



First Cut: A Journal Manager's Perception of Quality Research

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Part 1: Submitting A Manuscript for Publication



Role of the Journal Manager

- Read each newly submitted manuscript
 - Decide if it has the potential to be published
 - Consult with Editor in Chief (Dr. Spero M. Manson) to choose 2-3 peer reviewers
 - Send to peer reviewers to check rigor/scientific quality
 - Edit grammar, flow, formatting
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Role of the Journal Manager, continued

- Read peer reviewers' comments
- Decide if manuscript can continue in the publication process
- Return manuscript to authors for revision
- Once revised, check to ensure all comments are addressed
- Edit again until it is ready for publication
- Format and upload new issue (3-5 articles)



Choosing a Journal

- ▶ Appropriate topic
- ▶ Time spent submitting to a journal that is not a good fit is valuable time that the manuscript is not being considered by a more appropriate journal!
- ▶ Communication: If you're not sure, please ask!

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Choosing a Journal, continued

- Regarding topic, our journal doesn't have a lot of restrictions besides mental health and population
- Other journals publish many different article types
- There may be different requirements for different types of articles
- Check the guidelines to see where the manuscript will fit best

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Following Guidelines

- ▶ Every journal has guidelines for authors
- ▶ Following the guidelines can make a manuscript stand out in a positive way!
- ▶ I will ask authors to fix anything that is not formatted according to guidelines

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Following Guidelines, continued

- ▶ Some guidelines help me read the manuscript and send it to reviewers
- ▶ If these are not followed, I will return the manuscript before reading it
- ▶ Communication: If you're not sure, please ask!



Parts of the Manuscript

Most research articles (what we usually publish) include:

- ▶ Title Page
- ▶ Abstract
- ▶ **Introduction**
- ▶ **Method**
- ▶ **Results**
- ▶ **Discussion**
- ▶ **Limitations**
- ▶ **References**

I'll discuss the boldface ones in more detail

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Parts of the Manuscript: Introduction

- ▶ Clearly introduce the subject
 - ▶ History
 - ▶ Importance
 - ▶ What work has already been done in this area (summary or literature review)
 - ▶ What is still lacking – Why is this new work needed?
 - ▶ Hypotheses
- ▶ Briefly define terms/concepts that readers will need
- ▶ Define abbreviations/acronyms, then just use the abbreviation.
- ▶ Be succinct! Too much information will lose readers' attention.

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Parts of the Manuscript: Method

- Who initiated the work
- Who was on the research team and what they did
- Scales or measures and their reliability and validity
- Participant selection (or articles for a lit review)
- Consent process; participant compensation
- Tribal, community, review board approval
- What analyses were used and why (vs. alternatives)
- Be clear about process and time periods

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Parts of the Manuscript: Results

- Keep items in the same order
- Present only the relevant results
- Tables versus text – many results can be presented clearly in tables
- Results only – avoid the temptation to start interpreting them here



Parts of the Manuscript: Discussion

- ▶ Continue to keep items in the same order
- ▶ Explain how this work adds to previous research
 - ▶ Refer to the summary or literature review from the Introduction
 - ▶ Does this work support previous findings? Or were the results different?
- ▶ Emphasize connections
 - ▶ Implications and next steps will be clear to the researchers, but not to readers

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Parts of the Manuscript: Limitations

- Every study has limitations
- It's impossible to account for all factors outside of a real-world environment
- Note any limitations at the end of the Discussion
 - How authors worked around the things they were not able to control
 - Why the study is still useful
 - How future research can address issues

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Parts of the Manuscript: References

- ▶ Check journal guidelines for requirements
- ▶ Become familiar with frequently used styles
- ▶ Use reference management software
- ▶ It is worth the effort to format references correctly

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Quality of Writing

- ▶ Everything needs editing! Don't get discouraged.
- ▶ If a manuscript needs too much editing, I will send it back before peer review
- ▶ Resources
 - ▶ Writing Center, English Department, colleagues who have been published
 - ▶ Grammarly
www.grammarly.com, apps, Chrome add-in, Facebook tips
 - ▶ See handout



Quality of Writing, continued

- ▶ Write simply
- ▶ Avoid jargon, technical terms, passive voice
 - ▶ “We conducted the study in two communities,” not “The study was conducted in two communities...”
 - ▶ Paragraphs of passive voice are hard to read
- ▶ Provide enough detail for readers, but not too much
 - ▶ Ask a colleague if the description of the research makes sense
- ▶ Word count
 - ▶ Many journals have strict word limits
 - ▶ Often a manuscript can be shortened without affecting the content



Revision Process



- ▶ We give most authors an opportunity to revise and resubmit
- ▶ We only reject a manuscript at this stage if it has scientific flaws that cannot be fixed
- ▶ We ask authors to draft a letter that explains where and how each reviewer comment is addressed in the revision



Revision Process, continued

- ▶ When submitting a revision:
 - ▶ Address all comments
 - ▶ OK to disagree, but explain why – don't ignore the comment
 - ▶ Add explanations to the manuscript, not just the letter

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Revision Process, continued

- We usually only do one round of peer reviews
- But the editing process can take several rounds
 - Edit new information or extensive rewrites
 - Make sure concepts are introduced at the correct time, terms are defined when they are first used
- Don't get discouraged!



Summary: Part 1

- Choose an appropriate journal
- Follow guidelines
- Write clearly
 - Balance – clarity but not too much detail
- Be patient with the revision process
 - The goal is to publish articles that are as clear and informative as possible
- Communication is key!
 - If you're not sure, please ask!



Part 2: Recent Trends in Publication

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Recent Trends Related to Academic Journals

- Online publication
 - Articles available sooner
 - Public access
- PMCID Numbers
 - For NIH-funded work
- Digital Object Identifiers
 - Online stability
- Interactivity
- Impact Factor



Online publication

- *American Indian and Alaska Native Mental Health Research* is published online only
- It is free and open access
 - No subscription needed
 - Everyone has access to each issue as soon as it is published
- This is rare

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Online publication, continued

- Most journals are published online/print
- Subscription still needed
- Some journals now make older articles available online for free
- Many journals publish a few articles online before the next scheduled issue
- Content is final, formatting may not be
 - “epub ahead of print”
- New information is available sooner



PMCID Numbers

- If the work is funded by the National Institutes of Health, the publication needs a PMCID number
- PMC = PubMed Central
 - Online repository of articles written from NIH-funded research
- Free to the public one year after they are published in a journal
- Increases online public access
 - NIH is taxpayer funded



PMCID Numbers, continued

- ▶ Author's responsibility, not the journal's
- ▶ Submit article soon after publication
 - ▶ My NCBI (National Center for Biotechnology Information) – Register for an account
 - ▶ <https://www.ncbi.nlm.nih.gov/account/>
 - ▶ Features include My Bibliography:
 - ▶ Import PubMed search results
 - ▶ Link NIH-funded publications – to grants
 - ▶ Automatically generate publication lists (progress reports)
 - ▶ Submit articles for PMCIDs
- ▶ Noncompliance will delay funding!
- ▶ <http://publicaccess.nih.gov/>



Digital Object Identifiers (DOIs)

- ▶ Provide a permanent, stable online link to an article
 - ▶ URLs often change and stop working
- ▶ Assigned by the journal
 - ▶ A few organizations administer all DOIs
 - ▶ Example: CrossRef – I assign DOIs, CrossRef ensures they work
- ▶ Example: <http://dx.doi.org/10.5820/aian.2302.1>
 - ▶ http prefix is always the same
 - ▶ Number preassigned by CrossRef, always starts with 10
 - ▶ aian = American Indian and Alaska Native
 - ▶ 23 = volume, 02 = issue, 1 = starting page number

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Digital Object Identifiers, continued

- ▶ APA style requires DOIs in the reference list for journals, whenever available
- ▶ If you have a working bibliography, it's worthwhile to add DOIs now – you will need them



Interactivity

- A great benefit of online publication!
- Audio, video, and other elements besides text can now be included in an article
- Especially helpful for medical journals
 - *New England Journal of Medicine* – EKG/test results
- Worth pursuing if your work lends itself to multimedia

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Impact Factor

- ▶ Average number of times that articles have been cited recently
- ▶ Calculated with 2 years of data
 - ▶ The 2015 impact factor looks at 2013 and 2014
 - ▶ How many times in 2015 did other authors cite works that the journal published in 2013 and 2014? - divided by -
 - ▶ How many total articles from that journal could be cited?
- ▶ Higher is better
- ▶ Controversy
 - ▶ Does it really reflect journal quality?
 - ▶ Is it appropriate for all journals?



Thank You!

- If you have questions, please don't hesitate to contact me
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Publications tab