



Publishing in Academic Journals - Tips to help you succeed

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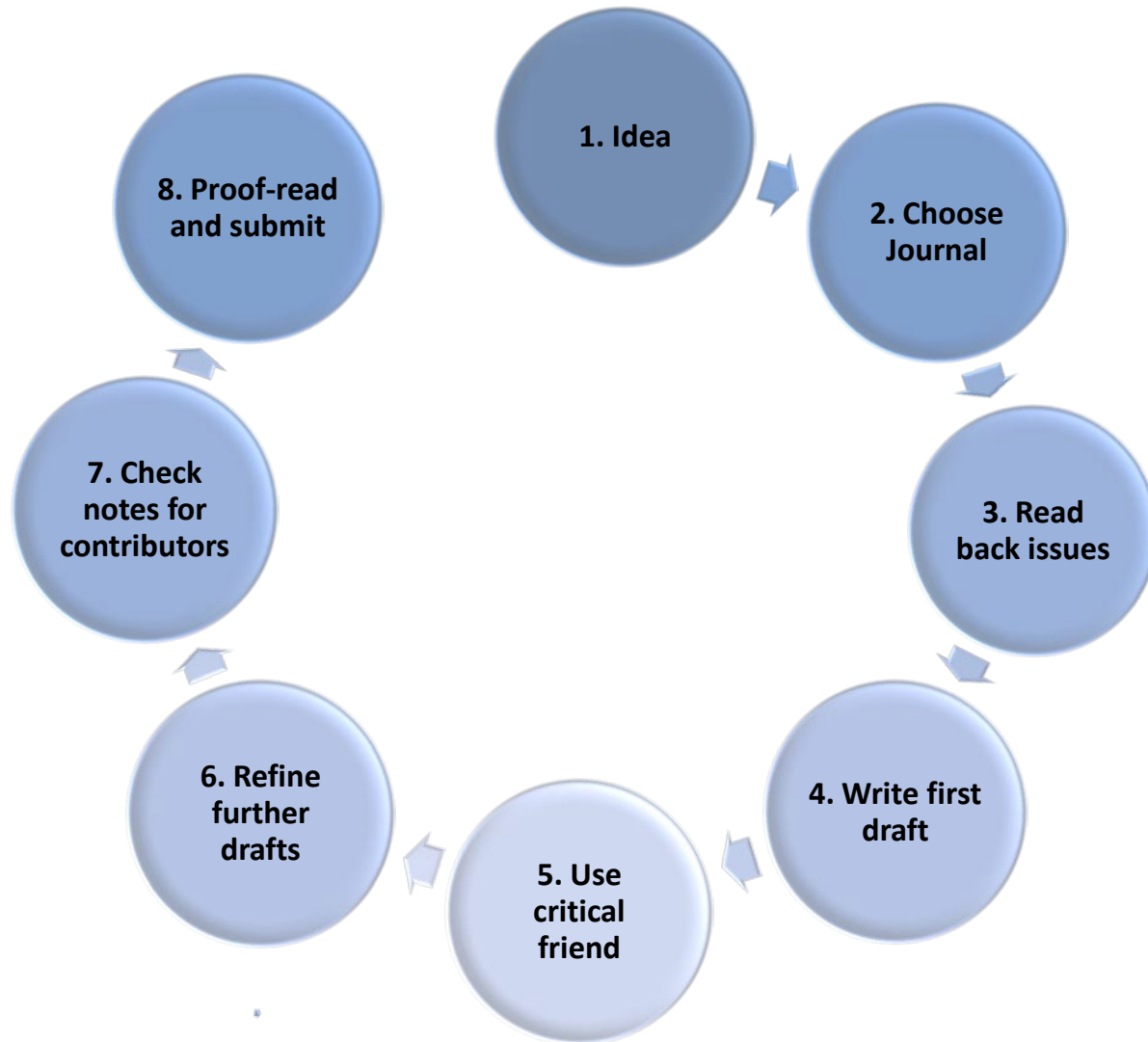
Publishing in Academic Journals

Tips to help you succeed

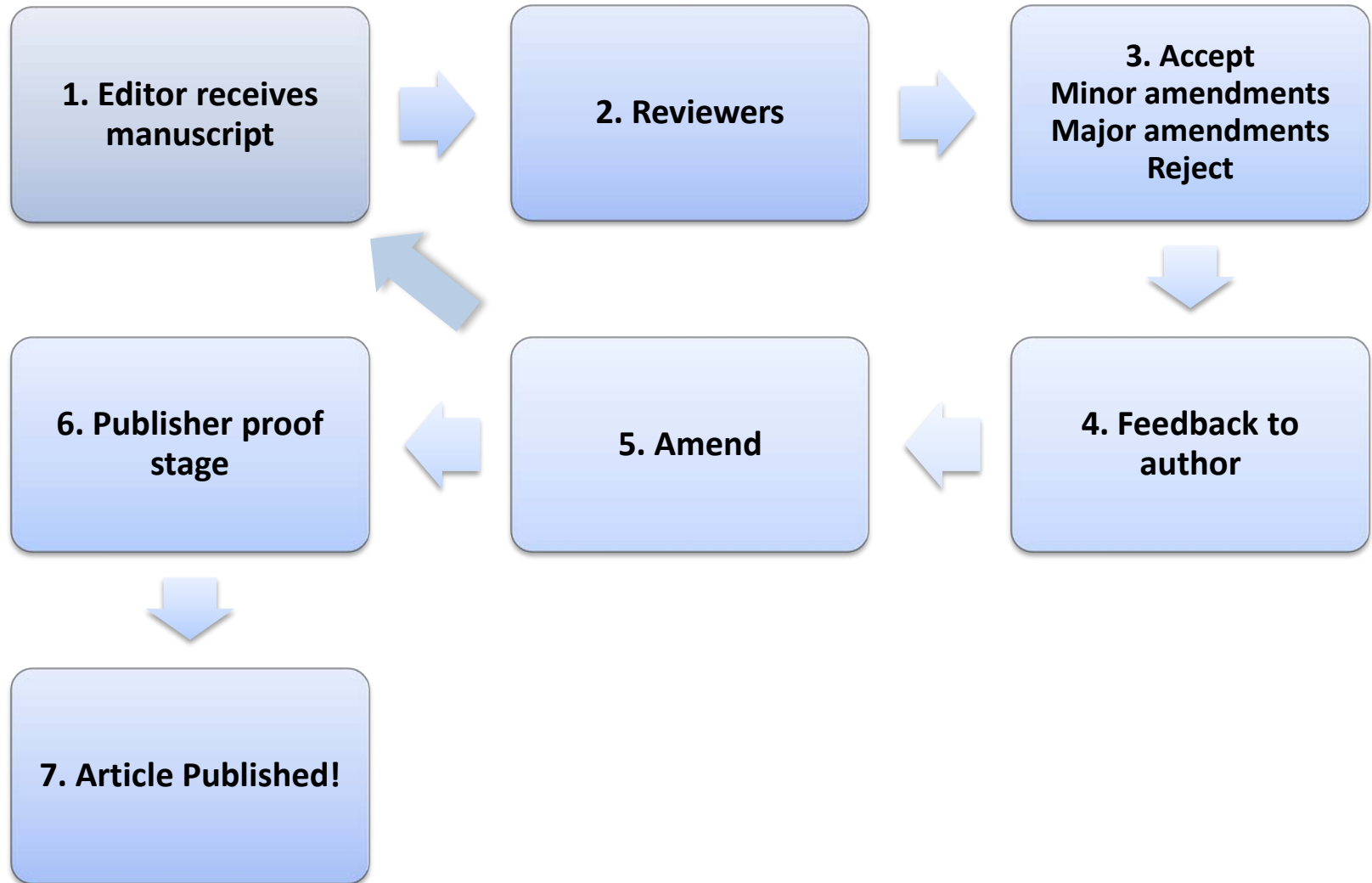
- Journal Publishing Cycle and the Peer Review Process
- Audience and Type of Publication
- Choosing the Correct Journal
- Assessing the Best Journal for your Article
- Writing for your Chosen Journal
- Preparing the Journal Manuscript
- Some Journal Publishing Protocol
- Help for Prospective Authors
- Reasons Why Journal Articles are Rejected

Look out for our Publishing Top Tips!  Top Tip

Start of the Publishing Cycle




The Peer Review Process



Audience and Type of Publication

- Is your audience your own university colleagues, UK, Europe or truly international?
- What level is it aimed at: researchers, practitioners or the general public?
- Is it really a magazine article, a book or your PhD thesis?
- Is it a 'Research in Progress' paper, a literature review or a 'Viewpoint'? (Some journals take these, some don't).
- Is it a Book Review? Book Reviews can be a good introduction to academic writing.

So you have decided your paper conforms to a proper journal article: Do you:

- Write an article for a specific journal?  **Top Tip**
- Find any journal for your article?

Choosing the Correct Journal

- Research the journals in your field
 - Visit your university library
 - Look at publishers and journal websites
 - Talk to peers.
- Type of journal
 - Generalist: a title accepting papers across the whole research field
 - Niche: a journal with a narrow aims and scope.
- Familiarise yourself with the aims and scope statements of journals in your area.
- Remember, you are joining a conversation with other contributors; make sure you have something to say. ★ Top Tip
- Choose the 'Best' journal for your article.

Assessing the 'Best' Journal for your Article

- What is the readership and usage? The top cited or downloaded papers may be on the journal website.
- Is it international? Is this important to you?
- Is it peer-reviewed? How long will this take?
- Who is the Editor?
- Who is on the editorial board?
- Who publishes in the journal? ★ Top Tip
- What is the journal's policy on repositories?
<http://www.sherpa.ac.uk/romeo/>

Assessing the Best Journal for your Article (continued...)


- Is it in the Thomson Reuters Citation Databases? Does the journal have an Impact Factor? Is that an important consideration for your subject area?
- Does the journal have a ranking in any other database? E.g. ERIH, IBSS, ARC etc.
- Is the journal available online and/or in print?
- Is it published by a major publisher, learned society or association?
- Should you send an abstract of your paper to the Editor?




Measures of Quality

- There are a number of measures of 'Quality' for academic journals. These include: ERIH, IBSS, ARC, Scopus, Google Scholar, etc.
- One of the most commonly used measures of quality or 'impact' is Thomson Reuters' Citation Index[®] which produces Journal Citation Reports in Science and Social Science to rank journals using citations:
Two-year Impact Factors
e.g. Citations received in 2008 to articles published in 2006 and 2007
Articles published in 2006 and 2007
- Five-year Impact Factors (new Feb 09) - T&F has lobbied for these for SSH.
- Alternatively, the journal might be included in the Arts & Humanities Citation Index, which is considered prestigious but doesn't provide an Impact Factor.

Writing for Your Chosen Journal


- Look at previous papers to get a feel for what is accepted
 - Free online sample issues, visit: www.tandf.co.uk/journals
 - Free online trials, access to subject archives, etc.
- Check the Aims and Scope again.
- Take note of maximum extent of the submission.
 - (cf Instructions for Authors/Notes for Contributors).
- Follow any submission guidelines, how should you submit your paper?  **Top Tip**
 - Check if the submission is to an online editorial office, many now use ScholarOne Manuscripts, Quickstart or Editorial Manager.
- Quote and reference from previous papers published in the journal, this can impress the reviewers and editor.

Preparing the Journal Manuscript

- Read the notes provided for contributors.
- Abstracts should be written in the third person and shouldn't contain references. Abstract writing is a skill, it should NOT be the same as the introduction or the conclusion!
- Ensure references cited in text, appear in bibliography.
- Expand any acronyms, remember it is an international audience.
- Check spelling and grammar carefully.
- Take care when choosing the title, remember  **Top Tip** academics may find it via a search engine or see it on a content alerting service.
- Always supply keywords if asked.

Continued...

Manuscript Preparation (Continued)

- Figures, tables and photographs
 - Check they are ALL present
 - Place in a separate file on the email attachment
 - Do not embed them in the text of the manuscript
 - Consider how they will appear in the journal
 - Ensure you have the correct copyright clearance, especially for photographs, pictures of paintings, etc.
- Multimedia, additional online material – can this be submitted?
- Ask a colleague to read paper prior to submission.
- If English is not your first language consider using an ‘English polishing’ service.
- Send the Editor the correct version of your paper: this is now becoming one of the most common errors.  **Top Tip**

Some Journals Publishing Protocol

- Plagiarism: is it on the increase or are we just better at detecting it? Don't do it!
- Self-Plagiarism: authors should try to avoid using their own previously published work without attributing it.
- Submitting a manuscript to more than one journal at a time is not allowed and you will be found out. ★ Top Tip
- Do not send submit an incomplete paper just to get feedback.
- Always acknowledge all co-authors and fellow researchers.
- Always mention any source of funding for your paper.



Help for Prospective Authors

We have a new Author Services website <http://journalauthors.tandf.co.uk/>

The site contains audio interviews with academic editors providing advice on how to get published and how to write a research paper.

Guidance is also available on:

- writing an article, editing or language polishing, translating, checking references, artwork, providing supplementary data, how to choose a journal;
- systems and interfaces (ScholarOne Manuscripts, CATS, Rightslink);
- the review process and what to expect;
- the production process and checking proofs;
- post-publication, errata, reprints, optimising citations;
- article versions and institutional repositories: what authors can and can't do with their articles.

We are particularly aware of increased demand from Chinese authors.

Our Authors' Newsletter is freely available online.



Top Ten Reasons for Rejection

- 1 Sent to the wrong journal, does not fit the journal's aims and scope/fails to engage with the issues addressed by the journal.
- 2 Not a proper journal article (i.e. too journalistic, or clearly a thesis chapter, or a consultancy report).
- 3 Too long (ignoring word limits for the particular journal) or too short.
- 4 Poor regard to the conventions of the journal (failure to consult Notes for Contributors) or to conventions of academic writing generally.
- 5 Bad style, grammar, punctuation; poor English (not corrected by native speaker).

Continued...



Top Ten Reasons for Rejection (continued)

- 6 Fails to say anything of significance (i.e. makes no new contribution to the subject) or states the obvious at tedious length.
- 7 Not properly contextualised (e.g. concentrates on parochial interests and ignores the needs of an international or generally wider readership).
- 8 Poor theoretical framework (including references to relevant literature).
- 9 Scruppily presented and clearly not proofread.
- 10 Libellous, unethical, rude.



What to Do if Your Paper is Rejected?

- Do nothing for a few days: calm down! ★ Top Tip
- It's not worth getting into a discussion with the Editor about the reviewers, it won't alter the decision and could do you harm.
- Use the reviewers' comments, alter the paper and submit to another journal.
- If you do submit elsewhere, take care to alter your paper to the new style of that journal. Editors can easily detect a paper that was submitted to a rival publication.
- If asked to make heavy amendments and resubmit, you must decide if it is worthwhile. Remember, you may get rejected again! It may be better to go elsewhere.

From this...



...to this!

