Writing for Publication

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Plan for Writing for Publication

General Points about Writing

• Topics

• Group Work – Writing manuscripts
• Decide to publish...

• Find small time periods to write

• Be committed
Strategies for personal success

- Organize your work in manageable, discreet components
- Set deadlines
- Determine personal work schedule
- Seek colleague support and involvement
Key Questions to Answer about Topic

• What is your area of expertise?
• Topic in that area of expertise?
• Then ask:
  • So what?
  • Who cares?
Ask yourself....

• What is the main point of my manuscript?
• Why is my point important?
• How will I present it?
• What is my target audience?
• Why do they or should they care?
Is your idea marketable?

- Does your idea present new information or a new and different perspective on old information?
- Is there sufficient information for a manuscript?
- Is the topic relevant?
Steps in Writing for Publication

- Planning phase
- Writing phase
- Publishing phase
Planning Phase

- Decide the importance of the topic
- Search for related articles
- Determine the audience
- Select the journal
Selecting a Journal

- Determine your primary audience
- Match your desired audience to the journal’s targeted audience
Selecting a Journal

- **Questions of time:**
  - How often is the journal published?
  - What is the backlog of manuscripts?
  - Are there theme issues only?
  - What are the experiences of others?
Questions of Authorship

- Determine order of authors and put in writing before you even begin!
Writing Phase

- Develop an outline
- Conduct a literature review
- Write the first draft
- Seek input from a set of colleagues
- Revise the draft
- Prepare the final manuscript
Revising the Manuscript

- Take a break between the first draft and the revision
- Think about your ideas some more
- Talk to someone to make sure you have a marketable idea
- Make major revisions if needed
- Polish for style
- Format the document
- Check the references
Format of Manuscript

- Title page
- Abstract page (with key words if required)
- Text
- Acknowledgments
- References
- Tables and Figures
Journal Guidelines

- Available on website or in print copy
- Delineate format
- Reference style
- Number of copies
- Address to send materials
Know the journal...

- Review back issues ... at least 1 year
- Review editors, editorial board
- Seek advice... e.g. query letter
- Know the journal guidelines
Publishing Phase

- Query letter to editor
- Prepare and send to selected journal with a cover letter to editor
- Monitor the time frame for response
- Revise as recommended
Usual Peer Review Process

1. Editor review for overall fit with journal
2. Peer review by reviewers who are members of manuscript review panel, with content/methods expertise in area of manuscript focus
3. Editor review of reviewers comment, and decision regarding publication
Responding to Critiques

- Follow the advice of editors and reviewers (unless you disagree with their opinion)
- If you disagree with a reviewer, present justification for your argument
- Seek clarification if you do not understand the critiques
- Meet the set deadline
Valuable Resources

- Quarterly newsletter online which offers advice on publishing
- [http://www.elsevier.com/wps/find/authorsview authors/resourcecenter2](http://www.elsevier.com/wps/find/authorsview authors/resourcecenter2)
Elsevier resource center for all questions related to publishing
Copyright

- Copyright signed over to journal

- Verify that there is no plagiarism
Copyright Prior to Acceptance

- May still share with colleagues
- Post on your website or employer’s website
Copyright After Acceptance

- Must give credit to publisher
- May share with colleagues
- May use for educational or research
- 12 months after publication may post electronic version of article on your/employer website
Enjoy name in print!