



MANAGING THE ACADEMIC PUBLICATION REVIEW PROCESS

MELCOME

BRIEF INTRODUCTION

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 - BSc Mechanical Engineering
 - Inovy Consulting
 - Communication Engineers

Peer Review Process



COURSE OUTLINE

- Papers
- Submission process
- The Editor
- The Reviewer
- Reviewing in practice
- Feedback processing
- Q&A dr. ir. Steven Flipse





INTAKE ASSIGNMENTS

RECAP





RESEARCH IMPACT

RECAP





THE FUNCTION OF

PAPERS

THE FUNCTION OF PAPERS?

Quality assurance: Papers discharge your promotor and committee from in depth reading at time of the dissertation

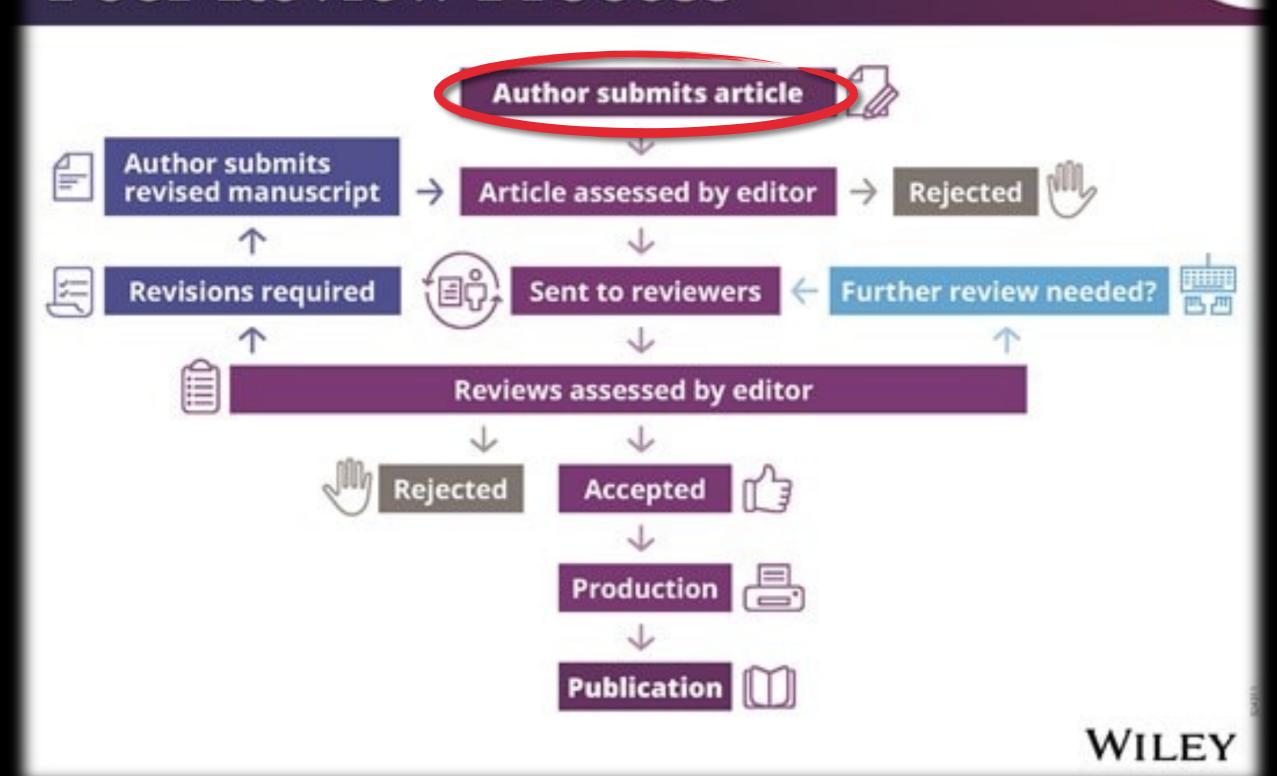




PREPARATION

SUBMISSION

Peer Review Process



SUBMISSION PREPARATION

- Review instructions for authors and editorial policies
- Anonymise your paper (if required)
- Write a cover letter
- "Administrative" actions

REVIEW INSTRUCTIONS FOR AUTHORS AND EDITORIAL POLICIES

- IFAs: requirements for a journal to help shape the article
 - ► TIP: incorporate IFAs during the writing process
- EP: explain the review and submission process of a particular journal

REVIEW INSTRUCTIONS FOR AUTHORS AND EDITORIAL POLICIES

EXERCISE 1

Study the IFAs for your intended journal.

To what extent does your manuscript comply with the IFAs?

Make changes where possible.

ADMINISTRATIVE ACTIONS

- Formatting
- Select keyword
- Digital identifier, such as ORCiD
- Payment information (article Publishing Charge (APC))

MANAGING THE ACADEMIC PUBLICATION REVIEW PROCESS

ANONYMIZATION

Tips for anonymizing your manuscript:

- Don't mention any grants or acknowledgments in the anonymous version of your manuscript. You can provide these in the non-anonymous version, and you may also be asked to provide funding information separately during submission.
- Don't add any page headers or footers that could identify you.
- Avoid, or try to minimize, any self-citation. If you have cited your own work, make sure you've referred to your own references in the third person, e.g. write "Smith and Black (2007) have demonstrated", not "We have previously demonstrated (Smith & Black, 2007)".
- ✓ If you're unable to avoid referring to self-cited work in the first person, then delete the author names, or other identifying information (such as your institution) and replace it with [author(s)] in the text. In the reference list, delete the citation, and use a placeholder [author(s)].
- Remove any clinical trial numbers and registration dates from the anonymized version of your manuscript.
- Remove your data availability statement from the anonymized version, unless you have deposited your data in a repository which preserves anonymity. For example, Figshare's 'private sharing link' and Dryad's 'private for peer review' options.

MANAGING THE ACADEMIC PUBLICATION REVIEW PROCESS

COVER LETTER

Your The editor's name (you can usually manuscript's title find this on the journal's website) University of Research Milton Park Oxfordshire OX14 1RS (01234) 567890 A statement that a.example@research.edu your paper has not Dr. Joan Editor, MD Editor-in-Chief been previously Science Explained journal published and is March 3, 2020 not currently under Dear Dr. Editor. consideration by We wish to submit an original research article entitled X, Y and Z for consideration by Science another journal Explained journal. We confirm that this work is original and has not been published elsewhere, nor is it currently under consideration for publication elsewhere In this paper, we show that X is equal to Z. This is significant because it is critical to demonstrate the impact of X and Z on Y. Given the increase in X and Z globally, we believe that the findings presented in our paper will appeal to the specific scientists who subscribe to Science Explained. Although prior research has identified a few methods that could be used in space exploration, such as X and Y, the applications developed from those findings have been cost-prohibitive and difficult to administer globally. Thus, our findings Confirmation will allow your readers to understand the factors involved in identifying the onset of X and Y and develop more cost-effective procedures. that you have We have no conflicts of interest to disclose. no competing A brief description interests to Please address all correspondence concerning this manuscript to me at a.example@research.edu. disclose. Thank you for your consideration of this manuscript. you're reporting in your paper, why it's important, and why Dr. Anne Example, PhD you think the readers Professor, Department of Space Exploration University of Research of the journal would be interested in it Dr. My Friend Assistant Professor, Department of Space Exploration University of Research (01234) 567890 Contact m.friend@research.edu information for

The name of the

journal you're

submitting to

of the research

you and any co-authors

- Additional features:
 - Interest: Link your work with editor's work
 - Personal link? (we briefly met etc.)
 - Credibility: yours and TU Delft
 - Scope: how does your work relate to prior publications?

- Do NOT
 - Copy the abstract
 - Use too much jargon
 - Share too much detail

EXERCISE 2

Write your cover letter.

TIP 1:

THINK ABOUT IT THOROUGHLY AND PLAN ACCORDINGLY. DON'T WAIT UNTIL THE LAST MOMENT.

TIP 2:

YOU CAN ALWAYS EMAIL EDITOR IF YOU HAVE QUESTIONS ABOUT WHO TO ADDRESS BEST OR WHETHER THE SUBJECT IS INTERESTING TO THEM. THIS WILL GIVE YOU A START OF YOUR LETTER (PERSONAL LINK) OR ALLOWS YOU TO MOVE ON QUITE EARLY ON.





REVIEW TYPES

BREAK UNTIL 10.50H:)

TYPES OF REVIEWS

- > Single blind (author doesn't know reviewer)
- Double blind (neither know each other)
- Open (everybody knows each other)
- ▶ Transferrable (paper -> paper in case of rejections)
- ▶ Collaborative (R <-> R, R <-> A)
- Post Pub (forum e.g.)





Peer Review Process



What do they want?

- Impact factor
- Value for money (limited number of pages granted from publisher
 (Elsevier, Wiley, Springer etc. who's incentive is money). There's an editor fee.
- Field advancement (scope, aim)
- Personal interest: editors are more inclined to work with papers that link with their personal interest => research their publications, websites etc.

EXERCISE 1

Look up your editor. What can you find? What can you use to your advantage?



Ask yourself: How well does my draft/ article connect to the intended journal?

Frame title, introduction accordingly, cite strategically etc.





Peer Review Process





Read-through

Read Conclusion

Self-check eligibility

Read discussion

Read abstract

Read introduction

Read methods

Read results

- 1. Read abstract
- 2. Check eligibility (do I know the author? Do I know the topic?)
- 3. Read-through (determine if they're going to spend time on it)
- 4. Conclusion
- 5.Introduction
- 6. Discussion
- 7. Methods
- 8. Results

TIP: GOOD PRACTICE W/REGARD TO REVIEWER

- Use highly familiar structure (research questions, step-wise approach)
- Get to the point of the aim of the paper to make life of reviewer easier (long vs. short introduction+ background/literature)
- Never bash earlier research because you might run into authors.
- ▶ Look at last issue of the journal and copy structure (language).

TIP: AVOID HOLIDAY AND SUMMER ABSENCE OF REVIEWERS.

- Finding a reviewer: 2 weeks
- Review: 6 weeks, in practice 12
- No decision: 6 weeks longer -> 2nd reviewer
- Decision: 2 weeks later decision
- Proofs: few days



"Review" your own/each other's draft and make a to-do-list for further writing





FEEDBACK PROCESSING

Peer Review Process



HOW TO PROCESS FEEDBACK FROM REVIEWS

- Rebuttal letter: be pragmatic, concise and polite
- Contradicting comments -> you can choose! "I acknowledge this issue needs to be resolved. Reviewer A says this, Reviewer B says ...After extensive research we have chosen ..."
- Aggravating comments: If you really do not agree (elaborate why and why the paper is not helped by the feedback) you ask the editor for input on what to do. If feedback is offensive (rude, unfair) flag it.





DR. IR. STEVEN FLIPSE

Q & A





THANK YOU