

Introduction to Medical Writing, Peer Review and Editing

Organised by VMA and the MASEAN Group of Journals
Endorsed by the Asia Pacific Association of Medical Journal Editors (APAME)

3 May 2018, Hilton Hanoi Opera, Hanoi, Vietnam

Programme

| Time | Topic | Speakers/In-Charge |
|---------------------|---|----------------------------|
| 7.00 am – 7.30 am | Registration | VMA Secretariat |
| 7.30 am – 8.00 am | Introduction to the APAME and the Workshop | Prof José Florencio Lapeña |
| 8.00 am – 8.30 am | Preparing the Title, Title Page, Abstracts and Keywords | Prof Wilfred CG Peh |
| 8.30 am – 9.00 am | Writing the Introduction | Prof José Florencio Lapeña |
| 9.00 am – 9.30 am | Writing the Materials and Methods | Prof Wilfred CG Peh |
| 9.30 am – 10.00 am | Coffee Break | |
| 10.00 am – 10.30 am | Writing the Results and Discussion | Prof José Florencio Lapeña |
| 10.30 am – 11.00 am | Preparing Figures and Tables | Prof Wilfred CG Peh |
| 11.00 am – 11.30 am | Citations and Preparing References | Prof José Florencio Lapeña |
| 11.30 am – 12.00 pm | Authorship and Acknowledgements | Prof Wilfred CG Peh |
| 12.00 pm – 1.00 pm | Lunch Break | |
| 1.00 pm – 1.30 pm | Preparing and Submitting Your Manuscript | Prof José Florencio Lapeña |
| 1.30 pm – 2.00 pm | How the Manuscript is Processed: the Reviewer's Role | Prof Wilfred CG Peh |
| 2.00 pm – 2.30 pm | How the Manuscript is Processed: the Editor's Role | Prof José Florencio Lapeña |
| 2.30 pm – 3.00 pm | Dealing with Editor's and Reviewer's Comments | Prof Wilfred CG Peh |
| 3.00 pm – 3.30 pm | Q&A Photo-taking | |
| 3.30 pm – 4.00 pm | Closing and Awarding of Certificates | |

Faculty

1. Prof Wilfred CG Peh, Senior Consultant and Head, Department of Diagnostic Radiology, Khoo Teck Puat Hospital, Singapore; Clinical Professor, National University of Singapore; President, APAME; President, Singapore Association of Medical Journal Editors (SAMJE); Past Editor & Advisor, Singapore Medical Journal.
2. Prof Jose Florencio Fabella Lapeña, Jr, Professor of Otorhinolaryngology, University of Philippines Manila; Attending Pediatric Otorhinolaryngologist, Philippine General Hospital; Immediate Past President, APAME; President, Philippine Association of Medical Journal Editors (PAMJE); Editor-in-Chief, Philippine Journal of Otolaryngology Head and Neck Surgery.