Office of Academic Writing and Publishing Support
The Publishing Support Circles: Purpose, Description, and Ground Rules

Purpose:

The Publishing Support Circle (PSC) is intended to create a community of learners who work together on writing for publication with guidance of a facilitator.

Description:

Each PSC consists of 3-5 peers who meet bi-weekly for 1.5 hour sessions. Each session starts with a short mini-lesson by the facilitator and continues with activities designed to help peers learn from each other and with each other. Mini lesson topics come from the facilitator, Writing, Research, and Publication Discussion Groups, and PSC participants. PSC Mini lessons and activities are centered on issues that present obstacles for students when writing for publication. Examples of such issues include, but are not limited to, the following:

- Identifying a possible publishing outlet and the audience
- Responding to a conference call for papers, proposals, or abstracts
- Understanding the publication submission guidelines
- Converting a course paper into a manuscript
- Converting a conference paper into a manuscript
- Writing a book review
- Making the submission relevant to the outlet
- Working with co-authors
- Overcoming writing blocks and being productive
- Making multiple publications from one paper or dissertation
- Dealing with peer-review feedback to improve the submission

Group Membership:

Groups are formed when 3-5 participants decide to work together for an entire term in a PSC. A faculty member can recommend that students form a PSC, students can form a group, or the OAWPS will invite participants to form a PSC around a specific topic. The participants can work on one writing project as co-authors or work on multiple writing projects as authors and peer reviewers.

Process to start a Publication Support Circle:

- Contact via email either Dr. Tonette S. Rocco (roccot@fiu.edu) or Dr. Maria S. Plakhotnik (mplakhot@fiu.edu)
- When inquiring about a PSC
  (1) In the subject line put “Publication Support Circle”

Dr. Tonette S. Rocco, Director, and Dr. Maria S. Plakhotnik
Office of Academic Writing and Publishing Support
ZEB 337A, College of Education
Florida International University
Miami, FL 33199
In the body of the e-mail indicate your specific writing needs and names and email addresses of group members

- Preparing for the first PSC meeting
  1. Create a written list of your questions or concerns
  2. Bring one hard copy of the paper
  3. Bring an electronic copy of the paper
  4. Or bring your idea for a new project
  5. Bring the guidelines for the writing project from the conference, chapter, or journal call, feedback from reviewers, etc.
  6. Take the on-line survey

Ground Rules:

Each participant shows his/her commitment to the PSC by agreeing to the following Ground Rules:

1. Attend all meetings of the PSC
2. Stay with one PSC and do not come to meetings of other PSCs
3. Come to the meetings on time and stay till the end of the session
4. Complete all tasks assigned to do at home by the agreed deadline
5. Read his/her peers’ work and provide feedback by the agreed deadline
6. Respond to his/her peers’ and facilitator’s emails in a timely manner
7. Participate in the PSC evaluation process/provide feedback to the PSC facilitator

Please return to this form signed and dated to the PSC facilitator at the beginning of the first session.

I understand the purpose of the PSC and agree to the ground rules.

Signed__________________________________________

Printed Name__________________________________________

Date__________________________________________