# Araştırma Yöntemleri ve Bilimsel Etik

Yrd. Doç. Dr. Z. Cihan TAYŞİ

1

# Outline

- Submission
  - Management systems
  - Managing user information
  - Preperation
- Review process
  - Duration
  - Revision types
  - How to handle revisions
- Final Decision
  - Acceptance
  - Rejection

2

# Manuscript Submission Systems

- Manuscript Central
  - an online system used by journal editorial offices to manage the submission and peer review of articles.
  - A product of the ScholarOne® platform of Thomson Reuters
  - Used by Taylor & Francis,

- ScholarOne Manuscripts
  - A journal and peer review tool for scholarly publishers and societies.
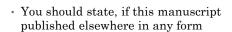  - A product of Clarivate Analytics
  - Used by IEEE,

3

# Howto Manage User Information

- ORCID

  - Get your unique ORCID identifier at https://orcid.org/register

4

# Preperation

- Create login credentials
  - Using ORCID simplifies the process

- Fill out the forms
  - Title, Authors, Abstract, and so on.
  - Attach files including manuscript source, and/or pdf, graphics, tables,
  - Journal specific requirements
    - Highlights - Elsevier

- **Prepare a cover Letter**

5

# Cover Letter



- You should state, if this manuscript published elsewhere in any form

- If yes, you should state the major changes in this publication

- If no, you should explain the motivation and contribution of the work.

6

# Review Process

- Blind review
  - Reviewers are hidden from the authors
  - Reviewers can see the authors

- Double blind review
  - Authors don't know about reviewers
  - Author names are also hidden from reviewers

7

# Review Process

- Editorial check
  - Several checks are made on the manuscript
    - scope
    - publication style & rules
    - ethics

- Assignment of an Editor
  - may reject the manuscript immediately
  - finds and assigns the reviewers
  - suggested & black list of reviewers

8

# Review Process

- First review

- Second review

- There might be more review steps...

- Before publication one more editorial check
  - Grammar
  - Figure & Table organization
  - Acknowledgements
  - Any inconsistencies

9

# Decision Types

- Minor revision

- Major revision

- Reject

- Accept

10

# How to Handle Reviews

- For each review step, you should write a revision letter
  - Write a general comment
  - Address comments of each reviewer & editor separately

- If you think that the comment is not right/related
  - You always have a chance to object it.
  - However, you should do it properly and politely

- It is always a good idea to read comments several times...
  - get a better understanding of what the reviewer means,
  - be objective as much as possible,

11