



How to prepare resumes, abstracts, papers and proposals

Some thoughts from....

Jeff and Nancy

CONSIDER YOUR AUDIENCE

- When considering meeting or journal ask who will be interested – where do they meet... what journals do they publish in.
- When applying for grants or positions consider contacting the funding contacts and discussing program or idea before writing.

Meeting Abstracts

- Keep them simple. They should briefly say what you're doing, how you did it, and what your results were and what the implications are. Many meetings are now asking for short abstracts and then for extended preprints... AMS! ACS, etc.
- Consider types of meetings – Regional vs. National- General vs Symposium

Journals

- Consider Key References that you find and if your paper should be in those journals.
- Get copy of the format!
- Consider Style of Journal and how much you want to try and put into the paper.
- Short notes, letters, research papers, comments, reviews, etc.

Acknowledgements

- Who should be co-authors?
- Who should be acknowledged
- Always acknowledge funding sources!

The Process

- Submit the paper with cover letter that describes the work and its significance.
- Suggest Reviewers of the work, if the journal requests it.
- Follow the format closely and consider having it edited.
- **CLEARANCE!**

GETTING THE REVIEWS BACK

- GOOD OR BAD REVIEWS –ALWAYS THANK THE REVIEWERS AND THE EDITORS FOR THEIR TIME AND EFFORT IN RESPONDING.
- FIND THE POSITIVE AND WORK WITH IT TO GET THE PAPER ACCEPTED
- TRY NOT TO GET INTO ARGUMENTS

REVIEWS CONT.

- DON'T SWEAT THE LITTLE STUFF..
FOCUS ON THE MAJOR ISSUES AND
GIVE CONCISE RESPONSE TO THE
REVIEWERS QUERIES, COMMENTS,
AND CRITICISMS.
- IF IT IS REJECTED.. DON'T GIVE UP
ESPECIALLY IF YOU KNOW ITS RIGHT!
ALBERT EINSTEIN!

ONCE PAPER IS ACCEPTED

GET FINAL DOCUMENT BACK QUICKLY

RETURN GALLEYS ON TIME

CELEBRATE! (BUT NOT TO EXCESS..)

**ALWAYS RESPOND TO YOUR REPRINT
REQUESTS!**

CRITICAL COMMENT ON YOUR WORK?

- GET OVER YOUR MAD BEFORE RESPONDING
- CONSIDER THAT YOU NOW HAVE OPPORTUNITY TO GET MORE INFORMATION INTO THE LITERATURE
- RESPOND POLITELY AND CONCISELY IN A TIMELY MANNER – DON'T MUD WRESTLE WITH THE PIG – YOU BOTH GET MUDDY AND THE PIG LIKES IT.

PROPOSALS

- RESEARCH THE AGENCY OR FUNDING OPPORTUNITY
- CONTACT THE FUNDING OFFICER
- BOUNCE A SHORT PREPROPOSAL OFF OF THEM IF POSSIBLE
- MAKE IT CONCISE, BUT WITH SUFFICIENT DETAIL TO SHOW YOU KNOW WHAT YOU ARE DOING

CONSIDER SIZE

- DON'T TRY TO DO IT ALL AT ONCE
- CONSIDER WHAT YOU WANT TO DO AND WHAT RESOURCES YOU HAVE AT YOUR DISPOSAL.
- CONSIDER COLLABORATION

RESUMES

- SCIENTIFIC RESUMES ARE NOT BUSINESS RESUMES.
- BE PROFESSIONAL AND NOT CUTESY
- KEY POINTS ARE EDUCATION, EXPERIENCE, PUBLICATIONS, PRESENTATIONS, AND YOUR REFERENCES. BE CONCISE.
- ANALYTICAL SKILLS, COMPUTER LANGUAGES, ETC. CAN BE LISTED.

WHEN APPLYING FOR JOB

- LET YOUR REFERENCES KNOW
- IF YOU ARE REQUESTED TO GIVE STATEMENT OF RESEARCH NEEDS, INTERESTS, ETC. MAKE SURE IT IS FOCUSED.