



How to get published and how to do peer review

October 8, 2020

 SAGE journals

Presenting today



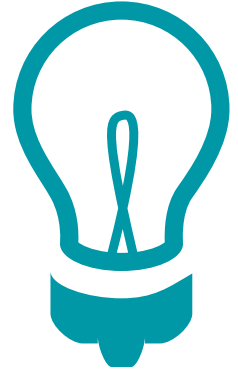
Caroline Lock, Publisher



sagepub.com/authorgateway

Tips for getting started

- Plan time to brainstorm—writing takes time and energy!
- Ensure you have enough material, research and data
- Read current journal articles in your field of study
- Find an experienced writer to help you
- Take the time to outline and organize your manuscript
- Read, re-read, revise
- Use external resources, like the [SAGE Author Gateway](#), for guidance



Authorship

- Made a substantial contribution to the concept or design of the work; or in the acquisition, analysis or interpretation of data
- Drafted the article or revised it critically for important intellectual content
- Approved the version to be published
- Participated sufficiently in the work to take public responsibility for appropriate portions of the content
- All others should be listed in the acknowledgement section



Choosing a journal

- Reputation
- Paper Type
- Authors & Reference List
- Aims & Scope
- Editorial Board
- Acceptance Rate
- Peer Review
- Readership
- Metrics and Indexing
- Funding & Institution Restrictions



Preparing for submission

- Read and follow the manuscript submission guidelines
- Make every effort to improve the quality of your manuscript
- Be objective about your work
- Include in your submission:
 - Funding Statement
 - Conflict of Interest Statement
 - Complete Ethics Statement(s)
- Abide by research ethics



Article structure

Introduction

- What's the purpose of the study?
- What was the hypothesis you wanted to prove?
- What did you research?
- What is the question you are addressing?

Materials and Methods

- What did you do?
- What was your technique?
- How many patients did you use? How did you select them, etc.?
- Include any relevant materials or methods used, including ethical approval you needed to acquire

Results

- What answers did you get? Present your data
- What complications arose?

Discussion

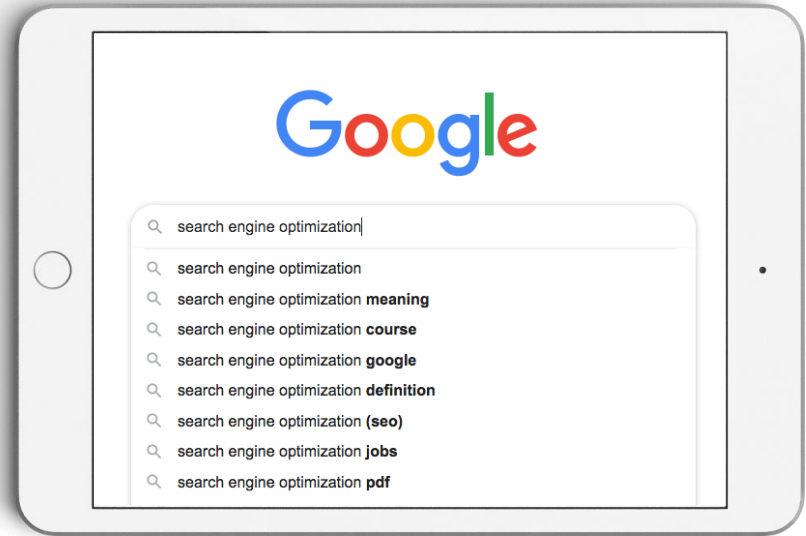
- What do the results mean?
- What is the impact of previous studies, in relation to the present study?
- How is the data of the new trial related to totality?
- How does this answer the question in the introduction?

Conclusions

- What are the implications of the research?
- What future studies do you recommend?
- Conclusions should be placed after Discussion as a separate section

Help readers find your article

- Well written title and abstract
- Good keywords
- Repetition of keywords
- Keep users in mind



Common mistakes to avoid

- Not thoroughly reviewing submission guidelines
- Incorrect formatting of tables and figures
- Not an appropriate fit for the journal (out of scope)
- Wrong manuscript type
- Poor grammar and syntax



Preprint submissions

- Receive feedback from your peers on manuscripts before submitting to a journal
- Quickly release your research
- Peer review, copyediting and formatting not provided
- <https://advance.sagepub.com/>
- Opportunities to get involved: <https://us.sagepub.com/en-us/nam/get-involved-with-advance>

A Preprint is a scholarly manuscript posted by the author(s) in an openly accessible platform, usually before or in parallel with the peer review process (COPE)

advance 
a SAGE preprints community

What is peer review?

- The peer review process is essential to the development of research across all subject areas
- Filtering out poor quality articles
- Assessing validity
- Maintaining integrity of science

At SAGE we value the work done by peer reviewers in the academic community, who provide an essential service to the process of publication excellence, driving research within their fields of expertise

Types of peer review

- **Single blind peer review** – the name of the reviewer is hidden from the author
- **Double blind peer review** – names are hidden from both reviewers and the authors
- **Open peer review** – everyone is identified

Make sure you understand the peer review model before submitting.



The peer review process

- Initial decision
- Peer review steps
- Possible outcomes
 - Reject
 - Major revisions
 - Minor revisions
 - Accept



Why papers are rejected after review

- Reviewers are not convinced of the contribution to the knowledge base
- Methods are not robust enough for the journal
- Specific sections are weak
- Paper was ill focused or fundamentally flawed



Handling rejections

- Criticisms are there to enhance your paper—don't overreact
- Read the reviewer comments and Editor's letter carefully
- Focus on why the manuscript was rejected
- Rework the paper to address reviewer concerns
- Submit to another journal



Handling revisions

- Read the reviewer comments and Editor's letter carefully
- Follow the timeframes requested
- Clearly demonstrate what you have changed point-by-point
- Address each referee point in a separate document
- If you can't meet all criticisms, explain why
- Be positive and polite
- Process may take 2-3 iterations

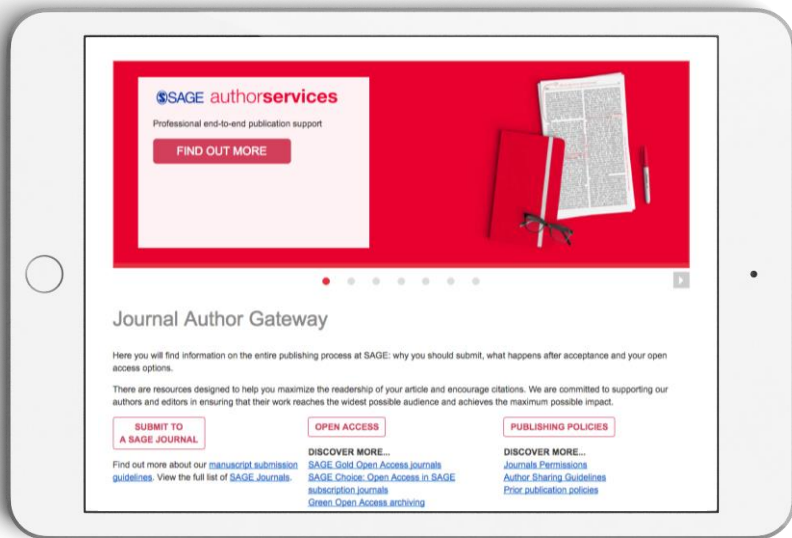


Congratulations!

Your paper has been accepted!



SAGE Author Gateway



- Dedicated space for author support and services
- Visit for Author FAQ's and additional How to Get Published resources
- Learn which version of your paper you can share, where and when
- SAGE Chinese Author Gateway features translated materials

Other resources

- [SAGE Campus How to Get Published course](#)
- [How to Get Published Video Series](#)
- [Download our guide to getting an article published in a SAGE journal](#)

How to do Peer Review

Benefits of reviewing

Service to your field

The filtering process and revision advice improve the quality of the final research article as well as offering the author new insights into their research methods and the results that they have compiled. Peer review gives authors access to the opinions of experts in the field who can provide support and insight.



Recognition

SAGE Discounts
Publons
ORCID
Certificates
SAGE Access
CV



sagepub.com/reviewerrewards

When to decline an invite

- If you do not have the expertise to review the article.
 - Consider letting the Editor know if you are still finishing your degree and/ or lack experience in the field (especially after changing fields)
- If you do not have time to review the article and cannot commit to a specific extension.
- If you have a conflict of interest with the research or authors.



Reviewer ethics

- Author anonymity
 - For double-blind journals, authors and reviewers should not know each other. Please let the Editor know if you learn the authors' identities.
- Study participant anonymity
 - Please let the Editor know if you have some connection to the study, for example if you know someone involved in the clinical trial under review.
- Reviewer confidentiality
 - Please do not share the content of the unpublished article unless doing a collaborative review (request ahead of time).

Research done well

Evaluation criteria

First impressions



academic
writing style



language quality



cohesiveness



bias-free, inclusive
language

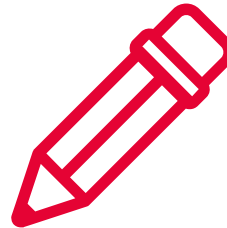
Overall



contribution to
field clear



appropriateness
of literature review
and references



descriptive figure
legends

Ethics



informed consent
from study
participants



ethical approval
obtained if necessary



anonymization

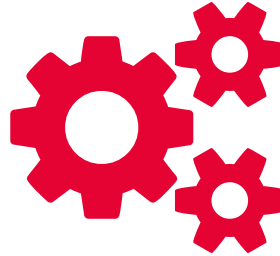


no signs of data or
image manipulation

Methods & analysis



flaws in
study design



reproducibility



relevance of
statistical
techniques



appropriateness of
materials, methods

Results, discussion, conclusions, & limitations

- Are the results presented in a way that best emphasizes the findings?
- Are these sections free of unsupported generalizations or assumptions?
- Are the conclusions appropriate for study?
- Are there appropriate limitations and directions for future research?



Volunteering to review

Volunteering to review

- Creating an account
 - Navigate to a journal's peer review site
 - Use good email address
 - Create an ORCID
 - Include your affiliation
 - Specify your degree
 - Add strong keywords
- Connecting with editors
 - Publons
 - Emails

Good keywords

Curriculum design
Teacher preparedness
University education
Early childhood education



Keywords to avoid

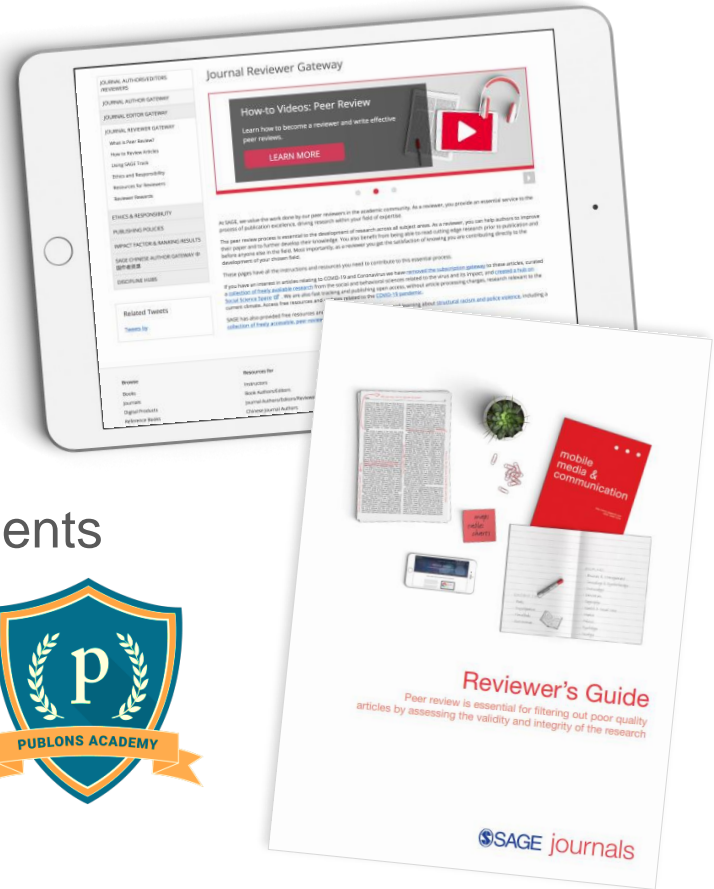
Students
Education
Teachers
Second graders



Peer review resources

- [SAGE Journal Reviewer Gateway](#)
- [How to review articles](#)
PDF guide and videos
- [COPE Ethical Guidelines](#)
- Open Peer Review and preprint comments
- [Publons Academy](#) training course

sagepub.com/reviewergateway



Thank you!



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