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# Publishing in Academic Journals

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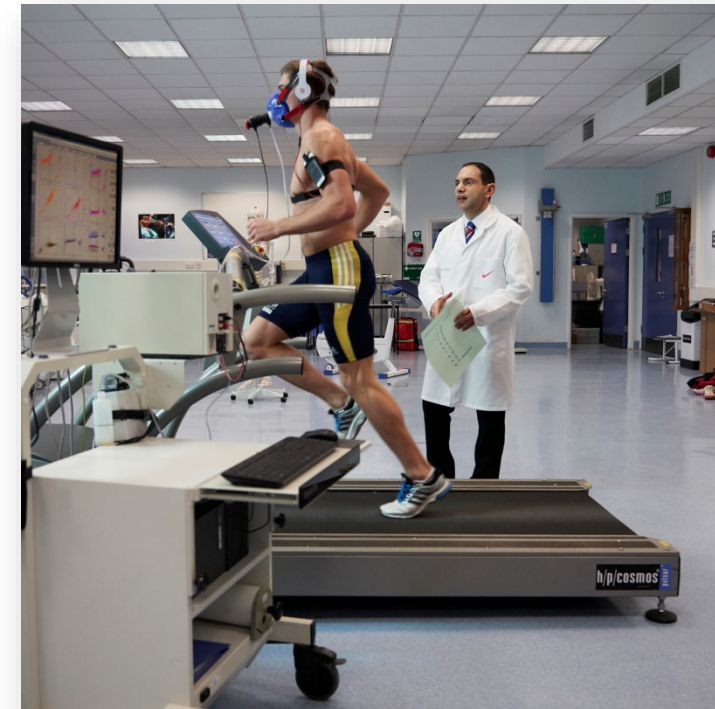


Photo: Henry Lo, Unsplash

- ● Open Access offers greater visibility, transparency and impact.  
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“Open access gives other scholars and students at all educational levels immediate access to your work. **It is a form of publication that is totally inclusive ...** I like the idea that there might be people in sub-Saharan Africa reading my work, in addition to well-known scholars in the ivory towers of the world’s elite universities. Open access is such a **democratising form of publication** that, whenever institutional resources allow, I like to pursue it.”

Costas Karageorghis,  
*‘Music in the exercise domain: a review and synthesis (Part I)’*



# Open Access

1. Making content **freely available** online to read. Meaning your article can be read by anyone, anywhere.
2. Making content **reusable** by third parties with little or no restrictions.



# Journal Publishing Models

## Gold Open Access

Journals that publish all content Open Access.

Funded by:

APC (article publishing charge)

Sponsorship

Institutional agreement

Subscription-funded journals that offer the option of choosing Open Access.

Open Access cost is funded by:

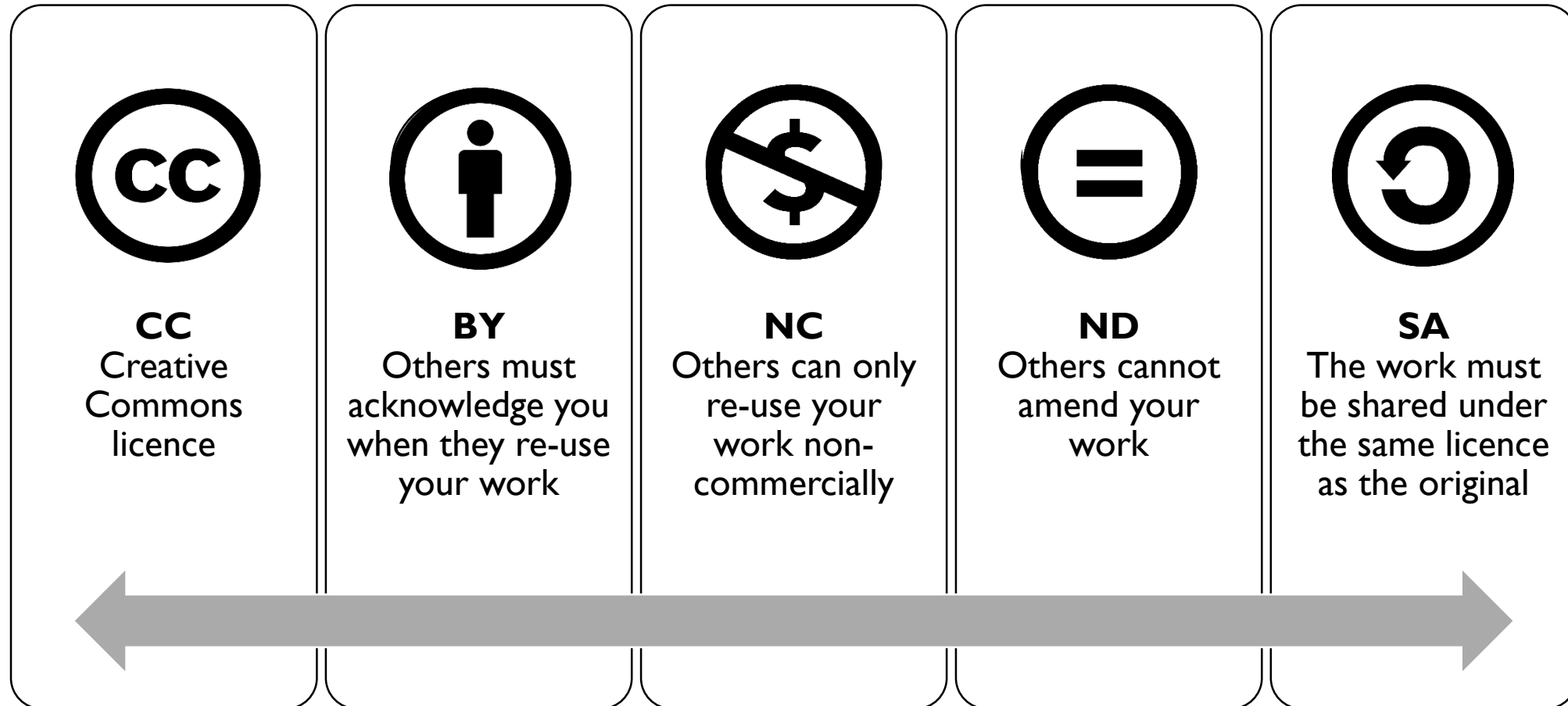
APC

Under an existing agreement with your institution

Full OA

Hybrid OA

# How to Read a Licence



# Challenges

*Predatory journals pose a serious threat both to researchers publishing the results of their work and to the peer-reviewed medical literature itself. These publications differ from legitimate open-access journals in that predatory journals subvert the peer-review publication system for the sole purpose of financial gain with little evident concern for ethical behavior.*

AMWA, EMWA & ISMPP joint statement on predatory publishing



# Making informed choices



[www.thinkchecksubmit.org](http://www.thinkchecksubmit.org)



[www.doaj.org](http://www.doaj.org)



[www.oaspa.org](http://www.oaspa.org)



# Choosing a journal

- Your current project
- Your intended audience



Remember, you are joining a conversation

# Choosing a journal-key considerations

- Age
- History
- Affiliation
- Scope
- Audience
- Impact
- Editorial board
- Peer review
- Rejection rate



# Preparing your manuscript



# Think like an editor

*“...I think authors need to think ‘what is it like to be an editor of a journal? How many papers is the Editor receiving per day, per week? What is going to actually make the journal pay attention to my paper?’”*

Monica Taylor, former editor of the  
*Journal of Moral Education*

# Preparing your manuscript: some basic tips

- Write first, edit later
- Keep it simple, complicated ideas expressed plainly
  - 2.5 line rule
  - Avoid passive sentence construction
- Paragraphs
- The paper structure (IMRaD)
  - Introduction
    - Question/problem
    - Thesis/hypothesis/argument
    - Roadmap
  - Methods/theory
  - Results
  - Discussion
  - Conclusion
- You are telling a story-make sure it is consistent and easy to follow



# What makes a good title

*"We would typically expect a strong title, a good title that really expressed what the article was about and made it clear to the reader exactly what the topic was, and it's amazing how often writers neglect to do that."*

Professor Mark Brundrett, Editor of *Education 3-13*

# What makes a good title?

- Simple advice: keep it short and to the point.
- Avoid redundant or cliché word/phrases.
- Highlight your findings, not your process.
- Make sure it stands out-creatively or in terms of clarity.
- Make sure to include specific keywords that capture the subject of your article.

# Writing an abstract

*"A good abstract will tell you what the key issue that's addressed is, it'll give you an idea of the methods that have been used and the conclusions that have been arrived at. So that abstract ought to tell someone whether it's worth them spending part of their life reading this paper. If the abstract doesn't do that the chances are the paper will have further weaknesses".*

Professor David Gillborn,  
Editor of *Race Ethnicity and Education*



# Writing an abstract

- Write the paper first-it is a review, or map of the entire paper
- Check the IFAs for the journal you are submitting to-there will likely be requirements.
- Who is your intended audience-frame it for them
- About those words....keywords/phrases, naturally
- 'This paper'...focus on the essential information. Word counts!
- Revise everytime you revise the paper.
- Language-difficult to read?

# Keywords

- What words or phrases (2-4 words) would you use to find your article?
- Choose some synonyms –words that are not already included in the title
- Be specific-if the word is too simple or broad the search will produce too many documents. i.e. 'homelessness' vs. 'Swedish homelessness policy'
- Are the methods or technique relevant-include.
- Test your key words before submitting
- TOOL: Google AdWords

# Publication ethics- issues that can arise

- Authorship
- Competing interests
- Duplicate submission/publication
- Data or image fabrication/falsification
- Plagiarism/ text recycling
- Peer review manipulation
- Breaches of copyright

[www.publicationethics.org](http://www.publicationethics.org)

# Authorship

- What are the issues?
  - **Ghost, Guest and authorship for sale**
- Who qualifies?
  - Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
  - Drafting the work or revising it critically for important intellectual content; AND
  - Final approval of the version to be published; AND
  - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Any listed author is a representative of the published paper and should have in-depth knowledge about all aspects of the study as published (i.e rationale, methodology, analysis and interpretation)

# Duplicate submission

- One journal at the same time
- Authors make declaration upon submission that content is original and has not been submitted elsewhere
- Multiple pre-submission queries are okay
- When is it ok?
  - Article was published in another language (at Editors discretion. Must be made clear which version is a translation)
  - Data presented at conferences (posters, short abstracts)
  - Posted in a repository/pre-print server

# Originality

## Plagiarism

- The appropriation of another person's/groups ideas, processes, results, or words without giving appropriate credit
- Includes content from books and websites (blogs)

## Text recycling/self-plagiarism

- The excessive repeated use of own work (text, figures, data, ideas, etc)
- Leads to redundant publication
- Distorts the scientific record

# Before you submit

- ✓ Look at published papers
- Review the Aims & Scope
- ✓ Check the bibliography
- ✓ Explain acronyms & unusual terminology
- ✓ Follow the Instructions for Authors
- ✓ Format your article to the journal
- ✓ Review the submission process
- ✓ Consider English 'polishing'

The top screenshot displays the 'Aims and scope' page for the journal 'Chemistry and Ecology'. It includes a navigation menu on the left with options like 'Aims and scope', 'Instructions for authors', 'Journal information', 'Editorial board', and 'Subscribe'. The main content area features a heading 'Aims and scope' followed by a paragraph describing the journal's focus on the relationship between chemistry and ecological processes. Below this, there are four numbered sections: 'Environmental pollution', 'Ecotoxicology', 'Environmental bioremediation and biotechnology', and 'Biogeochemical cycles'. A 'Browse journals by subject' button is visible at the bottom left.

The bottom screenshot displays the 'Instructions for authors' page for 'The Quarterly Journal of Experimental Psychology'. It includes a navigation menu on the left with options like 'Aims and scope', 'Instructions for authors', 'Society information', 'Journal information', 'Special issues', 'Editorial board', and 'Subscribe'. The main content area features a heading 'Instructions for authors' followed by a paragraph of text. Below this, there is a section for 'AUTHORSERVICES' which mentions 'SCHOLARONE MANUSCRIPTS' and provides a list of 'Contents list' items such as 'About the journal', 'Peer review', 'Preparing your paper', 'Word limits', 'Style guidelines', 'Formatting and templates', 'References', 'Checklist', 'Using third-party material in your paper', 'Disclosure statement', 'Clinical Trials Registry', 'Complying with ethics of experimentation', 'Consent', 'Health and safety', 'Submitting your paper', 'Publication charges', 'Copyright options', 'Complying with funding agencies', and 'Open access'.

# Submission systems

## File Upload

This journal operates double anonymous peer review. You will need to provide two copies of your manuscript. One copy should be the full manuscript with author details. The other copy should be an anonymised version of your manuscript that will be sent to reviewers during peer review. More information about peer review and anonymisation can be found [here](#).

Upload requirements ▼



Drag your research article and any supporting files here

or

Choose files

\* You must upload a manuscript file

Routledge Taylor & Francis Group Editorial Manager  
 HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
 MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS  
 Role: Author ▼

### Author Main Menu

[Alternate Contact Information](#)  
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For additional help with your submission, please click [here](#) for the Author Tutorial.

### New Submissions

[Submit New Manuscript](#)  
 Submissions Sent Back to Author (0)  
 Incomplete Submissions (1)  
 Submissions Waiting for Author's Approval (0)  
 Submissions Being Processed (0)

### Revisions

Submissions Needing Revision (0)  
 Revisions Sent Back to Author (0)  
 Incomplete Submissions Being Revised (0)  
 Revisions Waiting for Author's Approval (0)  
 Revisions Being Processed (0)  
 Declined Revisions (0)

### Completed

Submissions with a Decision (0)

Home Author Review Manage  
 Author Dashboard

Author Dashboard  
[Start New Submission](#)  
[Legacy Instructions](#)  
[5 Most Recent E-mails](#)  
[English Language Editing Service](#)

### Start New Submission

METHOD	DESCRIPTION	START
Traditional Submission	Traditional submission allows you to upload files that were created from many sources.	<a href="#">Begin Submission</a>
EndNote™	EndNote is the industry standard software tool for publishing and managing bibliographies, citations and references on the Windows and Macintosh desktop.	<a href="#">Begin EndNote Submission</a>



# Submitting a manuscript to a journal

**Before you start, make sure that you have the following:**

- All the manuscript files, figures, tables and any other data files which may make up your submission
- Permission to use images and data
- Email addresses for all your co-authors and their names (check spelling!) as they would want them to appear in the final citation of a published paper
- Agreement with co-authors on publishing choices and responsibilities
- The correct, anonymized version of your paper

# Types of peer review



## Single-blind/ Single-anonymous

- Reviewers know the identity of the authors
- Authors do not know the identity of the reviewers
- Most common model of peer review in STM



## Double-blind/ Double-anonymous

- Reviewers do not know the identity of the authors
- Authors do not know the identity of the reviewers
- Most common in HSS



## Open peer review

- Reviewers know the identity of the authors
- Authors know the identity of the reviewers
- Reviewer reports may be published with reviewer names if article accepted

# Who is involved?

## Editor

- Assesses the article
- Usually selects suitable reviewers
- Makes decision on publication

## Reviewers

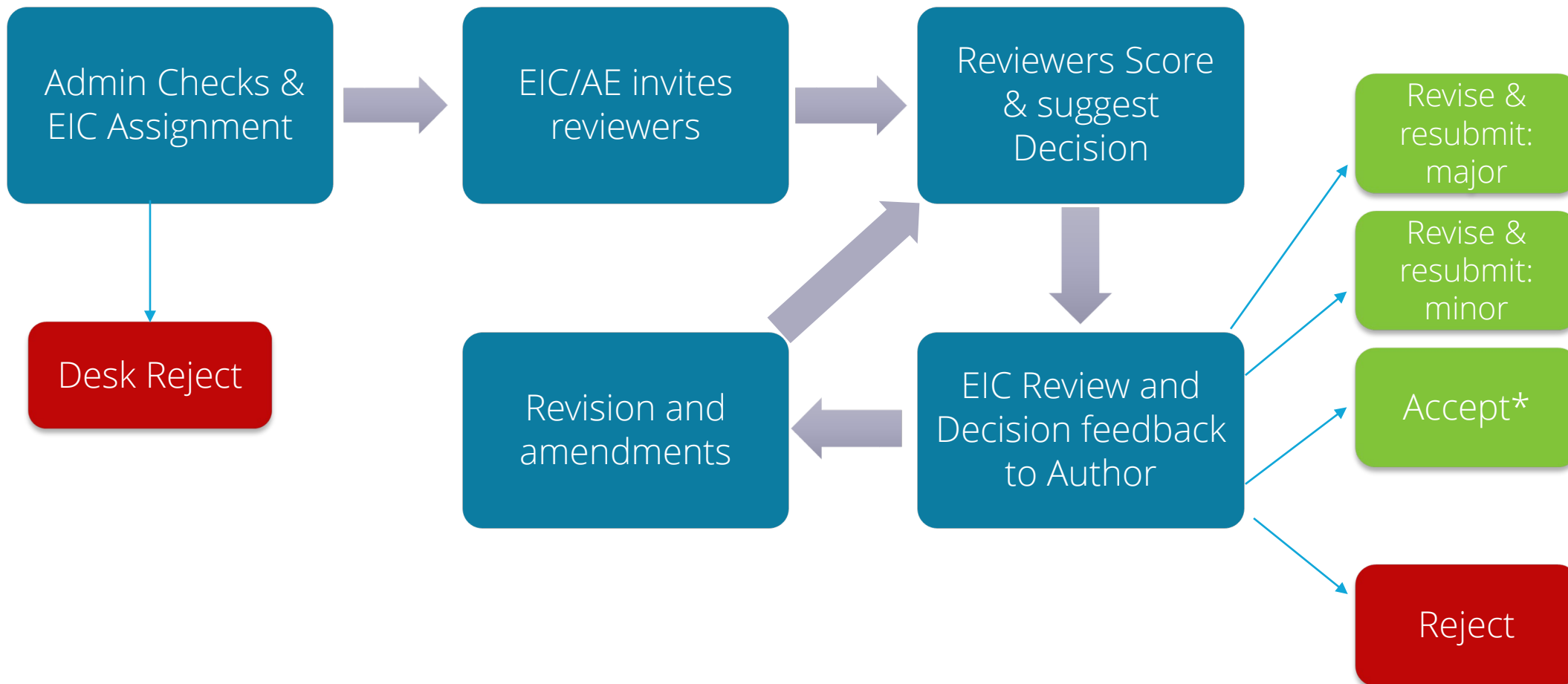
- Assesses the detail
- Give advice and expertise to the Editor

## Journal staff

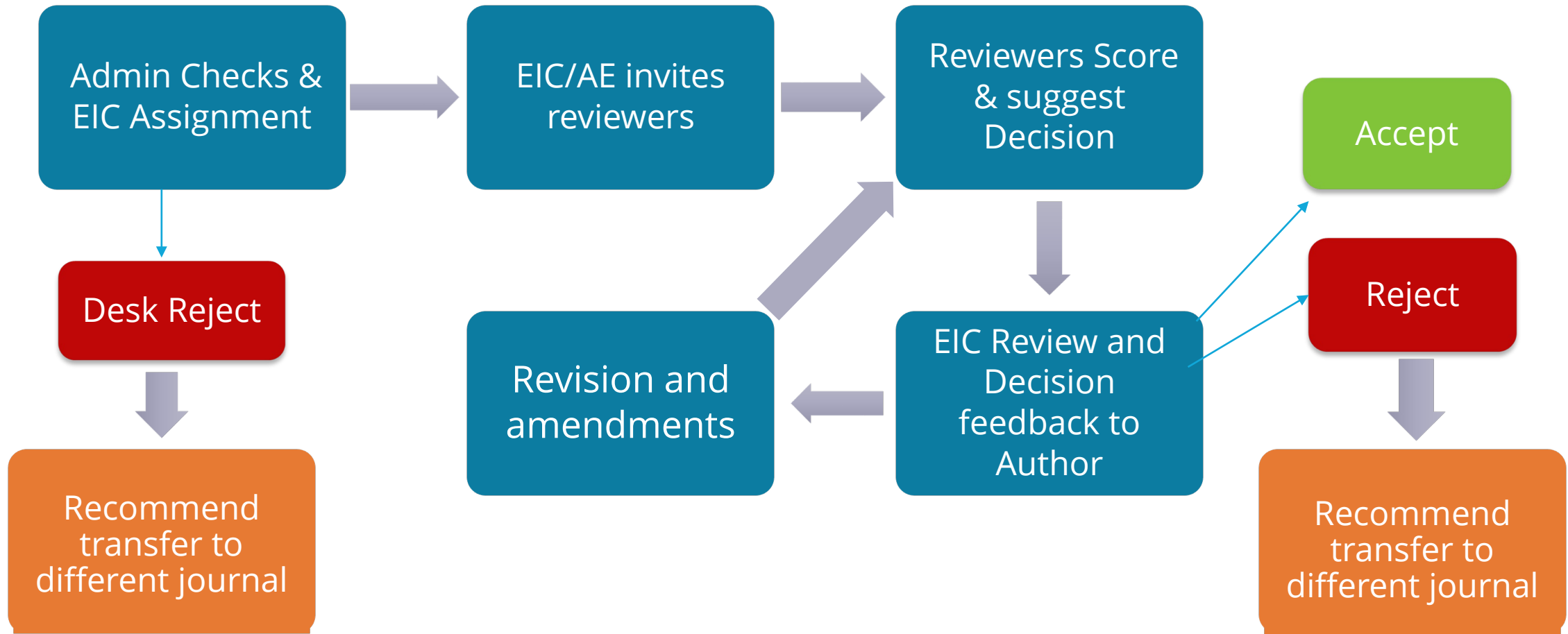
- Check format and journal requirements
- Manage communications
- Production processes once article accepted
- Maintain journal systems and websites



# The peer review process



# Cascading & transferring peer review



# Responding to reviewers comments

1. Don't become disheartened.
2. Carefully read the decision letter.
3. Consult your co-authors.
4. Break down the comments by category-create a list.
5. Make all of the suggested amendments if appropriate.

# Make it easy for the editor

7. Address every comment
  - Where you amended (page number, new material)
  - Why you didn't amend (be specific and again, respectful)
  
8. Review the response twice to make sure it is clear and devoid of any frustration
  
8. Be professional and respectful of the reviewers and editor
  
10. Remember: the reviewers are trying to help you publish your best work

# So, your paper was rejected...

- Thank the editor and reviewers for considering your paper
- Move on to the next journal on your list
- Remember to treat it as an entirely new submission
- Follow the rules of the journal
- Make sure to apply the relevant suggestions you received from the previous peer review process

September 29, 1955

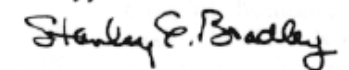
Dr. Solomon A. Berson  
Radioisotope Service  
Veterans Administration Hospital  
130 West Kingsbridge Road  
Bronx 68, New York

Dear Dr. Berson:

I regret that the revision of your paper entitled "Insulin- $^{131}\text{I}$  Metabolism in Human Subjects: Demonstration of Insulin Transporting Antibody in the Circulation of Insulin Treated Subjects" is not acceptable for publication in THE JOURNAL OF CLINICAL INVESTIGATION. -----

----- The second major criticism relates to the dogmatic conclusions set forth which are not warranted by the data. The experts in this field have been particularly emphatic in rejecting your positive statement that the "conclusion that the globulin responsible for insulin binding is an acquired antibody appears to be inescapable". They believe that you have not demonstrated an antigen-antibody reaction on the basis of adequate criteria, nor that you have definitely proved that a globulin is responsible for insulin binding, nor that insulin is an antigen. The data you present are indeed suggestive but any more positive claim seems unjustifiable at present.

Sincerely,



Stanley E. Bradley, M.D.  
Editor-in-Chief



# Top ten reasons for rejection

1. Sent to the wrong journal, doesn't fit the aims and scope, or fails to engage with issues addressed by the journal.
2. Not a true journal article (i.e. too journalistic or clearly a thesis chapter or consultancy report).
3. Too long/too short.
4. Poor regard of the journal's conventions, or for academic writing generally.
5. Poor style, grammar, punctuation or English.
6. No contribution to the subject.
7. Not properly contextualised.
8. Poor theoretical framework.
9. Scrupulously presented and sloppily proof read.
10. Libellous, unethical, rude or lacks objectivity.

# What to do when your article is accepted ?

- Link this to your final article, using its digital object identifier (DOI)
- Keep in contact with the journal's Production Editor
- They oversee the production of your article from manuscript to publication and will send you a proof of your article to review before the final article is published online
- Don't be afraid to ask questions if you're unsure about anything

# Simple but effective promotion tools

Some quick tips to maximise the potential of your article to be seen, read, and cited.

- Use your **email signature** to tell people about your new article.
- Add a brief summary and link to your article on your **department website**. Then add it to your students' reading lists if appropriate.
- **Post updates** and link to your article on academic and professional networking sites and discussion lists.
- If you are a blogger or have a personal webpage **write about your article and link to it**.

# Guidance, news and ideas for authors



[authorservices.taylorandfrancis.com](http://authorservices.taylorandfrancis.com)

# How Researchers Changed the World: learning programs



**HOW RESEARCHERS CHANGED THE WORLD**

**Consider the publishing process before your study begins**

It's useful to understand the process of publishing your work in a scholarly journal before you start your research. This is for a few reasons:

- 1. The timeline of your study**  
Some journals put out calls for papers around specific topics for special issues. You may therefore want to see if any of the journals you're particularly interested in publishing in cover a topic in your subject area. If they do, and you've time to submit your work, you'll then need to work this deadline into your study.
- 2. Research paper vs review paper**  
There are a few different ways that you can present your research in scholarly writing. For a start, you may be considering whether you want to publish your research in a journal, or in a book. If you decide to publish in a journal, you might be writing up your original research and findings as a research paper. Alternatively, you may be conducting a review of existing research in a literature review paper. Which route you choose will impact the timeline, revision, and writing up of your work.

**3. Ethical guidance**  
Every subject area has ethical guidance (we'll be covering this in more detail in chapter 2), especially where it comes to clinical or medical research.

All reputable academic journals also work to common ethical standards. These focus on areas such as authorship, declaring funding sources and conflicts of interest, and plagiarism. Any prospective author must abide by these standards in the way they conduct their research, write it up, and conduct themselves through the submission and peer review process.

**4. Funding stipulations**  
If you have funding or a grant for your research, then there may be stipulations around how you publish your research. For example, you may need to make your final published article open access at the point of publication or at a certain point after publication.

We'll cover open access publishing in chapter 5 of this program, but for now just know that your funding may influence the journals that you choose to submit to.

**5. Is this the right time to publish?**  
Publishing is an important part of your career as a researcher, and so there can be pressure to publish your work early on. But getting your research published isn't as simple as submitting your PhD thesis to a journal. You're unlikely to get your research published if it isn't a high-quality piece of work, presenting original or innovative evidence, or focused on an impact within or beyond your field.

So, if you're looking to publish, approach your study design and write up with this in mind.

**The process for publishing research in a journal**

Submitting your research to a journal can be a lengthy process, involving a series of steps that ensure published research is as robust as it can be. To ensure delays, you need to invest time up front to ensure it is the very best reflection of your study.

You also need to be prepared for your work to be scrutinised and the process of peer review often includes an element of back-and-forth between rounds of review and revision and comment. This can be a frustrating time as you've been working on your paper for a long time and are eager to see it published. It is, however, an integral part of the process.

Peer review is designed to assess the validity, quality, and often the originality of papers for publication. Its ultimate purpose is to maintain the integrity of research by filtering out mediocre or poor-quality papers. For publishers, peer review functions as a filter for content to ensure the papers published in journals are high-quality and match the needs and standards of the researchers who read those titles.

It's therefore important to be aware of, and prepared for, this process from the start. That way you can build into the timeline of your work and ensure that you stay motivated throughout.

**The graphic on the following page gives an overview of the full process of publishing an article in an academic journal.**

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Thank you!  
Questions?

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Photo: Henry Lo, Unsplash