Take away notes from this workshop

Select the Right Journal

- What is important for you
- Open Access or Subscription, broad or niche, etc.

Scientific Editor Top Tips

- Include Appropriate Statements (Ethic)
- Engage with Editors & Reviewers
- Write great Title and Abstract

How to Publish at Elsevier

Thijs van Vlijmen, PhD
Executive Publisher Psychology
t.vlijmen@Elsevier.com

Sarang Mahajan, PhD
Scientific Editor
s.mahajan@Elsevier.com

ELSEVIER

Taylor & Francis

SPRINGER NATURE

> J Cell Biol. 2008 Nov 3;183(3):513-26. doi: 10.1083/jcb.200804048.

Regulation of retromer recruitment to endosomes by sequential action of Rab5 and Rab7

Raul Rojas [1], Thijs van Vlijmen, Gonzalo A Mardones, Yogikala Prabhu, Adriana L Rojas, Shabaz Mohammed, Albert J R Heck, Grace Ragoso, Peter van der Sluijs, Juan S Bonifacino

> FEBS Lett. 2008 Aug 20;582(19):2838-42. doi: 10.1016/j.febslet.2008.07.012. Epub 2008 Jul 14.

A unique residue in rab3c determines the interaction with novel binding protein Zwint-1

Thijs van Vlijmen [1], Mathijs Vleugel, Melvin Evers, Shabaz Mohammed, Phebe S Wulf, Albert J R Heck, Casper C Hoogenraad, Peter van der Sluijs

> Mol Cell. 2005 Oct 28;20(2):277-87. doi: 10.1016/j.molcel.2005.09.007.

Folding of CFTR is predominantly cotranslational

Bertrand Kleizen [1], Thijs van Vlijmen, Hugo R de Jonge, Ineke Braakman

Overview

- Journal Selection
- Journal Specific Instructions

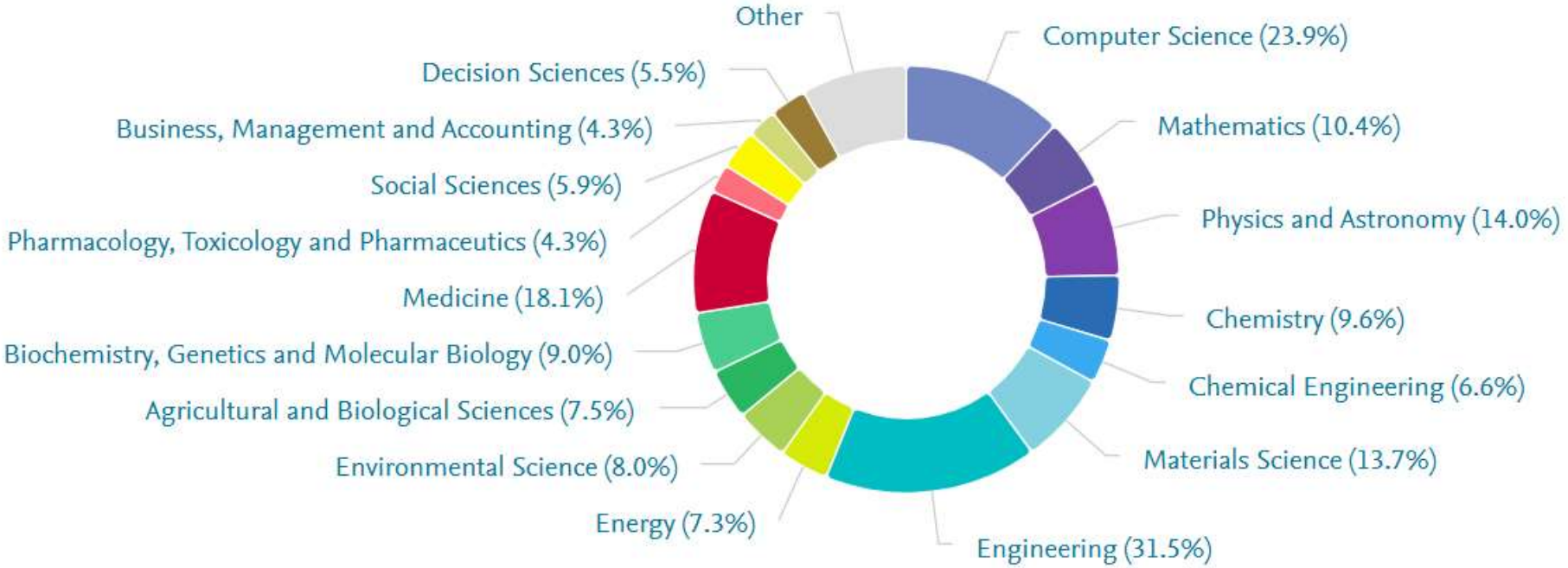
Focus Points

- The Peer Review Process
- Ethical Standards
- Generative AI

FAQ

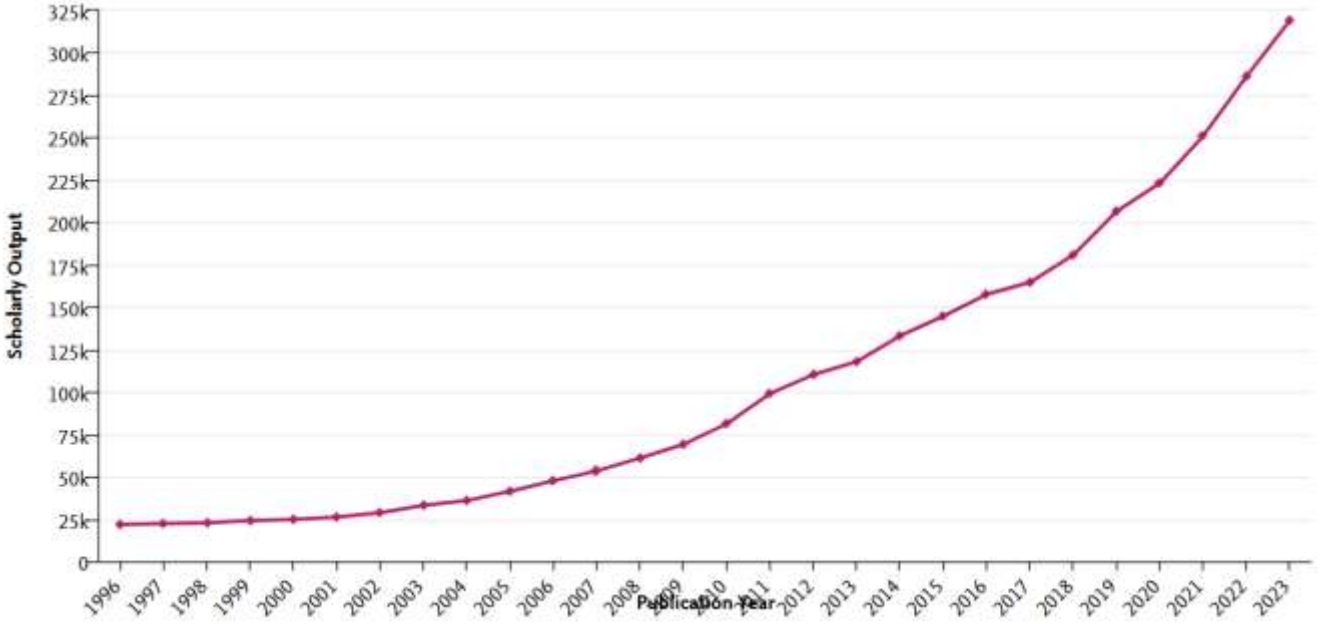
Resources

Current Output - India

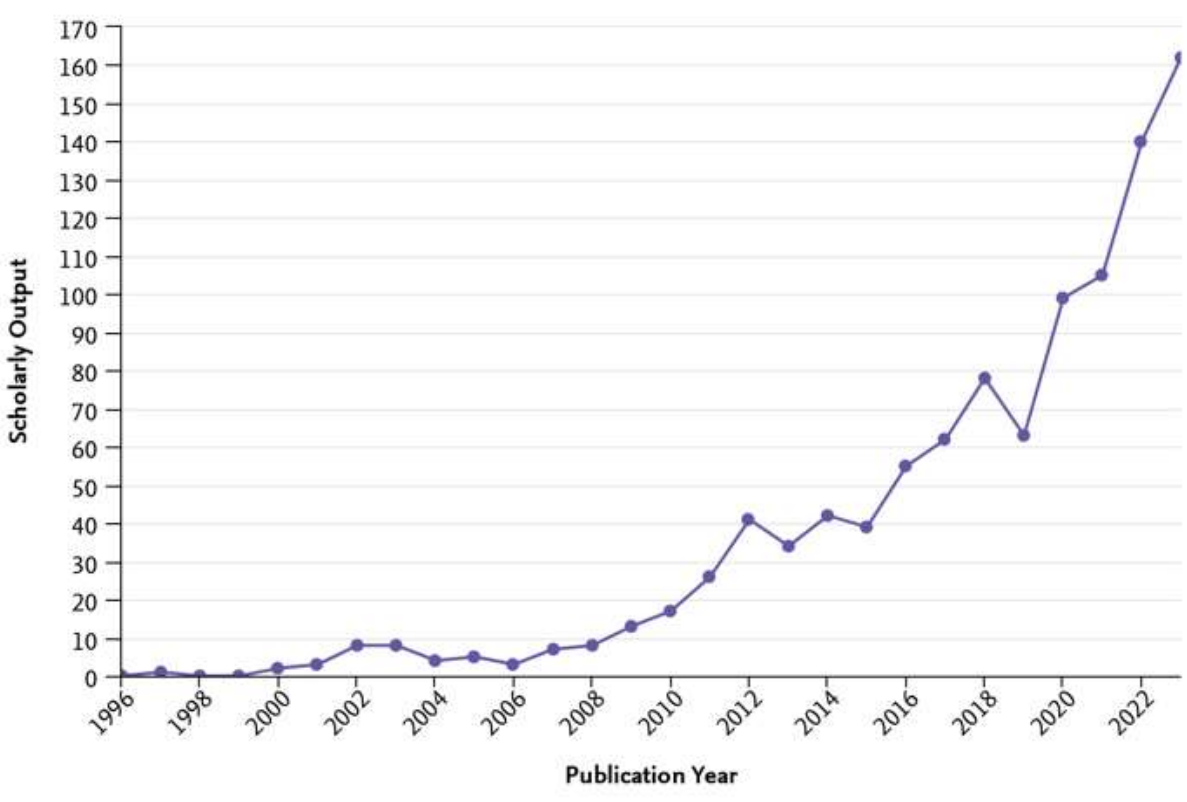


https://www.scival.com/

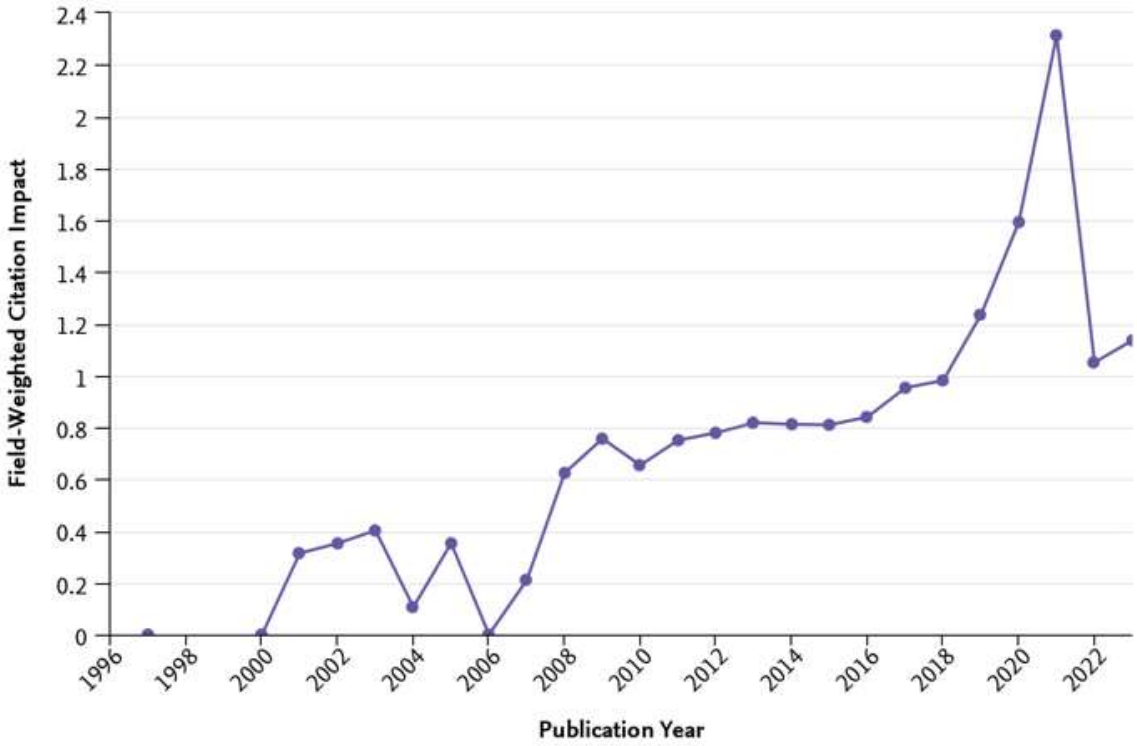
Current Output - India



Current Output – IIM Kozhikode

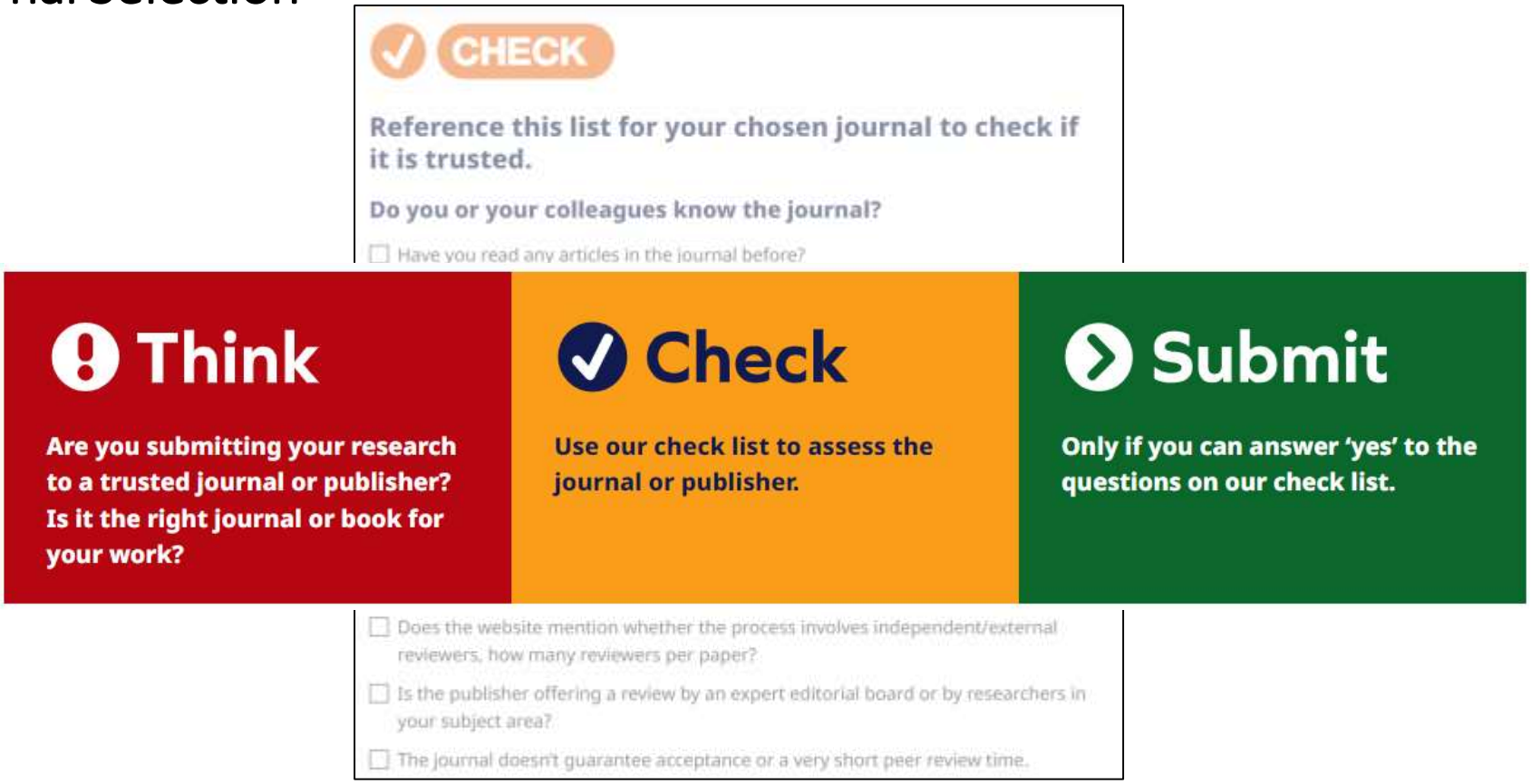


Current Output – IIM Kozhikode



Journal Selection

Journal Selection



https://thinkchecksubmit.org/

Journal Selection

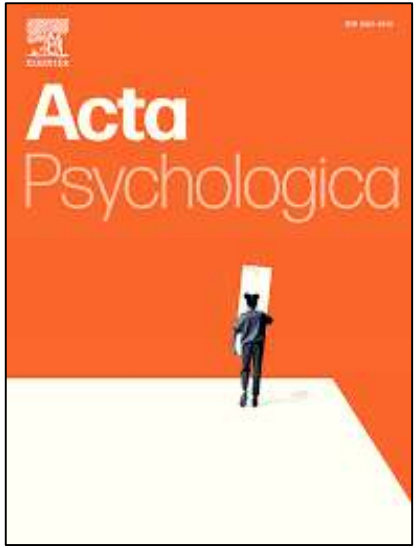
Gold open access	Subscription
Articles are freely available to both subscribers and the wider public with permitted reuse.	Articles are made available to subscribers as well as developing countries and patient groups through our access programs.
An open access publication fee is payable by authors, or their institution or funder.	No open access publication fee.

https://sciencedirect.com/ OA options

Journal Selection

What do you need?

VS

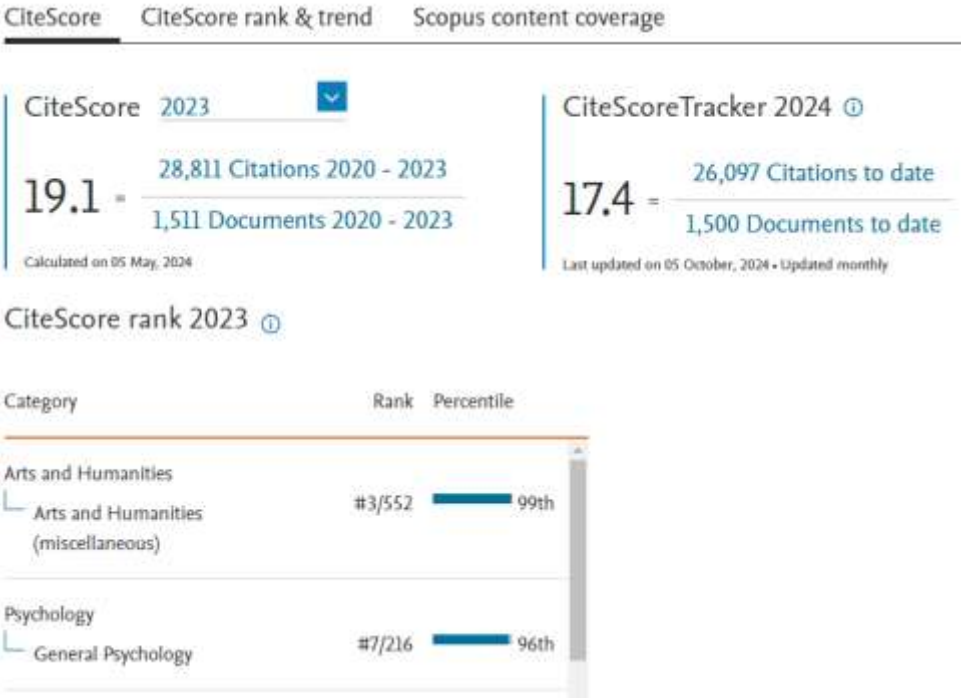


Very limited scope
Very specific audience

Very broad scope
Very broad audience

Journal Selection

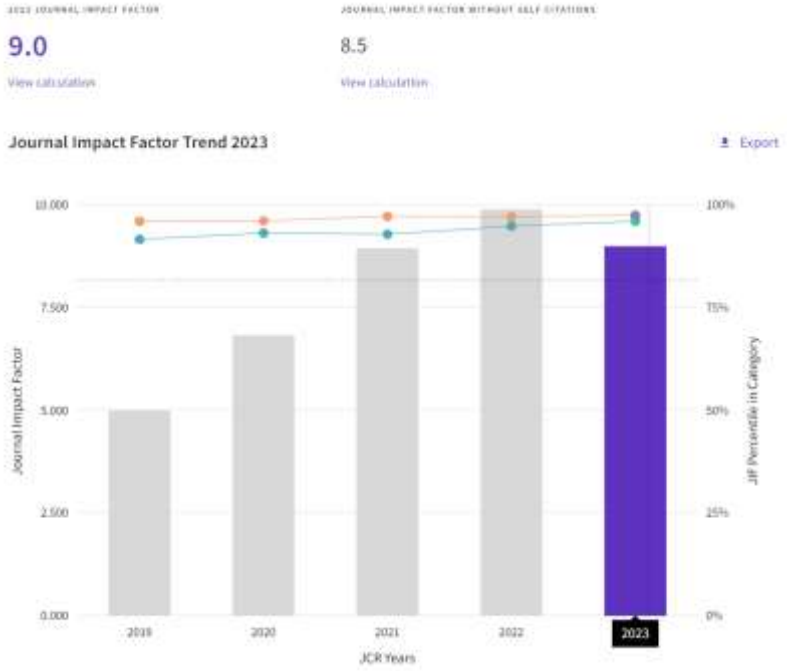
What do you need?

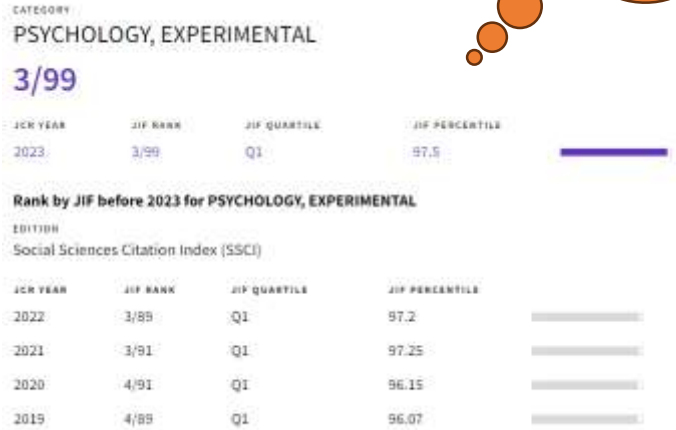


www.Scopus.com

Journal Selection

What do you need?



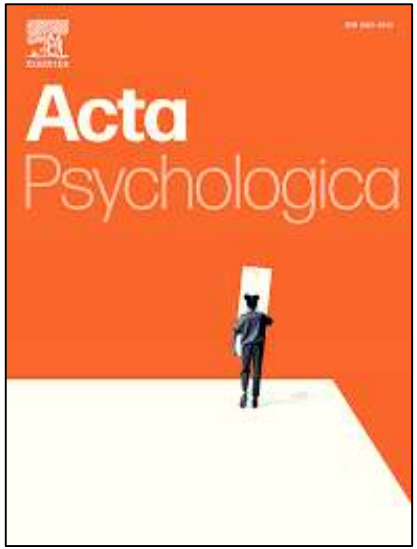


https://jcr.clarivate.com/

Journal Selection

What do you need?

VS



Very high metrics
Very high rejection rate

More modest metrics
Lower rejections rate

Journal Selection

https://journalfinder.elsevier.com/

Journal Specific Instructions

Journal Specific Instructions

Guide for authors

Before you begin

- Aims and Scope
- Presubmission: JESP's 10-item checklist
- Types of Contribution
- Data Visualization
- Submission
- Manuscript Preparation
- Author contributions
- Open access
- Research Data
- Additional Considerations
- Between acceptance and publication

Presubmission: JESP's 10-item checklist

Before submitting your manuscript to JESP, there are specific criteria that it should meet. Although these criteria cannot address all substantive issues, they reflect the editors' experiences with having to reject papers, or engage authors in lengthy and uncertain revisions. Satisfying these criteria will substantially help to assure a smooth review process. The brief list below shares with you the basic elements necessary to consider the manuscript for review. Not meeting one or more of these criteria will require that the Editor returns the manuscript to you, which will delay processing or potentially result in rejection of the submission without review:

1) Disclosure Statement. The manuscript's main text contains an explicit statement that all studies, measures, manipulations, and data/participant exclusions are reported in the manuscript or its Supplementary Material.

(See (Simmons et al.'s 2012), "21 word solution" for a model)

2) Sample Size Determination. The manuscript indicates how the participants were sampled for each study, including whether the results catalyzed additional data collection.

(For instance, was sample size determined based on an a priori power analysis, a heuristic judgment [e.g., Simmons et al., 2011], the number of available participants in a given pool, etc.?)

3) Double-Blind Review. The manuscript contains no information that can identify the authors, neither in its main text, Supplementary Materials, nor linked resources (e.g., OSF pages).

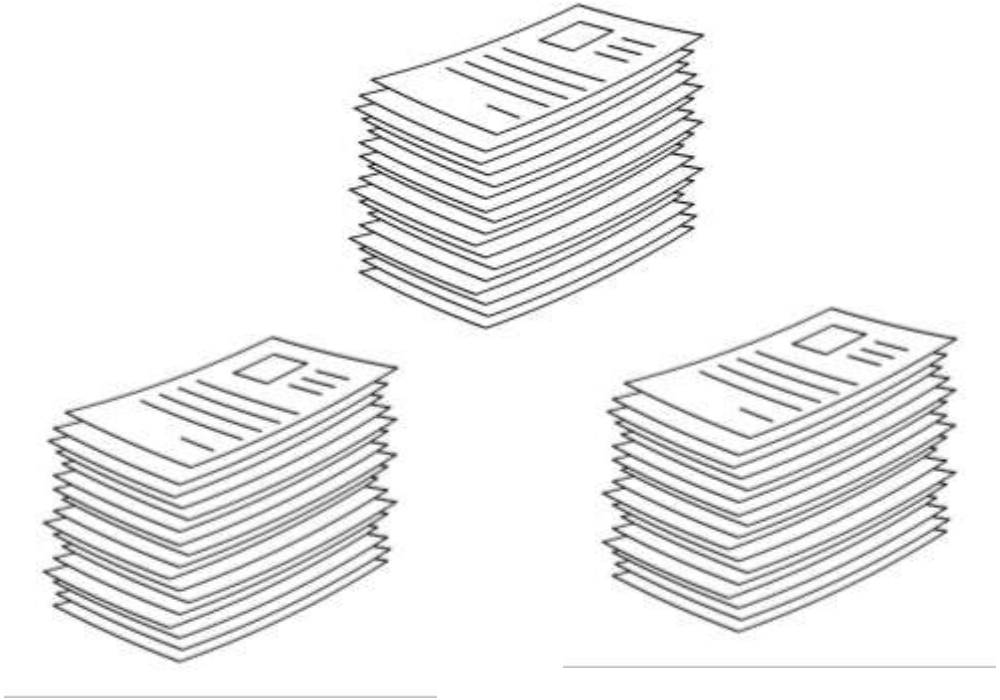
See https://www.elsevier.com/reviewers/what-is-peer-review/peer-review-guidelines for preparation instructions.)

Journal Specific Instructions

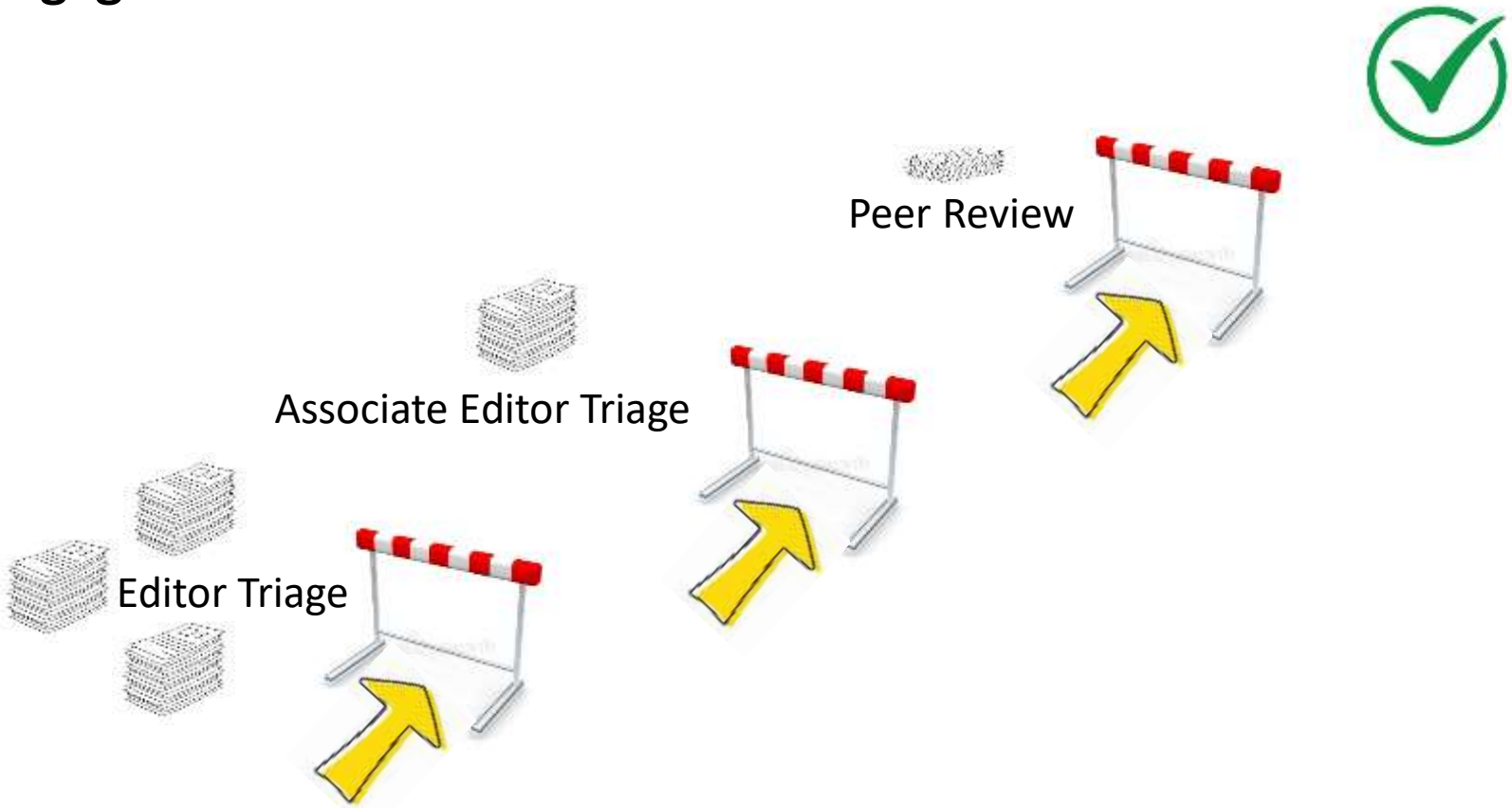
Journal Specific Instructions

Engaging with Editors and Reviewers

Engage with Editors and Reviewers

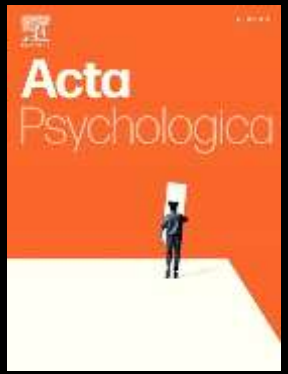


Engage with Editors and Reviewers



Behind the Scenes: A Peek into the Work of Scientific Editors

Indian Institute of Management, Kozhikode
Thursday 14th November 2024



Dr. Sarang Mahajan
s.mahajan@elsevier.com
Scientific Editor (Acta Psychologica),
Elsevier

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nature

SCIENTIFIC REPORTS

CACTUS®

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Knockout of angiotensin converting enzyme-2 receptor leads to morphological aberrations in rodent olfactory centers and dysfunctions associated with sense of smell

Sarang Mahajan [1,2], Deepshikha Sen [1,2], Anantu Sunil [1,3], Priyadharshini Srikanth [1,2], Shruti D Marathe [1,2], Karishma Shaw [1,2], Mahesh Sahare [2], Sanjeev Galande [2,4,5], Nixon M Abraham [1,2]

Persistent olfactory learning deficits during and post-COVID-19 infection

Rajdeep Bhowmik [a], Meenakshi Pardasani [a], Sarang Mahajan [a], Rahul Magar [b], Samir V. Joshi [b], Ganesh Ashish Nair [a], Anindya S. Bhattacharjee [a], Nixon M. Abraham [a]

Mouse olfactory system acts as anemo-detector and -discriminator

Sarang Mahajan, Suhel Tamboli, Susobhan Das, Anindya S. Bhattacharjee, Meenakshi Pardasani, Priyadharshini Srikanth, Shruti D. Marathe, Avi Adlakha, Lavanya Ranjan, Sanyukta Pandey, Nixon M.Abraham
doi: https://doi.org/10.1101/2024.08.28.610087

Perceptual learning deficits mediated by somatostatin releasing inhibitory interneurons of olfactory bulb in an early life stress mouse model

Meenakshi Pardasani, Anantha Maharasi Ramakrishnan, Sarang Mahajan, Meher Kantroo, Eleanor McGowan, Susobhan Das, Priyadharshini Srikanth, Sanyukta Pandey & Nixon M. Abraham

Molecular Psychiatry 28, 4693–4706 (2023) | Cite this article

Uncertainty revealed by delayed responses during olfactory matching

Rajdeep Bhowmik, Meenakshi Pardasani, Sarang Mahajan, Anindya S. Bhattacharjee, Sasank Konakamchi, Shambhavi Phadnis, Thasneem Musthafa, Eleanor McGowan, Priyadharshini Srikanth, Shruti D. Marathe, Nixon M. Abraham
doi: https://doi.org/10.1101/2022.09.11.507462

Agenda

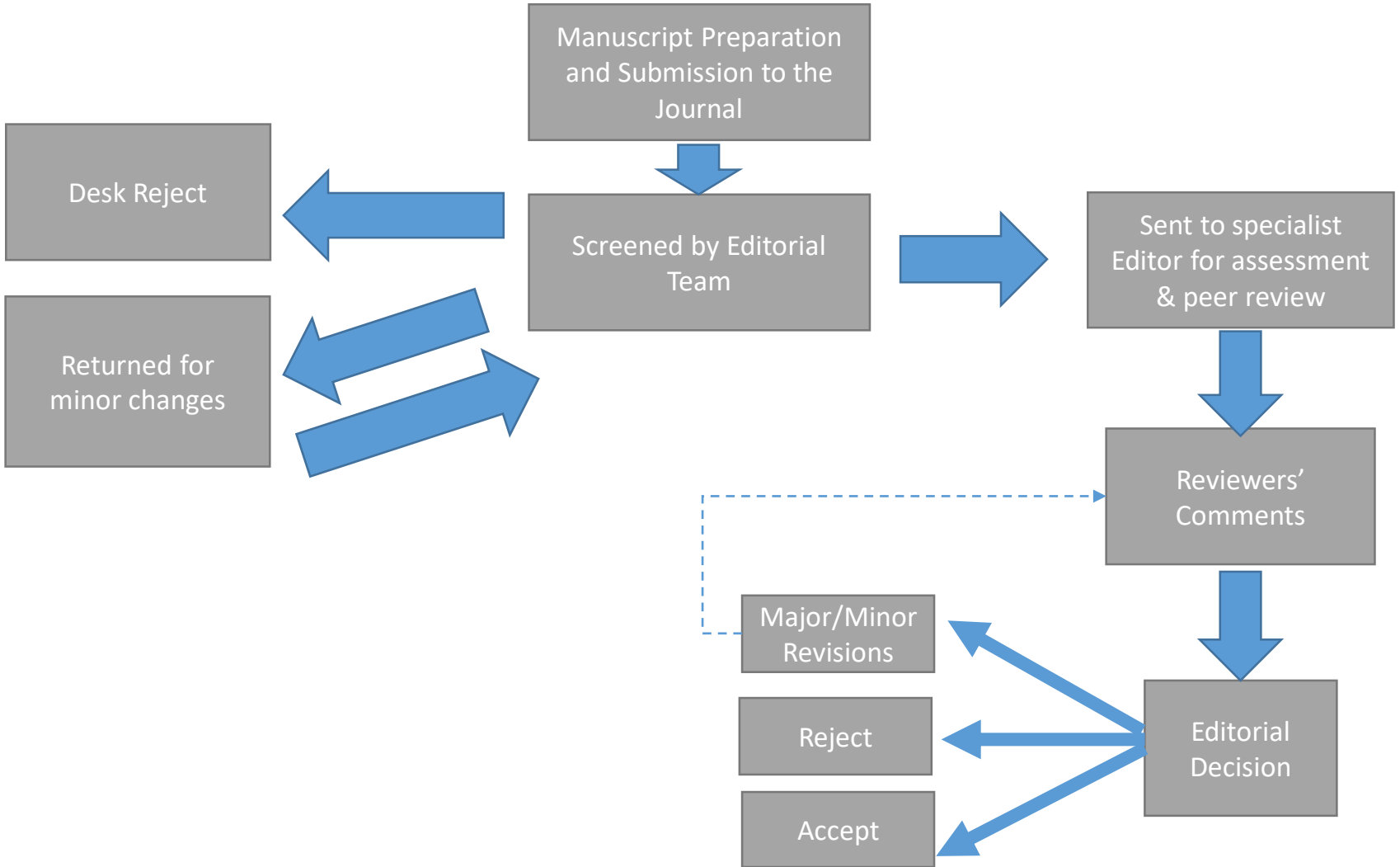
- What do Scientific Editors at Elsevier do?
- Navigating Through the Publication Journey of a Manuscript
- Attributes contributing to an outstanding manuscript
- Decision-making process and factors considered by Scientific Editors when evaluating manuscripts.
- Q&A session

Key Responsibilities of Scientific Editors

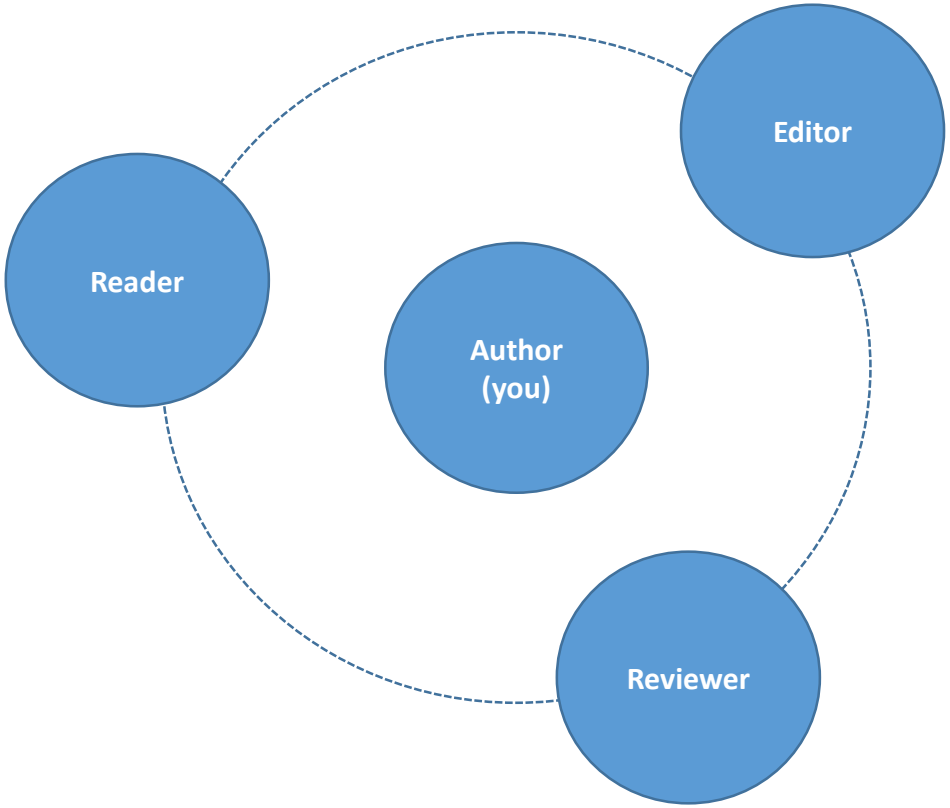
Manuscripts and Manuscripts!

1. Triage and Editor assignment
    - Completeness and Scope Check
    - Journal Policies Compliance check
    - Subject Editor Assignment
2. Manuscript Handling
    - Editorial assessment
    - Peer review and Decisions
3. Transfer of Manuscripts across journals

The publication journey


Manuscript Preparation and Submission to the Journal
Desk Reject
Screened by Editorial Team
Sent to specialist Editor for assessment & peer review
Returned for minor changes
Reviewers' Comments
Major/Minor Revisions
Reject
Accept
Editorial Decision

Mindset as an Author…



Structuring your article

Structuring your article

Follow the journal's Guide for Authors:

- Highlights needed?
- Abstract word count?
- Illustrations needed? How many?
- Style of referencing
- Headings and sub-headers specified? Encouraged? Disallowed?
- Overall length
- **Manuscript file to be anonymised**

Common structure:

Page 1: Title, Abstract, Keywords

Main body text:

1. Introduction
2. Literature Review/Background
3. Methods
4. Discussion
5. Conclusion

Followed by:

- Acknowledgments
- Funding Statement
- Data availability statement
- Declaration of the use of AI

- References
- Illustrations (if not placed within the main text)

Crafting Your Article

Title and Abstract – Very Important

- Do not be too technical
- Do not assume the reader knows all the key terms, where the study is based and so on
- This should not be word-for-word the same as your Introduction opening paragraph

A good abstract should be carefully crafted to highlight: Background – Objective – Methods –Results and Conclusions

Introduction and Literature Review

- This should be comprehensive
- Include all relevant literature:
  - Main players
  - Recent publications
  - Common debates

The introduction and literature review are crucial for justifying the rationale of a study. A seamless transition of ideas enhances reader engagement.

#Art of Story Telling

Structuring your article

Research questions

- Mention these in the **Introduction**
- Address them again one-by-one in the **Discussion**

Explicitly mentioning research questions and objectives enables readers to appreciate the core idea of the study

Methods

- Likewise, do not just write one or two lines
- You know what you did inside out, yet we do not

The methods should be sufficiently detailed to allow for the replication of the study, ensuring that others can reproduce the data using the same methods.

Structuring your article

Figure/Tables and Captions

- High resolution
- Detailed captions

The figures and tables should be self-explanatory in the paper, allowing readers to interpret them based solely on the captions and visual data.

Limitations – A must

- Apart from Discussion, Conclusion and Future Directions.

Nothing is perfect - A chance to acknowledge true limitations of the study!

Editorial Assessment

What Editors look for in a high-quality paper

General Check

1. **The manuscript is within the scope of the journal.**
2. **The manuscript adheres to journal policies and guidelines.**
3. **The manuscript is complete**
4. **The manuscript is in compliance with ethical standards – Ethical approval from IRB and informed consent.**

Quality Check – 4R^{s}

1. Readability

- **The manuscript is written effectively, conveying ideas efficiently (Informative title and abstract is important).**
- **The transition between ideas is smooth.**
- **The aims of the study and the motivation behind it are demonstrated efficiently and explicitly.**
- **Figures and tables are of high quality, and captions are detailed.**
- **Efficient and concise reporting of results.**
- **Detailed cover letter**

Enhanced readability promotes clarity for authors, editors, and readers.

If you are not clear, the Editor will not be either!

Quality Check – 4R^{s}

2. Reproducibility

- **The methods are thoroughly detailed and pertinent to the field.**
- **Manuscripts generally lack - The details of scales used in the study, their reliabilities, and validities, as well as information on sampling procedures, demographic details, and inclusion/exclusion criteria.**
- **The Data and Statistical Analysis section is both present and effectively reported.**

Quality Check – 4R^{s}

3. Robustness

- **Appropriate study design: encompassing the implementation of proper control groups to minimize bias and ensure the validity of the results (Most studies lack this).**
- **Sample size sufficiency: To provide statistical power and reliability in drawing conclusions from the study outcomes.**
- **The analysis includes the consideration and control of confounding factors, enhancing the accuracy and robustness of the findings.**

Quality Check – 4R^{s}

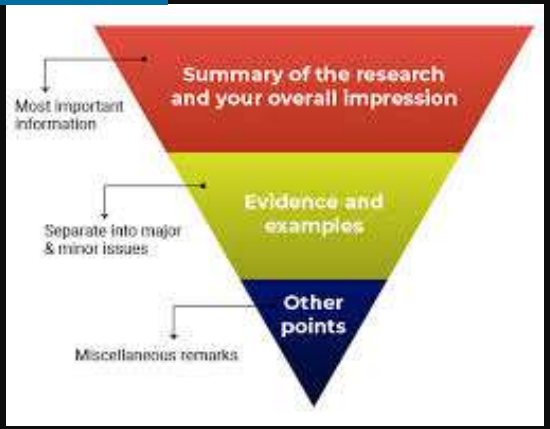
4. Relevance and Novelty

- **Ensuring that a paper is relevant is crucial as it demonstrates the significance of the research topic in addressing current issues or advancing knowledge in the field.**
- **The novelty of a paper reflects its originality and contribution to the existing body of knowledge, showcasing unique insights or innovative approaches that set it apart from previous studies.**

Most papers fail to explicitly mention their contributions and relevance.

Peer review

PEER REVIEW

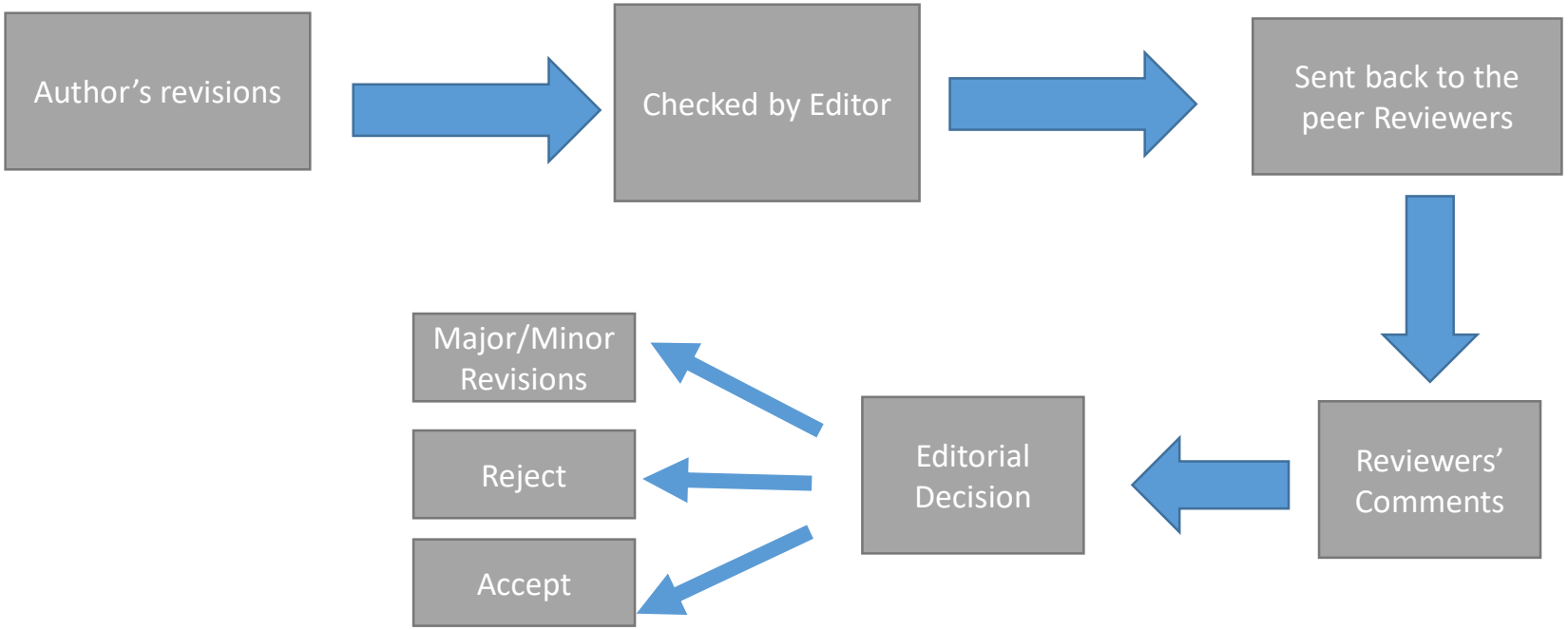

Summary of the research and your overall impression
Most important information
Evidence and examples
Separate into major & minor issues
Other points
Miscellaneous remarks

What Editors don't do – A MISCONCEPTION

Reviewer'1 recommendation	Reviewer'2 Recommendation	Editors' Decision
Revise	Revise	Revise
Reject	Revise	Reject/Revise
Reject	Reject	Reject

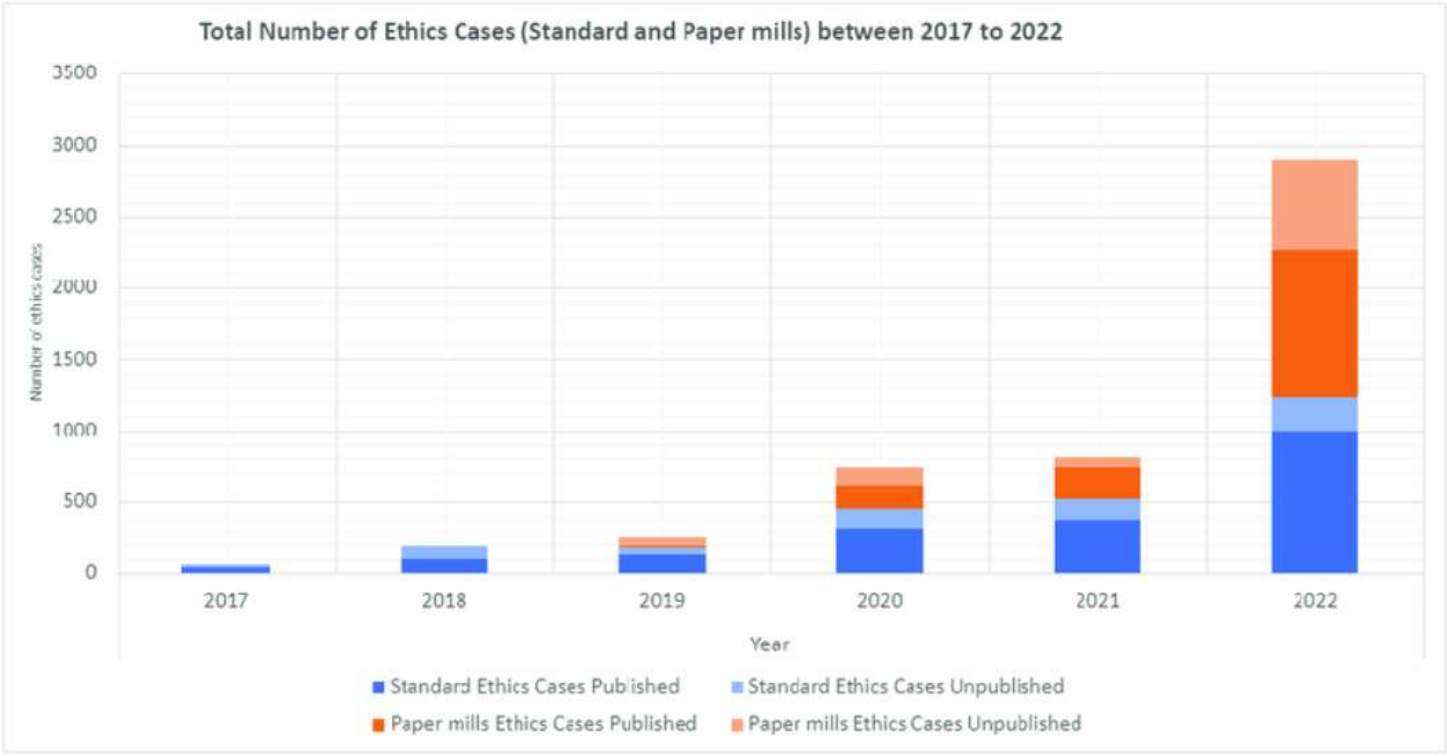
Editors review reviewers' comments to assess if there are fundamental issues in the manuscript and determine if they can be addressed through revisions.

It is important that authors engage with reviewer comments and provide a detailed response to


Author's revisions
Checked by Editor
Sent back to the peer Reviewers
Reviewers' Comments
Editorial Decision
Major/Minor Revisions
Reject
Accept

Ethical Considerations

https://publicationethics.org/



[Perspectives from a publishing ethics and research integrity team for required improvements]

Sabina Alam & Laura Wilson – Journal of Data and Information Science

Serious Ethical Issues

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

View Submission
Evaluate Manuscript
Similarity Check Results (32%)
Duplicate Submission Check (35%)
Details
History
File Inventory
Similar Articles in MEDLINE
PubMed - Title
Similar Articles in Scopus
Scopus All Author Search
Linked Submissions

Other Common Ethical Issues

1. **Duplicate Submissions**
   Submitting a paper to multiple journals at the same time
2. **Authorship Disputes**
   Authors disagreeing on authorship pre or post publication
3. **Citation Manipulation**
   Where authors, reviewers or editors do not use accepted processes in the citation of papers

Duplicate Submissions

View Submission
Evaluate Manuscript
Similarity Check Results (32%)
Duplicate Submission Check (35%)
Details
History
File Inventory
Similar Articles in MEDLINE
PubMed - Title
Similar Articles in Scopus
Scopus All Author Search
Linked Submissions

Authorship Disputes

DISCUSSION DOCUMENT:
AUTHORSHIP

https://publicationethics.org/sites/default/files/COPE_DD_A4_Authorship_SEPT19_SCREEN_AW.pdf

Citation Manipulation

Seventeen journals lose impact factors for suspected citation manipulation

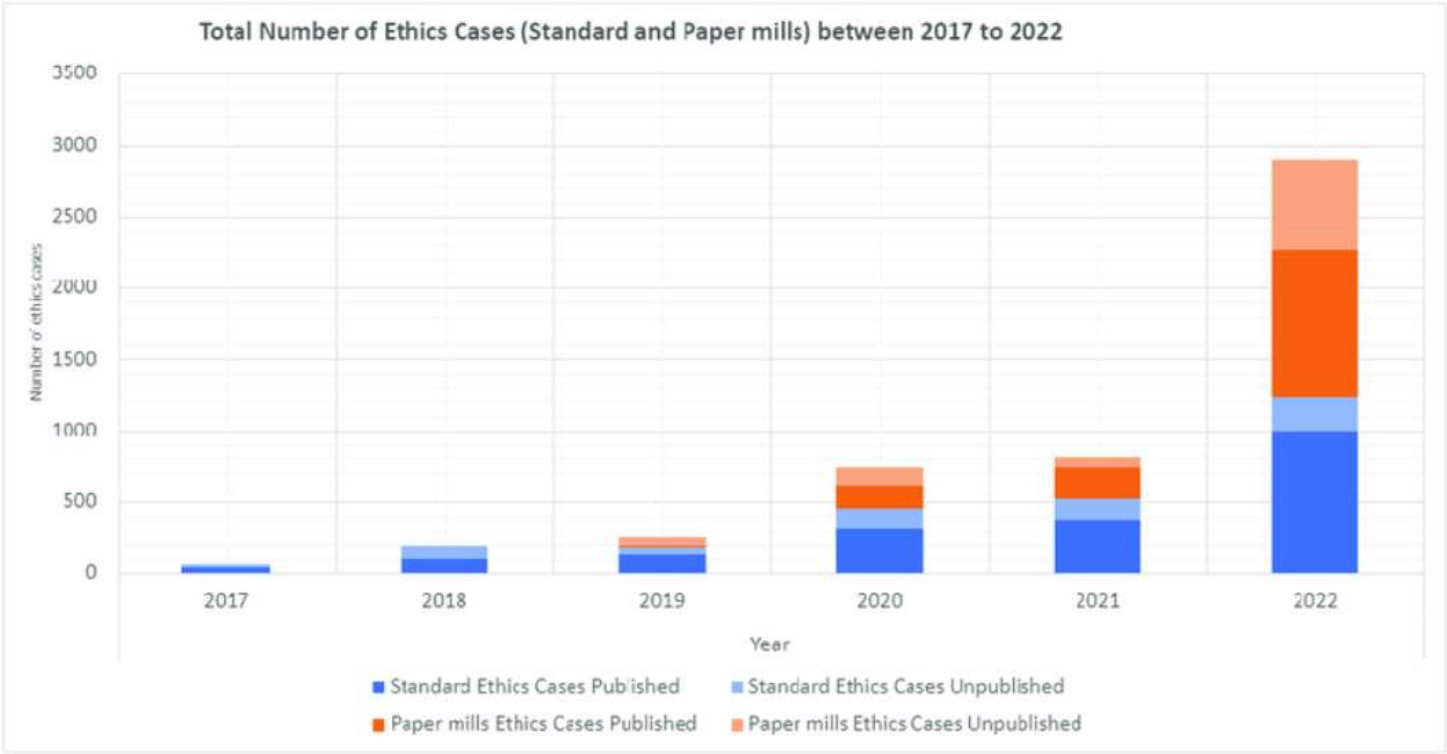
Clarivate, the company that calculates Journal Impact Factors based on citations to articles, didn't publish the metric for 17 journals this year due to suspected citation manipulation. That's a substantial increase from last year, when only four were excluded.

https://retractionwatch.com/category/by-reason-for-retraction/citation-manipulation/

Other serious ethical concerns

Paper Mills - Companies that offer publications for sale

- Selling accepted manuscripts
- Selling co-authorships
- Selling guaranteed acceptance in indexed journals



[Perspectives from a publishing ethics and research integrity team for required improvements]

Sabina Alam & Laura Wilson – Journal of Data and Information Science

Other serious ethical concerns

Paper Mills - Companies that offer publications for sale

- Selling accepted manuscripts
- Selling co-authorships
- Selling guaranteed acceptance in indexed journals

Generative AI

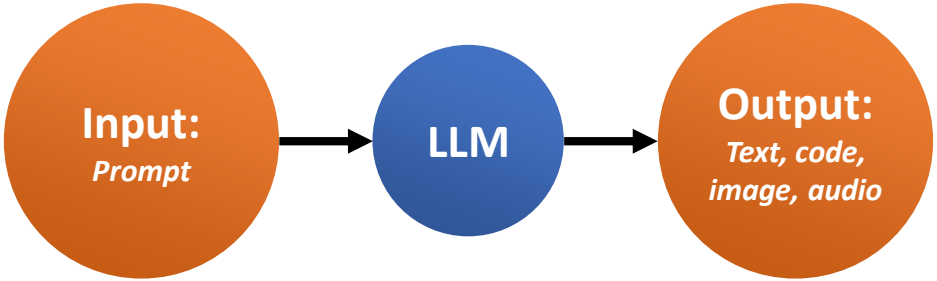
About Generative Artificial Intelligence
(GenAI)

AI in the Publishing Community

***Elsevier* and AI**

What is Generative AI?

- GenAI is an umbrella term for **learning algorithms** that make predictions and that can produce new content based on a given input (prompt).
- While 'traditional' AI can analyze data and tell you what it sees, Generative AI can use that same data to create something new.
- LLMs can generate text by predicting the likelihood of a word given the previous words used in the text.
- The result is often indistinguishable from human text, but can be incorrect, incomplete or biased. Applying this technology should therefore always be done with **human oversight and control**.



Choosing **the right model for a task** and feeding the model a **good prompt** will increase the quality of the output. A good prompt provides a role/identity, context, query/task, output format and, if possible, an example. In addition, it's important to **set the temperature** of the model, which controls how creative or deterministic the output will be.

Potential Benefits related to the use of (Generative) AI in scientific writing and publishing when used responsibly and with human oversight

Enabled by traditional AI, potentially enhanced by GenAI

Make science more accessible

Improved accessibility, for instance through the creation of translations in less known languages, or audio descriptions for the visually impaired.

Assist with manuscript checking and screening

AI can assist in the screening process (for completeness, plagiarism, references, format etc.) before the paper goes to editor or reviewer. It can also support research integrity checks.

Recommend reviewers

Recommending peer reviewers based on keywords and other metadata is a common use of AI in journal publishing.

Match manuscript to a journal

Suggest relevant journals based on the scope of a manuscript.

Design more user-friendly workflows

Support user-friendly and time-saving workflows (text mining, information extraction, process automation, question-answering etc.)

New benefits that arise with application of GenAI

Save time and effort

New ways of discovering information, including improved search and quicker information retrieval. Can help to summarize and simplify large amounts of content.

Improve language and translate text

GenAI tools can help authors improve the language, tone and style of a research paper and can be used for translation. This could enhance equity in publishing for EAL (English as Additional Language)- authors.

Identify novel research topics

Help explore new research ideas and different lines of inquiry.

Promote research

GenAI can create promotional copy or layperson's summaries.

Support education

GenAI can help students with more engaging and interactive ways of learning (via chatbots, question banks or quizzes)

About Generative Artificial Intelligence (GenAI)

AI in the Publishing Community

Elsevier and AI

Why should we think about GenAI in the context of scientific writing and publishing?

- **Many researchers have questions about the technology**, and how it should and shouldn't be used in the context of scientific publishing.
- There are **concerns about inaccuracy**, **unreliable** references, copyright **infringement** and training **bias**.

Am I allowed to use this technology?

How do I disclose it?

Should I list an AI-system as a co-author?

Can AI-system be listed as a co-author?

COPE position statement

"AI tools cannot meet the requirements for authorship as they cannot take responsibility for the submitted work. As non-legal entities, they cannot assert the presence or absence of conflicts of interest nor manage copyright and license agreements."

Reasons AI Cannot Be an Author:

1. Lack of Accountability
2. Intellectual Contribution
3. Ethical Considerations
4. Authorship Guidelines

https://publicationethics.org/cope-position-statements/ai-author

Key concerns related to the use of Generative AI in scientific writing and publishing

Inaccurate information and unreliable sources

Generative AI tools may generate incorrect or made-up information such as citing non-existent references, making up authors, or suggesting non-existing reviewers. They may give incomplete or misleading responses and spread misinformation.

Lack of up-to-date information

When a GenAI tool is used of which the dataset is outdated it does not provide current news or information. The recommendations the tool provides are only as current as the knowledge cut-off date.

Ethical concerns and biases

The models often lack transparency. A GenAI tool may be based on biased training data and potentially infringe ethical standards including plagiarism, using copyrighted information without consent or proper attribution, or violating confidentiality and/or data privacy rights.

About Generative Artificial Intelligence (GenAI)

AI in the Publishing Community

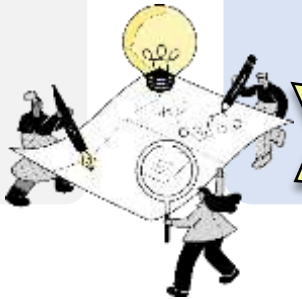
Elsevier and AI

How is *Elsevier* already using AI to assist in the editorial process?

Elsevier is already using AI driven functionalities

- **Reviewer recommendations for editors** based on keywords and other metadata
- Editors are offered AI-based information on **scope match** of a paper and on **duplicate submissions**
- Authors are supported with **finding a suitable journal** to submit to, both pre-submission (Journal Finder) and after desk reject (Transfer Your Manuscript)
- Automated **technical checks** on a paper (missing items, usability, etc.) give feedback to the author during the editorial process
- **AI-based research integrity checks** analyse the manuscript and present the results back to the editor for human evaluation

New Gen AI capabilities inspire and enable us to experiment with additional innovative functionalities



Scopus AI

Clinical Key AI

Sherpath AI

Elsevier's policies for authors, editors and reviewers on Generative AI

Elsevier's policy[1] states that authors should:

- Only use Generative AI and AI-assisted technologies to improve **readability** and **language** of the work.
- Apply the technology with **human oversight** and control, as it can generate authoritative-sounding text that may be biased, incorrect, or incomplete.
- **Disclose** in their manuscript the use of Generative AI and AI-assisted technologies.
- Not list Generative AI and AI-assisted technologies as an **author or co-author** or cite AI as an author.

Authors

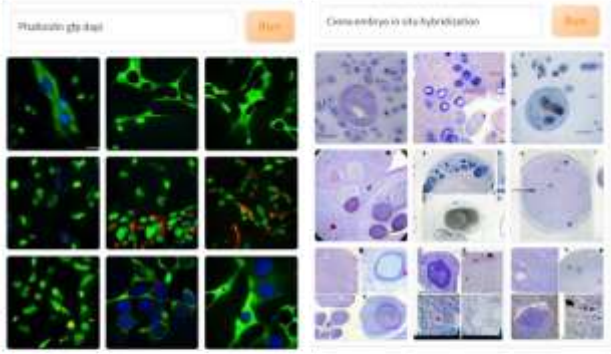
[!] Please note the policy only refers to the use of Generative AI in the *writing* process, and not to the use of AI tools to analyze and draw insights from data as part of the research process.

[1] Policies are published on Elsevier's Publishing Ethics page: https://www.elsevier.com/about/policies/publishing-ethics. Further guidance can be found in the RELX Responsible AI Principles.

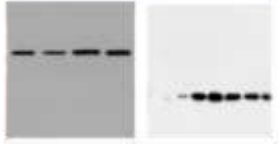
Generative AI Image & Artwork Policy

- We **do not permit** the use of generative AI or AI-assisted tools to create or alter images in submitted manuscripts.[1]
    - **Exception:** Where the use of Generative AI or AI-assisted tools is part of the **research design or research methods** (such as in AI-assisted imaging approaches to generate or interpret the underlying research data), such use must be described in a reproducible manner in the methods section.[1]
- The use of generative AI or AI-assisted tools in the production of artwork is not permitted (but may in exceptional cases be allowed for cover art).

OpenAI's DALL-E mini is an AI model that generates images from any prompt



Courtesy of Alberto Stolfi



Deepfake Western blots
Wang *et al.*, 2022. *Patterns*.
https://doi.org/10.1016/j.patter.2022.100509

[1]Policies are published on Elsevier's Publishing Ethics page: https://www.elsevier.com/about/policies/publishing-ethics
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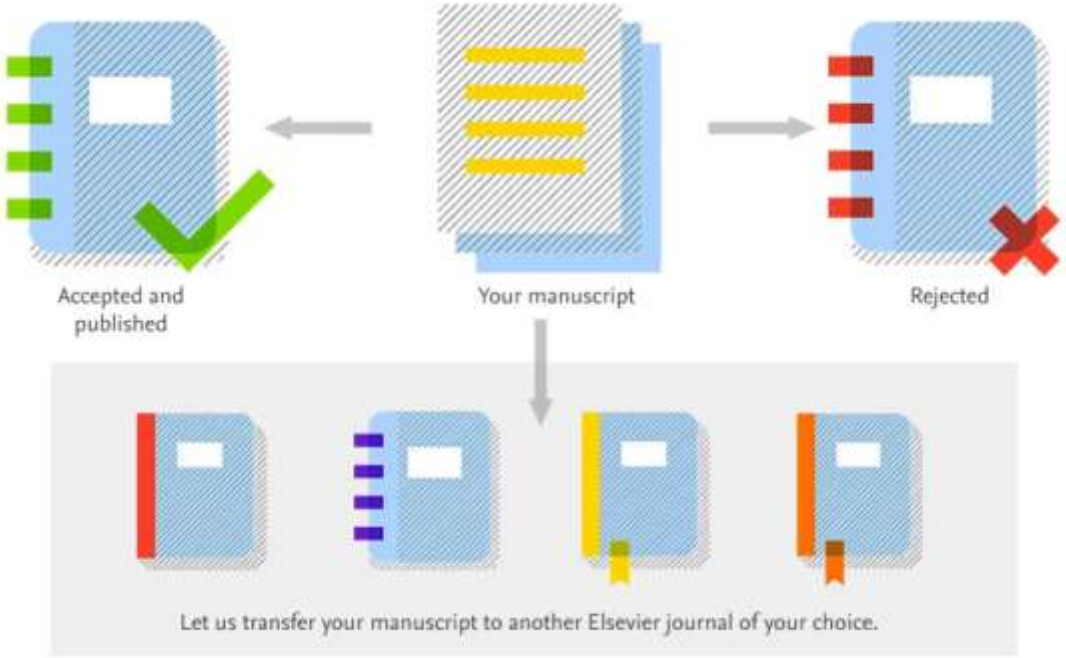
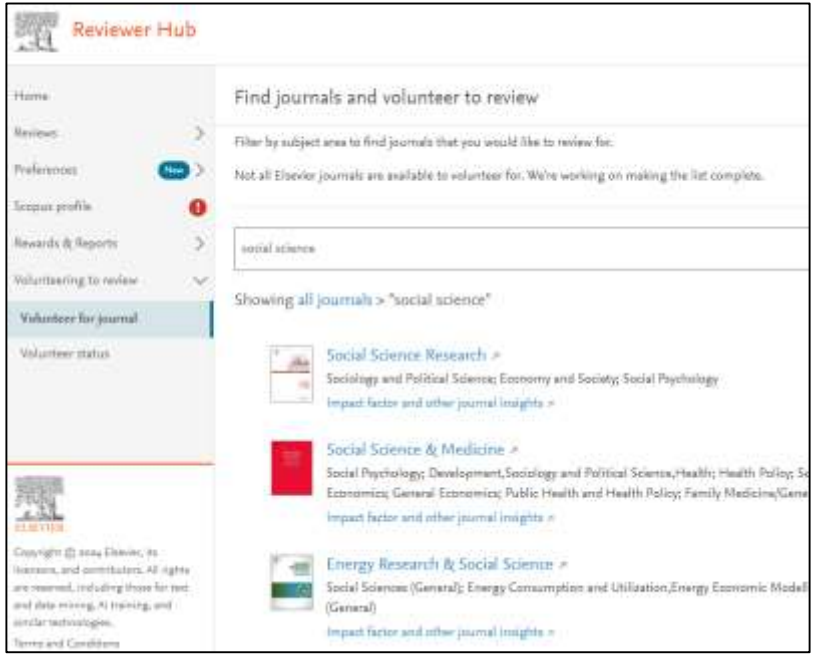
FAQ

What is the Article Transfer Service?



Article Transfer Service Example

Volunteer to Review



https://reviewerhub.elsevier.com/reviewer/volunteer/journal

Join an Editorial Team

Review

Unveiling the fragile façade: A scoping review and meta-analysis of the Vulnerable Dark Triad

Bruno Bonfá-Araujo [a], Julie Aitken Schermer [b]

Review

Editorial Board

Associate Editor

Editor-in-Chief

Julie Aitken Schermer, PhD

Western University, Canada

Should I share my Data?

https://www.sciencedirect.com/journal/data-in-brief

Can I submit my paper to a Pre-print Server?

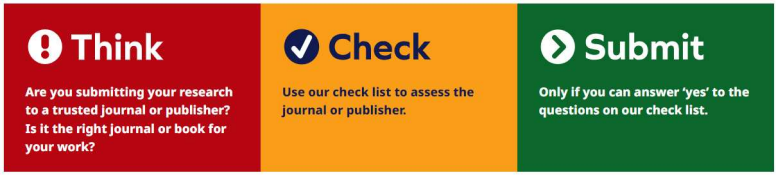
YES

SSRN

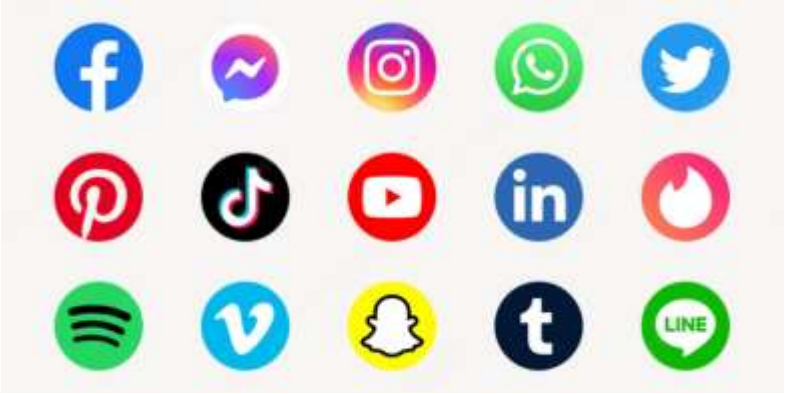
https://www.ssrn.com

What is a Predatory Journal?

"…journal or publisher prioritizes self-interest at the expense of scholarship. It is characterized by misleading information, deviates from the standard peer review process, is highly non-transparent, and often utilizes aggressive solicitation practices" *Wikipedia*

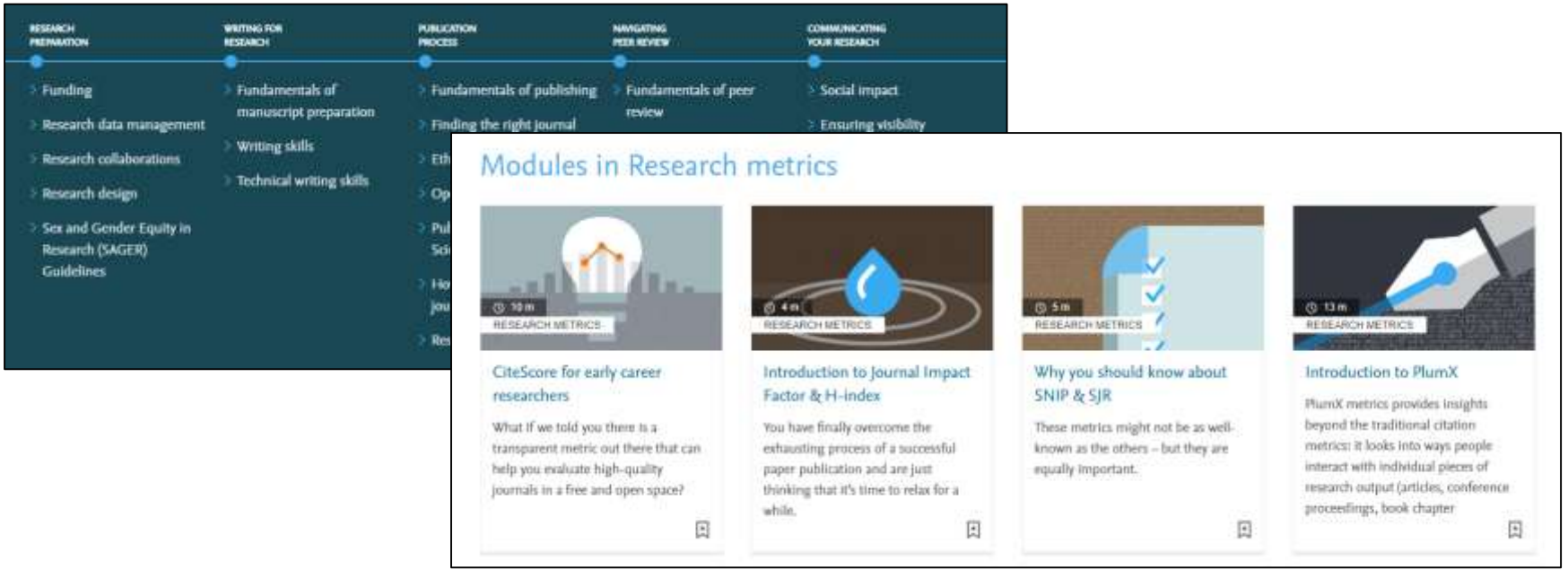


Should you promote your work after Publication?



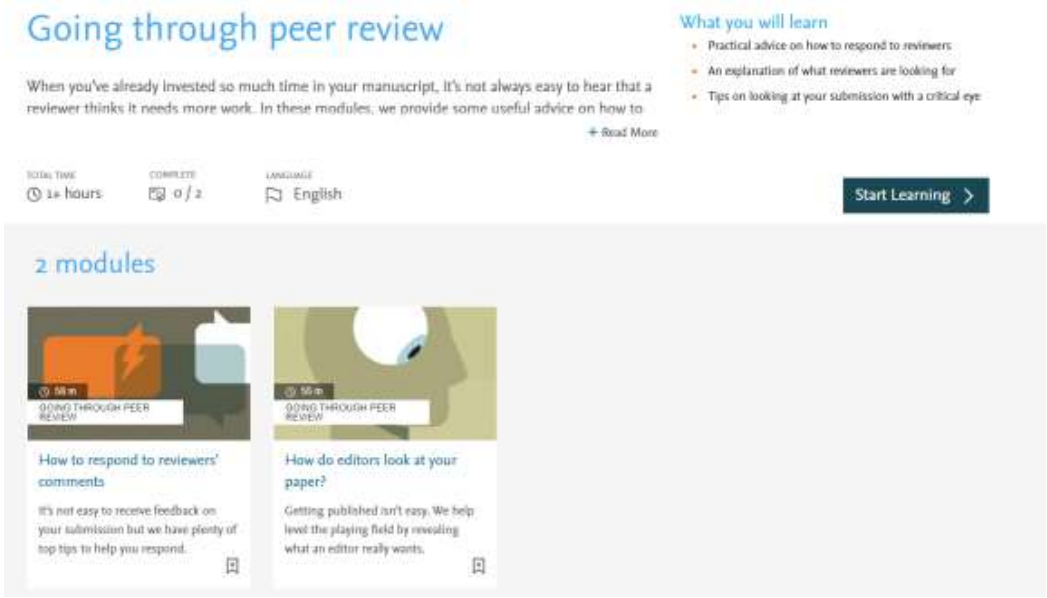
RESOURCES

Researcher Academy



https://researcheracademy.elsevier.com/learn

Researcher Academy



https://researcheracademy.elsevier.com/navigating-peer-review/going-peer-review

Elsevier Connect

https://www.elsevier.com/connect

Elsevier Open Science

https://www.elsevier.com/Open-Science

Happy to answer any questions you have

Select the Right Journal

- What is important for you
- Open Access or Subscription, broad or niche, etc.

Read and Follow Journal Instructions

Scientific Editor Top Tips

- Include Appropriate Statements (Ethic)
- Engage with Editors & Reviewers
- Write great Title and Abstract

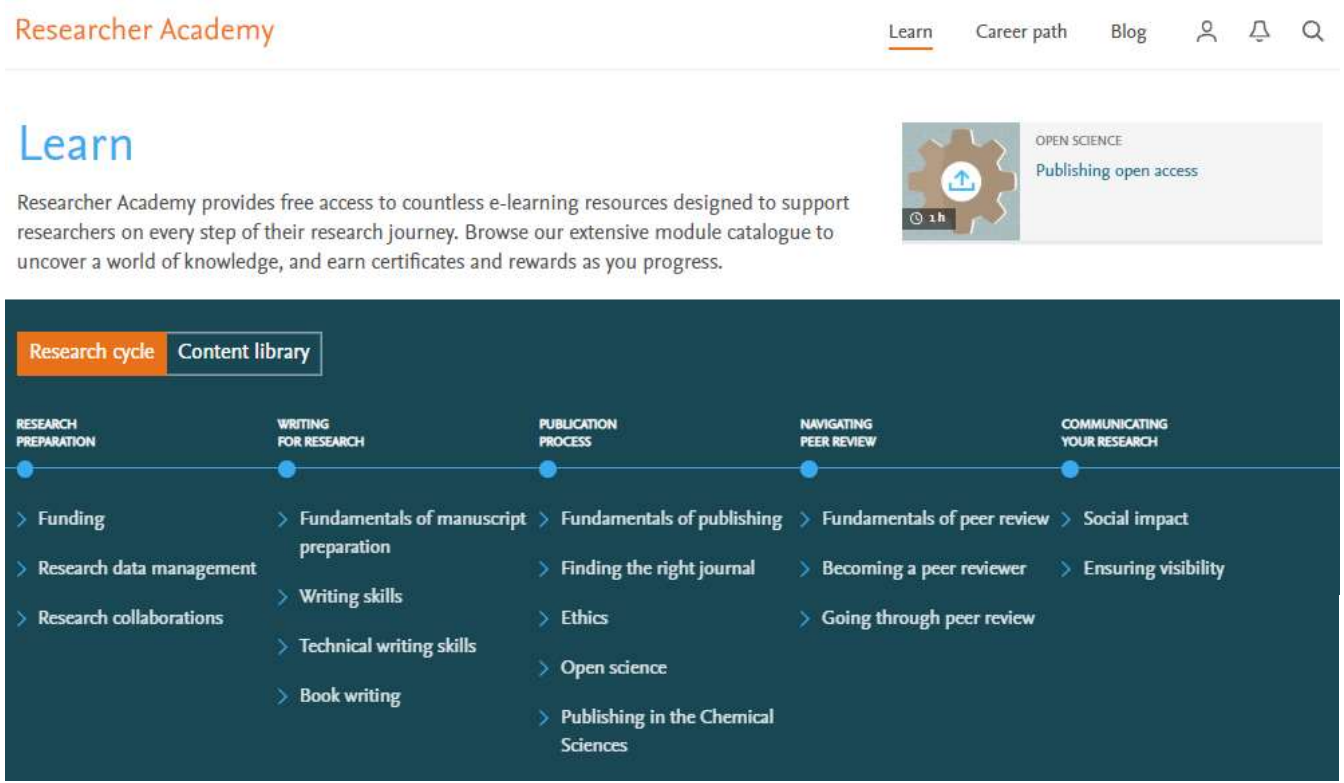
Thijs van Vlijmen - t.vlijmen@Elsevier.com

Sarang Mahajan – s.mahajan@Elsevier.com

Useful Resources

ELSEVIER

ELSEVIER

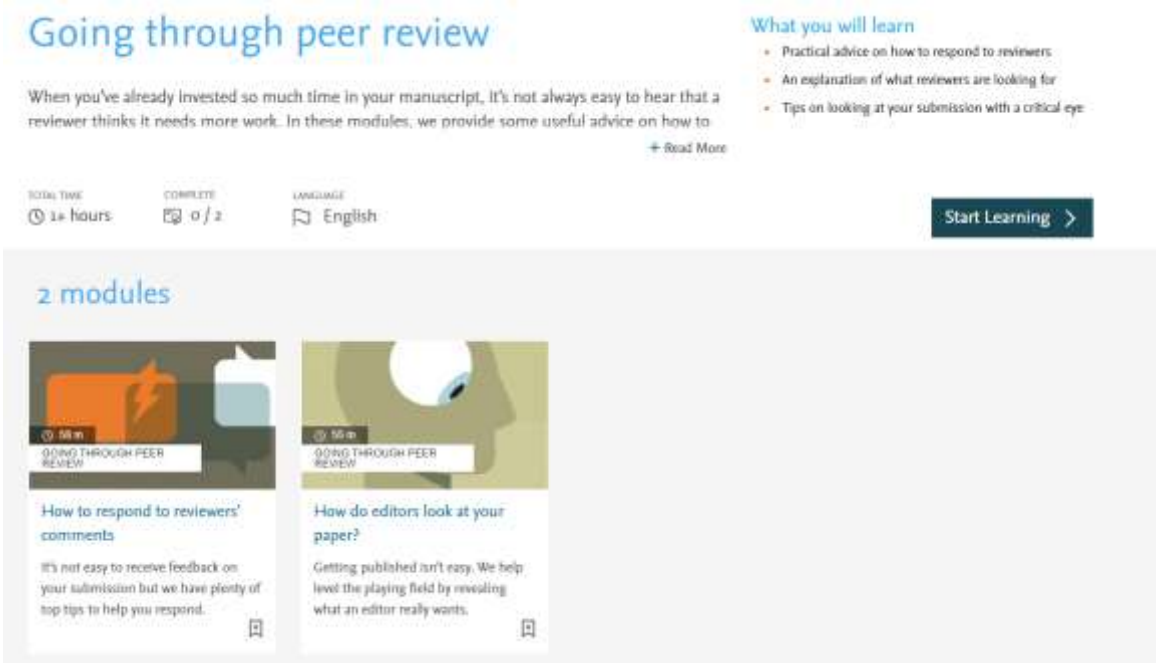


https://researcheracademy.elsevier.com/learn

Elsevier Researcher Academy - free to access

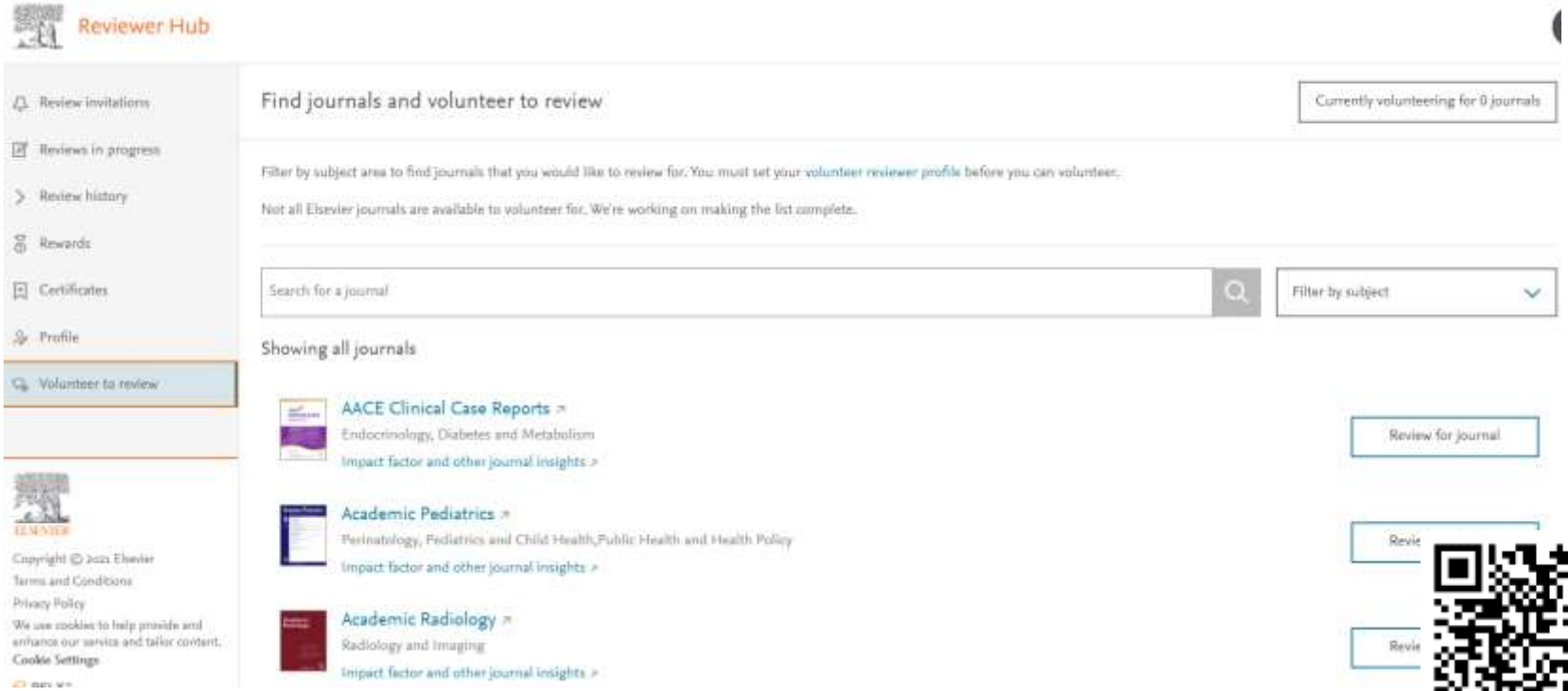
- https://researcheracademy.elsevier.com/writing-research/writing-skills
- https://researcheracademy.elsevier.com/publication-process/finding-right-journal
- https://researcheracademy.elsevier.com/writing-research/fundamentals-manuscript-preparation

If you would like to learn more about peer review:



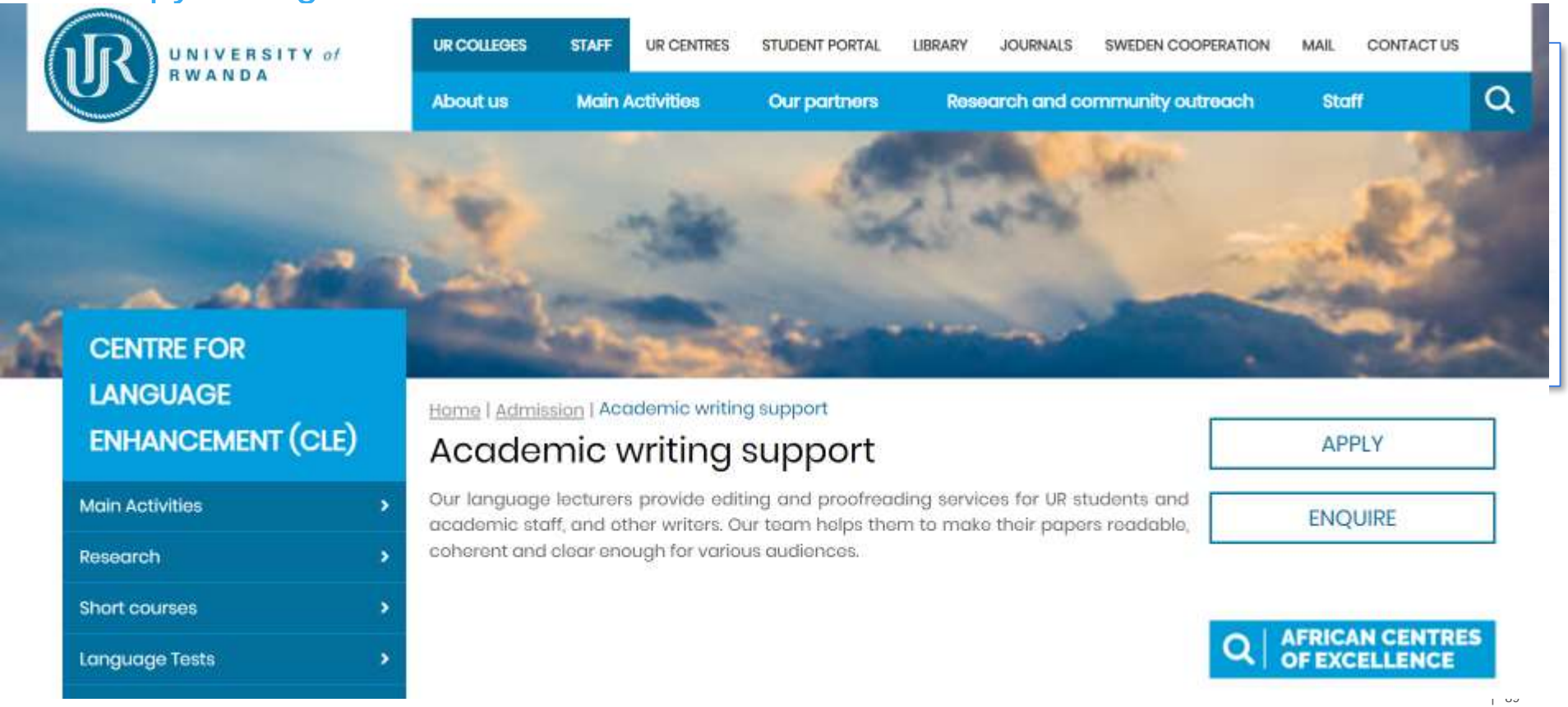
Elsevier Researcher Academy - Going Through Peer Review

Would you like to review manuscripts?



https://Reviewerhub.elsevier.com/Reviewer/volunteer/journal
(sign in required)

Copyediting services



Research4Life.org and Elsevier Geographical Pricing Pilot

Research 4 Life

- Institutions in Low- and Middle-Income countries can obtain **free access** to books and journals
- Reduced APC on many Elsevier titles for eligible submissions:
- https://www.research4life.org/access/institutions-registered/

Geographical Pricing

•Elsevier is piloting a program from January 2024 to set APC prices for 143 gold open access journals according to the income level of the country of the corresponding Author.

•For these pilot journals we will **waive the APC** for corresponding Authors who are based in

- •**low-income countries** as classified by the World Bank as of July 2024.

•For articles whose corresponding Authors are based in **lower-middle-countries**

- • the geo-price will be **20 percent of the APC** global list price.

•Corresponding Authors based in **upper-middle-income countries** and where R&D intensity (domestic expenditure on R&D expressed as a percentage of GDP according to OECD) is below two percent are defined in three different groups based on GNI per capita

First Decision: Major/Minor Revisions

- The manuscript ***may*** eventually be published in the journal, but changes are needed:
  - Changes may be relatively **major**, requiring additional analysis, review of literature or significant modification of text or restructuring
  - Or may be more **minor**, requiring clarification or smaller text changes

- Typically means the Editors see merit in your work (which is a positive thing!)
- "Revision" does ***NOT*** guarantee acceptance after revision, but often the article is accepted, even if all points are addressed!

Manuscript Revision

Carefully study the Reviewer's comments and any made by the Editor

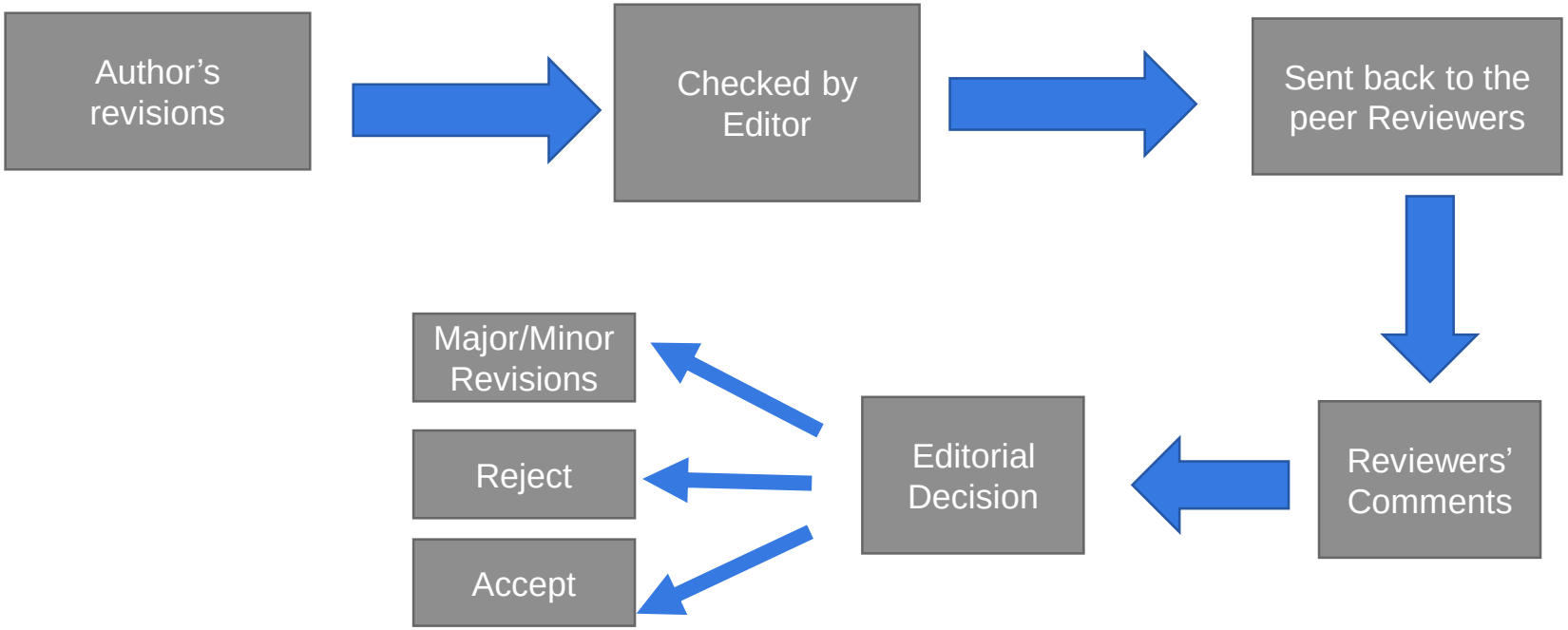
Adjust your manuscript and prepare a detailed letter of response (share with all Authors)

Prepare a detailed *Response to Reviewers' Letter*

- ✓ **Copy-paste <u>each</u> Reviewer comment**, and type your response below it
- ✓ **State specifically** which changes you have made to the manuscript
  - ✓ Include page/line numbers

- ✓ Provide a ***scientific* response** to <u>all</u> comments, even those you disagree with stating you:
  - ✓ Accept and have made the changes
  - ✓ **Or provide a convincing, solid and professional** rebuttal when you feel the Reviewer was wrong.
- ✓ Write in such a manner, that your response can be forwarded to the Reviewer without prior editing
- ✓ Professional, addressed to each Reviewer in turn

This letter and the manuscript file must remain anonymous


Author's revisions
Checked by Editor
Sent back to the peer Reviewers
Reviewers' Comments
Editorial Decision
Major/Minor Revisions
Reject
Accept

Final Editorial decision

Accept

- Receive proofs
- Correct the proofs
- Add in anonymised information:
  - Self-citations
  - Acknowledgements
  - Funding statement
- Provide better quality illustrations

Reject

- Common
  - 40-80% of all submissions, depending on the journal

Do not despair!

Types of Manuscripts

- ***Full-length Research Articles***

  Original research articles and critical analytical reviews in any area of social science or humanities research. These types of article s tend to be around **8,0000** words in length (including the title, abstract, illustrations, captions and references). Appendices are allowed and are excluded from the word-count

- ***Systematic/Scoping Reviews* and *Literature Reviews***

  Reviews tend to be anywhere between 4,000-6,000 words long. *Review Articles* are typically two types: ***Literature Review*:** A general survey of current and past literature on a specific research topic ***Systematic Review*:** This is more focused and aims to investigate a highly focused research question. As such, it is more detailed, with information on the search strategy used, the eligibility criteria for inclusion of studies, the methods utilized to review the collected information.

- **Short Communications**

  Short communications of between **2,000** and **4,000** words, where a brief, focused dissemination of topical research findings is warranted, and the scope and design of the research is appropriate for a shorter report. These generally have no headings of sub-headings within them, a limited number of illustrations and no appendix.

- **Commentaries**

  Submitted or invited commentaries and responses debating, and published alongside, selected articles.

Final Editorial decision

Accept

- Receive proofs
- Correct the proofs
- Add in anonymised information:
  - Self-citations
  - Acknowledgements
  - Funding statement
- Provide better quality illustrations

Reject

- Common
  - 40-80% of all submissions, depending on the journal

Do not despair!

Do not despair

- Rejection happens to ***all*** of us.
- Even desk rejections can be improved and eventually published.

- **Do not** dismiss the Reviewer's comments out of frustration, anger or pride
  - Even if they misunderstood something, this is likely due to misunderstandings that may arise from insufficient explanations or the omission of crucial contextual information.
- **Discuss the rejection comments with colleges and peers**
  - Do you need to make major changes (collect more data, change the methodology)
  - Or is the work needed more down to improving the style flow and structure?