

The background of the slide features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

# Lecture III

## How to Publish a Paper on International Journals or Transactions

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# 声明

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# Paper Submission

- We detail the process of paper submission by considering to submit to The IEEE Transactions on Emerging Topics in Computational Intelligence (TETCI), which is under IEEE Computational Intelligence Society. TETCI publishes original articles on emerging aspects of computational intelligence, including theory, applications, and surveys.
- On logging to the website, it will directly direct the author to manuscript submission. However, there are also information for authors to have a glimpse if you are new to the journal.

The screenshot displays the IEEE Computational Intelligence Society website. The top navigation bar includes links for Publications, Conferences, Activities, Awards, Committees, About, and Resource Center. A search bar is located on the right. On the left, a sidebar menu lists various resources, with 'Information for Authors' and 'Manuscript Format' highlighted by red boxes. The main content area is titled 'A PUBLICATION OF THE IEEE COMPUTATIONAL INTELLIGENCE SOCIETY' and features a 'Scope' section. At the bottom, three red buttons are visible: 'Subscribe', 'Submit Manuscript' (highlighted with a red box), and 'View Current Issue'.

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**A PUBLICATION OF THE IEEE COMPUTATIONAL INTELLIGENCE SOCIETY**

**Scope**

The IEEE Transactions on Emerging Topics in Computational Intelligence (TETCI) publishes original articles on emerging aspects of computational intelligence, including theory, applications, and surveys.

TETCI is an electronics only publication. TETCI publishes six issues per year.

Authors are encouraged to submit manuscripts in any emerging topic in computational intelligence, computing topics not covered by other IEEE Computational Intelligence Society journals. A few such illustrative topics include: neural networks, computational neuroscience, Brain Computer Interface, ambient intelligence, non-fuzzy computing, cultural learning, artificial endocrine networks, social reasoning, artificial hormone networks, computational Smart-X technologies.

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# Paper Submission

- ▶ Hit the Summit Manuscript button will bring you to the login panel, where you have to register if this is the first time you are here.
- ▶ The “Create an Account” process is sort of straightforward, you just need to input necessary information. Notably, it will ask you to have an ORCID, which is the unique label to pin your article since it is potential to have name conflict due to name duplication.
- ▶ After you have the credential information, you can login to begin your submission.

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# Paper Submission

- ▶ After logging in, you can jump to the Author tab. If you have been with this transactions, some history information is also displayed.
- ▶ You will not be a scholar if you have never been rejected before. So take it easy if you got rejected.

[Home](#) [Author](#) [Review](#)

Author Dashboard

Author Dashboard

4 Manuscripts with Decisions >

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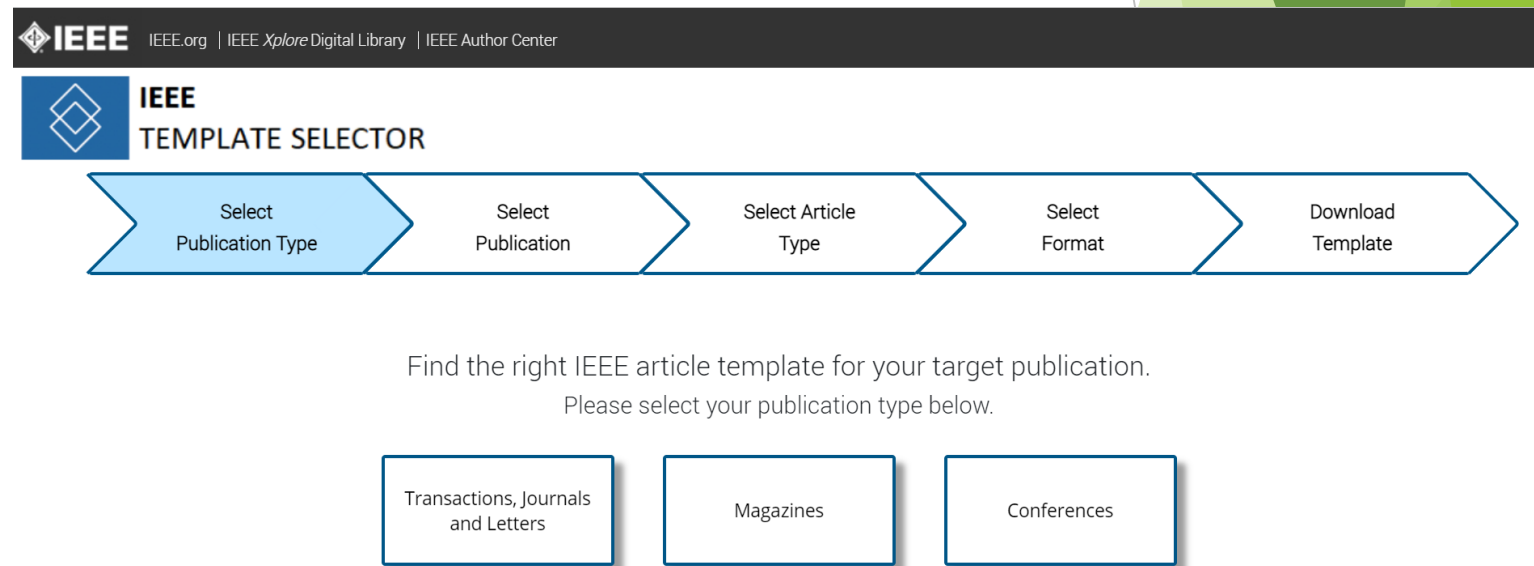
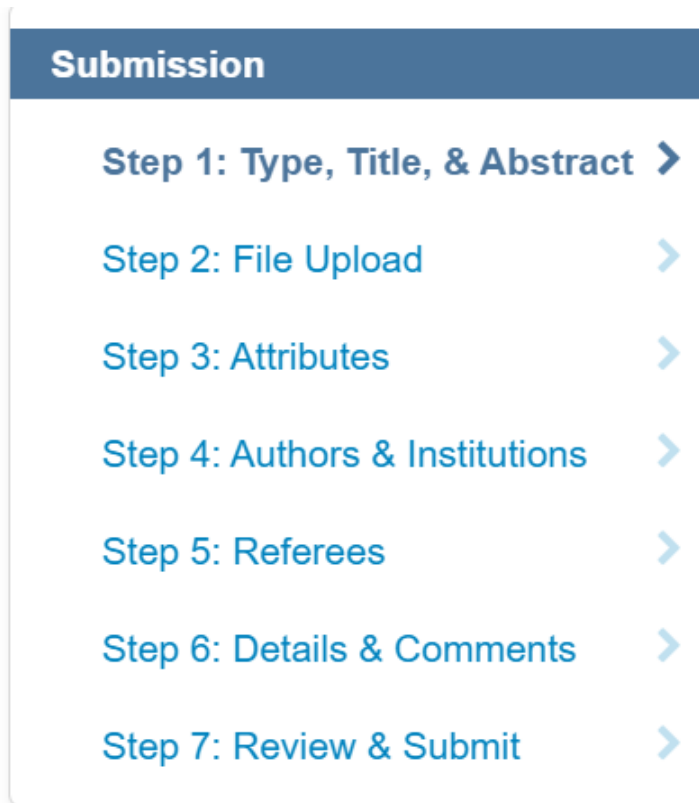
Manuscripts with Decisions

ACTION	STATUS	ID
	EIC: Ong, Yew-Soon ADM: Editorial, Assistant	TETCI-2022-0224
	Reject (12-Aug-2022)	
	<a href="#">view decision letter</a>	
	<a href="#">Contact Journal</a>	

# Paper Submission

- There are several steps to go through when you do a paper submission. Most of the required information is clear. So only some fields rendering difficulties for the beginners will be explained.
- All the IEEE journals have requirement for paper formatting, you should properly format your manuscript before uploading it to the manuscript center. Actually IEEE aggregates all the templates together where you can select yours:

<https://template-selector.ieee.org/secure/templateSelector/publicationType>



# Paper Submission

- ▶ Some researchers might work on a very narrow field, which is possibly beyond the domain knowledge of most of the associate editors, so some journals give the author the right to recommend reviewers. However, the editors still reserve the right to choose the reviewers independently of the author's recommendation.
- ▶ It is suggested not to take the advantage of reviewer recommendation to trade your article, so use your right appropriately.
- ▶ Most journals also require a cover letter which is more concrete than the abstract to state your research achievement, your paper contribution, your obeisance of research ethics, etc.
- ▶ After you fill all the required fields, especially the mandatory ones, the system will prompt you to have a final double check. After you do the check, you can submit your paper.

# Cover Letter

The cover letter will introduce the title of the manuscript, the name of journal intended to publish on, the enlisted authors, and all the courtesy words.

The second paragraph summarizes the major work of the paper, especially emphasizing its innovation and contribution. It is necessary to make your paper unique, since uniqueness indicates diversity, which usually help to boost the research prosperity.

The final is usually some statement like self-clearance of fraud, no conflict of interest, merit of some consent, such as human being or animal subjects welfare, etc.

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November 20, 2006

Jon Pott, Editor-in-Chief  
Wm. B. Eerdmans Publishing Co.  
2140 Oak Industrial Dr. NE  
Grand Rapids, MI 49505

Dear Mr. Pott:

I have enclosed for your consideration, the manuscript for my book on the life, and adult fantasy works, of 19th century Scottish author--George MacDonald. While searching through your website's submission guidelines, I noticed that Eerdmans will accept entire manuscripts along with queries. Since my book is short in length--44,000 words--I thought it best to take advantage of the offer to do so. I would feel honored if you would examine my work. There is no need to return the manuscript.

The book is entitled: *C.S. Lewis Called Him Master (Exploring the Life and Adult Fantasy Works of George MacDonald)*. Most of the text is devoted to unmasking the symbolism, metaphors, and countless literary references that MacDonald used in his only two fantasy books written for adults: *Lilith*, and *Phantastes*, while reserving ample room for documenting the man's life, as well as showing his influence on later authors. I don't recall ever coming across such a book written on the subject of George MacDonald. Many people come to his works by way of C.S. Lewis or G.K. Chesterton, but while they may acquire MacDonald's books, they are often left in the dark by them. I believe that my work here will fill a niche in this regard, while also fulfilling most reader's needs as a biography. In addition, I'm inclosing several photographs of, or related to, MacDonald that I would like to place within the book, probably on a small set of pages between the third and fourth chapters. To the best of my knowledge, all photocopies are in public domain, as are all the quotations with the exception of a couple by C.S. Lewis and Charles Williams. I don't, however, foresee any difficulty in getting clearance for them.

I confess I am not a trained literary scholar. I've been a youth minister for several years and have written occasional magazine articles on religious topics for *Vortexx*, *The Cutting Edge*, *Sojourners*, and *The Lamp Post*. Studying the texts of MacDonald, Lewis, Chesterton, and Charles Williams has been a passion for some time, and I hope to write a similar exegesis on the life and seven novels of Charles Williams one day.

Sincerely,

Charles Seper



# Paper Review

- ▶ Once the author submitted the paper, he's entering into the review process.
- ▶ Although there is a tab provided by the manuscript center, it is for reviewers, not the reviewees.
- ▶ The reviewing process to some extent is transparent for the reviewee.

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Scores Submitted

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Legacy Instructions

>

You Have a New Review Invitation

You have been invited to submit a new review

View Invitations

Scores Submitted

ACTION	COMPLETED	ID/TITLE
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# Paper Review

- ▶ Actually, once you submitted the paper, it goes to the editor-in-chief (EIC) or possibly the EIC assistant.
- ▶ The EIC or assistant will carefully check your paper, then dispatch it to the associate editor (AE).
- ▶ Usually, the content of the paper will match the domain knowledge of the AE, which facilitates the AE's to easily pick up the most appropriate reviewers.
- ▶ After the AE decided the reviewers, it will trigger the system to send invitation to the reviewers for review.
- ▶ The reviewers might reject the invitation in some circumstances, for example, unavailability.
- ▶ There's a deadline for AE to check the numbers of reviewers accepted the invitation, based on which the AE to consider invite more reviewers if the total participated reviewers below some threshold.
- ▶ The reviewers begin to review the paper and input the comments before the deadline.
- ▶ The AE make his decision based on the comments of reviewers and return it to EIC for the final decision.

# Paper Review



# Paper Review

- ▶ Usually, the paper can be rejected at any stage:
  - ▶ The EIC might reject the paper after the initial screening.
  - ▶ The AE might reject the paper after gathering the opinions of reviewers.
- ▶ If the paper needs revision, the EIC or assistant will notify the author for revision:
  - ▶ Usually for the first round, it is called major revision, the left are probably minor revision.
  - ▶ There might come with one or more rounds of minor revisions, depends on the revised quality of the manuscript.
- ▶ Generally, if the AE or EIC think there is big flaw in the paper, he might pin the revision as major revision, otherwise minor revision. Although revision indicates the possibility of final acceptance, but it is not always the case.
- ▶ After the author get the notification from the EIC, he needs to prepare the corresponding revision to address the reviewers concerns.

# Response to Reviewers

- ▶ The author must carefully do the revision, which includes the response-to-reviewer document:
  - ▶ Depends on the reviewers, the reviews can be frank, brutal, sarcastic or even wrong, but the author should behave in some professional way to address the concerns of the reviewers. Just criticism back or argue superficially usually cannot solve the dispute, so calm down and do the point-by-point clarification.
  - ▶ Non-native English speaker might get the comment that the paper is badly written. Usually it is not a discrimination, it is suggested the author do a professional proof-reading to check the difference of expressions of native English speakers.
  - ▶ The author should examine carefully all the comments made by the reviewers and AE, and address them fully. The author cannot do by his own preference and ignore some which he has different opinions. Or try to avoid answering the reviewer's question directly.
  - ▶ Although there is no stupid questions, there are only stupid answers, you should be aware that by asking you some question, the reviewers are not intended to make you embarrassed. You only need to address the comments within your capability and try to avoid over-talk.
- ▶ After everything is ready, the author resubmit the revision for the potential next round.

# Response to Reviewers

A leading paragraph summarizes your work usually from a courtesy perspective.

Address the comments from the first reviewer. It is suggested that your response maps the reviewer's comments one-by-one in a sequential way. For the corresponding modification in the manuscript, you can use font of different colors to indicate your change.

Response to the second reviewer. Even for very trivial comment, it is a courtesy to feedback even you just write very simple words. Remember whenever you want the reviewer to refer back to your paper, just make your change highlighted.

## Response to Reviewers' Comments

**The Journal of Bone and Joint Surgery**

**Manuscript Number:** JBJS 20-10045

**Manuscript Title (Old):** All About Bones and Surgery

**Manuscript Title (Revised):** All About Bones and Joints and Surgery

General Comments: Thank you for the opportunity to address the reviewers' comments and revise the manuscript accordingly. All revisions in the manuscript are marked using the Word "track changes" feature.

### **Reviewer #1:**

*1. The abstract should be redone if it is not in the appropriate format for the journal.*

Author Response: We recognize the abstract's format is different from the structured format typically required by journals. However, it conforms to the journal's Instructions to Authors to include an unstructured abstract that is "a brief description and summary of the paper."

*2. Line 75 should say "compromise" without a "d"*

Author Response: Revised as requested. See line 111.

### **Reviewer #2:**

*Well done. Concise, and clearly written.*

Author Response: Thank you.

*I would have liked to see either a photo or a diagram depicting how the surgical modification was completed.*

Author Response: Thank you for this suggestion. We have added a Figure showing intraoperative images of the surgical procedure. See NEW Figure 9. The subsequent figures have been renumbered accordingly.

# Response to Reviewers

- ▶ The AE will repeat the actions, aka, send out the manuscript and gather the comments, until all the concerns are addressed, then send his recommendation to the EIC for the final decision.
- ▶ The EIC decides whether there needs further revision or already meet the criteria for publishing. If the later, he or the assistant will forward the manuscript to the editorial office for editing.
- ▶ The editor responsible for the styling, formatting will process the document to have it conform to the style of the journal.
- ▶ The editor then notify the author for final proof-reading of the manuscript. After that, no change will be accepted.
- ▶ Then the author is requested to sign some document related to copyright transferring, pay some fees such as extra page fee if any. After that, the editorial office will finalize everything.
- ▶ Congratulations, up to now you have your paper published.