**01\_central :**

**1. Write down the three central points of your paper.**

**2. Summarize your paper in one sentence.**

**02\_outline :**

**1. Develop a central message of the manuscript**

Prepare a central message sentence (20-25 words). If you were asked to summarize your paper in one sentence, what would you say? Everything in the manuscript will be written to support this central message.

**2. Define the materials and methods**

Briefly state the population in which you worked, the sampling method you employed, the materials you used, and most importantly, the methods you used to carry out the study

**3. Summarize the question(s) and problem(s)**

What was known before you started the study?

What is(are) the problem(s)?

What answers were needed to address the problem(s)?

List the key points pertaining to the question(s) and problem(s). What did you do to answer the question(s)?

**4. Define the principal findings and results**

Your central message sentence probably encapsulates the most important findings. There may be others that you feel ought to be included. List these in note form. Don't worry about the order or about how many you put down.

**5. Describe the conclusions and implications**

Make brief notes on each of the implications that arise from your study.

What are the principal conclusions of your findings?

What is new in your work and why does it matter?

What are the limitations and the implications of your results?

Are there any changes in practice, approaches or techniques that you would recommend?

**6. Organize and group related ideas together**

List each key point separately. Key points can be arranged chronologically, by order of importance or by some other pattern. The organizing scheme should be clear and well structured. You can use a cluster map, an issue tree, numbering, or some other organizational structure. Identify the important details, describe the principal findings, and provide your analysis and conclusions that contribute to each key point.

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| **Point** | **Aim** | **Reason** | **Results** | **Analysis** | **Conclusion** |
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**7. Identify the references that pertain to each key point**

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**8. Develop the introduction**

Before beginning on the introduction, read through the notes you have made so far in your outline. Read them through and see whether there is a coherent and cohesive story and a unifying theme that runs through the outline. Your introduction outline should start with the main message, describe what the purpose or objective of your study was, how you went about doing the study, what you found and what are the implications of what you found.

The purpose of the Introduction is to stimulate the reader’s interest and to provide pertinent background information necessary to understand the rest of the paper. You must summarize the problem to be addressed, give background on the subject, discuss previous research on the topic, and explain exactly what the paper will address, why, and how. Besides motivating a reader to read your manuscript and to care about your results, the Introduction is useful also to the journal’s reviewers and editors in judging the importance of your manuscript.

An Introduction is usually 300 to 500 words, but may be more, depending on the journal and the topic. Therefore, the Introduction needs to be very concise, well structured, and inclusive of all the information needed to follow the development of your findings.

Below are the steps in developing an effective Introduction. However, since every journal is different, it is important that you look at papers in your targeted journal to determine whether they use all of these steps. For example, some journals do not include conclusions in the Introduction.

1. Begin the Introduction by providing a concise *background* account of the problem studied.

2. State the *objective* of the investigation. Your research objective is the most important part of the introduction.

3. Establish the *significance* of your work: Why was there a need to conduct the study?

4. Introduce the reader to the pertinent *literature*. Do not give a full history of the topic. Only quote previous work having direct bearing on the present problem.

5. Clearly state your *hypothesis*, the variables investigated, and concisely summarize the methods used. Scientific, Medical and General Proofreading and Editing

6. *Define* any abbreviations or specialized terms.

7. Provide a concise *discussion* of the results and findings of other studies so the reader understands the big picture.

8. Describe some of the major *findings* presented in your manuscript and explain how they contribute to the larger field of research.

Other points to consider when writing your Introduction:

1. Be aware of who will be reading your manuscript and make sure the Introduction is directed to that audience.

2. Move from general to specific: from the problem in the real world to the literature to your research.

3. Write in the present tense except for what you did or found, which should be in the past tense.

4. Be concise.