SCDTP Training

Before you submit:
Essentials of Publication

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Essentials of journal article publishing

- A quick tour of what you need to consider at each point of the publishing journey

  - Pre-submission

  - At submission

  - At acceptance/rejection/revise and resubmit

  - At the point of publication and beyond

- **Opportunity to share your experiences**

- This session may not answer all your questions, but it will reassure you that you have thought of the essentials

- Complements the 'Selecting the right journal for your research' session and other sessions run by your University

Meet Kit

- Kit came to Earth to do their PhD at the University of Southampton
- Kit is writing their first journal article and they are finding it both exciting and daunting

What do you think Kit needs to consider?

Kit is working in collaboration with their supervisors and others

What does Kit need to think about **before** their journal article is written and ready to submit to a journal?

Vevox.app **120-683-372**

Are you a published author?

- If you would like to, please either raise your hand or use the chat to share your experiences
  - Anything that surprised you?
  - What were the easy bits of the process?
  - What was frustrating?
  - What advice would you give?

Journal Article Publishing

Author may have multiple roles, e.g. journal Editor, Editorial Board member, peer reviewer

Preprint	Pre-journal submission	Submission	Acceptance	Publication
		Review, revise, resubmit		
Upload to preprint server Can add to Pure	Determine author contributions Decide where to submit Data Access Statement: Dataset DOI? Open Access funder requirements? Write the paper and ensure all co-authors are happy	ORCID iDs Navigate open access options and licences in submission system Funder acknowledgement Update preprint to say submitted to Journal X	Register dataset DOI Navigate open access options again Create Pure record and upload Accepted Manuscript Open access invoice payment Update preprint to say accepted by Journal X Celebrate!	Tell your story: Pure feeds your article to our institutional repository (and University staff profile pages) Academic networking sites: Academia.edu, LinkedIn, ResearchGate, Kudos, Publons Your thesis

Possibility of rejection

Journal Article Publishing: consider a preprint

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Possibility of rejection

Benefits of preprints? Is it right for your paper?

Preprint = a version of a paper that has not been peer-reviewed, uploaded to a preprint server (eg arXiv)

- Establish early claim to research findings

- Provide additional or earlier evidence of productivity

- Can enhance openness and speedy dissemination of research findings

- Can lead to new collaborations

- Can be cited in grant applications and progress reports rather than the work being stuck in a revise & resubmit process

- Most journals will publish papers that have been shared as preprints (but always check the journal policy!)

- UKRI has signed a joint statement which requires that in the context of a public health emergency of international concern, research findings are made available via preprint servers before journal publication, or via platforms that make papers openly accessible before peer review

Find out more: Kristina Hettne, Ron Aardening, Dirk van Gorp, Chantal Hukkelhoven, Nicole Loorbach, Jeroen Sondervan, & Astrid van Wesenbeeck. (2021). A Practical Guide to Preprints: Accelerating Scholarly Communication . Zenodo. https://doi.org/10.5281/zenodo.5600535

Journal Article Publishing: pre-journal submission

Author may have multiple roles, e.g. journal Editor, Editorial Board member, peer reviewer

Preprint	Pre-journal submission	Submission Acceptance	Publication

Review, revise, resubmit

Preprint

Upload to preprint server

Can add to Pure

Pre-journal submission

Determine author contributions

Decide where to submit

Data Access Statement: Pure dataset DOI?

Open Access funder requirements?

Write the paper and ensure all co-authors are happy

Submission

ORCID iDs

Navigate open access options and licences in submission system

Funder acknowledgement

Update preprint to say submitted to Journal X

Possibility of rejection

Acceptance

Register dataset DOI

Navigate open access options again

Create Pure record and upload Accepted Manuscript

Open access invoice payment

Update preprint to say accepted by Journal X

Celebrate!

Publication

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Your thesis

Pre-submission (1): author contributions

- SCDTP published papers: https://southcoastdtp.ac.uk/our-people/student-publications/

- Determine author contributions
    - Have open conversations with your co-authors right from the start to ensure everyone agrees on their role and contribution
    - University of Southampton Authorship, Contribution and Publishing Policy Sharepoint: the policy, guidance and author flowcharts
    - CRediT (Contributor Roles Taxonomy)
    - Check the journal submission guidelines, eg Nature Authorship Policies
    - If you are Corresponding Author, make sure you know what is involved!

Pre-submission (2): decide on a journal

How can Kit decide which journal is the best fit for their paper?

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Pre-submission (2): decide on a journal

- Will your target audience read your chosen journal?
    - Consider the aims and scope of the journal and the focus of your paper
    - Think about reach and readership: are articles in the journal cited by key academics in your field?
    - Look at the types of articles the journal publishes and ensure that your work is a good fit
    - Helpful journal identifier tools: Web of Science 'Manuscript Matcher', 'JANE' for biomedical papers

    - Consider the journal's ranking or impact factor and its reputation in your field. Higher impact factor journals may be more competitive, publishing only novel research, and have lower acceptance rates
    - Consider the journal's turnaround time: some journals have a longer review process than others
    - Look at the journal's publication fees. Make sure you are aware of any fees and can pay them
    - Only ever submit your paper to one journal at a time
    - Think Check Submit to avoid predatory journals that charge fees but do not provide quality peer review

    - Great guidance at https://library.port.ac.uk/publication-strategy.html

Pre-submission (3): write your paper!

- Guidance from your supervisors and co-authors
  - Invaluable support, experience and knowledge
  - Ask for feedback from colleagues and mentors when you have a first draft

- Online advice
  - Check the journal's submission guidelines: follow the journal's guidelines for formatting, length, and style to ensure that your article meets the journal's requirements
  - Guidance from publishers on your article title, abstract, keywords etc, eg Springer, Taylor & Francis, Elsevier, Nature
  - How to get published in an academic journal: top tips from editors (piece in The Guardian from 2015)
  - Demystifying the Journal Article (how to write your journal article and get it published)

- Proofread!
  - Proofread your paper before you submit to make sure your article is free of errors
  - Pay particular attention to graphs, tables and figures

Pre-submission (4): Research data

Data sharing is encouraged by ESRC (and university Research Data Management Policies)

Journal articles acknowledging ESRC funding **must** have a Data Access Statement

– Data should be "as open as possible and as closed as necessary"

– There are some good reasons not to share data openly

- the data contains personal data which cannot be sufficiently anonymised

- the data contains commercially sensitive information

– An underlying dataset can be in addition to Supplementary Information provided with the paper as a PDF: allows you to share significant data in a reusable format

– Guidance on where to store your data to make it available:

- ESRC

- Your university research portal/institutional repository (Portsmouth, Southampton)

- Zenodo

– Your university will have more guidance including examples of Data Access Statements: Brighton (on Sharepoint), Portsmouth, Southampton

Pre-submission (5): Open access and other costs

Open Access (OA) means freely available to read (and reuse) by anyone with internet access

Does the journal charge any publication fees?

- Open access costs, colour charges, overlength page charges, cover art charges

If you are acknowledging your SCDTP ESRC grant in the paper you need to fulfil the UKRI Open Access policy requirements:

- Immediate open access at the point of publication, either in the journal or via your research portal/institutional repository

- Corresponding Author: check if your chosen journal is covered by your university 'Read & Publish' agreement (Portsmouth, Southampton)

- If it is a fully open access journal, see your university's information on applying for funds from the UKRI Open Access block grant (Portsmouth, Southampton)

- If it is a hybrid journal that is not covered by the Corresponding Author's university agreement, add "*For the purpose of open access, the author has applied a CC BY public copyright licence to any Author Accepted Manuscript version arising*" to the funder acknowledgement section (and upload to your institutional repository on acceptance)

Journal Article Publishing

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Preprint

Pre-journal submission

Submission

Acceptance

Review, revise, resubmit

Publication

Upload to preprint server

Can add to Pure

Determine author contributions

Decide where to submit

Data Access Statement: Pure dataset DOI?

Open Access funder requirements?

Write the paper and ensure all co-authors are happy

ORCID iDs

Navigate open access options and licences in submission system

Funder acknowledgement

Update preprint to say submitted to Journal X

Possibility of rejection

Register dataset DOI

Navigate open access options again

Create Pure record and upload Accepted Manuscript

Open access invoice payment

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Your thesis

At submission to the journal

- Do all authors have an ORCID iD?

  - Simplifies login to some submission systems and you can link your ORCiD with Pure to automatically update your ORCiD profile: https://library.soton.ac.uk/identifiers/orcid

  - ORCiD unambiguously links you to your publications and grants

- Navigate open access options and licences in submission system

  - Corresponding authors using their university affiliation will be automatically directed by most publishers

  - Select the CC BY (Creative Commons Attribution) licence if there are multiple options

- Funder acknowledgement and Data Access Statement

  - 'This work was supported by the ESRC SCDTP [grant number XXXX]' (See previous SCDTP publications for more examples)

  - Examples of Data Access statements: Portsmouth, Southampton

- Update preprint to say submitted to Journal X

Peer review

- When you have submitted your paper to a journal, it is screened by an editor to check it fits the scope of the journal and that it has a clear argument.

- If the editor decides your paper is suitable, it will be sent for peer review. Two or more experts in the field of research will evaluate it for:

  – Originality

  – Validity

  – Significance

- Different types of peer review

  – Journal webpages will state which they use (single-anonymised, double-anonymised, open/transparent)

- Who are peer reviewers?

  – Found by the journal editor. Interesting reading for editors from T&F, BioMed Central, Springer, Elsevier

  – Guide for reviewers from Wiley

How long does peer review take?

It varies but may feel like a very long time! It takes editors time to find reviewers who have time and expertise to review your paper, then typically 2-4 weeks for them to submit their review, then time for the editor to read the reviews and make a decision

Some journals and publishers provide 'peer review metrics', for example:

Journal of Controlled Release (Elsevier)

$4540 ⓘ	3.4 weeks	5.5 weeks	0.6 weeks
Article Publishing Charge for open access	Time to First Decision	Review Time	Publication Time

Nature journals

Nature Portfolio journals	Submission to first editorial decision (median, days)	Submission to first post-review decision (median, days)	Submission to Accept (median, days)
Nature	6	44	213
Nature Aging	8	49	171
Nature Astronomy	4	44	130

Don't take rejection personally (1)

Your article may not be accepted by the journal – many academics have experienced this. Some highly selective journals, for example Nature, have a rejection rate of 90%

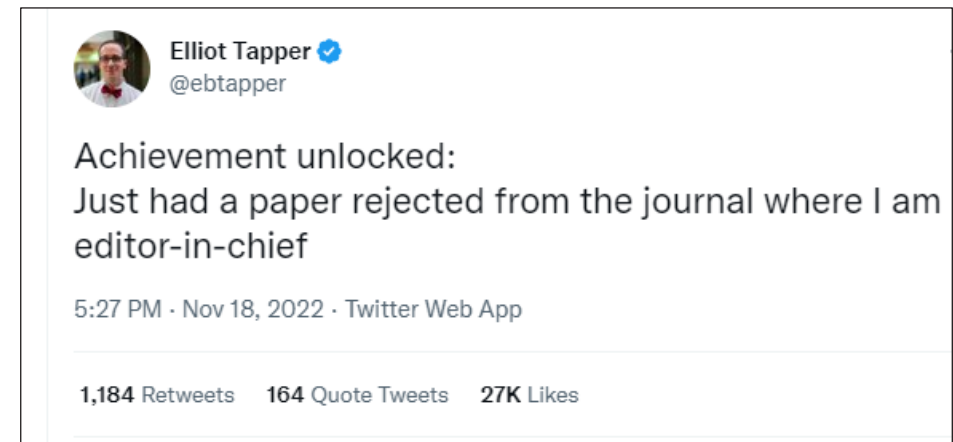Journal example: PLOS ONE peer review metrics and acceptance rates: https://journals.plos.org/plosone/s/journal-information

	Jul - Dec 19	Jan - Jun 20	Jul - Dec 20	Jan - Jun 21	Jul - Dec 21
Time to First Editorial Decision (Rejection or Peer Review)	13	12	16	12	15
Time to First Decision	47	44	47	48	53
Time to Final Decision (Rejection or Acceptance)	88.5	83	84	90	105
Time to Acceptance	141	144	149	157	170
Time to Publication	162	169	162	170	177
Time from Acceptance to Publication	9	13	11	10	9
Desk Rejections without peer review (%)	22.3%	23.0%	22.8%	22.30%	21.80%
Acceptance Rate*	43.3%	48.2%	48.6%		

All times are in days and are median numbers

*Acceptance rates are calculated from submission cohorts and are therefore only available with delay

Be kind to yourself

Achievement unlocked:
Just had a paper rejected from the journal where I am editor-in-chief

- If your article is rejected, you will be disappointed but please do not think of it as a failure - it was only the first step in the publication journey. Talk to your supervisor/co-authors and use feedback from the editor or reviewers to refine your article

- **Desk rejection**: if the Editor decides your article does not fit the scope of the journal, they may suggest a different journal with the same publisher (article transfer service)

- **Rejection following peer review**:
    - **Technical reasons** (incomplete data, poor analysis, invalid hypothesis, assumptions not supported by your data, inappropriate methodology)
    - **Editorial reasons** (out of scope, lack of detail, not novel enough, high self-citations in the references)

Example: Nature desk rejection

"After careful review of the work, we regret to say that we are unable to offer to consider it further. It is our policy to decline a substantial proportion of manuscripts without sending them to referees so that they may be sent elsewhere without further delay.

In making this decision, we are not questioning the technical quality or validity of the findings, or their value to others working in this area. At this stage, we are primarily assessing the suitability of the study based on the editorial criteria of the journal, and we do not believe that the work represents a development of sufficient scientific impact such that it might merit publication in Nature.

We therefore feel that the study would find a more suitable audience in another journal. Although we cannot offer to publish your paper in Nature, the work may be appropriate for another journal in the Nature Research portfolio. If you wish to explore suitable journals and transfer your manuscript to a journal of your choice, you may use our manuscript transfer portal."

Revise and resubmit

"The reviewer(s) have recommended major revisions to the submitted manuscript, before it can be considered for publication. Therefore, I invite you to respond to the reviewer(s)' comments and revise your manuscript."

The comments from the reviewers should be constructive feedback covering specific aspects of your paper to help you revise it.

- It is not a personal reflection on you, or the quality of your research. You might feel sad, angry or indignant initially, but wait a little while, then reread the reviewer comments with your co-authors.

- The journal editor will let you know how to resubmit your paper when you have made the revisions, and may have given you a deadline

- This information on revising and responding from Springer might be helpful

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Your thesis

Acceptance: congratulations!

Thank you for submitting "{manuscript title}" to {journal name}. I am pleased to inform you that we would like to move forward with publishing your manuscript

In order to proceed with publishing your submission, we will need you to do the following by [date/time]:

- Submit a signed author agreement
- Complete the manuscript edits outlined in the attached file and upload your edited manuscript
- Select the copyright license you would like applied to your article from the options outlined on the journal's copyright policies page

Take time to celebrate!

Things to do at acceptance

- Register dataset DOI if relevant
  - Finalise the dataset and ask for the DOI to be made live (Portsmouth, Southampton)

- Navigate open access options in the submission system (again)
  - May all be done at either submission or acceptance, may be required at both

- Create Pure record and upload Author Accepted Manuscript
  - Required by your university Open Access Policy: Portsmouth, Southampton, (Brighton details on Sharepoint)
  - Displays your article in your university research portal/institutional repository

- Open access invoice payment
  - If your university approved funds from their UKRI block grant, forward the invoice for payment

- Update preprint comments to say accepted by Journal X and link to the journal article DOI

Pure (University of Southampton perspective)

- You, or a University of Southampton co-author, must create a record in Pure for your journal articles as soon as they are accepted – this is part of the University of Southampton Open Access Policy. You should upload your Accepted Manuscript/Author Accepted Manuscript when you create the Pure record.

- The Pure records are checked ('validated') by our team, and then display in our institutional repository, ePrints Soton and on university staff profile pages.

- The University of Southampton institutional repository holds a complete record of 'research outputs' (journal articles, book chapters, theses etc) from the University of Southampton, helping make them more discoverable, and can also hold datasets.

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Your thesis

On and after publication (1)

- Your research portal/institutional repository: Brighton, Portsmouth, Southampton
  - Shows downloads (and altmetrics), which are separate to publisher download statistics

- Your university Research & Innovation Services provide support for communicating your research and planning for impact

- If your article is open access with a CC BY licence, you can share it on ResearchGate, Academia.edu or anywhere else you choose
  - If it was published behind a paywall and the publisher holds the copyright, be mindful of how you can legally share each version (Accepted Manuscript and Version of Record) of your paper. Check the policy for your journal at https://v2.sherpa.ac.uk/romeo/
  - If in doubt, check with your library

On and after publication (2): Research metrics

- University of Portsmouth: Research Metrics

- Altmetrics

  - Show how much attention an article has received online, for example on social media

  - Can be interesting to see if your article is being mentioned, but attention can be positive or negative: the 2019 paper 'Experimental replication shows knives manufactured from frozen human feces do not work' has been tweeted, shared, and liked over 22,000 times, mostly because of the humour value or for derision that the topic would count as 'science'

- Author metrics

  - Tell you what an author has published and how many times their work has been cited

  - Can be useful, but remember that discipline and career length will have a big effect

- Article metrics

  - assess how a research output has performed

  - a count of citations over the life of the article, or algorithms may be used to normalise an article in its discipline and/or age

Publishing and your thesis

- Publishing a journal article and then using it in your thesis

  – Journal Publishing Agreements generally have a list of reasonable post-publication uses, including the right to reproduce content in your thesis, either in the original form or adapted

  – Always check the specific publishing agreement!

  – If you are not sure, check with the journal

- Publishing your thesis and then using the content for a journal article

  – How to Write a Journal Article from a Thesis (Elsevier Author Services)

  – Most journal publishers do not view a thesis as prior publication, but plagiarism detectors might cause an automatic rejection; let the journal editor know the work has been included in your thesis

  – Always check the journal website to check the policy on prior publication in a thesis

Copyright

- Getting permission to reuse material from journal articles

    – Usually very straightforward: https://library.soton.ac.uk/thesis/copyright-permission

    – We have examples from specific publishers

    – We have templates you can use to ask for permission to use copyrighted material: https://library.soton.ac.uk/thesis/copyright-letters

University of Portsmouth Copyright for Researchers

University of Southampton Copyright for Researchers

YOUR QUESTIONS