

CovCo Writing Workshop

Lecture 11: Steps to Publication

Steps to publication

Preparing for Submission

1. Identify a target journal
2. Customize cover letter
3. Format to journal specifications
4. Circulate to all co-authors*
5. Get signature from authors (sometimes)
6. Identify recommended reviewers

After Submission

1. Editorial Review
2. Peer Review
3. Revise and resubmit
4. Acceptance!
5. Review proofs
6. Publication

*May also require institutional review!

Choosing a journal

- **Scope of the Journal:** Is your paper relevant to the journal's audience
- **Open access:** Do readers have to pay to access your paper?
- **Publication fees:** Do *you* have to pay to publish? Is there a waiver?
- **Impact Factor:** How widely cited is the journal?

Review your works cited, work with mentors co-authors, or use the Journal/Author Name Editor to make a list of candidate journals.

<https://jane.biosemantics.org/>

Find out more detailed information on a journal's website

<https://bmcinfectdis.biomedcentral.com/about>

Caution: Predatory journals

- Fraudulent journals:
 - Actively search for articles
 - Charge publication fees, but mention after paper is accepted
 - Do not conduct peer review
 - Imitate name/website of established journals
- Verify you are using a legitimate journal
 - Conduct a web search
 - Beall's List of Predatory Open Access Publishers
 - Discuss with mentors

Dear Dr. Barnhart Dale A ,

Stechnolock: Human Nutrition and Dietetics aims to facilitate the exchange of ideas in the forum of research related in the field of **Human Nutrition**.

We came across your article with the title "**Coaching Intensity, Adherence to Essential Birth Practices, and Health Outcomes in the BetterBirth Trial in Uttar Pradesh, India.**" and thought to be very innovative. Thus we warmly welcome you to submit your next article towards SHND.

[Click here to submit your unpublished manuscript](#)

The journal strictly rejects the paper if it contains plagiarized, copied, or any unprofessional content. It strictly follows the publication ethics in publishing the articles online.

Thank you for considering our email, and spending your valuable time in reading it.

Sincerely,
Bob Smith
Stechnolock: Human Nutrition and Dietetics

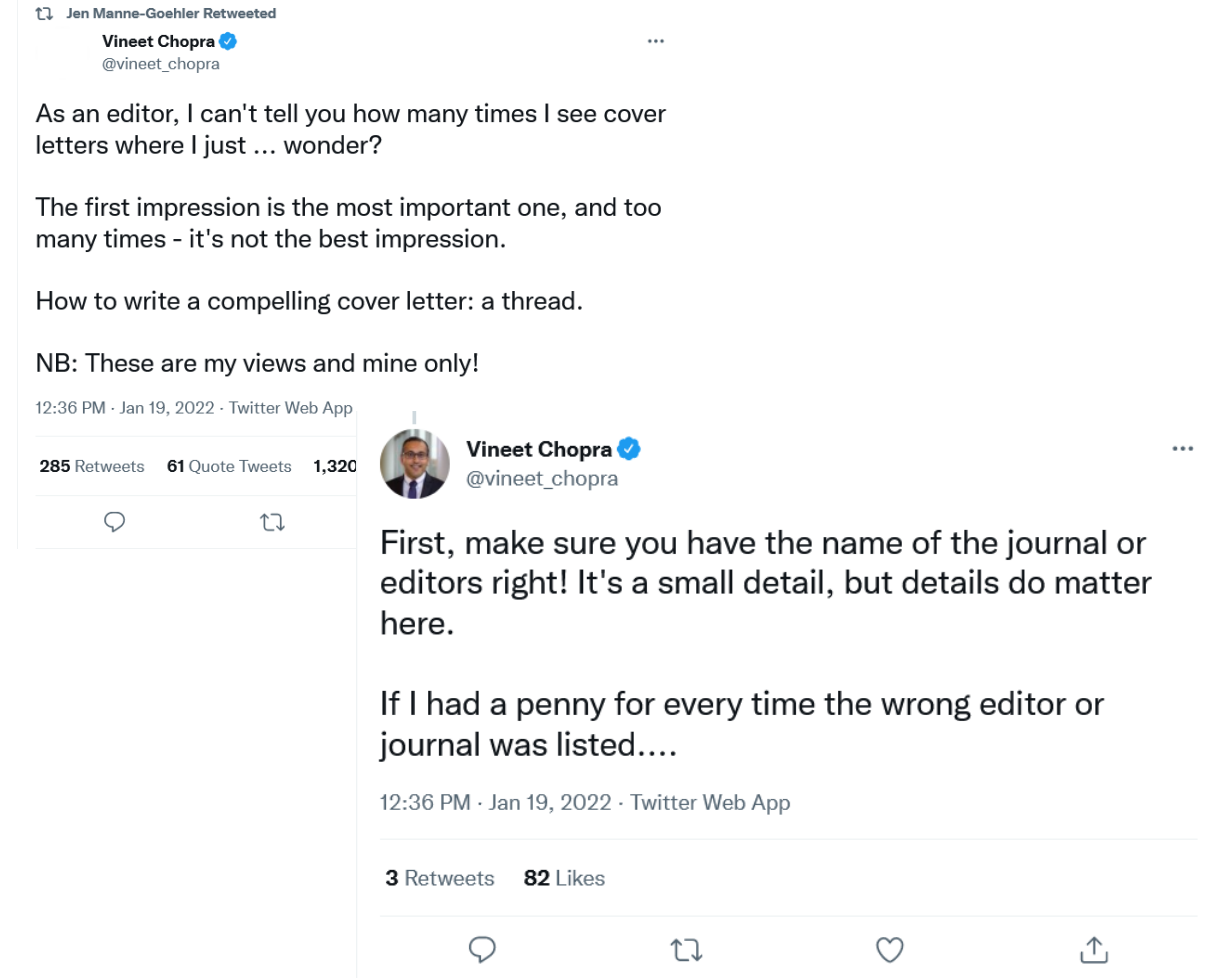
If you prefer not to receive further communication, [please unsubscribe here](#).

“If it seems too good to be true, it probably is.”



Customize Cover Letter

Update the journal name,
editor name, date and other
information on your cover
letter!!!!



Format final manuscript

Key formatting details also include:

- Title page contents
- Abstract and Main Text word count
- Location of tables and figures
 - In Text?
 - At the end?
 - Separate files?
- Specific text required in Declarations sections
- Reference style

Details are provided on the journal's website

Circulate to all co-authors*

- Group email with week long deadline
- Group email with week long extension
 - Thank all who have responded
 - Give the rest a week more to respond
- Individual follow up
 - Emails, phone/web call, in person meetings
- Share a revised manuscript with the team before publication
 - “I have attached the revised manuscript for your review and will be submitting on [date]. If you have any final edits, please let me know before this date”

*After co-author approval, you may have to submit to your institution for final review and approvals (e.g. IMBRC in Rwanda)

Get signatures from authors

- Some journals require co-authors to sign off before submission
- Often, they request the International Committee of Medical Journal Editors (ICMJE) Disclosure of Potential Conflicts of Interest form: <https://spportedu.org.ua/fullpdf/icmje.pdf>
 - Must be opened with Adobe!
- Often, I fill out the paper title and other important information on them form and circulate it to co-authors along with the draft manuscript

Identify Recommended Reviewers

Most journals will ask (some require) that you provide 2-4 suggested reviewers.

- ✓ Look at citations find first, senior or corresponding authors publishing on similar work
- ✗ Do not suggest people that you or co-authors publish with
- ✗ Do not suggest friends, family, etc.
- ✗ Avoid people who are too senior (they won't have time)

Provide the names, affiliations, and email for suggested reviewers

Online Submission!

1. Make a user name for corresponding author
2. Upload files
 1. Manuscript
 2. Tables and figures
 3. Cover letters
3. Enter basic details about the paper
 1. Title
 2. Keywords
 3. Funding
4. Enter details about co-authors & reviewers

This can take 1-2 hours!

- Need good internet connection
- You can save progress and return

Steps to publication

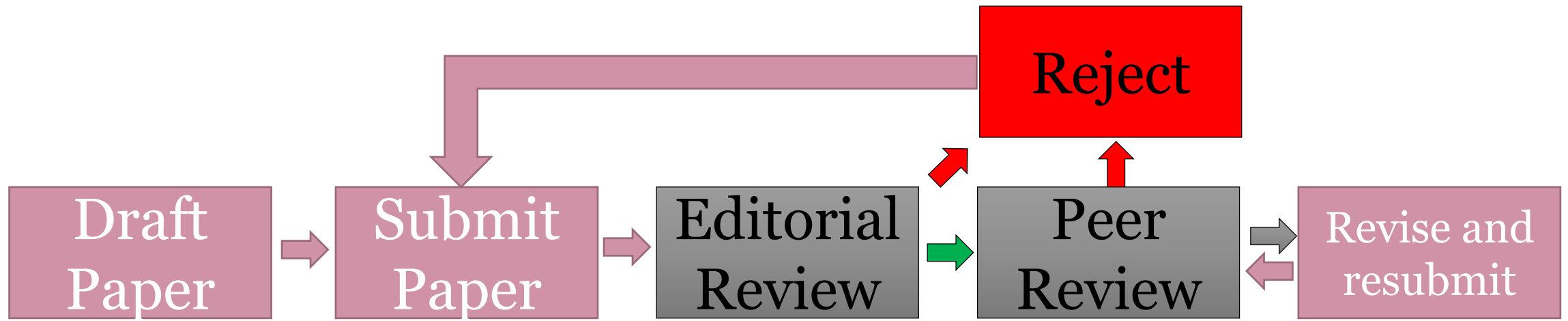
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- 3. Revise and resubmit**
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Responding to a revise and resubmit

- List **each** comment in a document
- Respond to **each** comment individually (even if two different reviewers give the same feedback)
 - Be polite and respectful
 - Whenever possible, make a change to the manuscript
 - Describe **where** in the manuscript you made that edit
- Format this very neatly
- A happy reviewer is a nice reviewer!

Example

Reviewer one:

In the methods, you only mention the the proportion of NCD patients with telephones. Please state sampling method in the Methods, Study population section

Manuscript text

At the start of the study, out of 450 patients enrolled in advanced NCD clinics as of December 2020, with an estimated telephone coverage of 34% (n=155).

Challenge: We did not sample patients, all eligible patients were invited!

Response letter

1. *In the methods, you only mention the the proportion of NCD patients with telephones. Please state sampling method and sample size calculations in the Methods, Study population section*

All eligible patients were invited to participate in the study. Because we did not use a sampling scheme, no sample size calculations were conducted. We have clarified this in the bolded text on page 3, line 22:

“At the start of the study, out of 450 patients enrolled in advanced NCD clinics as of December 2020, with an estimated telephone coverage of 34% (n=155). **Due to small size of this clinical population, we invited all patients who met our inclusion criteria in each round to participate.**”

Reviewer's comment is numbered and restated

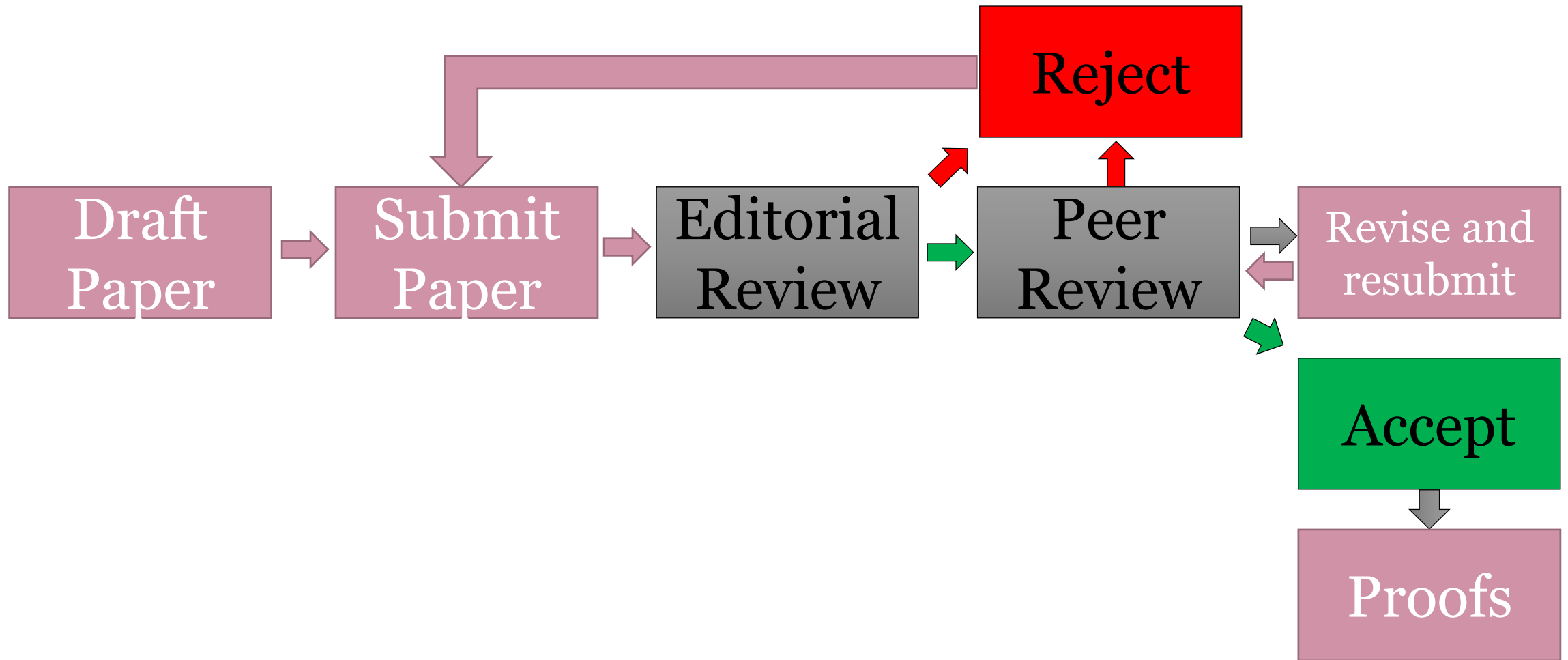
Polite response explaining edit

Location where edit is found

Revised text from the paper, with the edit clearly shown.

Consistent use of formatting to differentiate between review's comment (italics), author's response (normal text), paper text (indented), and new text (bold)





Reviewing Proofs

- Confirm spelling of author's names
- Address formatting questions from the journal
 - Abbreviations
 - Fixing citations
- Read carefully for:
 - Typos/errors
 - Goony formatting
- Very short turn-around

Dear Author:

Attached for your review are page **proofs** of your article for The Union's online journal, *Public Health Action*.

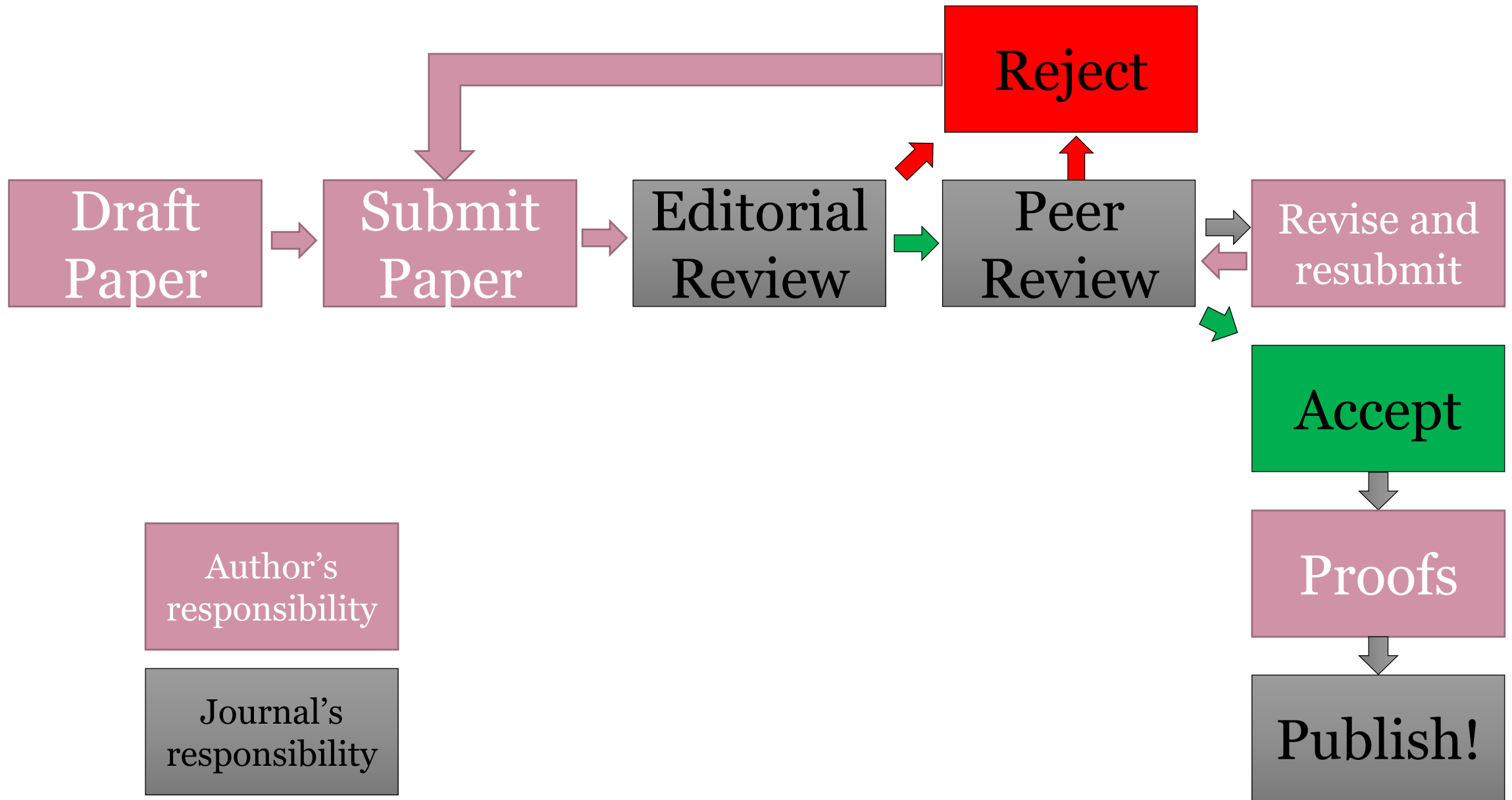
The PDF file begins with an instructional sheet. This file can be opened with Adobe Acrobat Reader. If you do not have this, it is available as a free download at Adobe.com.

Please PRINT the PDF file and read it through carefully, answering any queries that may be located in the margins. **Take particular care in checking the author list and affiliations, as these are the metadata that are sent to Medline for inclusion on PubMed.**

Corrected **proofs** should be faxed to the PHA Editorial Office (Fax: [+33 1 43 29 90 83](tel:+33143299083)). If you cannot fax your corrected **proofs**, please scan and e-mail the manually corrected proofs, or list the changes in the body of your e-mail. DO NOT edit the pdf file using Adobe features, as important corrections may be missed.

Please return your corrected **proofs** for receipt within **48 hours**.

Thank you,



Next Steps

Send draft to your complete paper mentors/RAs/course mentors <ul style="list-style-type: none"> • Give one week to respond 	
Send to co-authors to all co-authors <ul style="list-style-type: none"> • Give one week to respond • Remind co-authors! Give non-responders a 2nd chance 	
Circulate final draft <ul style="list-style-type: none"> • Give last chance to authors who have not responded (schedule a call/meeting to get their feedback) • Give one week to respond. 	
Send to Research Committee	
Submit to receive “real” certificate.	
Present Abstract at CovCo Writing Groups	Jan 26 th /Feb 9 th