

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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Adapted from a figure by Dale Benos

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 before 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

The Do's

- ⦿ 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.

The Do's

- 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

The Do's

- Read your manuscript carefully prior to submission (don't be a victim to typo-blindness!)
- 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)

The Do's

- ◉ 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