

# College of Design, Construction and Planning

## DCP 7981: Doctoral Core 3: Academic Writing for Publication

Fall 2023

Wednesday 9:35am-12:35pm

FAC 208

*Draft syllabus v.1.4*

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office hours by appointment

### Course description

This course assists advanced DCP (Design, Construction and Planning) doctoral students with preparing their dissertations and scholarly publications. It is designed to give students practical experience in getting their work published in peer-reviewed journals. Throughout the semester students will learn the publication process and share strategies for achieving academic writing success. Topics include setting up a work schedule, identifying appropriate journals for submission, working with editors, clarifying arguments, making claims for significance, organizing material, giving and responding to peer review, as well as presenting at academic conferences. Students will hone their skills by analyzing examples, writing, presenting, and assisting their classmates. By the end of the semester, students will a journal quality article to submit for publication.

### Learning objectives

At the end of this course, students will be able to:

1. Develop effective writing habits and academic writing skills.
2. Understand the components of a research article and be prepared to submit a journal article manuscript.
3. Develop strong conference presentation skills.
4. Conduct a high-quality literature review.
5. Complete their dissertation proposal and/or implement it *or*
6. Submit an academic article for peer review.

### Prerequisites

1. DCP 7911: Advanced Design, Construction and Planning Research 1; **and**
2. A research agenda developed to the point of being able to write about it.
  - a. Acceptable documents include: a dissertation proposal or original PhD-level research suitable for publication. If in doubt, see the instructor.

## Required text

Belcher WB (2019) *Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success Second edition*. Chicago: University of Chicago Press.

You will need the 2019 edition, not the previous one (2009). If you want to keep your workbook clean, you can print out the forms at <https://wendybelcher.com/writing-advice/workbook-forms/> and use those instead of writing in the book.

## Recommended but optional

King S (2020[2010]) *On Writing: A Memoir of the Craft*. New York: Scribner.

\*Both books are available in the reserves at Architecture and Fine Arts Library.

## Assignments and evaluation

Your evaluation will be based on the following course components:

- |                            |     |                           |
|----------------------------|-----|---------------------------|
| 1. Participation:          | 20% | Ongoing                   |
| 2. Abstract:               | 10% | Due: September 13         |
| 3. Complete first draft:   | 20% | Due: October 25           |
| 4. Peer review exercise    | 10% | Due: In-class October 25  |
| 5. Conference presentation | 10% | Due: November 29          |
| 6. *Final article draft:   | 30% | Due: December 13, 12:00pm |

**Be advised that you have some writing due every week.**

You will have an average of 25 to 50 pages of reading per week and will be **required to complete the writing workbook's tasks for that week and bring them to class for discussion**. Completion of these exercises counts towards your participation grade and is essential for the process of drafting an article.

You have two oral presentations: one PowerPoint presentation that is a seven-slide overview of your article and one 15-minute (conference worthy) PowerPoint presentation on your article.

\*Final articles will be graded based on their (1) stating an argument early and clearly; (2) being carefully organized around that argument; (3) linking to a relevant scholarly conversation; and (4) providing pertinent evidence in support of the argument.

*Extra credit* will be given to those students who submit their revised article to an appropriate journal and then forward to the instructor the email from the journal acknowledging receipt of the article.

*Late assignments* will be marked down 10% of the total grade if they are not turned in by the deadline, and then an additional 10% for each week they are late. Assignments more than 3 weeks late will not be graded.

*Missed class* are allowed with acceptable, documented, and prompt reasons for absence, with communication to the instructor as early as possible: <https://gradcatalog.ufl.edu/graduate/regulations/>.

The relationship between letter grades and numeric grades is: ( $\geq 94.0$ ), A- ( $\geq 90.0$ ), B+ ( $\geq 87.0$ ), B ( $\geq 83.0$ ), B- ( $\geq 80.0$ ), C+ ( $\geq 77.0$ ), C ( $\geq 73.0$ ), C- ( $\geq 70.0$ ), D+ ( $\geq 67.0$ ), D ( $\geq 63.0$ ), D- ( $\geq 60.0$ ), and E ( $< 60.0$ ). Where A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D=1.0, D-=0.67, E=0.0.

## Course policies and information

### Class format

This class is a combination of learning and doing. It will be run as both a discussion based seminar and workshop, including an organized writing group in the last 60-90 minutes of class. Graded assignments are hands-on, analyzing real-world examples and applying lessons to create academic deliverables related to the student's research, such as the dissertation and article manuscripts. Office hours are by appointment, either in person or via Zoom. Your active participation is essential to the success of the seminars and learning goals. As such, you are expected to participate substantively during in-class discussions.

### Attendance policy

Attendance during class time is required. Absence can be waived for UF-excused reasons with prompt communication and documentation. If you miss a class, check the syllabus and inquire with classmates.

### Email

Please use your University of Florida account to email me and use "DCP 7981" in the subject line. I will do my best to respond as promptly as possible, though please do not expect an immediate response. I will respond to your email within 1-2 business days. Please do not ask questions over email that require a long response. You should see me during office hours to ask any in-depth questions.

### Canvas

It is your responsibility to regularly (at least once a week) check this course's Canvas site. Course readings, materials (e.g., assignment instructions), and important announcements will be provided via Canvas. All written work must be submitted via Canvas unless otherwise specified during class. Grades will be posted via Canvas.

### Writing assistance

You will be expected to produce assignments that have clear and concise writing that effectively communicates your research findings and arguments. You are encouraged to make use of the university's Writing Studio (<https://writing.ufl.edu/writing-studio/>).

## Students requiring accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

## Course evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at [gatorevals.aa.ufl.edu/students/](http://gatorevals.aa.ufl.edu/students/). Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). Summaries of course evaluation results are available to students at [gatorevals.aa.ufl.edu/public-results/](http://gatorevals.aa.ufl.edu/public-results/)

## University honesty policy

All UF students are **required** to follow the University's Honor Code, which includes issues of cheating, plagiarism, and honesty. Any violation of the academic integrity expected of you will result in a minimum academic sanction of **failing grade on the assignment or assessment**. Be advised that assignments may be screened for plagiarism using the text-matching tool Turnitin and AI detecting tools GPTZero, GPT-2 Dector, and AI Content Dector. Any alleged violations of the Student Honor Code will result in a referral to Student Conduct and Conflict Resolution. Please review the Student Honor Code and Student Conduct Code at <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.

### **You are responsible for any content that you produce or publish that includes AI-generated material.**

Be aware that AI-generated content can be inaccurate, misleading, or entirely fabricated (sometimes called "hallucinations") or may contain copyrighted material. Furthermore, UF policy prohibits individuals from entering classified data, including *human subject research data* and *unpublished research data*, into publicly available generative AI tools such as ChatGPT and the like. Please be advised that data may be retained by AI software and used as responses to other users. Individuals have limited control over their data and many companies offer no process to amend or delete data that has been submitted. Therefore, putting data into ChatGPT or similar services is equivalent to disclosing the data to the public. Refer to UF's Integrated Risk Management policies at <https://irm.ufl.edu/fast-path-solutions/items/chatgpt.html>.

## Student privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://registrar.ufl.edu/ferpa/>.

## Campus resources

### Health and Wellness

#### **U Matter, We Care:**

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

#### **Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department** at 392-1111 (or 9-1-1 for emergencies), [or http://www.police.ufl.edu/](http://www.police.ufl.edu/).

## Tips for success in this class

1. You cannot wait to read the workbook until the night before class, because it has daily tasks you must complete.
2. *Always bring your writing workbook and something to write with on (i.e., laptop) to class.*
3. Bring the required printouts and Belcher's workbook to every class. If you are opposed to printing, you will need to bring your documents in some locked form where you can edit the document with a stylus (not typing) and can easily share it with someone else in the class. Marking up these documents by hand is an essential part of the process.
4. If you prefer to not write directly in your workbook, you can download and print out some of the forms in the book, such as the weekly calendars, at <https://wendybelcher.com/writing-advice/workbook-forms/>.
5. If you ever finish a group exercise in class early, turn to revising your article. You should use some of every class time to push your article forward.
6. This class is a confidential place. Do not discuss outside of class the comments and work you hear and see in class. People are bringing writing at every stage; they need to feel safe in sharing rough work.
7. If you complete your article early and want to send it to a journal before the end of class, go for it. Just be sure to send proof of sending to the instructor.

## Additional how-to writing resources

[How to write sentences and edit paragraphs](https://medium.com/advice-and-help-in-authoring-a-phd-or-non-fiction/how-to-write-paragraphs-80781e2f3054)

<https://medium.com/advice-and-help-in-authoring-a-phd-or-non-fiction/how-to-write-paragraphs-80781e2f3054>

[How to structure and outline an academic paper](https://medium.com/@write4research/structuring-and-writing-academic-papers-5ccae16c33a4)

<https://medium.com/@write4research/structuring-and-writing-academic-papers-5ccae16c33a4>

[How to get better at editing](https://www.helpscout.com/blog/damn-hard-writing/)

<https://www.helpscout.com/blog/damn-hard-writing/>

[How to make better visuals](https://www.storytellingwithdata.com/)

<https://www.storytellingwithdata.com/>

[How to format a table fast](https://www.darkhorseanalytics.com/portfolio/2016/1/7/data-looks-better-naked-clear-off-the-table?rq=tables)

<https://www.darkhorseanalytics.com/portfolio/2016/1/7/data-looks-better-naked-clear-off-the-table?rq=tables>

[How to export high resolution images](https://markantoniou.blogspot.com/2009/11/create-high-resolution-300dpi-images.html)

<https://markantoniou.blogspot.com/2009/11/create-high-resolution-300dpi-images.html>

[How to manage reviewers' comments](https://helenkara.com/2018/05/31/how-to-deal-with-reviewers-comments/)

<https://helenkara.com/2018/05/31/how-to-deal-with-reviewers-comments/>

[How to write a research proposal or grant](https://theprofessorisin.com/2011/07/05/dr-karens-foolproof-grant-template/)

<https://theprofessorisin.com/2011/07/05/dr-karens-foolproof-grant-template/>

## Course schedule

Reading and writing should be completed **prior** to the start of class that week. All workbook exercises are to be completed by the date listed below. We will reference all exercises in class and the writing we'll be sharing with each other is italicized below. Graded assignments are in bold.

WEEK	DATE	DUE	THEME	PAGES
1	August 23		Introduction	1-13
2	August 30	<i>Selected paper</i>	Designing your writing plan	14-59
3	September 6	<i>Argument</i>	Advancing your argument	60-89
4	September 13	<b>Abstract</b>	Abstracting your article	90-109
5	September 20	<i>Journal evaluations</i>	Selecting a journal	110-149
6	September 27	<i>Literature review</i>	Refining works cited	150-189
7	October 4	<i>So what?</i>	Making significant claims	190-215
8	October 11	<i>7-slides</i>	Analyzing your evidence	216-237
9	October 18		TBD (ACSP?)	
10	October 25	<b>First draft + Peer review</b>	Presenting your evidence	238-255
11	November 1	<i>Outline</i>	Strengthening your structure	256-279
12	November 8	<i>Title</i>	Introduction and conclusion	280-307
13	November 15	<i>Edited draft</i>	Editing	308-329
	November 22		<b>NO CLASS</b>	
14	November 29	<b>Presentation</b>	Submitting an article	330-357
15	December 6	<i>Track changes</i>	Revise and resubmit	358-389
	December 13	<b>Final draft</b>		<b>12:00pm</b>