How to get published
an introduction to scholarly publishing

South Africa, May 2019

Presented By Ingrid van de Stadt
Date May 2019
What will we cover in this seminar?

• The Publishing World and Trends in Publishing
• How to prepare and plan your article
• How to structure your article
• How not to Publish - publishing ethics
• Peer Review
The Publishing World and Trends in Publishing
Doing research: it is still a Publish or Perish environment

81% of published authors agree/strongly agree:

“My career depends on a history of publishing research articles in peer reviewed journals”

Reasons for agreeing

At my institution, there are defined thresholds of publications for academic promotions at least during early career. Engineering & Technology, UK (36-45)

Articles in peer-reviewed journals make the most important contribution to my career in terms of status, merit pay, and marketability vs. teaching or service. Social Science, USA (36-45)

If I publish well (Impact Factor, h-index) I have more chance to get a better position and to have grants. Medicine & Allied Health, Italy (46-55)

The primary role of my job is to produce research which is of no use if it does not get into the public domain. Earth & Planetary Sciences, UK (56-65)
The Global Research Challenge

- Every year 7 million researchers worldwide.
- Each article will have an average of 4 authors.
- Each will take 3 months to reach publication.
- Even then, it faces a 50% chance of rejection.
- ...and will have been edited 10 times.
- Write 4m articles.
- 2 million research articles per year appear.
- "Researchers can spend up to 31% of time on content related activities."**
- That's 3 every minute.
- Average researcher is reading 300+ articles per year.*
Overload: an increasing problem

In 2017: 50 million peer-reviewed articles
The publisher’s role

Trying to put order in the chaos

- **Registration**: The timestamp to officially note who submitted scientific results first
- **Certification**: Perform peer-review to ensure the validity and integrity of submissions
- **Dissemination**: Provide a medium for discoveries and findings to be shared
- **Preservation**: Preserving the minutes and record of science for posterity
- **Analysis**: Analyze research data and provide context

Publishers are investing in innovation and technology to fulfil these roles
How to Prepare and Plan
What is it that distinguishes an excellent article from a poor one?
Planning Your Article
What makes a strong manuscript?

✓ Original results/methods
  or
✓ Significant enhancements of previously published work

▪ Providing a clear and useful message
▪ Written in a logical manner
▪ So that readers (and Editors!) can easily grasp the research
▪ And reproduce the results

By submitting a manuscript you are basically trying to sell your work to your community
Practical Advice

• Evaluate your research area
  • Journals, authors, citations, publications per year (Scopus)

• Evaluate which journal is right for your article
  • Impact Factor
  • Alternative metrics (H-index, SNIP, SCImago)
  • Journal Analyzer (Scopus)

• Find out more about the journals
  • Who are the editors?
  • Guide for authors

• Getting your paper noticed
  • Share link
  • Mendeley Stats
Evaluate your research area

“Save as Alert”: Remind yourself about the new findings.
Evaluate your research area – in Scopus

• **Ancestry Approach:** acquiring a research paper and examining its references “backward searching”

• **Descendency Approach:** identify a paper’s offspring: those recent publications that reference the earlier work “forward searching”
Review the development of your research area

Check the phase in the life-cycle of your research topic.
Choosing the right journal

Do not just “descend the stairs”

Top journals

Field-specific top journals

Other field-specific journals

National journals

DO NOT gamble by submitting your manuscript to more than one journal at a time. International ethics standards prohibit multiple/simultaneous submissions, and editors DO find out!
Choosing the right journal
Journal Finder Tool

Elsevier for authors

How to publish in an Elsevier journal

Every year, we accept and publish more than 250,000 journal articles. Publishing in an Elsevier journal starts with finding the right journal for your paper. If you already know which journal, you can enter the title directly in the search box below. Alternatively, click on the 'Start matching' button to find a suitable journal based on the abstract of your article.

Publishing process
Find a journal
Prepare your paper
Submit paper
Check status

Match your abstract to a journal

Search for a journal by name

Start matching

The Elsevier publishing process step by step

1. Find the right journal
   The first step is finding the right journal for your paper. Among the thousands of journals and books published by Elsevier are some of the world’s most prominent and respected medical, scientific and technological publications. These include The Lancet, Cell, Tetrahedron Letters and a host of others. Find a journal match for your abstract by clicking on the blue 'Start matching' button above.
Choosing the right journal
Scopus

Analyze search results

<table>
<thead>
<tr>
<th>Source</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stroke</td>
<td>945</td>
</tr>
<tr>
<td>Circulation</td>
<td>213</td>
</tr>
<tr>
<td>Journal Of The American College Of Cardiology</td>
<td>204</td>
</tr>
<tr>
<td>American Journal Of Cardiology</td>
<td>150</td>
</tr>
<tr>
<td>International Journal Of Cardiology</td>
<td>125</td>
</tr>
<tr>
<td>Cerebrovascular Diseases</td>
<td>120</td>
</tr>
<tr>
<td>Harvard Heart Letter From Harvard</td>
<td>114</td>
</tr>
<tr>
<td>Annals Of Thoracic Surgery</td>
<td>115</td>
</tr>
<tr>
<td>Heart Advisor The Cleveland Clinic</td>
<td>112</td>
</tr>
<tr>
<td>Neurology</td>
<td>105</td>
</tr>
<tr>
<td>Catheterization And Cardiovascular Interventions</td>
<td>100</td>
</tr>
<tr>
<td>American Heart Journal</td>
<td>90</td>
</tr>
<tr>
<td>Journal Of Stroke And Cerebrovascular Diseases</td>
<td>85</td>
</tr>
<tr>
<td>Journal Of Thoracic And Cardiovascular Surgery</td>
<td>83</td>
</tr>
<tr>
<td>European Heart Journal</td>
<td>50</td>
</tr>
</tbody>
</table>

Or: use your own references
Which Journal is the Best Journal?

<table>
<thead>
<tr>
<th>Journal</th>
<th>Impact Factor 2012*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pain</td>
<td>6.125</td>
</tr>
<tr>
<td>Nature Genetics</td>
<td>38.597</td>
</tr>
<tr>
<td>Annals of Mathematics</td>
<td>3.027</td>
</tr>
<tr>
<td>Computers &amp; Operations Research</td>
<td>2.374</td>
</tr>
<tr>
<td>Progress in Energy and Combustion Science</td>
<td>17.778</td>
</tr>
<tr>
<td>Addiction Biology</td>
<td>5.914</td>
</tr>
<tr>
<td>Remote Sensing of Environment</td>
<td>6.144</td>
</tr>
</tbody>
</table>

*Journal Citation Reports 2013

Answer: All of them are the best journals in their subject areas.

With IF, journals from different subject fields CANNOT be compared.
Golden Rules for using bibliometrics

When used correctly, research metrics together with qualitative input give a balanced, multi-dimensional view for decision-making.

Always use **both qualitative** and **quantitative** input into your decisions.

Always use **more than one** research metric as the **quantitative** input.
Bibliometric indicators: a basket of metrics

- CiteScore
- SJR
- SNIP
- % of reviews
- % not cited
- Number of papers
- Citation count
- PlumX
- Impact factor *

Use these over time: Scopus Compare Source tool

* - not in Scopus; property of Clarivate Analytics
# Journal Metrics in Scopus

A basket of different metrics

## Introducing CiteScore metrics for serials

We are proud to introduce CiteScore metrics from Scopus — comprehensive, current and free metrics for serial titles in Scopus. Search or filter below to find the sources of interest and see the new metrics. Report using these annual metrics and track the 2016 metrics via the links to each title's Scopus source details page.

Be sure to use qualitative as well as the below quantitative inputs when presenting your research impact, and always use more than one metric for the quantitative part.

## Journal Metrics

<table>
<thead>
<tr>
<th>Title</th>
<th>CiteScore</th>
<th>Highest CiteScore Percentile</th>
<th>CiteScore Rank</th>
<th>Citations 2015</th>
<th>Documents 2012-14</th>
<th>% Cited</th>
<th>SNIP</th>
<th>SJR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ca-A Cancer Journal for Clinicians</td>
<td>66.45</td>
<td>99%</td>
<td>1/117</td>
<td>8,904</td>
<td>134</td>
<td>63%</td>
<td>50.569</td>
<td>32.242</td>
</tr>
<tr>
<td>Hematology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Chemical Reviews</td>
<td>45.92</td>
<td>99%</td>
<td>1/371</td>
<td>31,824</td>
<td>693</td>
<td>98%</td>
<td>11.241</td>
<td>19.143</td>
</tr>
<tr>
<td>General Chemistry</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Annual Review of Immunology</td>
<td>41.20</td>
<td>99%</td>
<td>1/162</td>
<td>3,049</td>
<td>74</td>
<td>99%</td>
<td>9.071</td>
<td>32.720</td>
</tr>
<tr>
<td>Immunology and Allergy</td>
<td></td>
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</tbody>
</table>
Including our new metric CiteScore
Alternative Metrics play an increasingly important role

‘Publish ... be cited ... be mentioned ... or Perish’

Pioglitazone after ischemic stroke or Transient Ischemic attack


1 School of Medicine, Yale University, 2 Church St., New Haven, CT, United States
2 School of Public Health, Yale University, New Haven, CT, United States
3 Cooperative Studies Program Coordinating Center, Veterans Affairs (VA) Connecticut Health Care System, West Haven, CT, United States

Abstract

BACKGROUND: Patients with ischemic stroke or transient ischemic attack (TIA) are at increased risk for future cardiovasc.

1 The website https://altmetric.com/

Metrics

| 84 | Citations | 99TH PERCENTILE |
| 106.62 | Field-Weighted Citation Impact |
| 18 | Mendeley Readers | 88TH PERCENTILE |
| 9 | Blog posts |
| 248 | Tweets | 99TH PERCENTILE |
| 33 | Mass Media mentions |
| 20 | Mentions in 4 additional sources |

Select data provided by altmetric.com

View all metrics
Determine the impact of author: *h index*

*impact factor and the SJR: based on journal evaluation*

*h-index:* accounts for a researcher’s body of work without the influence of other factors

Dr. Jorge E. Hirsch, University of San Diego
“Using the Impact Factor alone to judge a journal is like using weight alone to judge a person’s health.”

Source: The Joint Committee on Quantitative Assessment of Research: “Citation Statistics”, a report from the International Mathematical Union
Always use Common Sense......

“not everything that can be counted counts, and not everything that counts can be counted”

Albert Einstein (1879-1955)
Choosing The Right Journal

Visit e.g. elsevier.com to find The journal’s homepage with:

• Aims & Scope
• Accepted types of articles
• Readership
• Peer review process (single blind, double blind, open)
• Speed of publication
• Ethics statement
• Subscription vs. Open Access
• Guide for Authors
Read The ‘Guide for Authors’

- Keep to the *Guide for Authors* in your manuscript
- Editors do not like wasting time on poorly prepared manuscripts
Do publishers correct language?

No! It is the Author’s responsibility...

...but resources are available
A new mesh generation approach for large cable-network antenna reflectors

Abstract

This study investigates a new mesh generation approach for large cable-network antenna reflectors. It is composed of three steps. First, a supporting ring truss with appropriate sides is created. Second, a planar mesh configuration divided into triangular, quadrangular or hexagonal facets is generated. We have developed three shape design criteria based on the force density method, and presented as well as and a whole numbering method, forte obtaining get the topological matrix. By introducing connection conditions between the boundary cables and the ring truss, different planar mesh configurations are derived. Third, the final desired mesh configuration is obtained by mapping the planar mesh configuration to a paraboloidal surface.

Keywords: large cable-network antenna reflector; mesh generation; shape design criterion; whole numbering; connection condition
The Cover Letter

• Explain how paper fits in journal scope
• Broad relevance, value of the paper
• Scientific advance
• Make reviewer suggestions and/or exclusions

Mandatory statements:
• Manuscript **not under review elsewhere** and not yet published as a whole or in part
• **All authors approve submission** and you’re submitting the final draft
• **No conflict of interest** to report OR clearly report the conflict of interest
Getting your paper noticed

- Share Link on Scholarly networks and Social Media
  - Science Direct authors receive a customized link with 50 days free access

- Monitor results on Mendeley Stats
  - Early feedback on downloads, shares, citations
  - Data about the geographic locations and research disciplines of your readers
Getting your paper noticed

❑ Share your research data
✓ Data repositories – Mendeley Data
✓ Journals - “Supporting materials”
✓ Dedicated data journal

❑ Consider publishing in Open Access
✓ Gold Open Access – “author pays model”. APC’s ~$150 - ~$5,000
✓ Green Open Access – Repositories, Open Archives
Our sharing guidelines

We support authors to share their work at every stage of the publication process.

<table>
<thead>
<tr>
<th>Presubmission</th>
<th>After acceptance</th>
<th>After publication</th>
<th>After embargo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preprints can be shared anywhere at any time.</td>
<td>Author manuscripts can be shared:</td>
<td>Gold open access articles can be shared:</td>
<td>Author manuscripts can be shared:</td>
</tr>
<tr>
<td>Please note: Cell Press, The Lancet, and some society-owned titles have different preprint policies. Information on these is available on the journal homepage.</td>
<td>• Privately with students or colleagues for their personal use</td>
<td>• Anytime anywhere on non-commercial platforms</td>
<td>• Publicly on non-commercial platforms</td>
</tr>
<tr>
<td></td>
<td>• Privately on institutional repositories</td>
<td>• Via commercial platforms if the author has chosen a CC-BY license, or the platform has an agreement with us</td>
<td>• Publicly on commercial partner sites</td>
</tr>
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<td>• On personal websites or blogs</td>
<td>• To refresh preprints on arXiv and RePEc</td>
<td>Subscription articles can be shared:</td>
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<td>• Privately on commercial partner sites</td>
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</table>

In all cases:
- Preprints and accepted manuscripts shouldn’t be added to or enhanced in any way to appear more like, or to substitute for, the final published journal article
- All posted articles should link to the final version via the Digital Object Identifier (DOI)
- Posted author manuscripts need to have a CC-BY-NC-ND user license
How to structure your Article
General structure of a research article

Title Abstract Keywords

Make them easy for indexing and searching
Informative, attractive, effective

Introduction Methods Results and Discussion

Convey the main messages and findings effectively
Make it as concise as possible

Conclusion Acknowledgements References Supporting Materials

Order can change
Titles: attract the attention

- Fewest possible words
- Adequately describes content
- Identifies main issue
- Does not use rarely-used abbreviations or technical jargon

Effective manuscript titles
Keywords

Are used by indexing and abstracting services

Are the labels of the manuscript; avoid words with broad meanings.

Use only established abbreviations (e.g. DNA)

**Article Title**

“An experimental study on evacuated tube solar collector using supercritical CO₂”

**Keywords**

Solar collector
Supercritical CO₂
Solar energy; solar thermal utilization

Check guide for authors!
Authorship: Do’s and don’ts

General principles for who is listed first:

First Author:
- Conducts and/or supervises the data analysis and the proper presentation and interpretation of the results
- Puts paper together and submits the paper to journal

Co-Author(s):
- Makes intellectual contributions to the data analysis and contributes to data interpretation
- Reviews each paper draft
- Must be able to present the results, defend the implications and discuss study limitations

Abuses to be avoided:

Ghost Authors:
- Leaving out authors who should be included

Scientific Writers and Gift Authors:
- Including authors when they did not contribute significantly
Abstract
the advertisement of your article

- Make it interesting and understandable
  Freely available on Pubmed, Scopus etc...

- Make it accurate and specific
  Summarize problem, method, result & conclusion

- A clear abstract will strongly influence whether or not your work is considered

- Keep it brief and catchy

Tip: write your Abstract last
The Process of Writing – Building the Article

Title & Abstract

Conclusion

Introduction

Methods

Results

Discussion

Figures/Tables (your data)
Introduction

Provide a brief context to the readers, but not a history lesson.

Introduce the main scientific publications.
Address the problem.

Identify the solutions & limitations.

What is hoped to be achieved.

Provide perspective consistent with the nature of the journal.
Methods

- Describe how the problem was studied
- Include detailed information
- Do not describe previously published procedures
- Identify the equipment and describe materials used
Results

- Be clear & easy to understand
- Highlight the main findings, essential to the discussion
- Feature and explain unexpected findings
- Provide statistical analysis
- Include illustrations & figures
Discussion

What do the results mean?

Most important section
Sell your article!

Make the discussion correspond to the results and the introduction

You need to compare published results with your own
The Conclusion

Should be clear, about the *impact* of your work

Advance the present state of knowledge

Not a repetition of the Abstract

Provide suggested future experiments
Acknowledgments

- Advisors
- Financial Supporters & Funders
- Proofreaders & Typists
- Suppliers who may have donated materials

In a single, brief paragraph
References

- Do not use too many references
- Always ensure you have fully absorbed material you are referencing
- Avoid excessive self-citations
- Avoid excessive citations of publications from the same region
- Conform strictly to the style given in the guide for authors
Publish AND Perish! – if you break ethical rules

• International scientific ethics have evolved over centuries and are commonly held throughout the world.

• Scientific ethics are not considered to have national variants or characteristics – there is a single ethical standard for science.

• Ethics problems with scientific articles are on the rise globally.

M. Errami & H. Garner, A tale of two citations
The most serious issues to avoid

These are the 3 most common forms of ethical misconduct that the research community is challenged with:

1. Fabrication  
   Making up research data

2. Falsification  
   Manipulation of existing research data

3. Plagiarism  
   Previous work taken and passed off as one’s own
Plagiarism high amongst ethics issues

Sample of cases reported to Elsevier Journals publishing staff in 2012
What is plagiarism?

“Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit, including those obtained through confidential review of others’ research proposals and manuscripts.”

*Federal Office of Science and Technology Policy, 1999*

“Presenting the data or interpretations of others without crediting them, and thereby gaining for yourself the rewards earned by others, is theft, and it eliminates the motivation of working scientists to generate new data and interpretations.”

*Professor Bruce Railsback, Department of Geology, University of Georgia*
Correct Citation is Key

Crediting the work of others by citation is important for at least three reasons:

To place your own work in context

To acknowledge the findings of others on which you have built your research

To maintain the credibility and accuracy of the scientific literature
What may be plagiarised?

Work that can be plagiarised includes…

- Words (language)
- Ideas
- Findings
- Graphic representations
- Computer programs
- Diagrams
- Lectures
- Any original work…

Higher Education Academy, UK
Plagiarism detection: CrossCheck

- Consists of database of published content and plagiarism-detecting software from Iparadigms
- Unique database: 50 million+ articles from 175,000+ journals and books from 300+ publishers
- Expert interpretation still essential: CrossCheck shows similarity but not context or intent
- Shortcomings: risk of false positives & false negatives - There is no magic number!!

Polystyrene-supported GaCl₃: A new, highly efficient and recyclable heterogeneous Lewis acid catalyst for tetrahydroprylation of alcohols and phenols

Polystyrene-supported GaCl₃: A new, highly efficient and recyclable heterogeneous Lewis acid catalyst for tetrahydroprylation of alcohols and phenols

CrossCheck 486 words
Tamami, B. "Chemoselective tetrahydroprylation of alcohols and phenols using polystyrene supported aluminium

CrossCheck 201 words
Borujeni, K.P.: "Synthesis and application of polystyrene supported aluminium triflate as a new polymer Lewis acid c

CrossCheck 184 words
Karimi, B. "Solid silica-based sulfonic acid as an efficient a nd recyclable interphase catalyst for selective tetrahydro
Paraphrasing

Paraphrasing is restating someone else's ideas while not copying their actual words verbatim.

It is unacceptable:

- Using exact phrases from the original source without enclosing them in quotation marks
- Emulating sentence structure even when using different words
- Emulating paragraph organization even when using different wording or sentence structure

– *Statement on Plagiarism*

*Department of Biology, Davidson College.*

[www.bio.davidson.edu/dept/plagiarism.html](http://www.bio.davidson.edu/dept/plagiarism.html)
Can you plagiarise your own work?
Text re-cycling/self-plagiarism

A grey area, but be careful: always cite/quote even your own previous work

For example
You publish a paper and in a later paper, copy your Introduction word-for word and perhaps a figure or two without citing the first paper

Editors may conclude that you intentionally exaggerated your output
Figure Manipulation

As long as they don’t obscure or eliminate info present in the original image

Brightness
Contrast
Colour Balance
Nonlinear adjustments

Must be disclosed in the figure legend

Enhanced
Obscured
Moved
Removed
Introduced
Figure Manipulation
Example

Am J Pathol, 2001

Life Sci, 2004

Life Sci, 2004
Rotated 180°

Rotated 180°
Submissions

- An author can not submit a previously published paper for consideration in another journal.

- Duplication of the same paper in a journal of a different language should be avoided.

- “Salami Slicing”, or creating several publications from the same research, is manipulative and discouraged.
Sanctions

*Always proportionate to the violation*

- Rejection of submission
- Notification of author’s institute
- Notification of funding body
- Corrigendum (honest mistakes, author in full agreement)
- Editor’s note/expression of concern

- Retraction for serious honest error or fraud
- Removal only where article is defamatory or could endanger life
- Temporary banning of author: keep for very serious cases
This article has been retracted at the request of the Editor-in-Chief.

The authors have falsified mathematical findings and have made unsubstantiated claims regarding Euclid’s parallel postulate (Appl. Math. Lett., 23 (2010) 1137–1139, doi:10.1016/j.aml.2010.05.003). This article represents a severe abuse of the scientific publishing system. The scientific community takes a very strong view on this matter and apologies are offered to readers of the journal that this was not detected during the submission process.

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Predatory Journals: 
Identifying the Wolf in Sheep’s Clothing

“Content published in journals whose publishers exploit the author-pays model for their own profit. Typically, these publishers have a low article acceptance threshold, with a false-front or non-existent peer review process, affecting content providers across the globe.”

Predatory Journals: Evaluation

Reputation is key

- **Indication of a good journal:**
  - Member of ethical bodies such as COPE (Committee on Publication Ethics)
  - Peer Review
  - Editorial advisory board
  - Online submission system
  - Comes from reputable publishers or societies
  - Has ISI/Scopus/regional indexation
  - Publishes reputable authors

- **Be careful when:**
  - Publishers promise an almost immediate acceptance of manuscripts for a fee; with no, poor or fake peer review
  - Websites and journal titles look remarkably similar to well known journal brands
  - Many of these predatory publishers name themselves "Institutes," "Associations," or "Centers"
  - The journals are often mega-journals, frequently lacking recent/past content
  - The publishers spam authors via large email campaign; often no match with subject field

Remember to be careful as “A paper can only be published once”

https://thinkchecksubmit.org/
Who is really responsible for Ethics?

All Stakeholders

Authors

Institutions/Companies/Agencies/Funding Bodies

Publishers/Journal Editors

All Elsevier journals are members of: COPE
Educating authors on the do’s & don’ts

https://researcheracademy.elsevier.com/

- Online education program
- Teaching the “ground rules”...and the consequences when they’re broken
- Interviews, quarterly webinars, quizzes, factsheets, FAQ

Along with the credit of being an author, comes accountability
Peer Review
Principles of Peer Review

A well understood concept, based on impartiality, transparency and confidentiality

Improving, validating, registering, and preserving research in a fair and unbiased way

Without it there is no control in scientific communication
Purpose of Peer Review

- Ensures best quality papers are selected
- Improves quality of the published paper
- Ensures previous work is acknowledged
- Detects plagiarism and fraud
- Plays a central role in academic career development
Types of peer-review

- **Single blind**: reviewer sees the author’s name
- **Double blind**: nobody sees any names
- **Open**:
  - with reviewer name disclosed to author alone
  - with reviewer name published
  - with reviewer report published anonymously
  - with reviewer report and name published
  - reviewed both pre- and post publication
  - reviewed only post-publication
Most scientists regarded the new streamlined peer-review process as ‘quite an improvement.’

Source: Nearing-Zero by Nick D. Kim
So how does it work?

Author

START

Submit a paper

Revise the paper

Editor

Basic requirements met?

[Yes]

Assign reviewers

Collect reviewers’ recommendations

[Reject]

Make a decision

[Revision required]

[Accept]

Reviewer

Review and give recommendation

ACCEPT
Example of a reviewer checklist

Reviewer’s recommendation: Accept / Minor Revision / Major Revision / Reject

Overall manuscript rating: 1 → 100 (poor → perfect)

1. Is the subject matter suitable for publication in JCR? Y/N
2. Is the paper acceptable in its present form? Y/N
3. Is the paper better suited for another journal? Y/N
   
   *If “Yes”, which other journal?*

4. Does it contain material that might well be omitted? Y/N
5. Does it give adequate references to related work? Y/N
6. Is the English satisfactory? Y/N
7. Is the presentation of the work well organized? Y/N
8. Rate the paper using the following scale
   
   (4 = Very good, 3 = Good, 2 = Marginal, 1 = Poor)

   a. Originality
      1 2 3 4
   b. Scientific quality
      1 2 3 4
   c. Significance of findings
      1 2 3 4

Good practices in scholarly publishing

ELSEVIER
How to respond to the review?

- Understand that the questions the reviewers have are also questions of your readers
- Don’t think of it as an obstacle – it is the last chance to improve your paper before publishing
- Be respectful but don’t be afraid to disagree with the reviewers
- Always provide evidence or justification if you disagree
- Respond to the review in a clear, organized manner – avoid chaos and emotional tone
- Should you include suggested references…?
- If the review is downright inobjective and/or written in a disrespectful tone, reach out to the handling editor
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