. Ranking of universities according to SciVerse Scopus scientometric database. Science of countries in international bibliometric bases.

#### ***Module 2 – Academic paper preparation and promotion of scientific research results***

***Topic 3. Organization of academic paper preparation and its further accompanying***

Academic paper types: original article, conference paper, scientific communication, and review paper. General requirements for an article's structure and content. Special requirements of some international journals. Tables, illustrations and additional information. Recommendations for selecting a journal. Cover letter for a journal editor. An overview of Elsevier's journal selection systems. Scholarly peer review. The most common reviewer's comments. The main reasons of paper rejection.

***Topic 4. Organization of work with scientific literature***

Scientific information retrieval systems. Searching, accumulation and processing of scientific literature. Comprehensive literature review main stages. Reference management software: Mendeley, EasyBib.com, EndNote, Zotero, ReadCube Papers, RefWorks, F1000 Workspace, JabRef.

***Topic 5. Ethics of scientific publications, academic integrity and responsibility***

Academic ethics. Ethical principles for research and publication. Types of academic dishonesty. Plagiarism and its types. Academic integrity. Academic responsibility.

***Topic 6. Google Scholar bibliometric profiles and other tools to disseminate research results***

Bibliometric profile of a scientist. Algorithm for creation of Google Scholar bibliometric profile. Profile update. ORSID. Researcher ID. Publons. Research impact.

***Topic 7. Promoting the results of scientist's scientific research***

Project proposal writing. Scientific project's key elements. Project summary. Scientific project management. Features of scientific project management for international level grant programs. National and international grant programs. Academic staff mobility. Research mobility plan. Postdoctoral Fellowship.

### 3. The discipline structure

Title of module/topic	Number of hours										
	Full-time					Part-time					
	Total	Incl.					Total	Incl.			
L		P	Lab	Ind.	I.w.	L		P	Lab	Ind.	I.w.
<b><i>Module 1 – High-quality academic paper as an integral part of a successful scientist</i></b>											
Topic 1. SCOPUS and Web of Science Core Collection as international scientometric databases	22	0	4			18					
Topic 2. Scientometric indicators and their measurement	22	0	4			18					
<b><i>Together for Module 1</i></b>	<b>44</b>	<b>0</b>	<b>8</b>			<b>36</b>					
<b><i>Module 2 – Academic paper preparation and promotion of scientific research results</i></b>											
Topic 3. Organization of academic paper preparation and its further accompanying	12	0	6			6					
Topic 4. Organization of work with scientific literature	8	0	2			6					
Topic 5. Ethics of scientific publications, academic integrity and responsibility	8	0	2			6					
Topic 6. Google Scholar bibliometric profiles and other tools to disseminate research results	10	0	4			6					
Topic 7. Promoting the results of scientist's scientific research	8	0	2			6					
<b><i>Together for module 2</i></b>	<b>40</b>	<b>0</b>	<b>16</b>			<b>30</b>					
<b>Total</b>	<b>90</b>	<b>0</b>	<b>24</b>			<b>66</b>					

## 5. Practical topics (full-time form)

No	Topic title	Number of hours
1	<p><b>Topic 1.</b> <i>SCOPUS and Web of Science Core Collection as international scientometric databases.</i></p> <p>The overview of SCOPUS and Web of Science Core Collection databases as the most comprehensive by the content and coverage period. The system of database filters. Institution profile, author profile, and journal profile. Editing of an author profile.</p>	4
2	<p><b>Topic 2.</b> <i>Scientometric indicators and their measurement</i></p> <p>The essence of the scientometric system. Scientometric indicators in research evaluation. Calculation of scientometric indicators. Scientometric tools in SCOPUS and Web of Science Core Collection. Scientific citation indexes. Scientometry of Ukrainian science. Ranking of Ukrainian universities according to SciVerse Scopus scientometric database. Science of Ukraine in international bibliometric bases.</p>	4
3	<p><b>Topic 3.</b> <i>Organization of academic paper preparation and its further accompanying</i></p> <p>Academic paper types: original article, conference paper, scientific communication, and review paper. General requirements for an article's structure and content. Special requirements of some international journals. Tables, illustrations and additional information. Recommendations for selecting a journal. Cover letter for a journal editor.</p>	6
4	<p><b>Topic 4.</b> <i>Organization of work with scientific literature</i></p> <p>Scientific information retrieval systems. Searching, accumulation and processing of scientific literature. Comprehensive literature review main stages. Reference management software: Mendeley, EasyBib.com, EndNote, Zotero.</p>	2
5	<p><b>Topic 5.</b> <i>Ethics of scientific publications, academic integrity and responsibility</i></p> <p>Academic ethics. Ethical principles for research and publication. Types of academic dishonesty. Plagiarism and its types.</p>	2
6	<p><b>Topic 6.</b> <i>Google Scholar bibliometric profiles and other tools to disseminate research results</i></p> <p>Bibliometric profile of a scientist. Algorithm for creation of Google Scholar bibliometric profile. Profile update. ORSID. Researcher ID. Publons. Research impact.</p>	4
7	<p><b>Topic 7.</b> <i>Promoting the results of scientist's scientific research</i></p> <p>Project proposal writing. Scientific project's key elements. Project summary. Scientific project management. Features of scientific project management for international level grant programs.</p>	2
<b>Total</b>		<b>24</b>

## 6. Individual work (full-time form)

No	Topic title	Number of hours
1	<i>Topic 1. SCOPUS and Web of Science Core Collection as international scientometric databases.</i> Ranking of journals. Editing of an author profile. Features of inclusion of a journal in SCOPUS/Web of Science.	6
2	<i>Topic 2. Scientometric indicators and their measurement</i> Ranking of universities according to SciVerse Scopus scientometric database. Science of countries in international bibliometric bases.	6
3	<i>Topic 3. Organization of academic paper preparation and its further accompanying</i> An overview of Elsevier's journal selection systems. Scholarly peer review. The most common reviewer's comments. The main reasons of paper rejection.	6
4	<i>Topic 4. Organization of work with scientific literature</i> Reference management software: ReadCube Papers, RefWorks, F1000 Workspace, JabRef.	4
5	<i>Topic 5. Ethics of scientific publications, academic integrity and responsibility</i> Plagiarism and its types. Academic integrity. Academic responsibility.	4
6	<i>Topic 6. Google Scholar bibliometric profiles and other tools to disseminate research results</i> Profile update. ORSID. Researcher ID. Publons. Research impact.	4
7	<i>Topic 7. Promoting the results of scientist's scientific research</i> National and international grant programs. Academic staff mobility. Research mobility plan. Postdoctoral Fellowship.	6
	<b>Total</b>	<b>36</b>

## 7. Learning methods

1. Verbal methods: story, explanation, conversation, lecture, tables and graphs, supporting notes, etc.
2. Visual methods: demonstration, illustration, observation, etc.
3. Analytical, synthesis methods, inductive method.
4. Active teaching methods: brainstorming, debates, role games, trainings, use of problem situations, group research, self-assessment of knowledge, imitation training methods, use of educational and control tests, use of basic lecture notes.
5. Interactive learning technologies, use of multimedia technologies, case study.

## **8. Control methods**

1. Rating control over the 100-point ECTS rating scale.
2. Conducting intermediate control during the semester (intermediate attestation)
3. Multicriteria assessment of students' current work:
  - the level of knowledge demonstrated on practical classes;
  - activity during the discussion;
  - individual study;
  - test results;
  - written tasks, etc.

## 9. Points allocation

Current testing and individual work						I/ W	Module and individual work	Exam	Total
Module 1 – 15		Module 2 – 45							
T1	T2	T3	T4	T5	T6	T7	70 (60+10)	30	100
10	5	10	5	10	10	10			

## Rating scale: national and ECTS

Total points	ECTS	National rating	
		For exam, practice	Final test
90 – 100	<b>A</b>	Very good	Passed
82-89	<b>B</b>	Good	
75-81	<b>C</b>		
69-74	<b>D</b>	Satisfactorily	
60-68	<b>E</b>		
35-59	<b>FX</b>	Unsatisfactory with the possibility of retesting	Not passed with the possibility of retesting
1-34	<b>F</b>	Unsatisfactory with the compulsory re-study of the discipline	Not passed with the compulsory restudy of the discipline

## 10. Recommended literature

### Basic

1. Berkenkotter C., Huckin T. Genre Knowledge in Disciplinary Communication: Cognition, Culture, Power. Hillsdale, NJ: Lawrence Erlbaum, 1995.
2. Writing: Texts, Processes and Practices / Ed. Candlin C., Hyland K. London and New York: Longman, 1999.
3. Craswell, G., Writing for Academic Success. London: Sage Publications, 2004.
4. Crème, P., Lea M.R., Writing at University. Buckingham: Open University Press, 2008.

5. Folse K.S., Muchmore-Vokoun J. et al., Great Paragraphs: An Introduction to Writing Paragraphs. Boston: Houghton Mifflin, 2003.
6. Gardner P.S., New Directions: Reading, Writing, and Critical Thinking / Cambridge Academic Writing Series. Cambridge: CUP, 2005.
7. Hamp-Lyons L., Heasley B., Study Writing: A Course in Written English for Academic and Professional Purposes. Cambridge: CUP, 2006.
8. Jolly D., Writing Tasks. An Authentic-Task Approach to Individual Writing Needs. Cambridge: CUP, 1994.
9. Jordan R.R., Academic Writing Course: Study Skills in English. Essex: Pearson Education Ltd., 1999.
10. Latulippe L.D., The Teaching of EFL Writing at High School. Journal of Education, No.23, 2006.
11. Latulippe L.D., Writing as a Personal Product. New Jersey: Prentice Hall Regents, 1992.
12. Lea M., Street B. Student writing in higher education: an academic literacies approach. Studies in Higher Education, No. 23 (2), 1998.
13. McArthur T. The Written Word. A Course in Controlled Composition. OUP, 1994.
14. Mitchell S., Riddle M. Improving the Quality of Argument in Higher Education: Final Report. Middlesex: Middlesex University, School of Lifelong Learning & Education, 2000.
15. Morley J., Doyle P., Pople I. University Writing Course. Berkshire: Express Publishers, 2007.
16. Oshima A., Hogue A., Introduction to Academic Writing. Pearson PTR Interactive/The Longman Academic Writing Series. Essex: Longman, 2006.
17. Oshima A., Hogue A., Writing Academic English. New York: Pearson, 2006.
18. Sherman J., Feedback: Essential Writing Skills for Intermediate Students. Oxford: OUP, 1995.

19. Smalzer W.R. Write to Be Read: Reading, Reflection, and Writing. Cambridge: CUP, 1996.
20. Swales, J., Feak C., Academic Writing for Graduate Students. Michigan: Michigan University Press, 2004.
21. Trzeciak J., Mackay S.E., Study Skills for Academic Writing. Hertfordshire: Prentice Hall International (UK), 1994.
22. Wareing S. How to Study Successfully.-Newport: University of Wales, Newport, 2004.
23. Weigle S.C. Assessing Writing. Cambridge Language Assessment Series. Cambridge: CUP, 2002.

### **Additional**

1. Bailey S. Academic Writing: A Handbook for International Students. Third edition. London and New York: Taylor & Francis, 2015, 314 p.
2. Craswell G. Writing for Academic Success. Sage Publications, 2004.
3. Murray N. Writing Essays in English Language and Linguistics, Cambridge University Press, 2012.
4. Creme P., Lea M.. Writing at University: A guide for students. Open University Press, 2008.
5. Jordan R.R. Academic Writing Course. London: Nelson/Longman, 1999.
6. Hamp-Lyons L., Heasley B. Study Writing. Cambridge University Press, 2006.
7. Oshima A., Hogue A. Writing Academic English, Addison-Wesley, New York, 2005.
8. Swales J., Feak C. Academic Writing for Graduate Students: Essential Skills and Tasks. Michigan University Press, 2012.