



RUFORUM 21ST ANNUAL GENERAL MEETING 2025

CONCEPT NOTE

**Scholarly Writing: Systematic Reviews. Research
and Analysis Articles¹**



THEME

Positioning Africa's Universities and the Higher Education Sector to effectively impact development processes on the continent

Hosts:

The Government of Botswana and
RUFORUM member Universities in Botswana led by Botswana University of
Agriculture and Natural Resources

Venue:

BUAN BLOCK 311/1

Date: 24th -28th November 2025

Time: 08.30-12.30 SAT

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Background

In today's research-driven academic landscape, the ability to produce high-quality scholarly writing is essential. Systematic reviews, research articles, and analytical papers form the foundation of evidence-based knowledge across disciplines. However, many postgraduate students and early-career researchers struggle with the demands of academic writing from formulating research questions to synthesizing literature and presenting findings with clarity and rigor.

This five-day seminar on “Scholarly Writing: Systematic Reviews, Research and Analysis Articles” is designed to bridge that gap. It offers a structured, immersive experience that equips participants with the tools, techniques, and confidence to produce impactful scholarly work. Through interactive sessions, hands-on exercises, and expert-led discussions, participants will explore the full spectrum of academic writing from conceptualization to publication.

The seminar responds to institutional needs to strengthen research capacity and promote a culture of scholarly excellence. Whether preparing theses, journal submissions, or policy-oriented research, participants will gain a solid foundation in both the theory and practice of academic writing, while also appreciating the ethical and methodological standards that define credible scholarship.

Objectives

1. Strengthen scholarly writing capacity in systematic reviews, research articles, and analytical papers through practical, hands-on training.
2. Promote ethical, rigorous, and publishable academic work by demystifying the writing process and aligning with international standards.
3. Foster a culture of research excellence within institutions by empowering participants to contribute to global academic discourse.

Approach

This seminar adopts a learner-centered, interactive approach grounded in real-world academic writing challenges. Participants will engage in problem-based learning, collaborative exercises, and structured peer review to build practical skills. Facilitators will mentor participants throughout, fostering inclusive dialogue and offering expert guidance. Continuous assessment through group work and individual writing tasks will ensure participants apply their learning meaningfully and leave with a draft manuscript or review protocol.

Expected Outcomes

By the end of the seminar, participants will:

1. Enhanced scholarly writing skills in systematic

reviews and analytical research aligned with academic publishing standards.

2. Development of publication-ready outputs, including draft manuscripts or review protocols for peer-reviewed journals.
3. Strengthened research culture and ethical scholarship through collaborative learning and application of rigorous writing principles.

Participants

This seminar is designed for:

1. Postgraduate students preparing theses or journal submissions.
2. Early-career researchers seeking to enhance their academic writing and publication skills.
3. Faculty members and research staff aiming to mentor others or improve their own scholarly output.
4. Institutional research officers supporting writing, publication, and knowledge dissemination.

Participants from diverse disciplines including agriculture, health sciences, education, social sciences, and technology are encouraged to attend. The seminar's multidisciplinary design ensures broad relevance and transferability of skills across academic fields.

¹The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) is a Network of over 170 universities in Africa

Day 1: Thursday 24th November, 2025

Venue: Operations B/Room

Registration Link: XXXX

Session Chair: XXXXXX

Rapporteurs: XXXXXXXXXXXXXXXX

TIME	ACTIVITY	RESPONSIBLE PERSONS
08:30 – 09:00	Registration and Opening Remarks	RUFORUM Secretariat, Seminar Lead
09:00 – 10:30	Introduction to Scholarly Writing: Purpose, Structure, and Expectations	Dr. Nampala Paul
10:30 – 11:00	Health Break	
11:00 – 12:30	Types of Academic Articles and Principles of Systematic Thinking	Dr. Nampala Paul
12:30 – 13:30	Lunch Break	Hotel
13:30 – 15:00	Identifying Gaps and Formulating Researchable Questions	Dr. Nampala Paul
15:00 – 16:00	Fishbowl Discussion: “What Makes Writing Scholarly?”	All participants
16:00 – 17:00	Problem-Based Task + Reflective Journaling	Group Facilitators

Day 2 – Tuesday 25 November 2025

TIME	ACTIVITY	RESPONSIBLE PERSONS
08:30 – 10:00	Defining Systematic Reviews: Scope, Standards, and Significance	Dr. Nampala Paul
10:00 – 10:30	Health Break	Hotel
10:30 – 12:30	Developing Review Protocols: Criteria and Search Strategies	Dr. Nampala Paul
12:30 – 13:30	Lunch Break	Hotel
13:30 – 14:30	Navigating Databases and Reference Management Tools	Dr. Nampala Paul
14:30 – 15:30	Ethical Considerations in Literature Synthesis	Dr. Nampala Paul
15:30 – 16:30	Case Study Analysis: Published Review Protocols	Group Facilitators
16:30 – 17:30	Group Activity and Peer Feedback: Drafting and Reviewing Protocols	Participants and Facilitators

Day 3 – Wednesday 26 November 2025

TIME	ACTIVITY	RESPONSIBLE PERSONS
08:30 – 10:00	Anatomy of a Research Article: IMRAD Structure and Variations	Dr. Nampala Paul
10:00 – 10:30	Health Break	Hotel
10:30 – 12:30	Writing Abstracts, Introductions, and Literature Reviews	Dr. Nampala Paul
12:30 – 13:30	Lunch Break	
13:30 – 14:30	Presenting Data and Analysis with Clarity and Coherence	Dr. Nampala Paul
14:30 – 15:30	Integrating Citations and Avoiding Plagiarism	Dr. Nampala Paul
15:30 – 16:15	Micro-Writing Lab: Titles, Keywords, and Research Objectives	Dr. Nampala Paul
16:15 – 17:00	Fishbowl Discussion: “Originality vs. Conformity in Academic Writing”	Moderator and Participants
17:00 – 17:30	Peer Review Workshop: Critiquing Sample Abstracts and Outlines	Group Facilitators

Day 4 – Thursday 27 November 2025

TIME	ACTIVITY	RESPONSIBLE PERSONS
08:30 – 10:00	Revision Strategies: Clarity, Flow, and Argument Strength	Dr. Nampala Paul
10:00 – 10:30	Health Break	
10:30 – 12:30	Journal Guidelines and Submission Processes	Dr. Nampala Paul
12:30 – 13:30	Lunch Break	
13:30 – 14:30	Responding to Peer Review and Editorial Feedback	Dr. Nampala Paul
14:30 – 15:30	Common Pitfalls in Academic Writing and How to Avoid Them	Dr. Nampala Paul
15:30 – 16:30	Group Activity: Simulated Peer Review of Draft Manuscripts	Group Facilitators
16:30 – 17:30	Individual Consultations + Reflective Journaling	Facilitators and Participants

Day 5 – Friday 28 November 2025

TIME	ACTIVITY	RESPONSIBLE PERSONS
08:30 – 10:00	Selecting Journals and Understanding Impact Metrics	Dr. Nampala Paul
10:00 – 10:30	Health Break	
10:30 – 11:30	Open Access vs. Traditional Publishing: Pros, Cons, and Ethics	Dr. Nampala Paul
11:30 – 12:30	Building a Scholarly Identity: ORCID, Profiles, and Networking	Dr. Nampala Paul
12:30 – 13:30	Lunch Break	
13:30 – 14:30	Sustaining Writing Practice: Habits, Mentorship, and Collaboration	Dr. Nampala Paul
14:30 – 15:30	Final Presentations: Revised Abstracts or Protocols	Participants and Facilitators
15:30 – 16:15	Group Reflection: “What Does Scholarly Writing Mean to Me Now?”	Moderator and Participants
16:15 – 17:00	Certificate Ceremony and Closing Remarks	RUFORUM Leadership