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FOR CHILDREN'S CANCER

How to Setup A Digital Workflow

A Digital Workflow: the execution and automation of research processes where tasks, information or documents are passed from one digital program to another for action, according to a set of procedural rules. Why do you need a digital workflow? Because you spend too much time 1) finding articles, 2) downloading and naming files, 3) annotating and editing pdfs, and 4) organizing and citing research.

- **Discovery Workflow**
  o Search library for relevant articles in the **PubMed** and **Web-of-Science** databases.
  o Keep notes on search strategy. Note the original number of articles found.
  o Download PDF of article to "**Original Articles" folder on computer**.
  o Create new **Zotero**/**Endnote folder** for specific topic/paper. Import PDFs.
  o Fix reference metadata, or "create parent item," for all articles as needed.
- **Reading Workflow**
  o Sort Zotero/Endnote folder by title or by date added.
  o Read, highlight, make notes, and record any additional bibliography articles to review in future.
  o **Save the highlighted, annotated article** PDF in Zotero/Endnote when you exit.
  o Revise core themes and map literature review threads as needed.
  o Consider whether you should **create any Google alerts** for articles from specific authors or keywords from particularly successful search strategies.
- **Writing Workflow**
  o Create target journal template document.
  o Review keywords and themes to **outline the biggest concepts** for your specific topic/paper.
  o Create an outline based on themes presented in literature.
  o Define the title. Define the thesis or main idea.
  o Clarify your **distinct supporting points** (claims, opinions, and conclusions) that correlate to the main idea. Use them as headings and find where they fit with your themes.
  o Clarify your **evidence** and decide what examples you want to use for each supporting point.
  o Move from outline to draft by creating an academic **MEAL paragraph** (Main idea, Evidence, Analysis, the Link to the next paragraph).
  o Finish a complete first draft. Turn it in to a colleague for feedback.
- **Citation Workflow**
  o Use Zotero/Endnote to list all citations specifically listed within the paper.
  o Fix **in-text citation** and bibliography formatting and mechanics.
- **Revision Workflow**
  o Revise for **methods of development** (how you develop, explain, present or argue the supporting points), such as comparing and contrasting two ideas, or explaining cause and effect.
  o Revise for **organization** (clear, coherent and logical paragraphs) and rhetorical strategies (exposition, description, narration, or argumentation).
  o Revise for **style, tone, and diction** (repetition of words and phrases and audience tone).
  o Finish a complete second draft. Turn it in to a colleague for feedback.
  o Finish a complete third draft based on feedback.
  o Submit manuscript and get published.

Questions? Contact Holly Zink, Director, Research & Programs, at holly.zink@curesearch.org.