

## **Guidelines for Romero and Catholic Social Teaching Work-in-Progress Series**

### **Overview**

Romero and Catholic Social Teaching work-in-progress seminars offer an opportunity for chapter authors to present their draft chapters in various stages of completion for the upcoming book ***Oscar Romero and Catholic Social Teaching***. In contrast to lectures, the smaller, less formal, and more focused work-in-progress seminars are aimed at generating in-depth discussion that faculty have found enormously useful for their projects.

Seminars are limited to a small group of faculty and graduate students, all of whom have read any pre-circulated materials and thought about discussion questions in advance, so that the group can engage in a fruitful dialogue. There will be two 15-minute presentations at each session. These presentations should clarify the core argument of the chapter and the particular questions or issues on which feedback is sought. After both presentations, the floor will be open for comments and feedback from the workshop participants.

In addition to providing the authors with valuable feedback, these work-in-progress seminars are opportunities for productive interaction among the book contributors and a chance for exploration of important questions from a variety of disciplinary perspectives.

### **For Authors/Presenters**

Materials will be circulated to all registered participants by the Friday prior to the session. Materials should be provided to participants as soon as available, no later than the Thursday prior to the session. The Kellogg staff will circulate these materials.

Authors should expect that attendees have read the pre-circulated materials and limit their opening comments to a maximum of 15 minutes, focusing on the central research question and major conclusions, highlighting key issues most central to the further development of the chapter and posing questions for discussion and feedback. The goal of the opening presentation is to stimulate interest and initiate discussion.

#### **Note Regarding Presentation Technology:**

While many are accustomed to using PowerPoint or similar applications to prepare and display presentations, authors are encouraged to consider whether the use of technology will enhance or detract from the discussion, given the limited timeframe for introductory remarks. If you do incorporate a visual presentation, we ask that you adapt the number of slides to fit within the 15-minute timeframe.

## **For Participants**

Each participant's comments should be concise. Participants may briefly summarize the contributions of the paper, highlighting key ideas and insights and identifying themes for discussion, then move on to providing constructive and developmental inputs. This may include raising questions about assumptions, methods and interpretation of findings; critically analyzing what the author has done while emphasizing constructive criticism; advancing the ideas in the paper by relating them to the state of the research in the topic area or providing new perspectives to improve the paper; identifying areas that are especially interesting or that offer a unique contribution that may be underemphasized, as well as those that may undermine the paper's contributions; pointing out on-going debates, alternative theoretical perspectives, or other literature streams that may also be pertinent to the chapter; and suggesting important directions for future work.

It can be especially helpful to provide the authors with written feedback. Authors appreciate receiving comments and critique that is presented in an organized and thoughtful manner. Given the limited time for comments during the session, we ask that you provide feedback on minor issues in writing, allowing more time during the session to discuss larger, provoking questions.

We hope the session will allow for all participants to share questions and comments. In the event that you are unable to provide your feedback during the session, please consider providing your comments in writing directly to the author, even simply a marked-up copy of the paper. The author will appreciate the time taken in preparation for the session as well as receiving feedback that may lead to continued dialogue beyond the session.