



3RD SEAMEO SPAFA INTERNATIONAL CONFERENCE ON SOUTHEAST ASIAN ARCHAEOLOGY

SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION
REGIONAL CENTRE FOR ARCHAEOLOGY & FINE ARTS

WRITING WORKSHOP

DATE

21 June 2019

VENUE

S31 Hotel (room to be confirmed)
545 Sukhumvit Road
Bangkok 10110

SUMMARY

This writing workshop shall take place on 21 June 2019 following the 3rd SEAMEO SPAFA International Conference on Southeast Asian Archaeology (17-19 June 2019) in Bangkok, Thailand. The workshop will aim to improve competencies and skills for writing academic papers, namely research reports and articles, in English language for journal publications. The main theme will focus on archaeology, anthropology and heritage-related disciplines, targeted to twenty-five (25) participants. This confidence-building one-day workshop will equip participants with communication, structuring and referencing skills, with the end aim to produce an abstract and outline through fun activities. Top abstracts/outlines will be eligible to receive mentorship and editing guidance for their work to be published in the [SPAFA Journal](#).

FEE

600 Thai Baht / USD\$ 20 to cover food and beverage for the entire day.

CONTACTS

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WHAT TO BRING

- Laptop/Device
- Pen
- Notebook

PURPOSE

To improve competencies and skills for writing academic papers in English language. The main theme will focus on archaeology, anthropology and heritage-related disciplines.

There are a few types of basic publications:

1. **books**
2. **technical reports** (lengthy, but typically descriptive rather than theoretical and hypothesis testing in nature – for government or institutional documentation)
3. **research reports** (similar to technical reports but much shorter – for journal publications)
4. **research articles** (usually with theory, method, data, analysis, hypothesis testing or addressing research questions and debates, relevance, and discussion points – for journal publications)
5. **media articles** (generally simple, visual and descriptive for general public awareness and consumption – newspapers, newsletters, magazines, pamphlets, information boards, websites, tourist blurbs, etc.)
6. **conference presentations and public talks** (generally summaries of research reports and research articles, but for presentations to various professional and non-professional audiences)

We will focus on research reports and research articles.

OUTCOMES

Participants will:

1. Identify what kind of audience you want to communicate to and how to communicate to them.
2. Discuss how to identify and organize key points: background, methods, data, analysis, supporting arguments, discussion, and conclusion.
3. Produce a brief outline for a short academic paper or newsletter (e.g., 3000 words with 5-10 images, tables, graphs).
4. Produce an abstract (250 words).
5. Understand importance of proper referencing.
6. Overcome difficulties, build confidence, produce, have fun.

A panel will read, rate, and provide comments on the abstracts and outlines with rewards for the top abstracts/outlines. 😊

A number of abstracts/outlines that meet the subject matter requirements (Southeast Asian Archaeology, Cultural Heritage and Fine Arts) and intended final formats (full-length research papers, short reports, multimedia essays, book reviews and MA/PhD thesis abstract) of the SPAFA Journal will be selected to receive mentorship and editing assistance from the workshop facilitator(s) for subsequent publication in the peer-reviewed SPAFA Journal.

NOTE: final “intended” products need not be completed at the workshop. For the workshop, you only need a very brief summary of:

- a. the logic
- b. structure
- c. research questions/hypotheses
- d. outlines
- e. abstract
- f. key points
- g. brief description of data acquisition (e.g., survey, mapping, excavation, experimentation, ethno-archaeology, interviews, previous assemblage re-analysis, compositional/characterization testing, geoarch, faunal, floral, phytolith/pollen, historic text analysis, GIS, museology, public archaeology, stakeholder analysis, etc.)
- h. supporting data and analysis (analytical methodology), and
- i. interpretations, speculations, conclusions, future directions, etc.

This may seem like a lot, but it’s actually quite quick and simple. Only a few pages are needed. Keep it short, clear, concise and simple. You will be surprised how much you already have in your head/mind and how much you can write. The real trick is keeping it short, simple, logical and clear. We will assist with the rest later (editing, feedback), but the final products for publication over the following months will be your own work and research. Don't give up. Get it done. If it's important for you, it's definitely important for others. We're here to help. 😊

D. Kyle Latinis, Ph.D.
Research Fellow
Institute of Southeast Asian Studies

PRE-WORKSHOP EXERCISE

(NOT MANDATORY, BUT PREFERRED)

1. Review one or two articles before the workshop (for initial discussions)
 - Article links or files will be sent by e-mail about two weeks prior to the workshop.
 - **Quickly read** and identify key points and organization. If you do not complete the entire article, do not worry (we understand you are busy).
 - You only need to identify the key points and useful structure.
 - Please work in groups with friends and colleagues if needed (no problem; very useful).
 - 1 page or less:
 - o List 3-5 key points.
 - o Identify overall structure, such as the main sections and purpose of main sections (e.g., Introduction, Purpose, Background, Data, Analysis, Interpretations/Implications, Conclusion... there are several ways to organize).
 - o Think about what you like, do not like, and what could be done to improve (what is useful; what is confusing; what would you suggest).

WORKSHOP SCHEDULE

0900-0930: Introduction

0930-1000: Small group discussions (3-5 persons per group) on: key point identification; logic; structure; word, sentence and paragraph use; best examples of clear and relevant communication in English. Each group should elect a note-taker.

1000-1030: Large group discussion. Each small group will be given 3-5 minutes to discuss findings with class. Note-takers should continue taking notes.

1030-1100: Coffee/tea break (think about individual topics and key points for next section; discuss with friends while you enjoy coffee/tea)

1100-1230: Form small groups. Each person in each group will write down:

1. Topic (such as a recent project they would like to publish)
2. Purpose (1-2 sentences).
3. 3-5 key points (one sentence each).
4. Supporting data/arguments/results from analysis (only use brief statements).
5. Use points 1-4 to build a 1-page outline (use brief statements).
6. Use points 1-5 to build a 250 word abstract.
7. Work with group members to improve.
8. Instructors/mentors will visit groups and assist.

1230-1400: Lunch

1400-1430: Large group review: Abstracts & outline progress. What do we need?

1430-1530: Small groups: continue with abstract and outline production. Instructors/mentors will assist.

1530-1545: Coffee/tea break.

1545-1630: Small groups elect member to present one example to large group. Feedback. Discussion.

1630-1700: Wrap-up and way forward. Where we are going to publish.

MESSAGE FROM KYLE

I am a native English speaker. I have been reading, editing and writing archaeological and anthropological papers in several languages for 25 years. **I still have difficulties. I still have problems. I still need help/assistance... even in English. This is normal. Do not fear the process. Have fun with it and learn from it.**

Learn, practice and improve by doing (reading, editing, writing). Keep it simple. Communicate clearly, concisely and effectively. Again, simplicity is the key. You will be surprised how productive you will become in a short time by doing and practicing. If you can text 10 messages a day or write 5 e-mails a day, you can easily write an abstract and a basic outline in less than a day.

Some of the easiest articles to edit are from people who speak English as a second language. When the organization, logic and critical points are clear and simple, the language barriers are not a problem.

There are various styles to writing good academic papers. There are also many different cultural styles for formally communicating research results in each of your languages and countries as well as your professional and social circles. However, many of the essential ingredients are the same. Moving your ideas from your native language to English language is not as complicated as many people think. It

takes a little practice and working with friends. Do not be shy; do not worry; do not fear. Have fun, learn, and share ideas.