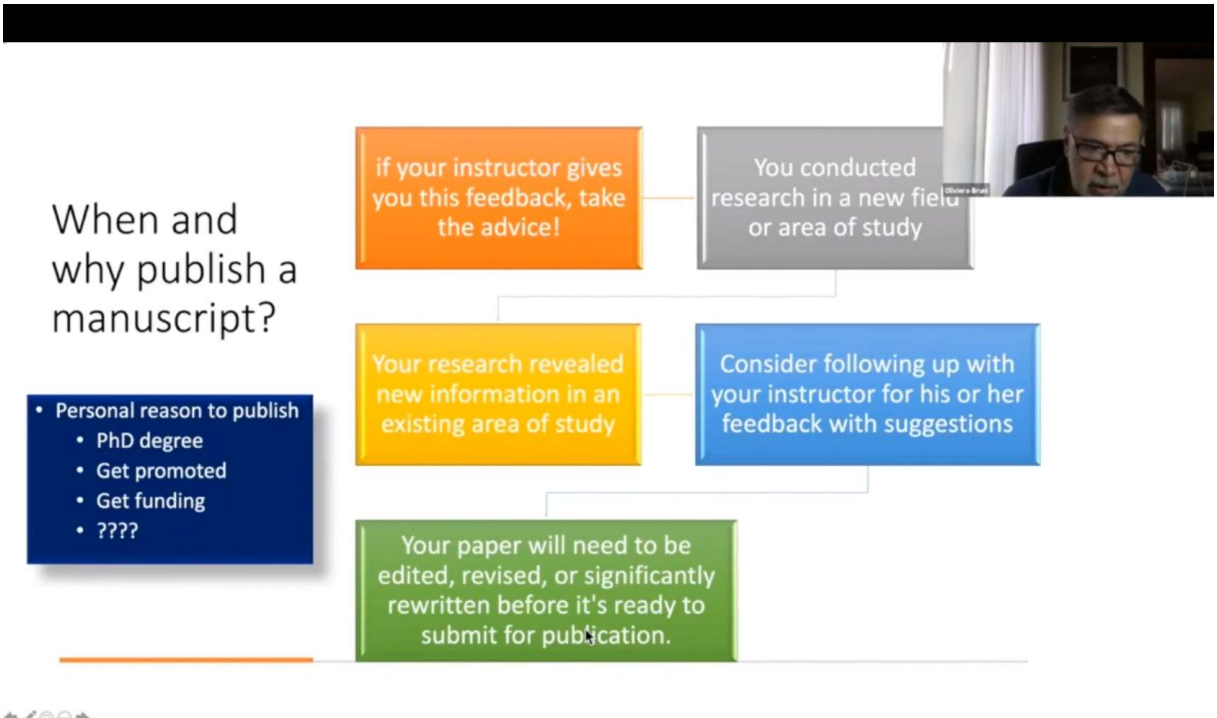
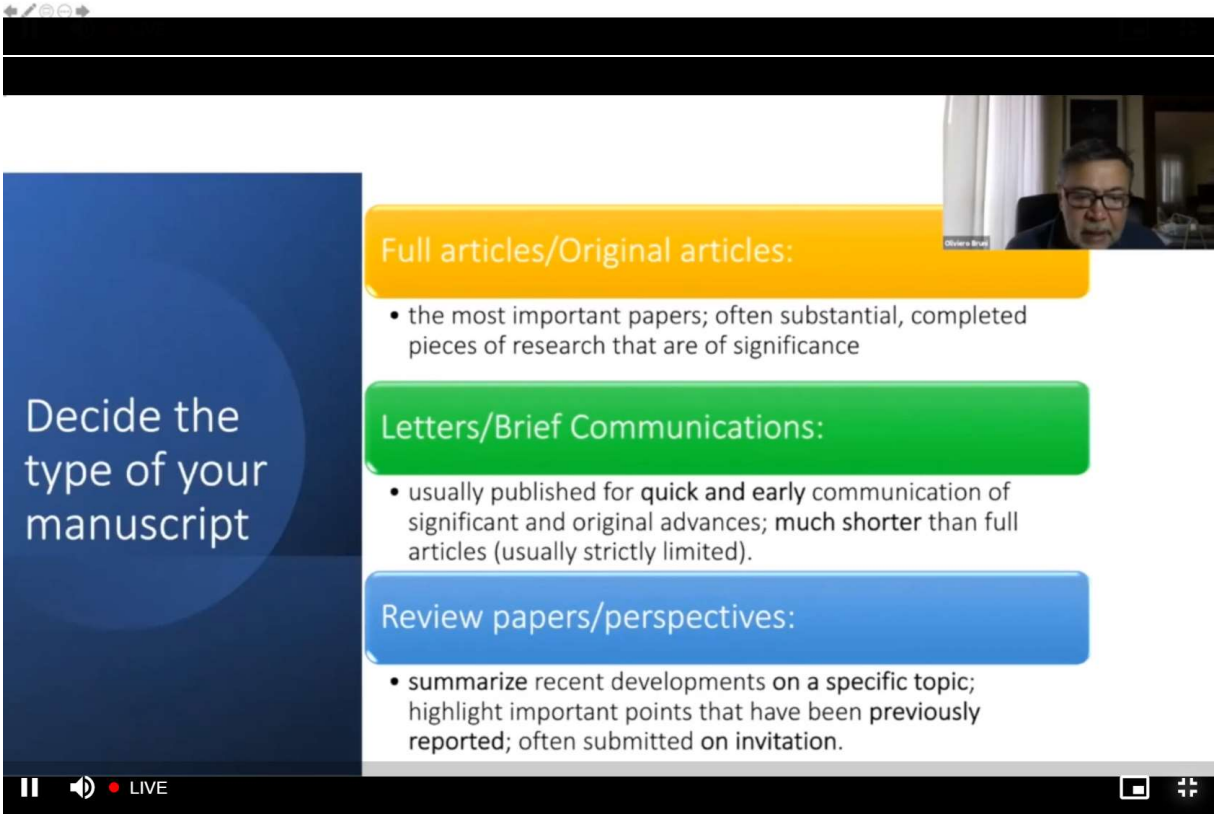

When and why publish a manuscript?
if your instructor gives you this feedback, take the advice!
You conducted research in a new field or area of study
Your research revealed new information in an existing area of study
Consider following up with your instructor for his or her feedback with suggestions
Your paper will need to be edited, revised, or significantly rewritten before it's ready to submit for publication.
• Personal reason to publish
• PhD degree
• Get promoted
• Get funding
• ????


Decide the type of your manuscript
Full articles/Original articles:
• the most important papers; often substantial, completed pieces of research that are of significance
Letters/Brief Communications:
• usually published for quick and early communication of significant and original advances; much shorter than full articles (usually strictly limited).
Review papers/perspectives:
• summarize recent developments on a specific topic; highlight important points that have been previously reported; often submitted on invitation.
LIVE

Abstract (150-300 words, dependent on the journal)

A clear abstract will strongly influence the editor's decision on whether your work will be further considered.

Structured Abstracts

•IMRaD: Introduction, Methods, Res

Background	2 sentences
Methods	2 sentences
Results	5 sentences
Conclusion	1 sentence

- should accurately reflect the content of the article
- should not have additional information beyond what is in the manuscript.
- no reference should be cited in abstract
- no abbreviations or acronyms
- state the principal objectives and scope of the investigation
- describe methods employed
- summarize the results
- state principal conclusions

Introduction

summarizes the relevant literature and should always

- *Provide the background/rationale and objectives*
- *State the specific purpose or research objective of, or hypothesis tested by, the study or observation*
- *State the limitation of the research and what do you hope to achieve*
- *Cite only directly pertinent references, and do not include data or conclusions from the work*

Common Mistakes

- Too much or not enough information
- Unclear purpose
- Confusing structure
- First-Person anecdotes

Introduction is not a review article or a history lesson!

Material and Methods

- Study Design: Cross-section, case-control, cohort
- Setting
  - location(s), dates: period of recruitment, follow-up, and data collection.
- Participants
  - selection of observational or experimental participants (healthy individuals or patients, including controls), including eligibility and exclusion criteria and a description of the source population.
  - participation rates
- Procedure
  - Identify methods, equipment (give the manufacturer's name and address in parentheses), and procedures in sufficient detail.
  - Define potential confounders, bias and effect modifiers
- Statement that the research was approved by an ethics committee, or institutional review board

Common Mistakes

- Too little information
- Information from Introduction
- Verbosity
- Results/ sources of error reported

Statistical section

- **Describe all statistical methods and tests used**
  - *How missing data was addressed*
  - *Power analysis*
- Explain how variables were handled in the analysis (i.e. continuous, categorical)
- Avoid relying solely on statistical hypothesis testing, such as *p* values, when possible report confidence intervals, effect size and precision of estimates.
- Numbers should be reported with precision and generally rounded to two digits
- Percentages should not be used for very small samples.
- *Specify the statistical software package(s) and versions used*
- **The word "significant" should be used to describe "statistically significant differences" only.**

Results

- **Present your results in logical sequence** in the text, tables, and figures, giving the main or most important findings first
- **Do not repeat all the data in the tables or figures in the text;** emphasize or summarize only the most important observations.
- Give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers.
- Restrict tables and figures to those needed to explain the argument of the paper
- **Use graphs as an alternative to tables with many entries**; do not duplicate data in graphs and tables.

Common mistakes
- – Redundancy
- – Discussion and interpretation of data
- – No figures or tables
- – Methods/materials reported

LIVE

Tables and Figures

- Illustrations, including figures and tables, are **the most efficient way to present the results**..
- Select the right chart to represent your results
- Use a consistent footnoting style
- Define abbreviations, even if they have been defined in the manuscript.
- About 6 tables max, sometimes this depends on the journal.
- Put at the end after the Reference section or in a separate file

Discussion

- Briefly summarize the main findings
- **Emphasize the new and important aspects of the study**
- **Clearly state the relationship with previous publications**: similarities and differences
- Interpretate your results and explore possible mechanisms or explanations for these findings.
- Speculate on possible interpretations but **not flight of fancy!!**
- Mention the significance of the paper.

Common Mistakes

- restate the Results
- broad statements
- incorrectly discussing inconclusive results
- missing information

Conclusion – How the work advances the field from the present state of knowledge

- Present global and specific conclusions, in relation to the objectives.
- Indicate limitations of the study with potential bias and imprecision
- Indicate study strengths
- Suggest future experiments and point out those that are underway.
- Do not
  - *Summarize paper*
  - *Make a list of trivial statements of your results.*
  - *Make judgments about impact.*

Acknowledgments

- **It is your chance to thank**
  - People who have helped you, e.g., technical help, English revision
  - Funding organizations (list funding sources for the study and authors)
  - Affiliation to projects and programs
- **Do**
  - Ask permission from those who will be acknowledged with their names mentioned.
  - State clearly why they are acknowledged.
  - Include the grant number or reference.

Reference style is dependent on the journal

- Make everything conforms to the Guide for Authors of the journal. Read several sample articles to learn the right style.
- Use products like Zotero (free), Reference Manager, or Endnote that may have the journal styles pre-set.
- ALWAYS check to make sure the formatting is done correctly
- It is irritating for reviewers to find mistakes
- Avoid if possible:
  - *citing personal communications, unpublished observations, manuscripts not yet accepted*
  - *citing articles published only in the local language*
  - *avoid excessive self-citation and journal self-citation*

Develop an Outline for the Cover Letter

Ensure to avoid :

- Statements that exaggerate or overstate results
- Sentences repeated word-for-word from the manuscript text.
- Too many details

- Address to the editor personally (find name)
- An introduction stating the title of the manuscript and the journal to which you are submitting.
- The reason why your study is important and relevant
- Your major results and overall findings and most important conclusions
- Typical sentences to include:
  - *"The manuscript has not been published and is not under consideration for publication in any other journal"*
  - *"All authors approved the manuscript and its submission to the journal"*
  - *"All Authors have no conflict of interest to declare"*
  - Last sentence:
    - *«Thank you for receiving our manuscript and considering it for review. We appreciate your time and look forward to your response»*
- Contact information for the Corresponding Author
- Author contribution statement

CRediT (Contributor Roles Taxonomy) author statement

CRediT was introduced with the intention of reco individual author contributions, reducing authors disputes and facilitating collaboration. The idea came about following a 2012 collaborative workshop led by Harvard University and the Wellcome Trust, with input from researchers, the International Committee of Medical Journal Editors (ICMJE) and publishers, including Elsevier, represented by Cell Press.

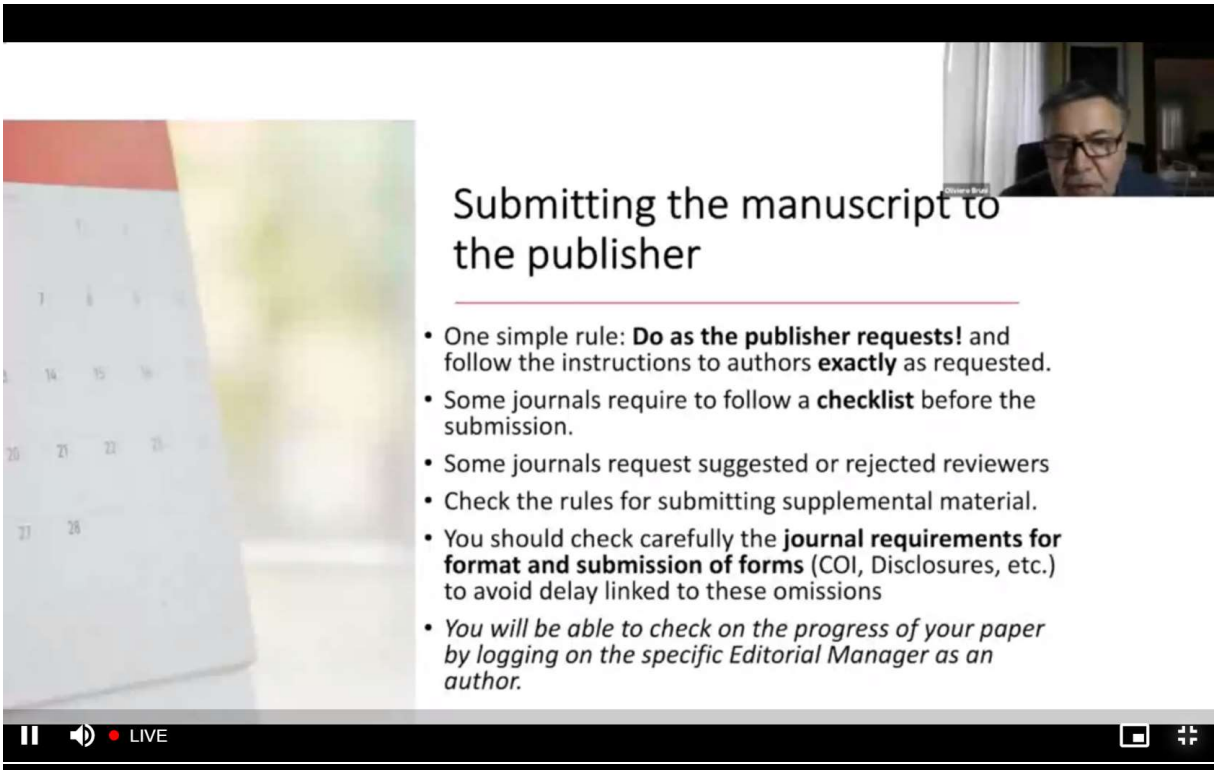
- Conceptualization, Methodology, Software
- Validation
- Data curation
- Writing - Original draft preparation.
- Writing- Reviewing and Editing,
- Visualization
- Supervision
- Funding acquisition

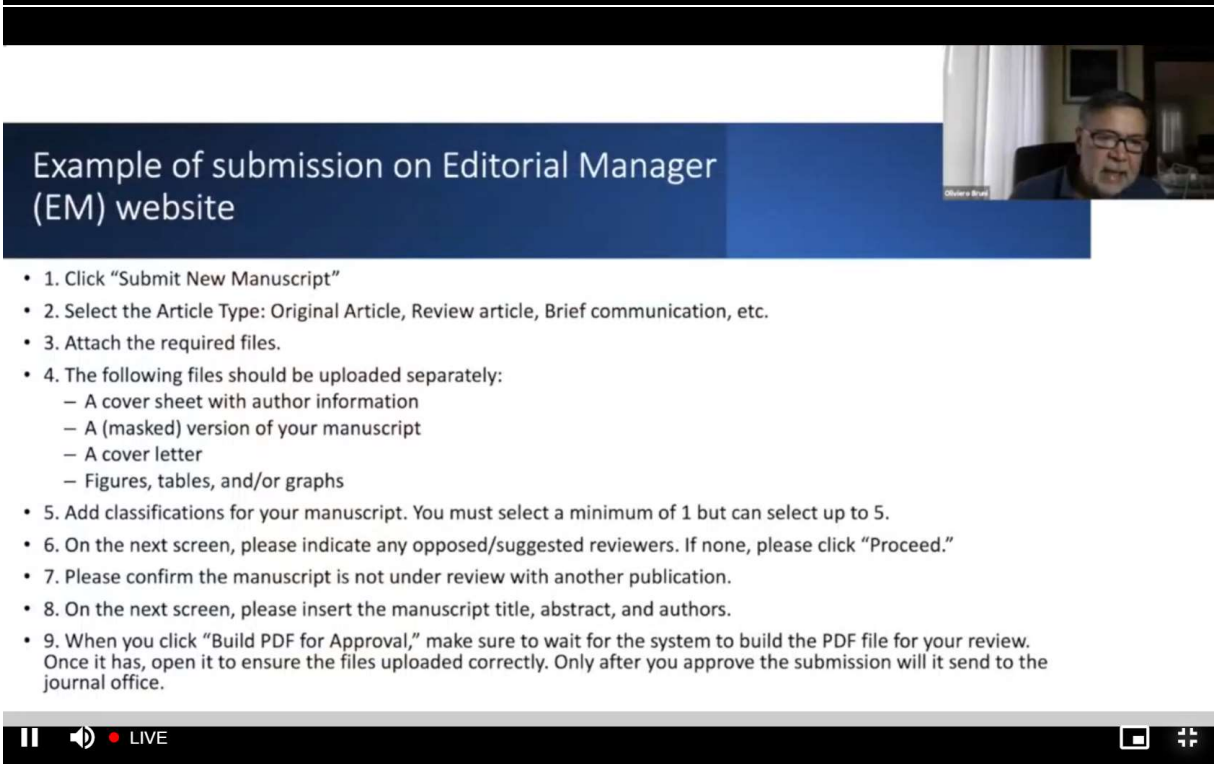
- Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit, including those obtained through confidential review of others' research proposals and manuscripts." (Federal Office of Science and Technology Policy, 1999).
  - is considered a serious offense by scientific community
  - will hurt your reputation in the scientific community.
  - may result in academic charges and certainly cause rejection.

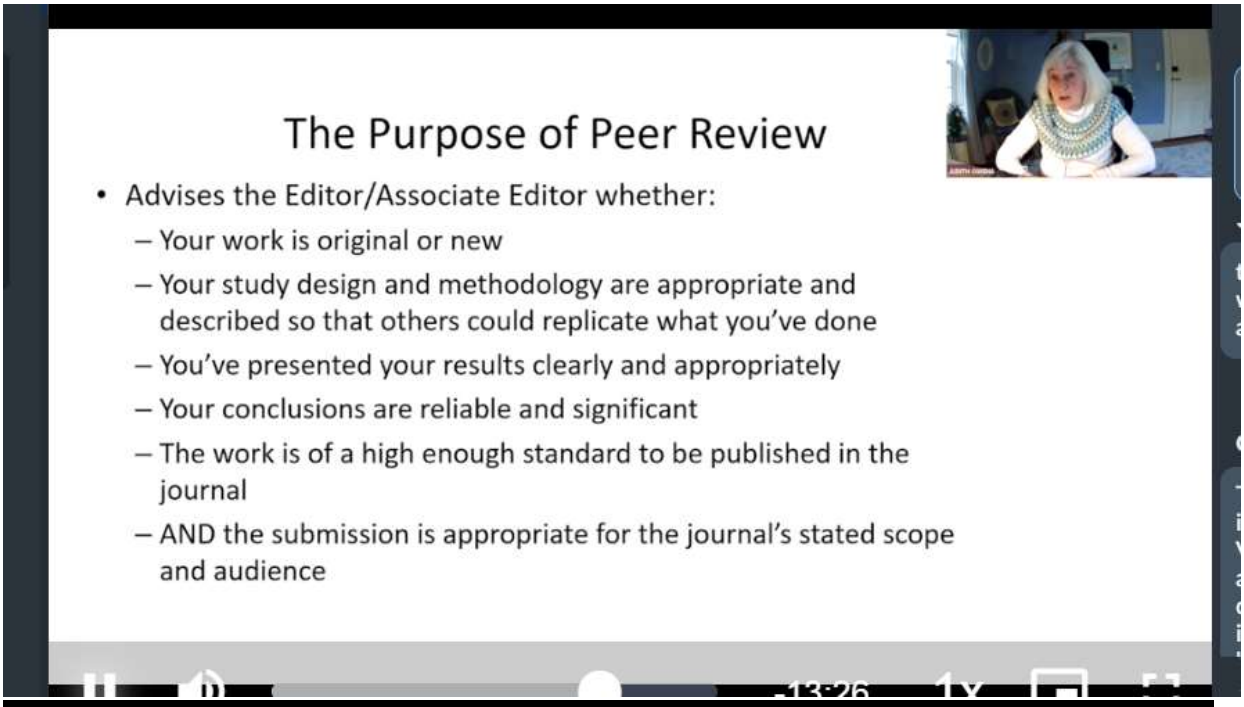
- Self-plagiarism is the redundant reuse of your own work, usuall without proper citation.
- There are four areas of concern regarding self-plagiarism:
  - *redundant and duplicate publication: publication of what is essentially the same paper in more than one journal*
  - *salami-slicing: the partitioning of a large study which should have been reported in a single paper into smaller published studies*
  - *copyright infringement*
  - *practice of text recycling*

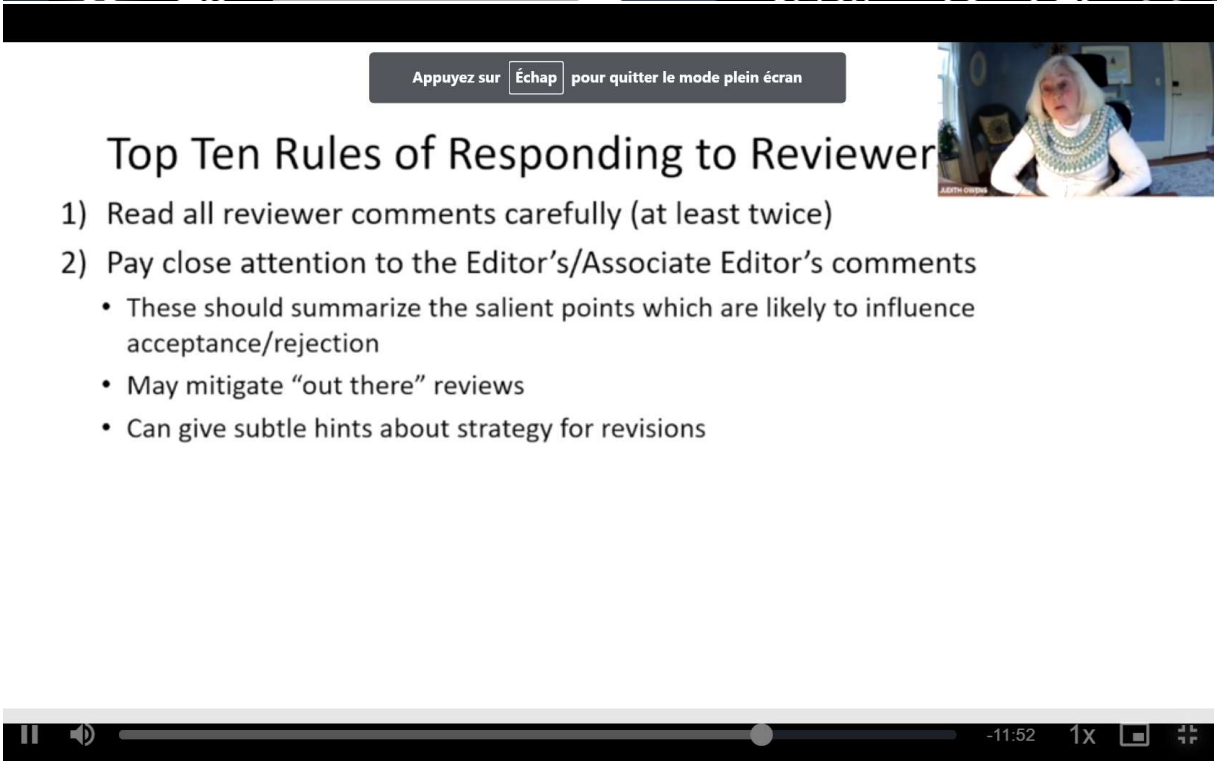
General check for manuscript before submission

- Spell-check, to avoid typos and errors.
- Double-space all copy.
- Number your pages
- Define the abbreviations the first time they are used.
- Use correct and standard nomenclature
- Check all your numbers for accuracy and consistency
- Graphics files are generally supplied as Tiff or EPS files
  - *Color figures commonly require an additional fee!!!*
- Permissions for the use of previously published material or illustrations


Submitting the manuscript to the publisher
• One simple rule: **Do as the publisher requests!** and follow the instructions to authors **exactly** as requested.
• Some journals require to follow a **checklist** before the submission.
• Some journals request suggested or rejected reviewers
• Check the rules for submitting supplemental material.
• You should check carefully the **journal requirements for format and submission of forms** (COI, Disclosures, etc.) to avoid delay linked to these omissions
• *You will be able to check on the progress of your paper by logging on the specific Editorial Manager as an author.*
LIVE


Example of submission on Editorial Manager (EM) website
• 1. Click "Submit New Manuscript"
• 2. Select the Article Type: Original Article, Review article, Brief communication, etc.
• 3. Attach the required files.
• 4. The following files should be uploaded separately:
– A cover sheet with author information
– A (masked) version of your manuscript
– A cover letter
– Figures, tables, and/or graphs
• 5. Add classifications for your manuscript. You must select a minimum of 1 but can select up to 5.
• 6. On the next screen, please indicate any opposed/suggested reviewers. If none, please click "Proceed."
• 7. Please confirm the manuscript is not under review with another publication.
• 8. On the next screen, please insert the manuscript title, abstract, and authors.
• 9. When you click "Build PDF for Approval," make sure to wait for the system to build the PDF file for your review. Once it has, open it to ensure the files uploaded correctly. Only after you approve the submission will it send to the journal office.
LIVE


The Purpose of Peer Review
• Advises the Editor/Associate Editor whether:
– Your work is original or new
– Your study design and methodology are appropriate and described so that others could replicate what you've done
– You've presented your results clearly and appropriately
– Your conclusions are reliable and significant
– The work is of a high enough standard to be published in the journal
– AND the submission is appropriate for the journal's stated scope and audience
-13:26
1x


Appuyez sur Échap pour quitter le mode plein écran
Top Ten Rules of Responding to Reviewer
1) Read all reviewer comments carefully (at least twice)
2) Pay close attention to the Editor's/Associate Editor's comments
• These should summarize the salient points which are likely to influence acceptance/rejection
• May mitigate "out there" reviews
• Can give subtle hints about strategy for revisions
-11:52
1x

Top Ten Rules

3) Don't take it personally
   - Yes, it's your academic career
   - No, they're (almost never) out to get you
   - And, in fact, the vast majority of (constructive) comments are designed to improve the science, not criticize you

4) Don't get defensive (angry, vindictive, depressed)

- This will not help you develop a successful rebuttal
- Will negatively impact a neutral and measured response
- And will prevent you from accepting critical comments which are actually accurate and helpful

In other words…

YOU GET WHAT YOU GET AND YOU DON'T GET UPSET

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Top Ten Rules

5) Be polite and respectful but not obsequious

- Remember the reviewers are all volunteers who donate their time and effort to advance scientific scholarship
- However, they are not infallible
- Many journals no longer ask authors for "preferred" (or "opposed") reviewers

-8:47 1x

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Top Ten Rules

6) If you do not agree (after careful, clear-headed consideration) with specific reviewer comments

- Consider consulting a co-author, preferably one with specific expertise in the contested issue
- Thank the reviewer for the suggestions and acknowledge the validity of the concerns
- Provide a clear and compelling explanation as to why you are not including their suggestions in the revision
- Invoking maximum word count (page) can help!
- The editor can then make an assessment, and include your explanation when the amended article is sent back to the reviewers

-8:22 1x

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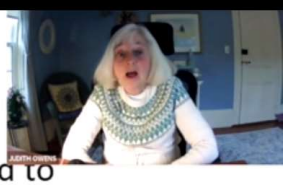

Top Ten Rules

7) If you are the recipient of a "cranky" review (one compelled to be negative no matter what)

- The Bad News: you have no choice but to accept it and respond as best you can
- The Good News: the Editor is likely wise to this, may attribute less weight to the review and will probably not invite this reviewer again

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Top Ten Rules

8) Pay very close attention to crafting a detailed point-by-point response to reviewers' comments

- Include ALL requested statistical revisions unless you can make a strong case to not do so
- If there are grammatical/semantic issues, consider using an English language editing service ($$)
- It's worth the time and effort to update your references if requested
  - ALWAYS add specifically suggested references (the reviewer is probably a co-author)

Top Ten Rules

9) If needed, restate what is novel and significant in your manuscript

- Reviewers typically provide numerical ratings to the editor (e.g., 1-5) of novelty, significance, appropriateness for the journal, etc.
- For journals with high rejection rates, those ratings are important in deciding the fate of your manuscript.
- If a reviewer expresses doubts about the novelty and/or significance of your work, address that forcefully in your response.
- You need to have uniformly high ratings in those areas for your revised manuscript to be accepted.

Top Ten Rules

10) If the handwriting is on the wall, cut your losses and submit elsewhere

- The journal was a long shot to begin with
  - But higher impact factor does not equal higher quality reviews
- The journal scope and readership may be a bad fit for your study
- The requested revision may be more extensive than you (and your co-authors) are willing/able to make
- Do your homework; know the types of articles any given journals are likely to accept and their audience
- Use the previous reviews to craft a stronger submission next time around

An Organized Response…

Response to reviewers
Manuscript Reference Number:
Title:

	Associate Editor Comments
AEd_1	To facilitate review, we have inserted below each response an excerpt of the manuscript text that includes the highlighted changes in the text. **Comment:** Response: We appreciate the recommendation that… Edited text (lines xx-xx)

	Reviewer #1 Comments
R1_1	**Comment:** Response: Thank you for this correction. Edited text (lines xx-xx)

	Reviewer #2 Comments
R2_1	**Comment:** Response: While we appreciate this suggestion, our data do not allow us to examine the question of…We have added this in the limitations section of the Discussion.

Before You Press the Submit Button…

- Make sure you have used the limitations section of the discussion to defend/pre-empt constructive criticism
  - Similarly, use the "future directions" section to propose what you will do better next time
- Make sure you have consulted your co-authors about edits and they have approved the resubmission
- PROOF, PROOF and PROOF again!
  - Have a colleague review for grammatical errors, punctuation, spelling errors (and return the favor)