



The Association of African Universities (AAU), whose Headquarters is in Accra, Ghana in Collaboration with Zimbabwe Ezekiel Guti University, Zimbabwe is pleased to announce a 3-day
Scientific Writing Workshop

17-19 October, 2018

**Zimbabwe Ezekiel Guti University (ZEGU)
Harare Campus, 18836 Hampden Road, Belvedere, Harare**



The Association of African Universities (AAU) in partnership with Zimbabwe Ezekiel Guti University (ZEGU) invites applications to register for a three-day workshop on scientific writing, tailor-made for lecturers in Universities, Polytechnics and Teachers colleges, MPhil, PhD candidates, programme managers/officers of Non-governmental Organizations (NGO), Monitoring and Evaluation managers/officers of NGOs and those whose responsibilities involve research supervision and report writing. The workshop is mainly practical-oriented. The workshop will be led by experienced scientific writing trainers, and aims to provide structure, advice and motivation through writing a paper for publication or a report for important decision making. The exercises will focus specifically on writing reports and writing for publication and participants are expected to work on their own papers/reports. There will be a balance between plenary sessions, group discussions, individual writing time and one-to-one work with experienced editors. After the workshop, participants can continue to work on their manuscripts/reports and send their draft for direct editorial feedback and publishing. Certificates will be awarded to participants at the end of the workshop.

MAIN TOPICS

1. Planning and editing
2. Understanding the writing process
3. Breaking down the structure of papers to generate writing goals
4. Toppling and tailing
 - Title, Abstract, Introduction, Background, Conclusions and the importance of titles and subheadings and how to write them
 - Acknowledgements
 - References
 - Appendices
5. Ethics of Authorship
6. Literature Review and Analysis
7. Some amazing stuff on paragraphs and tables, and images and how to use them to transform your writing
8. Mastering jargon and developing your style
9. Drafting, editing and proof reading: a process for producing a polished draft
10. Techniques for being an effective writer
11. Understanding the stylistic demands of journals
12. Publishing
 - ✓ Submitting the manuscript
 - ✓ Responding to editors
 - ✓ Correcting proofs

N/B: Other aspects suggested during your online registration will also be included as part of the above topics and so the earlier you register the better.

ONLINE REGISTRATION LINK: <https://www.research.net/r/CD2ResZIM2018>

Limited Capacity!!!!!!!!!!!!Hurry and Register Now!!!!!!!!!!!!

Learning outcome: By the end of the course, participants should be well on the way to producing a draft of their research paper/report through the writing knowledge and skills gained.

5. WHO SHOULD ATTEND?

Broad categories include civil society, industry, academia and government. Some of the specific categories include:

- ❖ University lecturers
- ❖ Polytechnics lecturers
- ❖ College lecturers
- ❖ Quality Assurance personnel in Higher Education Institutions, Colleges and Polytechnics
- ❖ Those whose responsibilities involve research supervision and report writing
- ❖ Personnel in Non-governmental organizations (NGOs) and International organizations including NGO Directors, Programme/Project Officers and Managers and Monitoring & Evaluation (M&E) Officers
- ❖ Students in Higher & Tertiary Education
- ❖ Any person who requires capacity building in his/her Scientific Writing Skills

N/B: Required materials: Participants need to bring a manuscript draft or any other material, such as literature searches or data analysis, which they can draw on through the workshop, and a laptop.

6. CONTACTS FOR ACCOMMODATION, INVITATION & VISA LETTERS AND OTHER LOGISTICAL ISSUES:

i) Zimbabwe:

Professor Sunungurai Chingarande- smutanga@zegu.ac.zw

Mobile: +263 772 260 218

Dr James Tsabora- jtsabora@zegu.ac.zw

Mobile: +263 772 363 429

Mrs Margaret Zunguze- mzunguze@zegu.ac.zw

Mobile: +263 783 371 045

ii) Ghana: Dr Violet Makuku: vmakuku@gmail.com or vmakuku@aau.org

WhatsApp Mobile No: +233 263 129 798

7. REGISTRATION FEES PER INDIVIDUAL: US\$500. 00 (No cheques) to cater for teas, and lunches for 3 days, certificates for participants and workshop material. This amount does not cater for transport and accommodation. Kindly bring proof of payment to the workshop venue

8. BANK DETAILS: N/B: Payments can also be done on site for those who fail to pay earlier. Local currency, Ecocash, Swipes and Bank transfers are acceptable. Bring your proof of payment to the workshop venue. This only applies to locals residing in Zimbabwe.

i) FOR LOCALS STAYING IN ZIMBABWE:

Zimbabwe Ezekiel Guti University

ZB Bank

Bindura Branch

Account No: 4536-772451-200

ECOCASH Merchant Code: 52131

NB: Kindly call 0779713199 soon after making ECOCASH payment to confirm the transfer.

ii) BANK DETAILS FOR PARTICIPANTS COMING FROM OUTSIDE ZIMBABWE

GHANA CEDIS ACCOUNT: EXCHANGE RATE FLACTUATES

Account Name: ASSOCIATION OF AFRICAN UNIVERSITIES
Name of Bank: STANDARD CHARTERED BANK
HIGH STREET BRANCH
ACCRA-GHANA
Account Number: 0100100581500
Swift Code: SCBLGHAC

GHANA DOLLAR ACCOUNT

ACCOUNT NAME: Association of African Universities
BANK Standard Chartered Bank
NAME: High Street Branch, Accra-Ghana
ACCOUNT NUMBER: 8700202448801
SWIFT CODE: SCBLGHAC
CORRESPONDENT BANK: Standard Chartered Bank
New York
SWIFT CODE: SCBLUS33
ABA No. 026002561

NIGERIA NAIRA ACCOUNT DETAILS: EXCHANGE RATE FLACTUATES

Account Name: CVC/AAU
Bank: ACCESS BANK PLG
PPPRA BRANCH, ABUJA
PLOT 1012, CADASTRAL ZONE
CENTRAL BUSINESS DISTRICT, FCT ABUJA
NIGERIA
Account Number: 0730902405

NIGERIA USD ACCOUNT DETAILS

Account Name: CVC/AAU
Bank: ACCESS BANK PLG
PPPRA BRANCH, ABUJA
PLOT 1012, CADASTRAL ZONE
CENTRAL BUSINESS DISTRICT, FCT ABUJA
NIGERIA
Account Number: 0731023358