RESEARCHER PUBLISHING GUIDE

Making your publication a success.

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YOUR GUIDE TO PUBLISHING AN ARTICLE WITH IOP PUBLISHING

Whether you are writing up the results of a PhD chapter or preparing your first manuscript for publication, we will guide you through the process of what you need to consider when submitting your first article with IOP Publishing.

Following some key points and taking some simple steps means that you will improve your chances of publication, and be ready to make an impact in the global scientific community.

Did you know?
Last year articles published with **IOP Publishing** were downloaded over **78 million times**. And over **12 million of those downloads were to open access articles**.

Join our mission in advancing scientific knowledge across the globe.

CONTENTS

BEFORE YOU WRITE YOUR ARTICLE

Your research is complete, and you are on the first step to writing and publishing your paper. Consider which journal is right for you and who your target audience is. Getting these initial steps right is important because it can affect the reach and appeal of your published work.

Who is your audience?
Are your audience policy makers, fellow researchers or a non-specialist audience? Understanding this will help you know how to write about your research.

Where are your audience?
Knowing where your audience are and which journals they are reading will help you to determine where to submit your manuscript so that you can reach them.

Which journal should you choose?
Identifying the journal before you start writing your manuscript will also help you know how to format the paper according to any specific guidelines and criteria it may have. Understanding these will improve your chance of acceptance of publication.

Check if your institution has a transformative agreement with particular journals from IOP Publishing. They will aid costs for publishing open access by funding the article publication charge (APC). Find out more about open access funding options on page 11.

> The secret of getting ahead is getting started. The secret of getting started is breaking your complex, overwhelming tasks into small manageable tasks, and then starting on the first one.

Mark Twain, American writer

TIP
Once you know to which journal you will submit for publication, check out the type of research and papers already published in it to get a feel for how you should present your work.

Advice from your peers

Writing your paper and getting published can be daunting, but it is also very rewarding, and your published work can help develop scientific breakthroughs. Hear some top tips from peers in the scientific community:

Writing skills are your Swiss Army knife to succeed in the process to publish your paper. Editors and reviewers demand high quality papers, but they also enjoy manuscripts nicely and clearly written, the same as the readers.

In order to publish innovative literature, you have to be aware of the state-of-the art in your field. Read, read and read more, especially the journals you would like to publish in.

Dr Eden Morales Narvaez
Biophotonic Nanosensors Laboratory, Centro de Investigaciones en Óptica A. C, Mexico

Publishing is the essence of scientific work. Any piece of work that is not published or disseminated to the community simply does not exist. Hence, if you want to give visibility to your work, you have to publish it.

Professor Caterina Cocchi
University of Oldenburg, Germany

Considerations when choosing which journal

Peer review: considered a stamp of quality in the research community. Check whether a journal provides a rigorous peer review service.

Speed of publication: if fast publication is important to you, check the publication times for the journal.

Open access options: open access accelerates the discovery of your research immediately and freely available online for anyone to read, download and share. Authors, research institutions or funding organizations may fund the costs of publishing. Check with your institution whether there is funding available.

TIP
Investigate whether the journal has any article publication discounts which could help with funding, such as APC waivers.

More on our **website**

WRITING YOUR ARTICLE

You know your audience and what journal you want to publish in, and you should be aware of any journal specific criteria. It's now time to start preparing your article.

Useful points

- Gather your results and important data beforehand (notes, references, figures) – this will help you to organize your thoughts and plan your article outline.

- Identify the main point/research question of your paper and structure your writing around this. A good research paper addresses a specific research question.

- Use evidence to back up your message and create a logical discussion with this in mind.

- Remember your audience when you are thinking about your style of writing.

- Make your title and abstract clear and relevant to make it easier to be discovered.

- Include keywords and key search terms which reflect your content.

- The abstract is the second advertisement for your research article. Make sure it captivates your target audience and includes key terms.

The structure of your manuscript

Although not all article types are structured the same, here is a typical example you can follow:

TITLE
- The article title is the most visible part of the article
- Concise yet informative, and draws attention
- Include keywords so your audience will understand what it is about

ABSTRACT
- Check journal length requirements for abstracts (~200 words)
- Summarize the key points of your research
- Mention the work and methods you undertook
- Claim your key findings

INTRODUCTION
- State why the problem you address is important
- Reference relevant results of previous published work to contextualize your work within the academic field
- Discuss the goal of your work, its scope and the main advances you are reporting

METHODS
- Specify the study design and data collection
- Outline the analysis methods
- Give sufficient information to allow other researchers to use your findings for future research

FIGURES
- Figures should be representative, clear and well designed
- Figures should have a self contained caption

RESULTS AND DISCUSSION
- Explain the results and emphasize significant findings clearly
- Discuss the impact and importance of results compared with recent relevant research
- Make sure your graphs and tables are clear and organized

CONCLUSION
- Summarize the key points made in the other sections
- Conclude overall discussion of article
- Link this section to the introduction

ACKNOWLEDGEMENTS
- Recognize the contribution of funding bodies and anyone who has assisted in the work
- Acknowledge individuals who do not qualify for co-authorship but have contributed to your article intellectually, financially or in some other manner

REFERENCES
- List relevant papers referred to in the other sections, citing original works, both historical and recent

TIPS
- Focus on your title, intro and summary last.
- Use key terms in the title and abstract to enhance the discoverability of your research article.

Available services to help prepare

You can access a range of free services and tools from [IOP Publishing's Publishing Support](#) to help increase the chances of your paper being accepted.

Visit our online publishing support author services. Here you will find:

- **Article templates** – both double and single anonymous templates. These may help to speed the publication of accepted articles.
- **Editage** – language and figure editing services to help you prepare your paper ready for submission.
- **Paperpal Preflight** – a free pre-submission feedback service which checks for and highlights issues before you submit your paper.
- **Submission checklist** – check you have covered everything before submitting your paper.
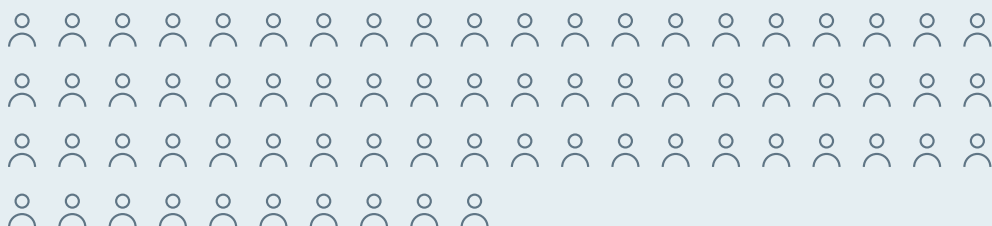
Did you know every day 70 authors are using our new pre-submission feedback service in their publishing journey.

Read, review and edit

Once you have written your paper, read it thoroughly to identify any errors or mistakes. You could also ask colleagues and co-authors for a second opinion.
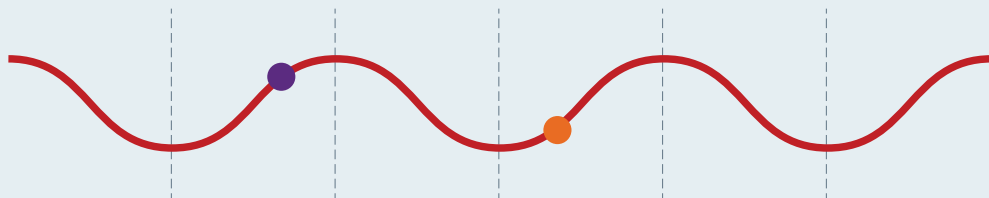
SUBMITTING YOUR ARTICLE

Ready to submit your article? Here are the next steps.

How to submit
You will find the 'Submit an article' link on every homepage of an IOP Publishing journal. You will need to make sure you have an account in our manuscript submissions system: ScholarOne.

You will first be asked to select an article type for your manuscript, to enter the title and abstract, and to select some keywords. Please note that, if your article is accepted for publication, these keywords will feature on the published article, and they will help with its discoverability.

Did you know you can track the progress of your article with our free article tracker. In 2021, Track my article was used over **7,000,000 times** which is over **1900 uses per day**.

Do you have WeChat?
Authors from China can submit the article ID in the official account, and immediately obtain the status information of the article. If you have a WeChat account, you can use this to check the status of your article during the publication process.

Scan the QR code to access our WeChat account.

Funding
Open access funding
There is a range of options to enable authors to publish their work on an open access basis.

Gold open access: authors can make their final published article immediately free to read and reuse by others in all of IOP Publishing's primary research journals and many of the journals we publish on behalf of our society partners.

Green open access: authors publishing in one of IOP Publishing's subscription-based journals can archive the accepted version of their article on a personal website immediately or on an institutional or subject repository 12 months after publication. A preprint of the article can be posted at any time on non-commercial repositories or preprint servers such as arXiv.
The costs associated with high-quality open access publishing in IOP Publishing's journals are covered by APCs. These can be paid by organizations, funders or researchers.

There are APC waivers and agreements for authors in certain countries and institutions. We advise authors to check institution and funder policies on open access before submitting an article. Applications for discretionary waivers for authors from other countries who are unable to pay an APC will be considered on a case-by-case basis.

You can find all the countries listed for the discounts on our website Publishing Support.

Subscription publication
You also have the option to publish under a subscription model, whereby your article will be protectedby copyright and will generally only be available to subscribers of the journal. There is usually no fee forpublication on this basis, although a limited number of journals have page charges.
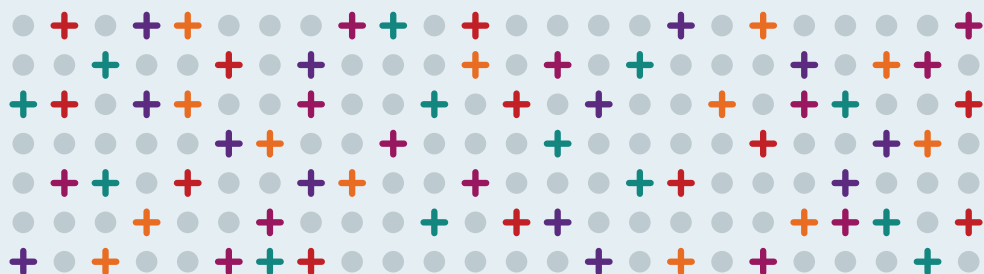
Did you know in 2022, we published more than **2200 open access articles** through our transformative agreements.

Open access through transformative agreements

- Your institution may cover the cost of your APC if it has an agreement in place with us.
- You can find a list of all our agreements, including member institutions and eligible journals on our website.
- You submit your work as normal and then if you are eligible, our publishing team will get in contact with you.
- We have a frequently asked questions section on our website.
- We have agreements with more than 700 institutions across 28 countries worldwide.

What exactly is a transformative agreement?
Transformative agreements, also known as read and publish agreements, are contracts between publishers and insitutions that allow authors to read and publish their work open access at no cost to themselves.

'Why publish OA under a TA video'

Why publish open access under a transformative agreement?

IOP Publishing

There are many benefits you will receive when you publish your paper as an open access article. Here are the top three:

1 Your work will be globally accessible, and therefore accelerate scientific discovery.

2 News, blogs and researchers on social media will be able to share your work.

3 Your article is likely to receive more downloads and citations than if you published non-open access.

Credits

There are additional opportunities for reduced APCs which include:

- A 10% credit that is available for reviewers who review articles for selected journals from our portfolio.
- Member discounts for authors of articles in fully gold open access journals who are members of the Institute of Physics and certain affiliated societies entitled to discounted APCs.

IOP Publishing's data availability policy

Please check that your article complies with the policy before submission. Please note that this policy requires authors to include a data availability statement in their article.

For any questions about the policy please contact the journal.

Many research funders now require authors to make all data related to their research available in an online repository. Please refer to the policy for further information about research data, data repositories and data citation.

PEER REVIEW AND REVIEWER REPORTS

Once submited, your article will be reviewed by expert peers in the field, known as reviewers. They will assess quality and originality and help the journal editors towards making a decision on the publication of your article.

There are different types of peer review:
Single anonymous is where reviewers are anonymous to authors, but author identities are visible to reviewers.

Double anonymous is the default on all IOP Publishing journal titles. Reviewers do not know the identity of the authors, and authors do not know the identity of the reviewers.
This has the potential to reduce bias with respect to gender, race, country of origin or affiliation, leading to a more equitable system.

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You can find out more about the different peer review models on IOP Publishing journals on our website.

The time of peer review varies from journal to journal. You can find this information on the journal homepages, including time to first decision and cite score.
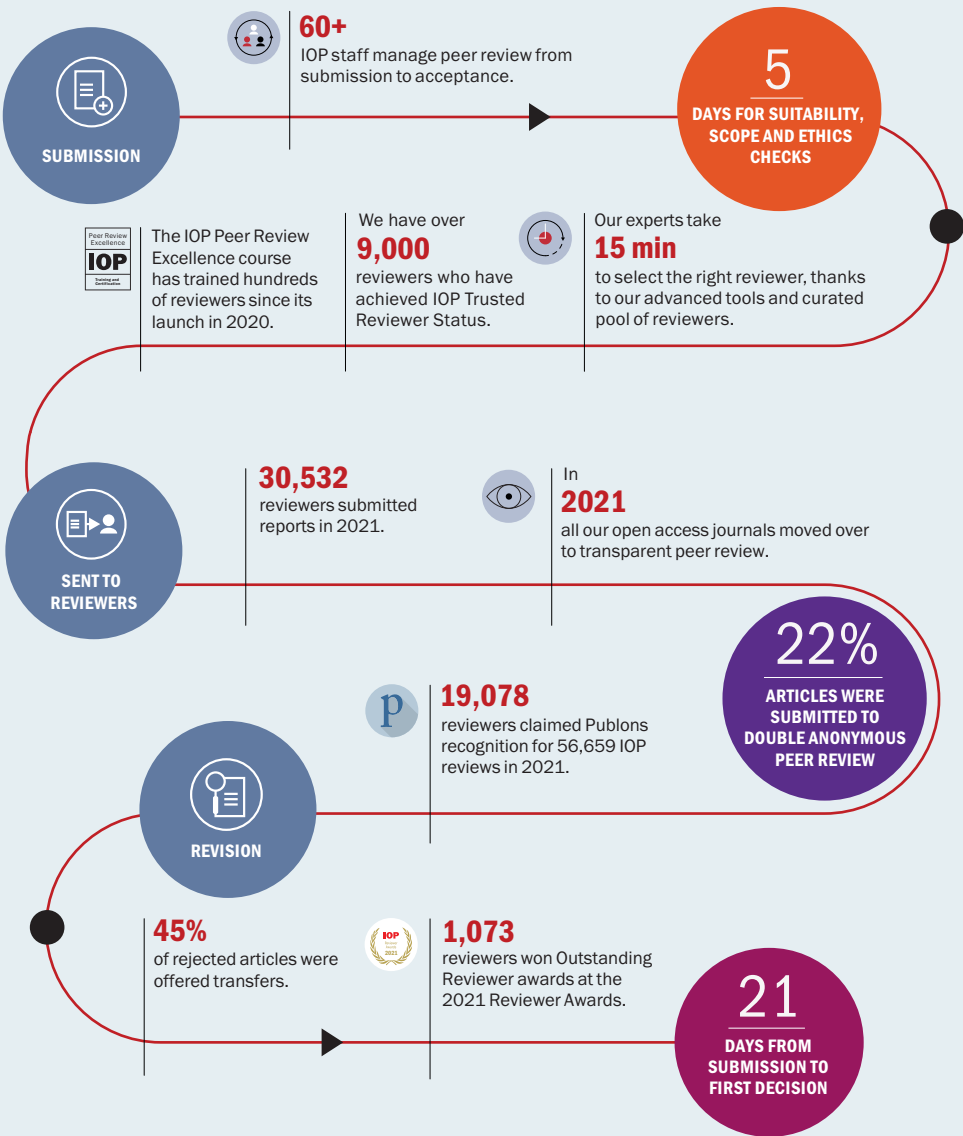
> Watch this **short video** on the peer review process for more information.

Peer review at IOP Publishing **2021**

Peer review plays an essential role in maintaining quality across scientific scholarly communications. At IOP Publishing, we manage the process of peer review, allowing reviewers and board members to concentrate on the science.

ioppublishing.org/peer-review

SUBMISSION

60+
IOP staff manage peer review from submission to acceptance.

5
DAYS FOR SUITABILITY, SCOPE AND ETHICS CHECKS

Peer Review Excellence
IOP
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The IOP Peer Review Excellence course has trained hundreds of reviewers since its launch in 2020.

We have over
9,000
reviewers who have achieved IOP Trusted Reviewer Status.

Our experts take
15 min
to select the right reviewer, thanks to our advanced tools and curated pool of reviewers.

SENT TO REVIEWERS

30,532
reviewers submitted reports in 2021.

In
2021
all our open access journals moved over to transparent peer review.

22%
ARTICLES WERE SUBMITTED TO DOUBLE ANONYMOUS PEER REVIEW

p

19,078
reviewers claimed Publons recognition for 56,659 IOP reviews in 2021.

REVISION

45%
of rejected articles were offered transfers.

1,073
reviewers won Outstanding Reviewer awards at the 2021 Reviewer Awards.

21
DAYS FROM SUBMISSION TO FIRST DECISION

* All statistics are for the full year of 2021 unless otherwise stated.

First decision
Rejected manuscripts
Don't worry if the first decision you receive is a rejection. It can happen to any researcher at some point in their careers. It is important that you review the report carefully and understand why and how you can amend your paper to ensure it is suitable for re-submission.

Don't ignore any parts of the report – if you are not acting on any of the advice then give reasons why not.

Benefits of article transfer options
It may be suggested that your article is more suited for an alternative IOP Publishing journal, due to it being more in line with the scope and audience. The benefits of transfer options are:

- **Time saving:** you do not need to complete a new submission elsewhere.

- **You save effort:** your article, along with all relevant submission information and reviewer reports (if present), will be transferred to the new journal.

- **More likely to be accepted:** we only offer a transfer if we know the article has the potential to be published by another IOP Publishing journal.

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Acceptance and publication:
Once the paper is accepted, it can be available to readers online just 24 hours later.
Take some time to make sure that the final proof version you approve is exactly as you wish it to appear online, as it will be too late to make changes later. Any corrections after this must be done through a corrigendum or erratum, which is a separate publication.

Did you know?
Publishing open access can give your paper greater visibility and impact. On average, IOP Publishing's open access articles receive 81% more downloads and 31% more citations than non-open access.

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It is now time to promote your paper to the research community, elevating its reach and impact and therefore increasing its value and your profile as an author.

The true value and impact of your paper can be greatly enhanced by sharing it with your peers. The more people who read, cite and benefit from your research, the more valuable your paper becomes and the greater your esteem as an author. This is more important than ever given that the impact of research papers is becoming increasingly valuable to funders and institutions.

As a learned-society publisher, we are committed to ensuring your article reaches as wide an audience as possible. To complement the visibility that we provide, we recommend that you, as the author, follow some of these tips to help share your research with the most relevant audience for your work.

Top tips:

1. Email people you have referenced in your paper, and other key colleagues in your field, with a link to your paper.

2. Use social media to tell people about your work through blogging or through other outlets such as Twitter, Facebook, WeChat and Weibo (don't forget to tag us in your post and use relevant hashtags so that we can share your post across our social media accounts).

3. Update your profile on professional and academic networking sites (such as LinkedIn, ResearchGate and Mendeley) with a link to your article or abstract as per the content-sharing guidelines of the networking site.

4. Update your institutional/departmental homepage and research group website with a link to your paper.

5. Contact your institution's press office with a summary of your paper and ask for advice about promoting it to the media.

6. Write a lay summary of your paper (with a link to the full version) and send to blogs in your subject area.

7. Produce a video abstract giving an accessible introduction to your article--this can help to encourage people to read your paper.

8. Use a service like Kudos to help more people find and understand your work.

9. Mention your publication at conferences when giving presentations, and have copies to hand out to colleagues.

10. Check major abstracting and indexing services (e.g. Web of Science and Scopus) to make sure that your published paper is listed with correct details.

11. Update any citations to your article on pre-print servers or in documents/presentations where you have referred to this work. The IOP Publishing citation style is: [Author list] [Year] [Journal name] [Volume] [Article/Page number].

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Dimensions badge - the citations that have been identified for a publication. You can use the Dimensions details page to find out which works have cited this particular publication.

Publons – a free service which enables you to track, verify and showcase your peer review contributions.

ORCID – this ID/profile will link all your research together and link all your research with you as you engage in research, scholarship and innovation activities.

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