Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email (Required):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Learning Objectives: Participants will be able to:**

1. Identify the process needed to develop a writing project
2. Identify the process needed to author a book
3. Identify the processes and procedures needed to present to an academic press

Commitment to Excellence in Medical Education: Faculty Development Series

Phil Robinson, D.V.M.

How to Write a Book

Date of Session: September 20, 2018

Please check the appropriate answer and follow instructions below to obtain CME credit.

|  |  |
| --- | --- |
| 1.       Book writing should be seriously considered becausea.       we may have moral obligations to our patients.b.      writing is a way of adding substantially to our personal income.c.       it is the only effective way of communicating academic research.d.      writing takes little time and has many rewards.e. all faculty promotions are dependent upon this activity.2.       A prospectus isa.       optional for proposing a book to a publisher if the cover letter is detailed.b.      provided to a publisher after the project has been approved.c.       always accompanied by sample chapters of the proposed book.d.      always sent by USPS registered mail.e. None of the above.3.       Rewards of academic writing automatically includea.       expenses for your direct costs of writing.b.      travel reimbursement for research for a specific book project. | c.       discounts for membership fees to professional associations.d.      modest financial benefit.e. Faculty tenure. 4.       The number of illustrations in an academic book area.       dependent upon the author’s need for clarity.b.      by an agreement with the publisher.c.       the ability to locate public domain materials.d. allocated according to the number of co-authors.e. kept to a minimum in order to conserve space.5.       Making the case to a publisher about the merits of a proposed booka.       must be signed by all of the co-authors.b.      a complete outline of the planned content.c. includes an exhaustive review of all past books on a subject.d. must adequately describe the intended audience.e. is always detailed in a cover letter for a prospectus. |

Did the educational content cover the described objectives: [ ]  Yes [ ]  No

What knowledge, competency or skill was learned from this material?

To receive CME Credit, you must obtain at least 60% (3/5). Please send your completed form to

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Your credit will be added to your CME transcript which you can obtain on the CME website: cme.utoledo.edu