

The G³ of Writing and Publishing Tips: Gentle Guidelines, Great Stories, and Gigantic Scholarly Gains

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INDIANA UNIVERSITY



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February 15, 2019

The Hardest Part of Writing Is Restarting

Rebecca Schuman, The Chronicle of Higher Education

<https://www.chronicle.com/article/The-Hardest-Part-of-Writing-Is-245720?cid=cp242>

A New Series on Scholarly Productivity:
'Are You Writing?'



By Rebecca Schuman | OCTOBER 16, 2018

The Hardest Part of Writing Is
Restarting



CHRONICLE

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March 31, 2019

Step Away From the Delete Button

Rebecca Schuman, The Chronicle of Higher Education

<https://www.chronicle.com/article/Step-Away-From-the-Delete/246013?cid=cp242>

Step Away From the Delete Button



By Rebecca Schuman | MARCH 31, 2019

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March 31, 2019

Step Away From the Delete Button

Rebecca Schuman, The Chronicle of Higher Education

<https://www.chronicle.com/article/Step-Away-From-the-Delete/246013?cid=cp242>

1. Ideas will be no good on first pass.
2. There are no shortcuts...even a small subsection of a manuscript takes time.
3. You will need multiple versions of almost all your sentences to lead to polished prose.
4. It takes intellectual and artistic stamina to come up with ideas are good enough for academic journals.
5. Don't let messy, gibberish words taunt and haunt you.

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March 31, 2019

Step Away From the Delete Button

Rebecca Schuman, The Chronicle of Higher Education

<https://www.chronicle.com/article/Step-Away-From-the-Delete/246013?cid=cp242>

6. Write for 25 minutes 1-3 times a day for a week with deleting a single word.
7. Bracket some messages to yourself of sections that will need attention later (to calm your inner delete button).
8. Uncertain and unlikely text make a difference color.
9. After you break the habit of deleting, you can delete judiciously.
10. Trust your research and your ideas. Avoid setting standards at ridiculously high levels.

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November 17, 2014

The Habits of Highly Productive Writers

Rachel Tour, The Chronicle of Higher Education

<https://www.chronicle.com/article/the-habits-of-highly-productive-writers/245224?cid=cp242>

You have time only if you make it a priority. Productive writers don't allow themselves the indulgence of easy excuses. **When they start to have feelings of self-doubt—I can't do this, it's too hard, I'll never write another good sentence—they tell themselves to stop feeling sorry for themselves and just do the work.**

They know there are no shortcuts, magic bullets, special exercises, or incantations.



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November 17, 2014**The Habits of Highly Productive Writers**Rachel Tour, The Chronicle of Higher Education
<https://www.chronicle.com/article/the-habits-of-highly-productive-writers/2014-nov-17>

They believe in themselves and their work. Perhaps it's confidence, perhaps it's Quixote-like delusion, but to be a prolific writer you have to believe that what you're doing matters. If you second-guess at every step, you'll soon be going backward. A writer I know likes to say that over the years he has "trained" his family not to expect him to show up for certain things, because they know his work comes first. You have to be willing to risk seeming narcissistic and arrogant, even if you don't like to think of yourself that way. The work takes priority.



7

June 7, 2018**6 Ways to Beat Writer's Block**Rachel Tour, The Chronicle of Higher Education
<https://www.chronicle.com/article/6-ways-to-beat-writers-block/>

1. Work up a sweat. ...
2. Take a quick trip. ...
3. Just keep at it. ...
4. Heed Anne Lamott's clarion call..."write a shitty draft first."
5. Try the "compost" method...a pile of crap can lead to something worth cultivating
6. Remind yourself that even the best writers get stuck.



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December 11, 2020**How to Find a Writing Routine that Works**Manya Whitaker, The Chronicle of Higher Education
<https://www.chronicle.com/article/how-to-find-a-writing-routine-that-works/>

1. Always work on at least 2 projects.
2. Review potential publishers and options.
3. Set a reasonable writing timeline.
4. Make a writing schedule and plan.
5. Have a project-based writing schedule.
6. Expand notion of when "writing."
7. Set time writing goals, not word goals.
8. Write what motivates you that day.
9. Establish flexible schedules.
10. Read more and edit as you go.



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December 10, 2019**Rewarding Your Writing**Leslie Leonard, Inside Higher Ed
<https://www.insidehighered.com/blogs/gradhacker/rewarding-your-writing>

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December 10, 2019**Rewarding Your Writing**Leslie Leonard, Inside Higher Ed
<https://www.insidehighered.com/blogs/gradhacker/rewarding-your-writing>

1. Track your writing. Have realistic expectations of output.
2. Find ways to mark days you have met your writing goals (e.g., stickers).
3. Writing should be enjoyable, a reward in and of itself.
4. Rewards are many: sleeping in, a fancy cup of coffee, new clothes, movie tickets, spa day, etc.
5. Have drawings for random rewards for meeting goals.

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December 10, 2019**Rewarding Your Writing**Leslie Leonard, Inside Higher Ed
<https://www.insidehighered.com/blogs/gradhacker/rewarding-your-writing>

6. Let your rough drafts be rough.
7. Just write. List your goals. Get something down.
8. Use goofy fonts, nonsense words, rhymes, etc. (count these towards your writing goals and reward them). Allow any writing to count toward your goals.
9. Make the experience enjoyable with treats or fancy clothes, etc.
10. Find brief moments to write (e.g., waiting for a bus or a plane).

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September 13, 2016 Strategies to Maintain Focus while Writing Your Dissertation

GradHacker, Inside Higher Ed

<https://www.insidehighered.com/blogs/gradhacker/strategies-maintain-focus-while-writing-your-dissertation>

Strategies to Maintain Focus while Writing Your Dissertation

How to find your writing rhythm and keep it going.

By InsideHacker / September 13, 2016

Dissertation Writing is a Ph.D. candidate in Forest Ecosystems and Society at Oregon State University. You can find her on Twitter @gradhacker or at her website.



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September 13, 2016 Strategies to Maintain Focus while Writing Your Dissertation

GradHacker, Inside Higher Ed

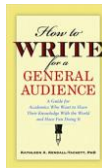
<https://www.insidehighered.com/blogs/gradhacker/strategies-maintain-focus-while-writing-your-dissertation>

1. Freewriting 15 minutes per day...don't worry about grammar and word usage.
2. "Only writing produces text"—words on paper overcomes anxiety and procrastinate.
3. Meditation and mindfulness...for 5 minutes.
4. Intentions journal...visualize goals and create checklists.
5. Identifying our most productive times of day for writing using [heat mapping](#).
6. Write first...clean house after.
7. Email and smartphone—turn off and abstain.
8. Schedule meetings in the morning/afternoon (protect some portion of day)
9. "Park on a downhill slope"...so you can pick up where you left off.
10. Gain momentum...by focusing on one thing at a time.

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January 19, 2021 Writing for Diverse Audience: Prewriting

1. Ask questions about audience
2. Ask more questions about audience
3. Restate what you interpreted as the audience
4. Read, read, and read some more
5. Scan sample publications
6. Look to the popular press and news



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January 19, 2021 Writing for Diverse Audience: Writing Drafts

1. Ask at least two others to read and comment.
2. Read what you wrote out loud.
3. Print it and look at it (digital versions can be misleading).
4. Simplify wording.
5. Revise and revise and revise some more.
6. Use a thesaurus.



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January 19, 2021 Writing for Diverse Audience

1. Be careful on forms of humor and types of jokes.
2. Avoid political, religious, economic, etc. commentary.
3. Be careful with metaphors, idioms, and proverbs (e.g., make hay when the sunshines) and domain specific lingo (e.g., "he has a sweet stroke" in baseball).



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Finding a Journal that Fits

What to look for?

1. Who will be your target readers?
2. Who are the authors and journals you cite the most related with your research program?
3. Is there a match between your work and the journal aims and scope?
4. What is the journal turnaround time?
5. What is the journal acceptance rate?
6. Do you know the editor(s)?



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Resource and Idea Suggestions

- **Subscribe to news feeds (not too many)**
- **Save links and images to interesting articles**
- **Review saved documents for themes monthly**
- **Share those links in Facebook, Twitter, etc., for peer reactions**
- **Write to people interviewed in articles**

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Predatory (fake) Journals/Publishers

(Feng-Ru Sheu, Kent State University, 2018)

Be Aware of Predatory Journals/Publishers!

- The publishing venue prey on academicians for making money without following scholarly publishing standards, commonly seen in the Open Access world.
- Also called "Pseudo-journals," "fake journals," and "sham journals."

(Beager, 2017; Clark & Smith, 2017)

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Predatory Journals/Publishers

(Feng-Ru Sheu, Kent State University, 2018)

Be Aware of Predatory Journals/Publishers!

- **Characteristics**
 - The journal asks for a *submission fee*
 - Promises of fast peer review and fast publication
 - Spam emails to attract potential authors
 - Small size of editorial board or not indicated clearly
 - Newness and the quantity: a very new journal that consists of a high quantity of articles in one issue
 - Inconsistencies in the scope and the content or journal title and contact address

(Beager, 2017; Prater, 2018)

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Writing Difficulties and Challenges of a Early Career Scholar

1. Time
2. Writing habits
3. Resources
4. Local/Global Support
5. Starter text
6. Reputation
7. Connections
8. Journal awareness
9. Energy/Stamina
10. Service/Teaching duties



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Insights and Advice on Getting Published from a New Faculty's Perspective

Writing Tips and Insights

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Meina Zhu: An Early Career Perspective

1. Goals
2. Strategic Plans
3. Reflection
4. Collaborators
5. Professional Development
6. Research focus



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1. Writing Goals



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2. Strategic Plans



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3. Reflection on Writing



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4. Writing Collaborators



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October 3, 2019

Crucial Co-Writing Considerations
Jordan McNeill, Inside Higher Ed

<https://www.insidehighered.com/digital-learning/article/2019/10/03/crucial-co-writing-considerations>

1. Clarify authorship order ahead of time.
2. Have an honest conversation about the strengths of each team member--draft, revise, proofread, and format your manuscript.
3. Be clear on division of labor.
4. Nonwriting tasks are important too--taking notes, submission guidelines, and keep track of deadlines.
5. Set up digital collaboration norms and platforms--archiving, tracking, commenting, etc.
6. Respond to feedback professionally.
7. Build in time for feedback and revision.
8. Singular voice throughout paper--assign one member of team to read for writing style and flow.

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Meina Research Collaboration-Why?

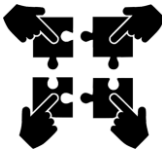
1. Improve quality of research
2. Extend research relationships and networks
3. Foster interdisciplinary and transdisciplinary research
4. Share expertise and knowledge transfer
5. Enhance scientific and publishing productivity
6. Accelerate dissemination of findings for community benefit



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Meina... Research Collaboration-How?

1. Identify the skills that you can offer
2. Identify how the collaboration will meet your needs
3. Find collaborators
4. Introduce yourself
5. Set expectations at the beginning of the collaboration
6. Leverage tools for collaborations
7. Keep communicating
8. Do not be discouraged



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5. Sometimes you have to contact the editor...



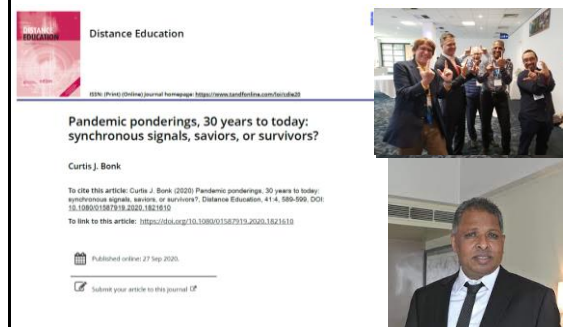
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6. Sometimes you have to send to an easier journal...



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7. Sometimes you're invited...



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8. Mark the Level of Difficulty A New Series on Scholarly Productivity: 'Are You Writing?'

Rebecca Shuman, The Chronicle of Higher Education
<https://www.chronicle.com/article/A-New-Series-on-Scholarly-Productivity/244689>

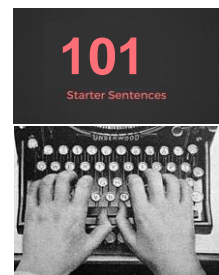
1. Read as peer reviewer; mark up everything.
2. Catalog problems on a 1 to 3 difficulty scale (Level 1 takes less than 30 minutes, Level 2 takes 2 hours or less; Level 3 takes more time).
3. Fix the easy ones and gain momentum for the harder ones!
4. Take breaks as needed.



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9. Generate Starter Text...

- Author a blog
- Use social media
- Submit a conference proposal
- Write editorials
- Write book and software reviews



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March 31, 2019 10. Step Away From the Delete Button

Rebecca Schuman, The Chronicle of Higher Education
<https://www.chronicle.com/article/Step-Away-From-the-Delete/248613?cid=cq242>



By Rebecca Schuman | MARCH 31, 2019

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Sometimes There's a Hot Streak:



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Curt Bonk: Reflections on the Hot Streak



1. Persistence and grit.
2. Sense of now.
3. One at a time.
4. Assemble best team for you. Find comfort.
5. Intense and Relaxed Planning.
6. Explore Possible Journals and Commit.
7. Everyone has clear role.
8. Set bold and audacious goals.
9. Recheck list. Recheck goals.
10. Revel in good luck. Do not sulk if bad luck.

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Writing Space #1: Meina Zhu, Wayne State University



My room is my writing space when it is dark outside.



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Writing Space #2: Meina Zhu

My office is my favorite place for writing during day time: perfect temperature, big screen, and great view.



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Writing Tools: Meina Zhu

My collaborative tools are:

- (1) Google Drive
- (2) One Drive
- (3) Mendeley



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Plans and Goals: Meina Zhu

- Five year plans
- One year plan
- Two months plan
- Weekly plan
- Daily to do



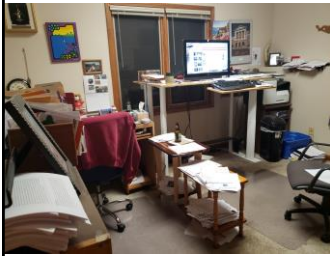
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Writing Partners and Mentors: Meina Zhu



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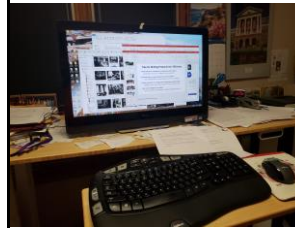
Writing Space: Curt Bonk



My office. I save interesting articles to later reference in papers and books.

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Writing Space Curt Bonk, Indiana University



I having standing desk...power it up and down via hydraulics. And my office looks out into a forest.

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Writing Space



One of my biggest challenges is my tendency to burn through keyboards!

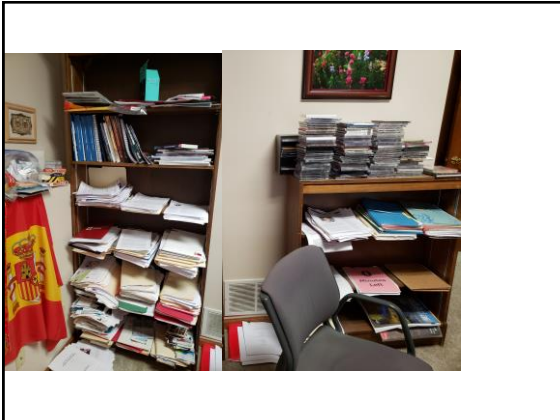
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My Writing Space

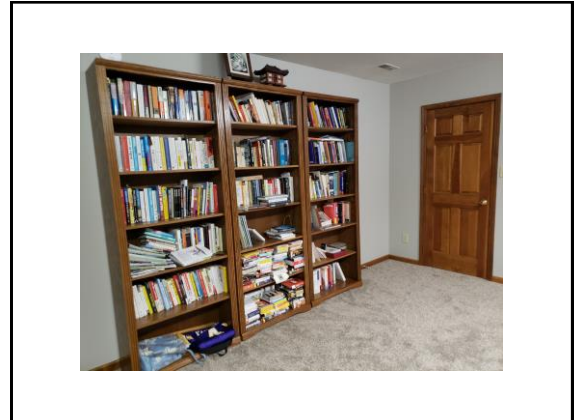


Paper...I love paper....and my daughter Nicki.

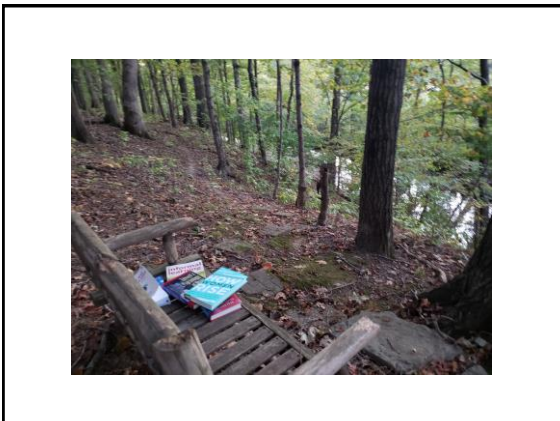
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Choose Mentors and Colleagues Wisely



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Plans and Goals: Curt Bonk

How do you schedule your writing? How far in advance do you plan your writing? How do you prioritize your writing? How do you visualize your writing? Do you use a timeline or a planner? Do you have advice for developing a writing plan?

1. **Plan:** I save days for writing in my paper planner.
2. **Focus:** I say no to things that don't fit my writing plans.
3. **Track:** I note projects in process and completed in my daily Dalia Lama quote of the day.
4. **Monitor:** I look at articles I have in review, in revision, and in press in my CV all the time.
5. **Be Responsive:** I respond to co-writer requests.
6. **Goals:** Put writing plans in annual report.



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Writing Tips: Curt Bonk

Anything special that you do?

My top 10 key writing tips:

1. Create a "Work" file on your desktop.
2. Save screen shots, dates, and URLs of articles.
3. Create "Articles to read" folder on your desktop.
4. Listen to audiobooks for writing ideas.
5. Watch movies & look for educational issues and ideas.
6. Always save documents at least twice.
7. Send draft of document to yourself on email...restart anywhere.
8. Ask friends to read second or third draft.
9. Save articles published by year.
10. Keep drafts of articles in special files.



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10 More Writing Tips: Curt Bonk

Anything special that you do?

My top 20 key writing tips:

11. The Collins thesaurus.
12. Look for historical info online (e.g., Wikipedia and other).
13. Relocate to another room to edit document (i.e., kitchen table).
14. Sometimes sit. Sometimes stand.
15. Print out articles that you read parts of online.
16. Review paper piles on my pool table before you write.
17. Find info and URLs in previous talk slides.
18. Almost be more optimistic than pessimistic.
19. Work when your friends and family are sleeping.
20. Wherever you are is your writing space.



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Writing Tools: Curt Bonk

What particular writing tools do you use? How have they changed over time? What about tools for collaboration?

My top 10 key writing tools:

1. Keyboard—buy special letter keys
2. Microsoft Word
3. Google Search (I hate Bing)
4. Email. And forward email to self.
5. TravelinEdMan blog
6. Dropbox
7. Zoom (or Skype for team meetings)
8. Blue pens and lots of paper
9. My monster syllabus (R678)
10. FutureMe: Write a letter to yourself in the future:
<https://www.futureme.org/>



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Habits/Rituals/Inspiration: Writing

How do approach your writing tasks? Any rituals that you use and recommend for inspiration? Anything that really works for you?

1. Save writing ideas on slips of paper and look back at them.
2. Talk about your ideas.
3. Save starter text.
4. Clear email and to-do list.
5. Create checklist of plans.



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Finding a Journal that Fits

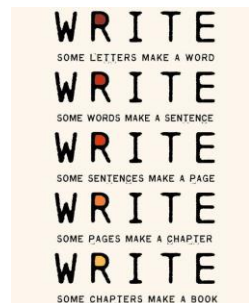
What to look for?

1. Who will be your target readers?
2. Who are the authors and journals you cite the most related with your research program?
3. Is there a match between your work and the journal aims and scope?
4. What is the journal turnaround time?
5. What is the journal acceptance rate?
6. Do you know the editor(s)?



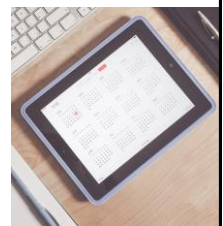
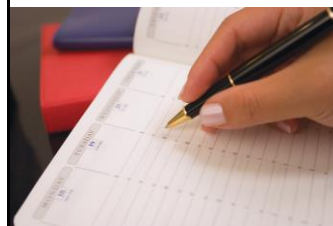
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The Top 15 Writing Tips



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1. Mark Writing Days in Planner



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2. Maintain a List and Network of Potential Research and Writing Collaborators



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3. Draft a Timeline or Multiple Timelines with Flexible Goals



A tracking system for the production of manuscripts

Stage of Development					
Ideas and planning	Data collection and analysis	First draft of manuscript	Share manuscript for feedback	Draft revised and completed	Submitted for review
→	→	→	→	→	Paper 1
→	→	→	→	→	Paper 2
→	→	→	→	→	
→	→	Paper 4	→	→	
→	Paper 5				
Paper 6					

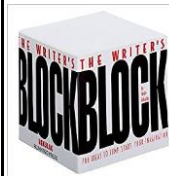
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4. Think Ahead About the Publishing Potential of Each Project



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5. Find, Save, and Use Starter Text (overcomes writer's block)



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6. Always Scan the Reference Sections of Other Articles to See What Journals are Popular



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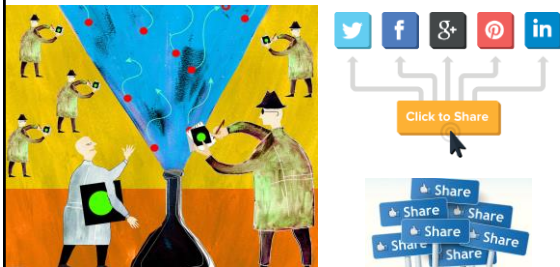
7. Avoid High Quality (i.e., SSCI) Journal Fixations



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14. Share Your Publication Efforts

(e.g., Twitter, Facebook, LinkedIn, email, ResearchGate, Academia.edu, etc.)



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15. Celebrate Your Writing Accomplishments with Friends



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January 20, 2020

10 Ways to Make Sure Your Writing Happens

Christine Tulley, Inside Higher Ed

<https://www.insidehighered.com/digital-learning/article/2020/01/20/10-ways-writing-day-most-productively-again>



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10 Ways to Make Sure Your Writing Happens

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<https://www.insidehighered.com/digital-learning/article/2020/01/20/10-ways-writing-day-most-productively-again>

Question: Should you write 1 hour per day or toggle in and out of writing in extremely short bursts?

Binge writing results in:

- Procrastination
- Distraction
- Dreading to sit that long

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10 Ways to Make Sure Your Writing Happens

Christine Tulley, Inside Higher Ed

<https://www.insidehighered.com/digital-learning/article/2020/01/20/10-ways-writing-day-most-productively-again>

Prior to the writing day:

1. Identify a beginning and an end of the writing time for the writing day. Block the start and stop time (e.g., 9 am to 3 pm).

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Prior to the writing day:

2. Briefly revisit a writing day project at least two other times during the week for five or 10 minutes. Re-outline the TOC or remind yourself of the big picture. Put your thesis on a wall and fine-tune it or have coffee with a colleague.

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January 20, 2020
10 Ways to Make Sure Your Writing Happens
 Christine Tulley, Inside Higher Ed
<https://www.insidehighered.com/advice/2020/01/20/advice-writing-day-most-productive-opinion>

Prior to the writing day:

3. Map out your writing the night before. Carve it up into writing chunks. Tackle big problems first can be helpful (e.g., combining or reworking sections).

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January 20, 2020
10 Ways to Make Sure Your Writing Happens
 Christine Tulley, Inside Higher Ed
<https://www.insidehighered.com/advice/2020/01/20/advice-writing-day-most-productive-opinion>

On your writing day:

4. Ease into writing. Review your writing plan or map and reread notes for 15-30 minutes (perhaps with a timer). Remind yourself what you care about this project.

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<https://www.insidehighered.com/advice/2020/01/20/advice-writing-day-most-productive-opinion>

On your writing day:

5. Remember that no writing is sometimes writing. Add stretching or snack breaks. Such times you are often working out your writing in your brain.

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 Christine Tulley, Inside Higher Ed
<https://www.insidehighered.com/advice/2020/01/20/advice-writing-day-most-productive-opinion>

On your writing day:

6. Read and write at the same time. Perhaps set timer to 15 minutes to power read.

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On your writing day:

7. Save busy work for the end. Bracket things where citations or names are needed. Check for repeated words and other redundancies and misspellings. Find synonyms and lexical transitions (another, equally important, first, second, etc., again, further, last, finally, as well as, next, likewise, etc.).

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On your writing day:

8. "Close" the project. Map out or get ready for your next writing session. Save your documents and email yourself a copy and/or upload to Google Drive.

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Developing the writing day (and writing year) system:

9. Find a way to “click in” to your writing on your writing day. Establish writing day rituals or habits so your mind kicks in when you get your fruits and veggies or kombucha and you arrive at your writing space.

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Developing the writing day (and writing year) system:

10. Systematize where writing projects are tracked and recorded. Have a master chart for all of your projects and weekly maps for particularly writing sessions. Perhaps try some sort of project management.

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February 18, 2021

What Do Professors Do During a Writing Session?
Christine Tulley, Inside Higher Ed

<https://www.insidehighered.com/advice/2021/02/18/how-get-started-actually-writing-new-material-and-move-toward-finished-product>



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Easing in period:

- Notes on post-its
- Brackets in draft
- Trello board
- Read writing from previous session and start where left off
- Highlight sections for more intense work
- Review reviewer and co-author comments

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<https://www.insidehighered.com/advice/2021/02/18/how-get-started-actually-writing-new-material-and-move-toward-finished-product>

How move the piece:

- Word count goals such as 750 words/day, write 2 pages, or revise 5 pages
- Use pomodoro technique
- Set a timer
- Have specific goals like “rewrite methodology
- Use goal setting tools like Prolifiko
- Build deadlines for writing
- Participate in a writing group or share revisions each Monday in Google Doc

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What Do Professors Do During a Writing Session?
Christine Tulley, Inside Higher Ed

<https://www.insidehighered.com/advice/2021/02/18/how-get-started-actually-writing-new-material-and-move-toward-finished-product>

What if do not feel like writing:

- Tell yourself you will only write for 5 minutes
- Reward yourself such as with social media
- Save small task for low-motivation occasions
- Take a picture of ideas on a whiteboard
- Buy standing or cycling desks
- Walk around campus
- Have a free pass for no writing once per month
- Leave document open all day and write in short bursts
- Hire a writing coach or use writing accountability services

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Do What Brings you Joy and Happiness

What brings creativity, happiness, and joy to your writing?

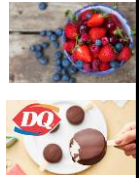


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Habits/Rituals/Inspiration: Food

How do approach your writing tasks? Any rituals that you use and recommend for inspiration? Anything that really works for you?

1. Start with a vitamin or health drink.
2. Grab plate of berries and celery.
3. Then perhaps tea or coffee.
4. End with a health drink.
5. Dilly bars are good after dinner.



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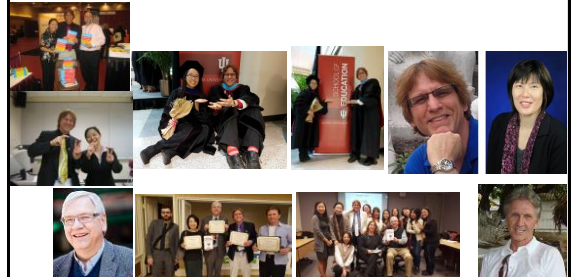
How to decide on who to write with?



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Writing Partners: Life is short: Find kind people who are prompt, positive, and productive and you can trust.

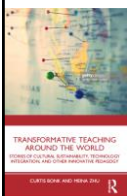
How do you determine your collaborative writing partners? And negotiate tasks?



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Concerns? Comments? Commitments?

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