

MANAGING THE ACADEMIC PUBLICATION REVIEW PROCESS

WELCOME

BRIEF INTRODUCTION

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 - ▶ MSc Science Communication/BioMedical Engineering
 - ▶ 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))

ANONYMIZATION

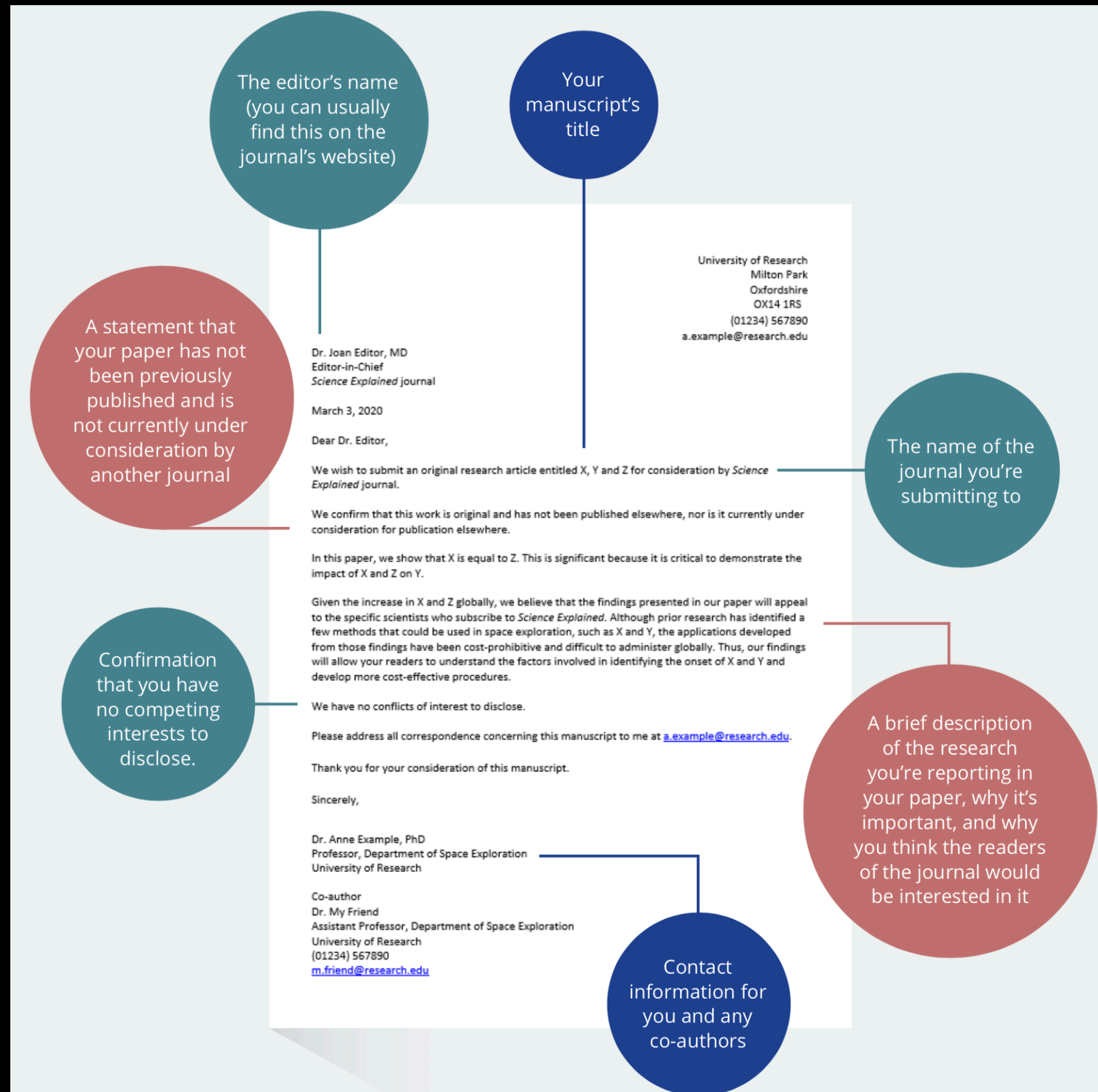
Tips for anonymizing your manuscript:

- ▲ 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



COVER LETTER

- ▶ 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?

COVER LETTER

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

COVER LETTER

EXERCISE 2

Write your cover letter.

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** ($R \leftrightarrow R$, $R \leftrightarrow A$)
- ▶ **Post Pub** (forum e.g.)

THE EDITOR

Peer Review Process



THE EDITOR

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.

THE EDITOR

EXERCISE 1

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

THE EDITOR

TIP!

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

**Frame title, introduction accordingly,
cite strategically etc.**

THE REVIEWER

Peer Review Process



THE REVIEWER

EXERCISE 4

Read-through

Read Conclusion

Self-check eligibility

Read discussion

Read abstract

Read introduction

Read methods

Read results

THE REVIEWER

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**

THE REVIEWER

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).

THE REVIEWER

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

THE REVIEWER

EXERCISE 5

“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