Publishing etiquette and mechanics

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“You should spend the next week typing down names of all co-authors on your paper.”
Publishing etiquette

Find your journal and choose your article type:
1. Letters and rapid or short communications – quick and early communication of significant or original advances, without including too much data or detail.
2. Review papers – summarize recent developments on a specific topic, without introducing new data.
3. Full articles – significant data, detail, developments and outcomes.
4. Microarticle – research output, such as data, software, methods, videos and more.

Determine authorship:
- Only authors who’ve made an intellectual contribution to the research should be credited.
- Authors must take responsibility for the data and conclusions.
- Authors must approve the final manuscript.
- The order of credited names can vary between disciplines:
1. Lead author (often corresponding author)
2. Other authors
3. Research group leader (not necessarily recommended, depends on discipline)
Publishing etiquette

Things to do:
1. Maintain open and clear communication between all authors
2. Establish the author list in advance of publication submission to ensure no surprises.
3. Obtain written confirmation from each author that they have read the final version of the manuscript and that they are happy for you to submit the paper.

Things to avoid:
1. Authorship disputes – deliberately misrepresenting a scientist’s relationship with published work
2. Conflict of interest – not disclosing to a journal that you have a direct or indirect conflict which prevents you from being unbiased
3. Plagiarism – passing off another’s work or idea as your own
4. Simultaneous submission – submitting a paper to more than one publication at the same time
5. Research fraud – including fabrication (making up research data) and falsification (manipulating research data, tables or images)
6. Salami slicing – the ‘slicing-up’ of research that would form one meaningful paper into several different papers
Publishing mechanics

How to Publish in Scholarly Journals:

Before submission
1. Cover letter
2. Manuscript
3. Keywords
4. Figures
5. Tables
6. Appendicies
7. Suggested reviewers

Optional
8. Highlights
9. Graphical abstract
10. Databases
11. Content innovation

Under review
Chillax, the journal will:
1. Check your manuscript for plagiarism
2. Assess it to determine if it fits the journal aims and scope.
3. Appoint reviewers.
4. Reviews may be:
   - Single blind, reviewer identity hidden from author; reviewer knows identity of authors
   - Double blind, both reviewer and author remain anonymous to each other
   - Open, reviewer and author are known to each other

After review
1. Read the reviewers comments carefully and prepare a detailed document (or table) explaining how you have addressed each comment or query.
2. Revise and resubmit the paper, plus other material as needed.
3. Check proofs.
4. Sign copyright permission/publishing agreement.
Publishing mechanics

Don’t take it personally
R1: “Is this science?”
R2: “This is a timely paper on a very important topic.”

R1: “The paper is well written and easy to understand”
R2: “There are some sections where the writing is a bit clunky”

Reply with honesty and integrity:
R1: “The knowledge gap or research problem should be more clearly framed or stated.”
Author: “The aims of the paper were modified to clarify a key outcome of the paper, for example...”

R1: “Synthesise the results to bring out the key points”
Author: “The text has been refined to clarify the main results. Examples include...”

R1: “Discuss the likely interactive effects of internal and external drivers in greater detail”
Author: “The text has been modified in line with the recommendation, for example...”