Medical Writing and Editing 2015–16
Course Schedule by Date

### Autumn 2015

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/28/15</td>
<td>MEINM1</td>
<td>15A7</td>
<td>Introduction to Medical Editing I</td>
<td>Rebecca Luttrell</td>
</tr>
<tr>
<td>10/26/15</td>
<td>MEWIMS</td>
<td>15A7</td>
<td>Writing in the Medical Sciences</td>
<td>Regina Switzer</td>
</tr>
<tr>
<td>11/12/15</td>
<td>MEIRBS</td>
<td>15A1</td>
<td>Interpreting and Reporting Biostatistics</td>
<td>Tom Lang</td>
</tr>
</tbody>
</table>

### Winter 2016

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4/16</td>
<td>MEINM1</td>
<td>16W7</td>
<td>Introduction to Medical Editing I</td>
<td>Laura King</td>
</tr>
<tr>
<td>1/18/16</td>
<td>MEINM2</td>
<td>16W7</td>
<td>Introduction to Medical Editing II</td>
<td>Rebecca Luttrell</td>
</tr>
<tr>
<td>2/15/16</td>
<td>MESMBR</td>
<td>16W7</td>
<td>MEDLINE and Beyond: Medical Research Databases</td>
<td>Sara Beazley</td>
</tr>
<tr>
<td>3/10/16</td>
<td>MEILMA</td>
<td>16W1</td>
<td>The Structure of Medical Articles</td>
<td>Vojslav Pejovic</td>
</tr>
</tbody>
</table>

For more information visit: grahamschool.uchicago.edu/mwe
Medical Writing and Editing 2015–16
Course Schedule by Date

Spring 2016

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/21/16</td>
<td>MEINM1</td>
<td>16S7</td>
<td>Introduction to Medical Editing I</td>
<td>Laura King</td>
</tr>
<tr>
<td>4/18/16</td>
<td>MEME</td>
<td>16S7</td>
<td>Advanced Medical Editing</td>
<td>Laura King</td>
</tr>
<tr>
<td>5/19/16</td>
<td>MEDETG</td>
<td>16S1</td>
<td>Designing and Editing Tables and Graphs</td>
<td>Mary Beth Hasselquist</td>
</tr>
<tr>
<td>5/23/16</td>
<td>MEWIMS</td>
<td>16S7</td>
<td>Writing in the Medical Sciences</td>
<td>Regina Switzer</td>
</tr>
</tbody>
</table>

Summer 2016

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/5/16</td>
<td>MEINM1</td>
<td>16U7</td>
<td>Introduction to Medical Editing I</td>
<td>Laura King</td>
</tr>
</tbody>
</table>

Course Descriptions by Quarter

**Autumn**

**Introduction to Medical Editing I**

*Rebecca Luttrell*

This course is designed to cover a variety of issues that biomedical material presents and to provide information that can be used to manage them. Using the American Medical Association Manual of Style, 10th ed., students gain hands-on experience in the editing of general medical materials. Topics covered include grammar, correct usage versus jargon, editing of tables and figures, and correct presentation of numbers and units of measure.

Course Code: MEINM1 | Section 15A7
10–11 am / Sep 28–Oct 31 / Online / $1,400
Synchronous sessions will take place on Oct 10, 17, 24, and 31

**Writing in the Medical Sciences**

*Regina Switzer*

Students in this course will learn the basic skills for writing in the medical sciences. Students will learn how to organize and present data for different audiences, as well as how to represent information in graphics and tables. Additionally, the course will cover the ethics of medical writing, current guidance (eg, GPP3) for medical writers and authorship practices of different journals. The course will cover the structure of a medical communication piece using the IMRaD format as well as how to develop a well-written, structured abstract.

This class is should not be confused with Introduction to Medical Editing, which focuses on teaching students the editing style rules as determined by the AMA Manual of Style, 10th edition.

Course Code: MEWIMS | Section 15A7
10–11 am / Oct 26–Nov 21 / Online / $1,400
Synchronous session dates will be November 7, 14, and 21

For more information visit: grahamschool.uchicago.edu/mwe
Interpreting and Reporting Biostatistics
Tom Lang

Statistical analyses are essential to biomedical and epidemiological research, yet statistical errors are appallingly common in the literature. Fortunately, learning to understand statistics does not require learning to calculate them. In this course, students learn how to interpret and report the most common statistical procedures and how to recognize the most common statistical errors.

Course Code: METRBS | Section 15A1
Thu, Fri, Sat 9 am–4:30 pm / Nov 12-14 / Gleacher Center / $1,400

MEDLINE and Beyond: Medical Research Databases
Sara Beazley

From dictionaries to drug names, from medical history to health statistics, you will learn tips and techniques for finding and searching health and medical research databases and websites. This course emphasizes the Web as a research tool, but you’ll also learn about print resources that are widely available in libraries. In addition, this course covers database searching in web-based MEDLINE and highlights government, international, professional, and consumer sites that are crucial for both consumer health and medical research. Fundamentals of Web searching, search engines, and assessing Web quality are also covered with hands-on exercises.

Course Code: MESMBR | Section 16W7
7:30–8:30 pm / Feb 15–Mar 10 / Online / $1,400
Synchronous sessions will take place on Feb 25, Mar 3, and 10

Winter

Introduction to Medical Editing I
Laura King

This course is designed to cover a variety of issues that biomedical material presents and to provide information that can be used to manage them. Using the American Medical Association Manual of Style, 10th ed., students gain hands-on experience in the editing of general medical materials. Topics covered include grammar, correct usage versus jargon, editing of tables and figures, and correct presentation of numbers and units of measure.

Course Code: MEINM1 | Section 16S7
9-10 am / Jan 4–Feb 6 / Online / $1,400
Synchronous sessions will take place on Jan 16, 23, 30 and Feb 6

Introduction to Medical Editing II
Rebecca Luttrell

This course continues to cover issues relevant to biomedical material presents and to provide information that can be used to manage them. Students will continue their study with the American Medical Association Manual of Style, 10th edition, begun in Introduction to Medical Editing I.

Course Code: MEINM2 | Section 16W7
10–11 am / Jan 18–Feb 20 / Online / $1,400
Synchronous sessions will take place on Jan 30, Feb 6, 13, and 20

The Structure of Medical Articles
Vojislav Pejovic

In this interactive course, a brief overview of trial types and design will be given (including a refresher on basic concepts of biostatistics), after which each section of a standard medical manuscript will be dissected and discussed from various aspects and in a considerable detail, using examples from published literature. In addition, the students will be asked to come up with their own “trials,” to offer critical input on their colleagues’ thinking, and to take turns in a “hot seat,” where they will edit parts of a manuscript provided by the instructor (word by word, punctuation mark by punctuation mark) and explain each of their decisions. At the end of the course, students will be able to understand the interplay between critical reading and writing, and the ways in which various components of a manuscript come together.

Course Code: MEILMA | Section 16W1
Thur, Fri, Sat 9 am–4:30 pm / Mar 10-12 / Gleacher Center / $1,400
Spring

**Introduction to Medical Editing I**
Laura King

This course is designed to cover a variety of issues that biomedical material presents and to provide information that can be used to manage them. Using the American Medical Association Manual of Style, 10th ed., students gain hands-on experience in the editing of general medical materials. Topics covered include grammar, correct usage versus jargon, editing of tables and figures, and correct presentation of numbers and units of measure.

Course Code: MEINM1 | Section 16S7
9-10 am / Mar 21–Apr 23 / Online / $1,400
Synchronous sessions will take place on Apr 2, 9, 16, and 23

**Advanced Medical Editing**
Laura King

This course builds on skills learned in Introduction to Medical Editing. Students will discuss ethical and legal issues involved in medical publishing, statistics, the design of studies as they apply to editing a medical document, and the nomenclature encountered in medical communications of varying types.

Course Code: MEME | Section 16S7
9-10 am / Apr 18–May 14 / Online / $1,400
Synchronous sessions will take place on April 30, May 7, and May 14

**Designing and Editing Tables and Graphs**
Mary Beth Hasselquist

This course is designed to give students the foundation they need to create effective, accurate tables and graphs. Students will learn basic descriptive statistics, the general structure of tables and graphs, how to choose between a table and a graph, and guidelines for choosing what graphing format to use. In addition, the course will introduce selected topics in the psychology of visual perception and their applications in medical graphics. NOTE: This course does not include instruction in graphing software.

Course Code: MEDETG | Section 16S1
Thur, Fri, Sat 9 am–4:30 pm / May 19–21 / Gleacher Center / $1,400

Summer

**Introduction to Medical Editing I**
Laura King

This course is designed to cover a variety of issues that biomedical material presents and to provide information that can be used to manage them. Using the American Medical Association Manual of Style, 10th ed., students gain hands-on experience in the editing of general medical materials. Topics covered include grammar, correct usage versus jargon, editing of tables and figures, and correct presentation of numbers and units of measure.

Course Code: MEINM1 | Section 16S7
10-11 am / July 5–Aug 6 / Online / $1,400
Synchronous sessions will take place on July 16, 23, 30, and August 6

For more information visit: grahamschool.uchicago.edu/mwe