

The Office of Scientific Writing

Steven A. Claas, MS¹, Emily R. Clear, MPH²

Introduction

¹[Steven A. Claas](#), MS. Steve has a master's degree in scientific and technical communication. Steve is a Senior Research Associate and has worked with the CPH's Dean Arnett for 12+ years as a writer, secondary researcher, and program manager. He has authored or coauthored over 40 journal articles and book chapters. ²[Emily R. Clear](#), MPH, CHES. Emily is a violence prevention researcher and research program manager with experience in regulatory and multi-site project management. In the Office of Scientific Writing she serves as a CPH resource and liaison for faculty and the UK Office of Research Integrity.

Purpose

The Office of Scientific Writing (OSW) was established to help maximize the CPH faculty's research potential. The OSW provides editing and other assistance to CPH faculty for their grant applications, manuscripts, and other research-related communication efforts. The OSW operates on a first-come, first-served basis and grant applications will be given priority.

Methods

The OSW can help develop and refine grant applications, journal manuscripts, research-related administrative documents (e.g., IRB applications, grant progress reports), and other research-related communications. The OSW can provide assistance at all levels of edit, from high-level, substantive feedback on organization, cohesion, and clarity to low-level copy editing for correctness and consistency. The OSW can help prepare your documents so they fit journal or funding agency formatting and style requirements. The OSW can also prepare publication-quality figures and other visuals based on rough drafts or sketches. Because the OSW has limited resources, there is one service we do not provide: we do not manage or format citations or bibliographies. Faculty members are encouraged to use EndNote or other bibliographic software as they draft their manuscripts.

Faculty members can initiate a collaboration with the OSW by completing an online intake form [\[https://is.gd/OSWIntakeCPH\]](https://is.gd/OSWIntakeCPH) which asks basic contact information, a description of your project, and the type of assistance you are requesting.

Grant Applications Rather than waiting until a complete draft is assembled, it's best to enlist the OSW as soon as draft sections of the grant are reasonably complete. These individual sections can be given a higher-level edit by the OSW and returned to the faculty member. If deadlines allow, the OSW can then give the complete grant a thorough copy edit nearer the time of submission.

Journal Manuscripts Typically a two-stage review and edit process works best.

1. As soon as faculty members have a complete draft manuscript, it can be submitted to the OSW for high-level comments, suggested revisions, and corrections of obvious errors.
2. After the author has revised accordingly, the manuscript can be returned to the OSW for copy editing and formatting for journal style.

For all other services, it's best to involve the OSW as early in the writing process as tenable. This allows the OSW to effectively manage the workload and provide the best help possible.

IRB support is available to assist faculty with various forms, assist with the E-IRB process, Institutional Authorization Agreements. An IRB consultation can be requested at the initial stage of IRB submission or after

receipt of requested revisions to review questions and language in the protocol. A consultation can be booked using <https://emilyclear.youcanbook.me>

Results

Of those who completed a follow up survey after utilizing OSW editing services ALL responded that they were satisfied with the timeliness and responsiveness of OSW, were very likely to contact OSW again for assistance, and would very likely to recommend the OSW to another faculty member.

Discussion

CPH faculty have the opportunity to work with a scientific writer to help strengthen proposals and manuscripts. Faculty have access to an administrative writer to assist with IRB proposals, reviews, and questions. The OSW staff will not share documents or discuss writing projects with others without the submitting author's express permission.

Conclusion

Faculty members can utilize the OSW by completing an intake form <https://is.gd/OSWIntakeCPH> and upload project documents.

The OSW operates on a first come, first served basis with grant applications given priority. Whenever possible, try to give at least a month's notice to ensure bandwidth. If you don't have that much time, we still encourage you to check in to see what might be possible.

For IRB assistance schedule a consultation with Emily <https://emilyclear.youcanbook.me>.

Editing

Complete a REDCap intake form
<https://cph.uky.edu/research>

IRB Support

Schedule a consultation
<https://emilyclear.youcanbook.me>

The Office of Scientific Writing

Steven A. Claas, MS, Emily R. Clear, MPH

Abstract (282 words)

Purpose: The Office of Scientific Writing (OSW) was established to help maximize the CPH faculty's research potential by providing editing and other assistance to CPH faculty for their grant applications, manuscripts, and other research-related communication efforts. **Methods:** The OSW can help develop and refine grant applications, journal manuscripts, research-related administrative documents (e.g., IRB applications, grant progress reports), and other research-related communications. Assistance at all levels of edit, from high-level, substantive feedback on organization, cohesion, and clarity to low-level copy editing for correctness and consistency. The OSW can help prepare your documents so they fit journal or funding agency formatting and style requirements. The OSW can also prepare publication-quality figures and other visuals based on rough drafts or sketches. We do not manage or format citations or bibliographies. Faculty members can initiate a collaboration with the OSW by completing an online [intake form](#) which asks basic contact information, a description of your project, and the type of assistance you are requesting. An IRB [consultation can be booked](#) to assist faculty with various forms, assist with the E-IRB process, Institutional Authorization Agreements at the initial stage of IRB submission or after receipt of requested revisions to review questions. **Results:** The goal is to increase the quality and quantity of CPH faculty grant proposals, funding, and publications. **Conclusions:** CPH faculty have the opportunity to work with a scientific writer to help strengthen proposals and manuscripts. Faculty have access to an administrative writer to assist with IRB proposals, reviews, and questions. The OSW staff will not share documents or discuss writing projects with others without the submitting author's express permission. To complete an OSW request [complete an online form](#). To request IRB assistance, [schedule a consultation](#).

Office of Scientific Writing. *College of Public Health*; Office of the Associate Dean for Research. 2019.