

**1<sup>st</sup> National Medical Writing Workshop**  
**Ulan Bator, Mongolia, 13-14 August 2014**  
**Organized by the Asia Pacific Association of Medical Journal Editors (APAME)**  
**In conjunction with the APAME Annual Convention, Ulaan Baatar, Mongolia.**

Day 1: Wednesday 13 August 2014

Time	Topic	Speakers/In-Charge
7.30am - 8.00am	Registration	Secretariat
8:00am - 8:30 am	Opening Ceremony & Remarks	
8.30am - 8.45am	Welcome & Introduction to workshop and APAME	Prof José F Lapeña
8.45am - 9.15am	Why write?	Prof José F Lapeña
9.15am - 9.45am	Basic Structure and Types of Scientific Papers	Prof Wilfred CG Peh
9:45am – 10.15am	Preparing the Title, Title Page, Abstract and Keywords	Prof Peter L Munk
10.15am - 11.00am	Working COFFEE BREAK: Group Exercise 1	
11.00am - 11.30am	Group Presentations 1	Small Groups/ Facilitators
11.30am - 12.00nn	Writing the Introduction	Prof Peter L Munk
12.00nn – 12.30pm	Writing the Materials and Methods	Prof Wilfred CG Peh
12.30pm - 1.00pm	Writing the Results and Discussion	Prof José F Lapeña
1.00pm - 2.00pm	Working LUNCH BREAK: Group Exercise 2	Small Groups
2.00pm - 2.30pm	Group Presentations 2	Small Groups/ Facilitators
2.30pm - 3.00pm	Preparing the References	Ms Marie Villemin Partow
3.00pm - 3.30pm	Preparing Effective Tables and Illustrations	Prof Wilfred CG Peh
3.30pm - 4.15pm	Working COFFEE BREAK Exercise 3	Small Groups
4.15pm - 4.45pm	Group Presentations 3	Small Groups/ Facilitators
4.45pm - 5.00pm	Questions and Answers	All Speakers

Day 2: Thursday 24 August 2014

Time	Topic	Speakers
8.00am - 8.25am	Preparing and Submitting your Manuscript	Prof Jose Lapena
8.25am – 8.45am	Writing tips for non-native English-speaking authors	Ms. Allison Alley
8:45am - 9:10am	How the Manuscript is Processed: Editorial Office Workflow	Prof Peter L Munk
9.10am - 9.35am	Ten tips for young authors	Prof Sung-Tae Hong
9.35am - 10.00am	The Reviewer's Role: Job Description and Responsibilities	Prof Peter L Munk
10.00am - 10.30am	Working COFFEE BREAK Exercise 4	Small Groups
10.30am - 11.00am	Group Presentations 4	Small Groups/ Facilitators
11.00am - 11.30am	Dealing with Editor's and Reviewers' Comments	Prof Peter L Munk
11.30am - 12.00nn	Authorship and Acknowledgements	Prof Wilfred CG Peh
12.00nn - 12.30pm	Intellectual Property: Copyright and Plagiarism	Ms Marie Villemin Partow
12.30am - 1.00pm	Open Forum/ Questions-and-Answers	Faculty
1.00pm	Summary and Closing/ Photographs	
1.15pm	LUNCH	

### Faculty

1. Professor Wilfred CG Peh, Senior Consultant & Head, Department of Diagnostic Radiology, Khoo Teck Puat Hospital, Singapore; Clinical Professor, Yong Loo Lin School of Medicine, National University of Singapore; Executive Vice-President, APAME; President, Singapore Association of Medical Journal Editors (SAMJE); Past Editor & Advisor, Singapore Medical Journal.
2. Professor Jose Florencio Fabella Lapeña, Jr, Vice Chancellor for Administration & Professor of Otorhinolaryngology, University of Philippines Manila; Attending Pediatric Otorhinolaryngologist, Philippine General Hospital; Secretary-General APAME; President, Philippine Association of Medical Journal Editors (PAMJE); Editor-in-Chief, Philippine Journal of Otolaryngology Head and Neck Surgery.
3. Professor Peter L Munk, Professor & Head Musculoskeletal Division, Department of Radiology, Vancouver General Hospital, University of British Columbia, Vancouver, Canada; Editor, Canadian Association of Radiologists Journal.
4. Ms. Marie Sarah Villemin Partow, Publications Officer (Library, Publications and Translation), Western Pacific Regional Office, World Health Organization.
5. Ms. Allison Alley, Researcher, JW Lee Center for Global Medicine, Seoul National University, Seoul, South Korea.
6. Professor Sung-Tae Hong, Professor of Parasitology and Tropical Medicine, Seoul National University College of Medicine, Seoul, South Korea; President, Korea Association of Medical Journal Editors (KAMJE); Editor-in-Chief, Journal of Korean Medical Science.