

## The Publication Process

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## Overview

- Deciding what (or when) to publish
- Submitting the paper
- Understanding the decision process
- Revising a paper
- Answering queries
- Reviewing proofs

## Deciding What (or When) to Publish

- Some factors to consider: quality of the work, extent of the work, interest to others
- Suggestions:
  - Seek guidance in this regard from others in your field who are more experienced in publishing journal articles.
  - Present your work orally first. Doing so can help in gauging whether the work is publishable and in shaping the paper.

## Submitting the Paper

- Traditional submission (by mail)
- Electronic submission
  - As one or more e-mail attachments
  - Via a journal Web site
- Inclusion of a cover letter (conventional or electronic)
- Completion of required forms—for example, regarding conflict of interest

## Cover Letter: Possible Content

- Title and author(s) of paper
- Type of submission (or section of journal)
- Fact that paper is new and not being submitted elsewhere
- Sometimes:
  - Where paper has been presented orally
  - Why the paper is important
  - Some possible peer reviewers

## Some Categories of Editors at Journals

- Helpful to know because you might interact with each
- Main categories:
  - Editor-in-chief (or other editor responsible for content—for example, associate editor or scientific editor)
  - Managing editor
  - Manuscript editor (copyeditor)

## Initial Screening by the Journal

- For appropriateness of subject matter
- For compliance with instructions
- For overall quality (sometimes)

## Peer Review

- Evaluation by experts in the field
- Purposes:
  - To help the editor decide whether to publish the paper.
  - To help the authors improve the paper, whether or not the journal accepts it.
- Some ways peer reviewers are identified: references, literature searching, editors' knowledge, databases, authors' suggestions

## Some Items Peer Reviewers Tend to Be Asked to Evaluate

- Importance of the research question
- Originality of the research
- Timeliness of the topic
- Appropriateness of the methods
- Soundness of the conclusions
- Completeness of the content
- Quality of tables and figures
- General quality of writing

## The Editor's Decision

- Based on the peer reviewers' advice, the editor's own evaluation, the amount of space in the journal, other factors
- Options:
  - Accept as is (rare)
  - Accept if suitably revised
  - Reconsider if revised
  - Reject

## Revising a Paper

- Revise and resubmit promptly.
- Include a letter saying what revisions were made. If you received a list of requested revisions, address each in the letter.
- If you disagree with a requested revision, explain why in your letter. Try to find a different way to solve the problem the editor or reviewer identified.

## Answering Queries

- Queries: questions from the manuscript editor
- Some topics of queries:
  - Inconsistencies
  - Missing information
  - Ambiguities
  - Other
- Advice: Respond promptly, politely, and completely yet concisely.

## Reviewing Proofs

- Proof: copy of typeset material to check
- Commonly provided as a PDF file
- Must be reviewed promptly; therefore:
  - If your e-mail address changes, be sure to inform the journal.
  - If you won't be reachable, arrange to have someone review the proofs for you.

## Reviewing Proofs (cont)

- Some things to check:
  - Completeness (presence of all components)
  - Absence of typographical errors in text and references
  - Placement of figures and tables
  - Quality of reproduction of figures
- Note: This is not the time to rewrite the paper.

A Final Step:  
Celebrate Publication of Your Paper!



Questions?



Thank you!

