Session #3: Team Writing: Opportunities and Challenges

Presentation will begin at 12:00 PM (PT)

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

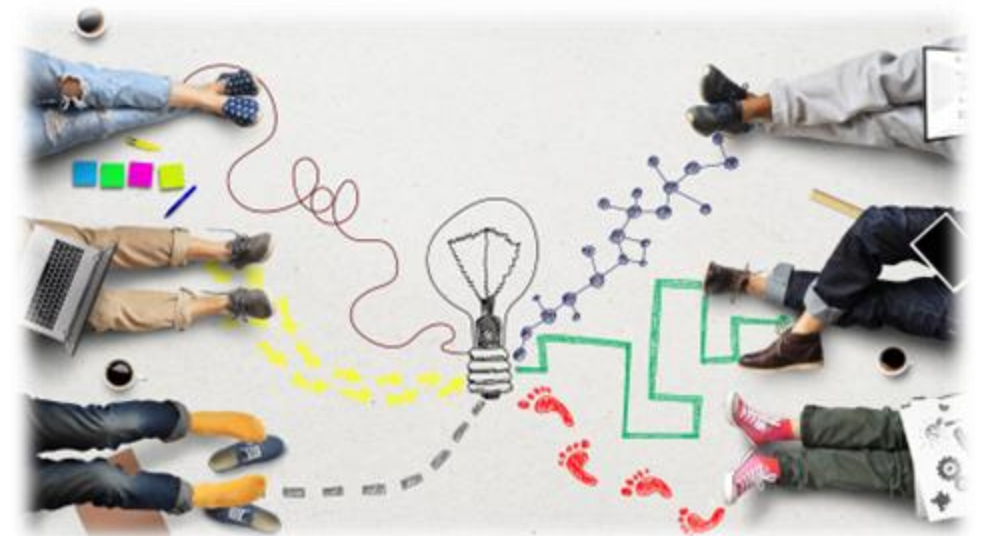# 2023-2024 TEAM SCIENCE SEMINAR SERIES SCHEDULE

Logistics: 10 one-hour sessions occurring Oct 2023-July 2024 from 12pm-1pm on the 1st Thurs of each month; certificate offered through ITHS if attend 8 or more sessions (80%) & complete session evaluations.

Date	Topic	Date	Topic
10/5/23	Introduction to the Team Science Seminar Series 2023-2024: Collaboration & Teamwork	3/7/2024	Engaging the Community
11/2/2023	Kicking-off a New Team	4/4/2024	Getting Promoted as a Team Scientist
12/7/2023	Team Writing: Opportunities & Challenges	5/2/2024	Writing Team Plans for Grants
1/4/24	Tools for Collaboration	6/6/2024	Biases, Microaggressions, and Specific Challenges
2/1/2024	Strategies to Address Conflict	TBD	Leadership/ Delegation

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Learning Objectives

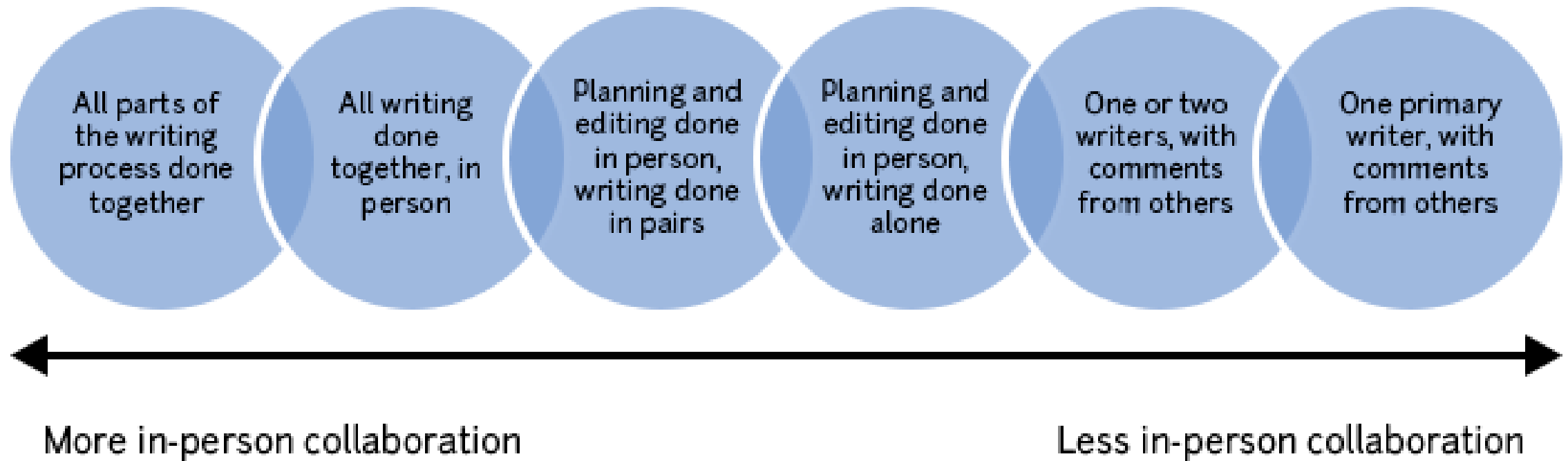**AT THE END OF THIS SEMINAR, PARTICIPANTS WILL BE ABLE TO:**

1. Understand the rationale for participating in team-based writing

2. Identify tools to support planning, drafting, and revising your team-based writing products

3. Describe strategies to enhance the experience, productivity, and impact of your team-based writing

4. Discuss ways to highlight team-based writing roles and co-author contributions in curriculum vitae and academic appointment and promotion materials

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Plan for the Day

- Welcome & Introductions

- Learning Objectives & Plan for the Day

- Context: Types of & Rational for Team-Based Writing

- Tools & Strategies to Support Team-Based Writing:

  - Planning for writing
  - During the writing process (including revisions & publication)

- Acknowledging contributions & considerations for early career writers

- Q&A/Team Science Office Hours

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Types of Team-Based Writing

All parts of the writing process done together

All writing done together, in person

Planning and editing done in person, writing done in pairs

Planning and editing done in person, writing done alone

One or two writers, with comments from others

One primary writer, with comments from others

More in-person collaboration

Less in-person collaboration

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Rationale for Team-Based Writing

Science is increasingly (and has been) a team sport

➢ Co-authored papers are increasingly the norm[1,2]

  ➢ Teams are getting bigger

  ➢ Prior authorship patterns often left out important contributors (i.e. Rosalind Franklin should have been a co-author on the 1953 Watson & Crick paper describing DNA structure)

➢ Co-authored papers are more often cited than solo authored papers[1,3]

  ➢ Citations also increase with manuscript length and references cited (in Ecology journals)[3]

➢ Authorship is an important consideration in academic appointment, promotion, and tenure as well as in grant reviews[4]

  ➢ Publications are one of the main ways that knowledge is shared & archived

References: 1) Ten strategies for avoiding and overcoming authorship conflicts in academic publishing (facetsjournal.com); 2) The Increasing Dominance of Teams in Production of Knowledge | Science; 3) Citations increase with manuscript length, author number, and references cited in ecology journals - Fox - 2016 - Ecology and Evolution - Wiley Online Library; 4) Strategies for effective collaborative manuscript development in interdisciplinary science teams - Oliver - 2018 - Ecosphere - Wiley Online Library

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Planning for Team-Based Writing

1. Clarify project goal & intended product

2. Make an authorship plan

   - Contact potential authors & invite them to participate (i.e. those who participated in the conception, development, implementation, evaluation related to the project)
     - Clarify relevant authorship criteria (e.g. ICJME authorship criteria: ICMJE | Recommendations | Defining the Role of Authors and Contributors)
     - Offer acknowledgement for those not available or interested in co-authoring but contributed
   - Identify who will take the lead on the manuscript (i.e. one leader, two co-leads, etc.) & planned order& role of co-authors, including role of senior authors
     - Who on your team is writing particularly important for?
     - Consider signing authorship agreements
     - Clarify key dates, roles, and resource needs

3. Communicate plans so that they can be referenced (i.e. send planned author order, key dates, who/what needs to be acknowledged in an email and/or save in project folder that all can access– see examples in team writing toolkit)

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Planning for Team-Based Writing

Idea Generation:

- Individuals with particular interests, grant roles, or authorship needs suggest ideas

- Responding to calls for special issues or tailoring for a specific audience (i.e. conference abstracts)

- Taking time in meetings to brainstorm & plan for dissemination

- Writing retreats (*Make it fun! Can but don't need to travel*)

Writing Retreat Example Agenda

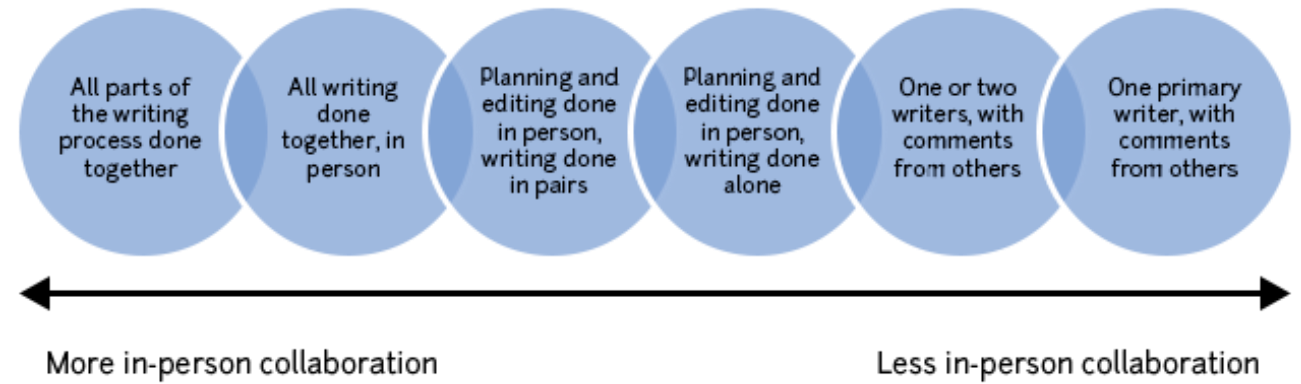| Timeline	Activities
8:30am-8:45am	Arrival • Get coffee/get comfortable
8:45am-9:00am	Discuss Plan of the Day • Confirm/revise previously outlined plan of the day based on attendance, priorities, etc.
9:00am-10:30am	Work Session #1 (1.5 hours) • Group and individual work on priority manuscripts (identified prior to workshop)
10:30-10:45am	Break
10:45am-12:15pm	Work Session #2 (1.5 hours) • Group and individual work on priority manuscripts
12:15pm-12:30pm	Break/Get Lunch
12:30pm-1:30pm	Lunch Discussion • Outline a new manuscript as a group
1:30pm-2:30pm	Discuss publication plan/identify places to submit abstracts
2:30pm-3:15pm	Group Break/Walk
3:15pm-5:15pm	Work Session #3 (2 hours) • Group and individual work on priority manuscripts (and, if time/interest, abstracts/paper identified during midday work sessions)
5:15pm-5:30pm	Break/Get Dinner
5:30pm-6:30pm	Dinner Discussion • Report back on progress, plans/timelines, next steps (next writing retreat?)
6:30pm	Depart Writing Retreat location

*Note: make sure that you have a specific goal or goals for your team writing retreats; advance planning is important to ensure that team members are able to attend and that participating team members have a shared understanding of what they will be working on during the writing retreat (e.g. individual projects vs. team writing).

https://collaborate.uw.edu/programs/team-science-initiative/interprofessional-team-writing-toolkit/

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

During the Writing Process

Circles along an arrow:
- All parts of the writing process done together
- All writing done together, in person
- Planning and editing done in person, writing done in pairs
- Planning and editing done in person, writing done alone
- One or two writers, with comments from others
- One primary writer, with comments from others

More in-person collaboration ←→ Less in-person collaboration

Approaches to getting writing done:

- Depends heavily on writing process selected

- Handing off (i.e. word document over email)

- Shared documents (e.g. in Google drive, Onedrive)

    - Fewer lags or issues with version control – may decide to use during revision rather than writing (depending on writing approach selected)

- Normalize periodic updates/check-ins (i.e. collective review of outline; check-ins during meetings or monthly email check-ins to/from co-authors) & reaching out for help when stuck

    - Send thank you notes to authors/co-authors– include the citation for the paper to make it easier for people to track & update CVs

- Ensure timelines allow enough time for writing and revision to be thoughtful, thorough, iterative

    - Often helpful to point co-authors with specific expertise towards specific questions or areas of the paper based on expertise

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

9

Strategies for successful team-based writing early in your career faculty

- Have writing/authorship conversations early on before you join a project and/or identify a mentor – how do they approach writing/co-authorship, etc.

  - Clarify whether there are opportunities to participate in writing

- Send a follow-up email or meeting minutes to people involved in authorship conversations to help promote clarity, identify differences in understanding early on, avoid issues with forgetting

- Approach potential misunderstandings or differences with humble inquiry (people forget, projects take a long time, etc.)

- Remember to onboard new people (*how can they participate in or lead writing?*)

- Be a creative and committed author & co-author

  - Seek out ways to improve & practice your writing skills

  - Take the time to write & revise well to help improve writing in papers on which you are a co-author

- Keep track of writing projects (i.e. monthly tracking) & check-in on a regular basis

  - *"I'm updating my writing tracking document (or CV) and wanted to check in on the status of …"*

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

10

Example of a monthly writing tracking document

Last Update Date: 12/1/23

Status check author profiles (add pubs as needed)

- E.g. ORCID, MyNCBI (add hyperlink to your profiles)

Conference Abstracts

- Upcoming abstract due dates (including approximate)

- Submitted abstracts

- Accepted abstracts

Publications

- Under Review

- In Progress that I am leading

- In Progress that others are leading (or TBD)

- On Deck (start working on after manuscripts above submitted)

- Future Papers

- Papers on Ice

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Highlighting team-based writing in a Curriculum Vitae

Publications:

► Historically trainees are first author, PI as last & senior author

► Large number of authors in interdisciplinary work, often resulting in significant number of middle authors

► Denote your trainees with special fonts (bold, underline, asterisks)

► Provide a few sentences on the project, your role & your trainees role, the impact of the work, & why the interdisciplinary collaboration was critical in making the work possible.

*Hermione Grainger, Ron Weasley, Bellatrix Lastrange, Jane Doe, Bill Jones, Robert Roe, **Dolores Umbridge**. Feasibility and Acceptability of Emergency Use Authorization SARS-COV-2 Home Based Nucleic Acid Diagnostic Tests., Journal of Molecular Diagnostics, 2020, June 5, 125:5.*

This publication resulted from a multi-PI (Umbridge and Jones) NIH funded project focusing on evaluating existing COVID-19 diagnostic tests for use at home by untrained users. Jones' group provided analytical and clinical evaluation of the diagnostic tests.

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Resources/References

1. UW Interprofessional Writing Toolkit: https://collaborate.uw.edu/programs/team-science-initiative/interprofessional-team-writing-toolkit/

2. Oliver, S.K., Fergus, E., Skaff, N.K., Wagner, T., Tan, P.N., Spence Cheruvelio, K., Soranno, P.A., (2018). Strategies for effective collaborative manuscript development in interdisciplinary science teams https://doi.org/10.1002/ecs2.2206

3. Borer, E.T., MacDougall, A.S., Stevens, C.J., Sullivan, L.L., Wilfahrt, P.A., Seabloom, E.W. (2023). Writing a massively multi-authored paper: Overcoming barriers to meaningful authorship for all Methods in Ecology and Evolution - Wiley Online Library

4. UNC Writing Center Tips & Tools for Group Writing: https://writingcenter.unc.edu/tips-and-tools/group-writing/

5. University of Wisconsin Writing Center: https://writing.wisc.edu/handbook/process/collaborative-and-group-writing/

6. University of Minnesota Tips to Support Team-Based Writing: https://wac.umn.edu/tww-program/teaching-writing-blog/all-together-now-assigning-and-supporting-team-based-writing

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Q&A

What other strategies/approaches have you used for team writing?

What questions do you have about team-based writing?

Debrief/Wrap-Up

► Please provide feedback on today's session!

   ► Feedback in chat

   ► Complete Today's Session Evaluation

► Next month's session:

   ► Tools for Collaboration

   ► Thurs 1/4/2024 12:00pm-1:00pm

   ► Registration is live

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

2023-2024 TEAM SCIENCE SEMINAR SERIES SCHEDULE

Logistics: 10 one-hour sessions occurring Oct 2023-July 2024 from 12pm-1pm on the 1st Thurs of each month; certificate offered through ITHS if attend 8 or more sessions (80%) & complete session evaluations.

Date	Topic	Date	Topic
10/5/23	Introduction to the Team Science Seminar Series 2023-2024: Collaboration & Teamwork	3/7/2024	Engaging the Community
11/2/2023	Kicking-off a New Team	4/4/2024	Getting Promoted as a Team Scientist
12/7/2023	Team Writing: Opportunities & Challenges	5/2/2024	Writing Team Plans for Grants
1/4/24	Tools for Collaboration	6/6/2024	Biases, Microaggressions, and Specific Challenges
2/1/2024	Strategies to Address Conflict	TBD	Leadership/ Delegation

ITHS | Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.