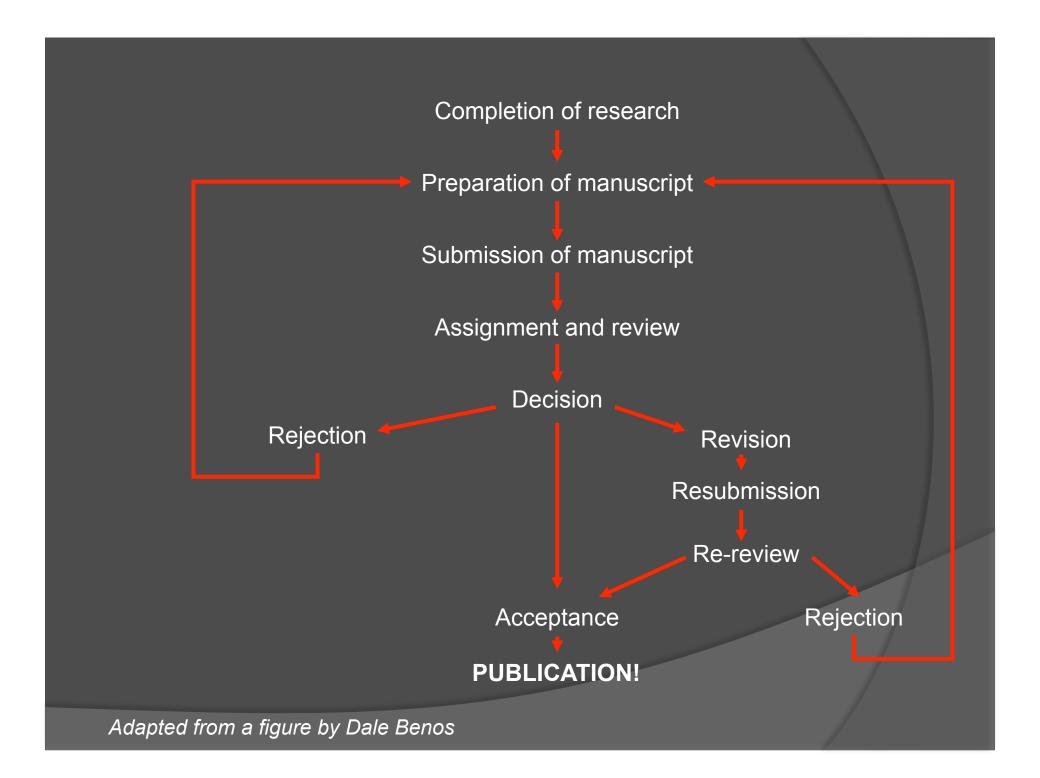
THE PEER REVIEW JOURNAL PROCESS II: THE DO'S AND DON'TS OF SUBMITTING YOUR MANUSCRIPT TO A PEER REVIEWED JOURNAL

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Choosing the Right Journal

Target audience

□ "Who would be interested in reading this paper?"

Import and significance of the findings

□ Seek input from colleagues

Decide on the journal <u>before</u> beginning to write

Rank order your journal preferences and then ask yourself the tough questions

Impact Factor Scores and Acceptance Rates may be a first step in making your list of potential journals

- Examine the scope of the journal and description of its contents before submitting.
- Format the paper appropriately (Read the Instructions!)
 - Submitting in another journal's format could suggest that the author may not pay attention to detail.
 - Suggests that the paper has been submitted elsewhere first and it was rejected.

- Look into whether the journal has page charges or submission fees
- Prepare a cover letter that not only says we are submitting the paper but also what the novel findings are (newsworthiness factor)
- Suggest Potential referees and a member of the Editorial Board where appropriate
- Enlist the help of a native English-speaking colleague to assist with the preparation of your manuscripts if English is not your first language

- Read your manuscript carefully prior to submission (don't be a victim to typoblindness!)
- State the hypothesis of your study prominently in the introduction section
- Provide all authors, including students, an opportunity to comment on the manuscript before it is submitted
- Try to make your study complete. Resist the temptation to submit your work as LPU's (least publishable units)

- Be willing to accept constructive criticism from trusted colleagues
- Others??

The Don'ts

- Assume that everything is OK once you submit your manuscript
 - Things sometimes fall through the cracks
 - If you don't get an acknowledgement in a couple of days follow-up
 - If you don't hear about the status of your paper in 2 months contact the journal to inquire on how the review is going
- Include data that has been published previously, other than in abstract form.

The Don'ts

- Rely too heavily on the spell-check feature of your word processor (but do use it!). Don't include titles on figures intended for publication
- Give co-authors unlimited amounts of time to comment on the manuscript. Set them a deadline after which you will proceed with the submission with or without their input.
- Others??

Next Session!

- The Peer Review Journal Publication Process
 - III. Reviewer Comments: Now What?
- Friday November 5th
 - Time: 11:30 PM 12:30 PM
 - Location: Malpass Library, Room 180