

Chapter 4 Summary

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Content of each part

This chapter describes the mechanics of the publication process, which includes

- 1 choosing a journal,
- 2 submitting a manuscript,
- 3 and the refereeing process.

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Name change

after submitting
article \longrightarrow *manuscript* $\xrightarrow{\text{after it has been accepted for publication}}$ *paper*

Outline



- 1 Choosing a Journal
- 2 Submitting a Manuscript
- 3 Refereeing Process

Choosing a Journal

Choosing an appropriate journal is the most important thing before submission, which requires to consider the following factors:

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Valuable points from the textbook

- Do not post articles that are not worth publishing.
- Do not pursue the reputation of a journal: the value of a paper is not being recognized when it is published, but being continually cited later.

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- 2 Submitting a Manuscript**
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Submitting a Manuscript



Process of submission

Before submitting your manuscript, you should

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- 2 write a cover letter and deliver it with your manuscript to the chosen journal.

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Before submitting your manuscript, you should

- 1 read carefully the instructions for authors that are printed in each issue of your chosen journal;
- 2 write a cover letter and deliver it with your manuscript to the chosen journal.

In addition, most of the requirements are common sense and are similar for each journal, please see page 129 in *Handbook of Writing for the Mathematical Science* for more information.

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Refereeing Process

- 1 If a manuscript is submitted to “The Editor” of the chosen journal, it is passed on to the editor-in-chief, who assigns it to a member of the editorial board.
- 2 Then the chosen editor writes to two or more people asking them to referee the manuscript, suggesting a deadline about six weeks from the time they receive the manuscript.
- 3 Finally, when all the referee reports have been received, the editor decides the fate of the manuscript, informs the author, and notifies the journal.

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Rejection Letter

If you receive a rejection letter for any reason, you should treat it objectively. At this point, you have three options:

- 1 When the content of your article does not meet the chosen journal field, consider submitting it to other journals;
- 2 Modify your article according to the review comments and then submit it again;
- 3 Write a rebuttal to the editor to prove why the reviewer is wrong.

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Thank you!

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