

## Publishing Process

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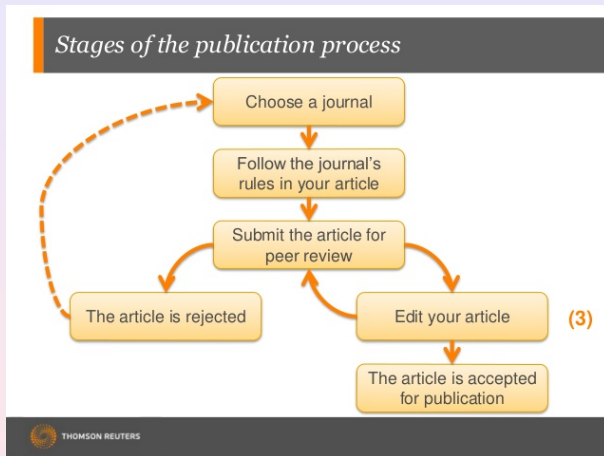
# Introduction

Publishing process has been known since the 17th century. One of the earliest research journals is the **Philosophical Transactions of the Royal Society**. This process has known a great evolution over years and centuries :

- First, scientific writing follows a rigid structure - a format developed over hundreds of years, which is considered to be the best way for communicating scientific findings to the broader research community.
- Peer review is a central concept for most academic publishing ; other scholars in a field must find a work sufficiently high in quality for it to merit publication. The origins of routine peer review for submissions dates to 1752 when the **Royal Society of London** took over official responsibility for the **Philosophical Transactions**. However there were some earlier examples.
- Not long ago, journals required three to five hard copies of a submission, perhaps along with a disk copy. Now, more and more journals are accepting submissions on-line rather than through the mail.



# Introduction



**FIG. 1 :** Stages of the publication process

## Before start writing : Planning Before Writing

Writing is challenging work !

Good writing begins with planning. Consider first your purposes for publishing and the audience for whom you are writing.

### **Do i have a story to tell ?**

- Editors and reviewers are looking for original and innovative research that will add to their field of study.
- Your conclusions must be sound, based upon sufficient, robust data.

### **Do i have an audience to tell it to ?**

- Local, national, international ?
- Researchers, practitioners, teachers, general public ?

Identifying your audience is a major factor in the choice of an appropriate journal.



## Before start writing

### Ethics

Manuscripts may be rejected by the editorial office if it is felt that the work was not carried out within an ethical framework.

### Competing interests

Authors must declare all potential competing interests involving people or organisations that might reasonably be perceived as relevant. Examples include financial, professional and personal interests such as :

- Research grants (from any source, restricted or unrestricted).
- Relationships (paid/unpaid) with organisations and funding bodies including nongovernmental organisations, research institutions, charities.
- Personal relationships (i.e. friend, spouse, family member, current or previous mentor, adversary) with individuals involved in the submission or evaluation of a paper, such as authors, reviewers, editors, or members of the editorial board of an Inderscience journal.
- Personal convictions (political, religious, ideological, or other) related to a paper's topic that may interfere with an unbiased publication process (at the stage of authorship, peer review, editorial decision making or publication).

# Plagiarism

Always make sure you are publishing your own research, and describing it in your own words. Plagiarism in any form constitutes a serious violation of the most basic principles of scholarship and cannot be tolerated.

- Word-for-word copying of portions of another's writing without enclosing the copied passage in quotation marks and acknowledging the source.
- The paraphrasing or abbreviated restatement of someone else's ideas without acknowledging that another person's text has been the basis for the paraphrasing.
- False citation : material should not be attributed to a source from which it has not been obtained.
- False data : data that has been fabricated or altered in a laboratory or experiment ; although not literally plagiarism, this is clearly a form of academic fraud.
- Unacknowledged multiple submission of a paper for several purposes without prior approval from the parties involved.
- Self-plagiarism/double submission : the submission of the same or a very similar paper to two or more publications at the same time.

# Before start writing

## Types of article

The most known is a full article (research paper, journal paper). However, there are other types of article. For example,

- Letters and rapid or short communications are intended for the quick and early communication of significant and original advances, without including too much data or detail.
- Review papers (survey papers) – summarize recent developments on a specific topic, without introducing new data.
- Research note (short report or work in progress).
- Working paper – mainly for conferences.
- Book or chapter in book (often through invitation).

If you are not sure if a full article is for you, discuss your options with your supervisors or colleagues.





## Before start writing : Choosing the right journal

A number of factors serve to indicate that a journal is well regarded :

- Wide circulation, which means that more people read it.
- A low acceptance rate, which indicates that the journal receives numerous submissions and can select only the best articles to publish.
- Well-known editor(s) and editorial board members.
- A long citation half-life (i.e., the journal is cited often, over time, according to, e.g., the Thomson Social Sciences Citation Index, 2004).
- A high journal impact factor (i.e., the "average article" in the journal is cited frequently in a given period ; see Thomson Institute for Scientific Information, 2004).
- High visibility (i.e., the journal is indexed in multiple computerized databases, which allows articles in the journal to turn up on searches).



## Before start writing : Choosing the right journal

- Visit the journal homepage which includes the journal's Aims & Scope, Impact Factor, Guide for Authors, Editorial Board listings, and Open Access options-where applicable.
- Check that your article would fit with the Aims & Scope of the journal.
- Check whether the journal is invitation only (invited articles).
- Check that the publication options of the journal meet your needs.
- Submit only to one journal at a time. International ethics standards prohibit multiple or simultaneous submissions, and editors do find out !
- Check the Guide for Authors for information on the types of article published, prior or duplicate publication policy, conflict of interest, editorial team contacts, graphics specification, acceptable language and article length.
- Read the abstracts of recent publications to find current hot topics : [www.sciencedirect.com](http://www.sciencedirect.com).
- Check the journal performance for the review and publication timelines.
- Ask help from your supervisor or colleagues. Your supervisor (who is often a co-author) has co-responsibility for your work.
- Articles in your References section may also lead to the right journal.



## Open access

Currently, an important trend, particularly with respect to journals in the sciences, is open access via the Internet. In open access publishing a journal article is made available free for all on the web by the publisher at the time of publication. It is typically made possible after the author pays hundreds or thousands of dollars in publication fees, thereby shifting the costs from the reader to the researcher or their funder. The Internet has facilitated open access self-archiving, in which authors themselves make a copy of their published articles available free for all on the web.



## Writing a manuscript : Structure

Scientific writing follows a rigid structure - a format developed over hundreds of years, which is considered to be the best way for communicating scientific findings to the broader research community. Most disciplines use the format outlined in the grid below. Though the headings are standard for most journals, there is some variation, so it is essential to read the Guide for Authors of the journal you intend to submit your manuscript to before you start writing.

This format has the advantage that it enables the article to be read on several levels. Some people will just look at the title, others will read only the title and abstract, and those who want a deeper understanding of the research will read most, if not all, of the article.



# Writing a manuscript : Structure

**TAB. 1** : Structure of a manuscript

<b>Section</b>	<b>Purpose</b>
Title	Reflects content, entices reader
Author	Ensures recognition of the researcher(s)
Abstract	Summarizes the research and the conclusions
Keywords	Ensures the article is correctly identified in abstracting and indexing services
<b>Body text</b>	
Introduction	Puts the work into context
Methods	Explains how the data were collected
Results	Describes what was discovered
Discussion & Conclusions	Explores the implications of the findings
Acknowledgements	Ensures those who helped with the research are recognized
References	Ensures previously published work is recognized
Supplementary material	Provides online additions to the article, such as raw data, video and audio

# Writing a manuscript : Presentation

How well a manuscript is written also depends on style, language, your mastery of English, formatting, the illustrations and graphs you choose... in other words, the presentation of your material.

## Style and language

When writing your manuscript, bear in mind that your chosen journal probably has a specific style. If you can write in that style, your chances of getting accepted will increase. There is also an underlying style for writing a scientific manuscript. The objective is to report your findings and conclusions clearly, and as concisely as possible. Some pointers :



## Writing a manuscript : Presentation

- Try to avoid embellishment with unnecessary words or phrases - keep it simple.
- Make sure transitions are succinct, with one section naturally flowing into another. Although advance organizers can be helpful, unneeded repetition should be avoided.
- Use the active voice wherever possible. For example, '...carbon dioxide was consumed by the plant...' is in the passive voice. By changing to the active voice it can be shortened to '...the plant consumed carbon dioxide...' - a much snappier sentence.
- Tenses are important : For known facts and hypotheses, use the present tense. 'The average life expectancy of a honey bee is six weeks'. When you refer to experiments you have conducted, use the past tense. 'All the honey bees were maintained in an environment with a consistent temperature of 23°C'.
- Take care about punctuation, (page, formula, table and figure)-numbering, ...

# Writing a manuscript : Presentation

## What not to do :

- Don't mix American and British English.
  - Nursery (Br) – Day care (Am).
  - Some verbs are transitive in Br but not transitive in Am.
- Don't use abbreviations like : it's, we're, we've, don't...
- Don't make a direct translation from French to English (using a translation software : systran, google traduction). Or take care when using it !
- Avoid confusion and ambiguity, when using some words, between French and English, for example :
  - Library (bibliothèque) – librairie (bookshop).
  - Camera (appareil photo) – caméra (movie or film camera).





# Revision before submission - checklist

## 1) Science : what should you check ?

- Is your work of interest to the journal's audience ?
- Does the work add significant value to an existing method ?
- Is the perspective consistent with the journal ?
- Are the conclusions drawn from the results justified ?
- Does your work add to the existing body of knowledge ?

**Why :** to make sure your manuscript fits in the journal.

Your manuscript could be rejected if :

- It is of limited interest or covers local issues only (sample type, geography, specific product).
- It is a routine application of well-known methods.
- It presents an incremental advance or is limited in scope.
- Its novelty and significance are not immediately evident or sufficiently justified.



## Revision before submission - checklist

### 2) Presentation : what should you check ?

- Read the Guide for Authors again ! Check your manuscript point by point. Make sure every aspect of the manuscript is in accordance with the journal's guidelines (including word count, layout of the text and illustrations, format of the references and in-text citations).
- Did you structure your article according to the grid (TAB. 1).
- Are there too many self-citations, or references that are difficult for the international reader to access ?
- Did the first readers of your manuscript grasp the essence easily ?  
Correct all grammatical and spelling mistakes.

**Why** : to make sure your manuscript is well written.

Your manuscript could be rejected because of :

- Failure to meet submission requirements.
- Incomplete coverage of literature.
- Unacceptably poor English.

## Cover letter

More submissions must be accompanied by a cover letter outlining what you are submitting and explaining why you are submitting your manuscript to the journal. You should provide :

- The name of the author to whom the publisher should address their correspondence. (In the event of multiple authors, a single corresponding author must be named).
- E-mail address, contact address and telephone and fax numbers. (Corresponding authors receive PDF proofs by e-mail).
- Any information that will support your submission (for example original data, relevance or topicality).
- Details of any conflict of interest in producing the research (for example, funding resources).

Your cover letter should not be used to provide information that is or should be part of the manuscript.



## How to submit a paper ?

For submission of your article for peer review most journals use the online system (example : Elsevier Editorial System (EES)).

- Find the Submit Your Paper link on the journal's homepage. You will be prompted to log into EES.
- In EES new users need to click the Register new account link.
- Once you are logged into EES, you will be guided stepwise through the submission process.
- EES automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process.
- After approving the PDF you will receive an e-mail with a reference number that you can use to check the status of your paper in EES.



## Registration :

The journal :

- Gives your article a unique reference number.
- Checks your article for completeness.
- Checks your artwork for clarity and usability.
- Sends the corresponding author an acknowledgment e-mail with the reference number that can be used to track the manuscript.

There are many benefits to registering with EES, including increased review and publication speed, article tracking and receiving e-mail alerts.



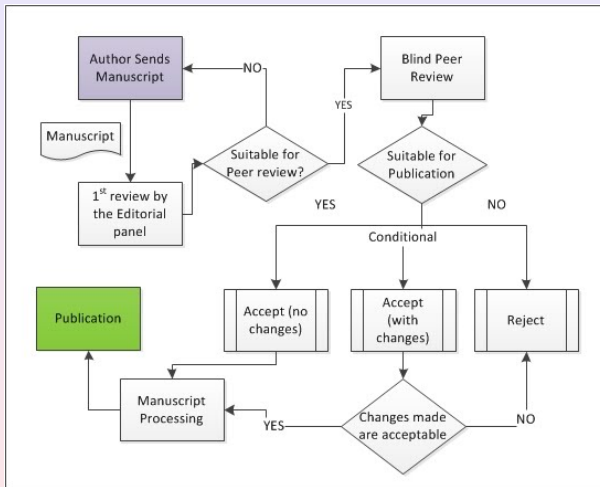
## **ORCID, your academic ID**

ORCID (the Open Researcher and Contributors ID repository) is a registry that links all your academic research and publishing activities in a unique record. When you register with ORCID ([www.orcid.org](http://www.orcid.org)), you receive a unique 16-digit ID URL, which leads to your personal online record. This record is open and freely accessible to editors, funding agencies, publishers and institutions.

ORCID takes away any concerns over name ambiguity and can be used as a linking identifier throughout the entire chain of the scholarly communication process.



# Peer review



**FIG. 2 : Peer review**

# Peer review

After submission, your manuscript will be peer reviewed. Reviewers are appointed by the journal editor. Some journal editors ask authors to provide the names of potential reviewers, but the selection is the editor's responsibility. The editor can decide not to send the manuscript for external review, and instead to handle the manuscript themselves.

## Peer review has two key functions :

- To act as a filter by ensuring only good research is published : reviewers determine the validity, significance and originality of the work.
- To improve the quality of research submitted for publication : reviewers can suggest improvements to the manuscript and the research.





# Peer review

## Different types of peer review

**TAB. 2 :** Types of peer review

Type of review	Description
Single blind (most common)	Reviewer identity hidden from author ; reviewer knows identity of authors
Double blind	Both reviewer and author remain anonymous to each other
Open	Reviewer and author are known to each other



# Peer review

## What does the peer reviewer do ?

- Reviewers will make a recommendation to the editor to accept, accept with revisions or reject the manuscript.
- In order to make a good judgment, the peer reviewers have a checklist of their own, to help them
  - evaluate the content for scientific value and originality,
  - to see if you've adhered to the general scientific structure as well as the journal's specific guidelines,
  - to check if you've referenced correctly.
- The peer reviewer will look closely at your methodology and consider your ethical approach.
- They then recommend changes you can make to your manuscript before it can be published.



## How long does a submission review usually take ?

- The delays depend on the journal, the time of year, and the discipline.
- Responses to a paper that has been revised & resubmitted are typically faster, but not always, especially if a reviewer doesn't respond.
- In fact, reviewer fatigue has been a problem for all journals. Peer reviewers are thorough in their work, and they are often professors who are busy working on their own research as well.
- Be patient with a journal's editor, but feel free to ask politely about the status of your paper if you think the time taken is much longer than your discipline's standard.
- If you have a special circumstance, such as an imminent tenure or promotion review, make sure to note this in your email. Editors might be able to expedite the process if they know about this.



## Check status

You can check the status of your submitted paper or accepted article.

### ■ **After submission :**

You can follow the status of your submitted paper in the EES, using a reference number that you will receive by e-mail after completing the submission together with the link to the login page.

### ■ **After acceptance :**

- If your paper is accepted for publication you can follow the publication status until the final version using the track your article facility.
- You will receive the reference number together with a direct link in a separate e-mail after the final decision.



## Decisions – Possible outcomes

- Accept as submitted – very rare.
- Accept with minor revisions.
- Accept with major revisions – with or without second peer-review stage.
- Reject – common.



## Why articles are rejected

Professor David Philips (University of Oxford), Editor of Oxford Review of Education, offered the following ten reasons :

- Article not ready, only a draft.
- Article is parochial.
- Poor English.
- Manuscript is poorly prepared.
- Too short or too long.
- Article is submitted to the wrong journal.
- Nothing new is stated or found.
- Under theorised.
- Under contextualised.
- Not a proper journal article.



# Overcoming rejection

- Rejection can be a positive result - it is sometimes better than major revision.
- Prestigious journals only accept 20% of submissions.
- Very few papers are accepted without revision.
- Act on comments.
- Try again.



## Responding to comments

- Go through the reviewers comments and number each action expected of you.
- Make a list of all actions, combining similar points – Can you address them ? If yes, how ?.
- Revise the manuscript and resubmit with a covering letter explicitly outlining how you dealt with the reviewers comments.
- If you couldn't make a requested change, or disagree with the reviewer(s), then say so and justify why – the editor will make the final decision.





## What you should NEVER do ?

- Send your full article to the editor outside of the submission process.
- Be rude to an editor.
- Try to find out who is reviewing your article.
- Assume you know who is reviewing your article, you are wrong even if you are sure you're right.
- Email the editor immediately after receiving a rejection. Take at least a week and then reread the decision letter. If you still feel like you should write an email, have a diplomatic colleague review it before hitting "send".
- Submit your paper to multiple journals at the same time. Wait for a rejection from one before submitting to another.



## Other tips/tricks about how to make a submission stand out ?

- If you have the chance to submit an early draft of your paper to a conference, do so. Conferences are great for getting initial comments and advice from experienced authors who know your field.
- If not, get comments from colleagues at your institution.
- Follow all the submission guidelines.
- If you've never written a paper before, or think you could use some help with the process, *Writing Your Journal Article in Twelve Weeks* is a good resource.
- If you receive a rejection with suggested changes, take those changes into account before you submit to another journal. The reviewer pool for many disciplines is small - the same reviewer could very well be reviewing your article at another journal. Most importantly, make sure your paper is as polished as it can be before you submit.
- You may be waiting weeks or even months to receive an initial decision. Don't spend your time thinking of all the changes you could've made while you're waiting for a decision.



## After acceptance

Congratulations ! Your manuscript is accepted for publication ! It's almost time to start celebrating - just a few more things to do. Here is how it goes. During the time between your manuscript's acceptance and its final publication and printing, the journal (the publisher) will ask you to :

- Complete a Journal Publishing Agreement.
- Complete an offprint order form, if you want to order offprints.
- Review a proof copy of your article to check for errors and answer queries.



# Copyright-Journal Publishing Agreement

- Copyright is the term used to describe the rights related to the publication and distribution of research. It governs how authors (as well as their employers or funders), publishers and the wider general public can use, publish and distribute articles or books.

In order for Elsevier to publish and disseminate research articles, we need publishing rights. This is determined by a publishing agreement between the author and Elsevier. This agreement deals with the transfer or license of the copyright to Elsevier and authors retain significant rights to use and share their own published articles.

- You will be asked to complete the Journal Publishing Agreement during the time between your article's acceptance and its final version.



# Proofing

- Accurate proofreading and clear marking of corrections are essential for the production of a quality article. As soon as your article has been typeset, you will receive an email either with a link to your article on our online proofing system or with a PDF attachment.
- Online proofing : Corrections are made online.
- Returning PDF attachment via email : It is important to ensure that all of your corrections are sent back to us in one communication. Use the guide [How to annotate PDFs](#) to learn how to mark up changes in the PDF proof.



## Articles in press

Accepted articles will be published online on ScienceDirect as an article in press and assigned an issue at a later date. You can track your article and citations throughout this process.

### **How long before publication ?-DOI**

After the proofreading corrections have been carried out, your article will be published online on ScienceDirect as an article in press and allocated a Digital Object Identifier (DOI). The DOI means articles can receive citations immediately (more on this at [www.doi.org](http://www.doi.org)). Articles in press will be assigned to an issue at a later date.

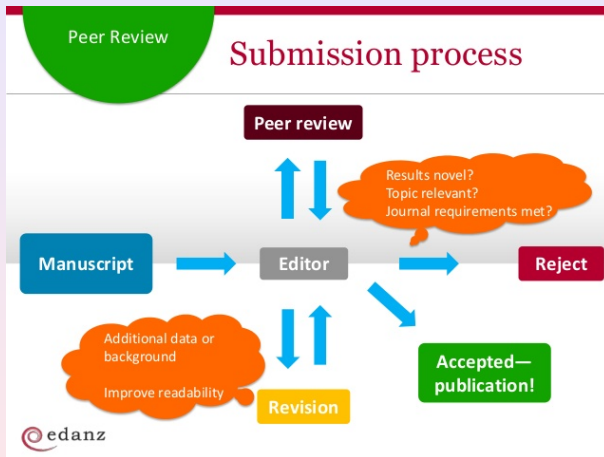


# Offprints

PDF e-offprints will be e-mailed within 24 hours of an article appearing online on ScienceDirect. If printed offprints are ordered instead of e-offprints, these will be dispatched within 6-8 weeks of issue publication. You can check the dispatch date using the track your article facility. Note that delivery times depend on the destination.



# Conclusion



**FIG. 3 :** Submission process



# Conclusion

## What not to do

- Try to boil down your whole PhD/Masters thesis into one article.
- Put the article on your website first.
- Send your article to more than one journal at once.
- Plagiarise, including self-plagiarism.
- Repeat the same article with just small changes.
- Wait for a decision before you start your next article.



# Conclusion

- 1 Read and read again your manuscript before submission.
- 2 Read more papers related to your research field to have fluent terminology and English.
- 3 Ask help from supervisors and colleagues.
- 4 Reject is not the end of your work, it's the beginning of a new better work.
- 5 We each have experienced the distress of rejection, and the uncertainty of "revise and resubmit" and finally the joy of acceptance.



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**Thanks**