

Knowledge/Growth Support

Tips on Being Published

A Guide from www.kgsupport.com

**KGSupport Email: info@kgsupport.com
English language document review and editing specialists.**

**TIPS ON BEING PUBLISHED:
A GUIDE FROM WWW.KGSUPPORT.COM**

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I. Introduction

Generally speaking, the probability of an unsolicited paper submitted to any publication being rejected is high. Prominent journals receive hundreds, sometimes even thousands, of papers requesting for publication each year. A paper may be rejected at any of these three stages: without review, after review, and after revision. The bulk of rejections take place during the “without review” and “after review” stages. However, this does not necessarily mean these papers were by any means substandard. Below are possible reasons why a paper is rejected.

- **Mismatch.** *The addressed issue in the paper is insignificant or inappropriate for the journal. Additionally, the paper submitted is not well aligned with the nature and style of the journal.*
- **Outdated.** *The references cited or data utilized in the paper is outdated. If the paper was previously rejected by another journal to which it was submitted, then it is wise to update necessary details and execute the suggested revisions before submitting the work to another journal. Likewise, journals may reject a paper if the references are improperly cited.*

- ***Badly crafted research.*** *The hypotheses are vague, the samples are biased, the methods used are inappropriate or wrongly utilized, the results are unconvincing, and the conclusions are groundless.*
- ***Unoriginal.*** *The paper is redundant or plainly does not state anything new.*
- ***Not following instructions.*** *Each journal has its own guidelines prior to submission, and these must be meticulously followed. Non-compliance imminently results in a rejection.*
- ***Poorly Written.*** *This is arguably the most common reason for rejection. It includes incorrect grammar, misspellings, unintelligible tables, typographical errors, inferior word choice, and poorly structured sentences. Carelessness and premature submission without due consideration to the paper's writing are the common culprits. Hence, a considerable amount of time should be spent reviewing the paper. Employing proofreading and editing services is always a highly recommended option.*

II. Being Published

Below is a summary of details we have gathered from various documents and papers, which is highly beneficial in light of having your paper published. We made this summary comprehensive yet applicable to the specific journal you are submitting your work to.

Tip 1. Content and Format

To begin with, the first part of our tips focuses on the content and format in line with each subsection. Remember that each journal (or publication, for that matter) has its own format and style requirements. These must be strictly followed. Below are specific pointers pertaining to particular subsections which you may find useful.

- ***Title.*** *The title must be carefully chosen. It should be concise, containing only the most important words that BEST describe the paper. Moreover, it must be appealing to the editor and be in agreement with the journal's editorial mission.*

- **Abstract.** *The Abstract should include brief, pertinent, and clearly stated information, such as the objective, procedures, results, and major conclusions drawn. Similar to the **Title**, it should be given considerable attention as it is the first part of your paper the editor/s and reviewer/s will read. The details must be unambiguous, specific, and coherent.*
- **Hypotheses.** *The research hypotheses must be sensible and logical.*
- **Introduction.** *The Introduction should occupy no more than 1 to 1 ½ pages and should illustrate the relevance of the paper. It should contain a clear objective, refer to related literature, and state a brief conclusion at the end in order for the readers to better appreciate the evidences that follow. Its opening sentence should be catchy, with the last sentence sharp.*
- **Methods.** *The Methods should narrate the paper's process in full detail and in chronological order such that the readers can repeat the experiment and evaluate the validity of the findings. Should new procedures be cited, an appendix should be available for the readers to refer to. The results of the study must be stated concisely, and appropriate graphics and charts used when necessary.*
- **Results.** *Self-explanatory charts, graphs, tables, and graphics that would best depict the results must be used. These must be presented in a logical sequence and with emphasis on critical observations.*
- **Discussion.** *The inverted pyramid format should be used in the Discussion, stating the key results first, followed by sound arguments, and finally, a general conclusion. The implications and limitations of the study should likewise be included.*
- **Conclusion.** *By this time, the paper's conclusion may have already appeared three times – in the Discussion, the Summary, and the Introduction. If there is any point the readers may have missed or misunderstood, then this part should be a means to restate it through carefully chosen words.*
- **References.** *All citations must be correct and complete.*
- **Authors.** *Only those who actively participated in the completion of the paper must be included.*



Tip 2. Select the appropriate journal.

Select the appropriate and/or preferred journal before you begin writing so that you would be familiar with its basic requirements. Your knowledge of these specifications, as well as the editor's preference and the journal's audience, would allow you to write aptly, thereby increasing your manuscript's chances of being accepted. Conversely, it would be rather difficult to search for a suitable journal only after you have already started writing. Once you do find one, your paper would most probably entail considerable revisions before the journal's requirements are met.

Tip 3. Tailor fit to a specific journal.

Once you have selected your ideal journal, familiarize yourself with its unique style and preferred topics. Pay attention to its editorial mission and focus. Read existing published papers in that journal. Allot due attention to the journal's nuances. Then, adapt to its style by fine-tuning your paper according to the journal's evaluation criteria.

Tip 4. Make the paper relevant to its audience.

Who reads this journal? Envision your potential readers and familiarize yourself with the way they think, such that your work will not be too technical or basic for them.

Furthermore, it would be helpful to anticipate who the people likely to review your paper will be. This may include the people who have published a related topic in the same journal, as well as those you have cited.

If it is a general journal, ensure that the contents of the paper are practical and useful.

If it is a specialized journal, go straight to the point. By and large, your work will be read by experts and professionals in line with the journal's field. The paper must be up-to-date, with the latest developments.

On the other hand, some journals cater to audiences from specific geographic locations. Hence, the paper written must be significant to this targeted group if you want it published.



Tip 5. Make an outline of your manuscript before writing.

Write an outline of the manuscript first. This would allow you to better conceive your paper before proceeding with the details of the study.

Tip 6. Revise, revise, and revise.

Once you have completed the first draft, the more tedious work begins. There is no exact figure on the number of times you must revise. However, revisions are very much part of writing if you intend to have your paper published. Consider asking yourself the following questions: Are the details clearly and logically presented? Can these be easily understood? Have I clearly communicated the problem and the findings of the study?

Once you submit the paper, (if it was not rejected outright) it will most likely be returned to you with a request for revision. This is an almost inevitable process in submitting papers to journals. Therefore, you should revise accordingly following the editor's instructions.

Revise the paper in light of accuracy, brevity, clarity, and grace. Be accurate with figures. Use the exact words that best describe the details. Be straight to the point. Check your spelling. Make sure the quantities in the tables and figures are consistent with those stated in the text. Exercise careful discretion in your choice of words. Check for grammatical errors. The sentences should not be too long. Follow the "one idea per sentence" rule, at least 95% of the time. In occasional cases, you may connect two sentences with linking words.

In summary, the paper must be well written in the English language in a scientific and presentable manner that could be simply understood even by non-native English speakers.

Tip 7. Use punctuation marks appropriately.

This would allow you to communicate the right message to the editor and the reviewers. Placing the period inappropriately makes a big difference. Learn how to use question marks, quotation marks, commas, semi-colons, colons, dashes, and even en-dashes, and em-dashes. Avoid using exclamation points.

Tip 8. Strictly follow the instructions.

Follow the instructions of the journal carefully. These may include a maximum number of pages, a required format, a specific length of sections, a list of restricted words, approved abbreviations, and of course, submission procedures. Additionally, observe deadlines. Following instructions carefully saves you from unnecessary revisions. Most importantly, it increases the chances of your paper being accepted for publication.

Tip 9. Self evaluate.

Put your paper aside for a while. Then, take a look at it again. Assess your work objectively as if it was written by another person. This should aid you in further revising and enhancing the quality of your work.

Tip 10. Ask for critical feedback.

Make use of the expertise of your connections. Have your paper objectively evaluated by a reliable number of colleagues, your co-authors, and mentors; seek their advice and include them in your acknowledgements. This will shed light on overlooked errors. Notably, it will also give the reviewer the impression that your paper has been subjected to a thorough assessment by reliable experts, therefore increasing its credibility.

Tip 11. Communicate and promote your paper to your editor.

Create a well-crafted cover letter. It should inform the editor of the relevance of your paper, as well as briefly state why it would be in the best interests of the journal to publish your work.

It may be helpful to inform the editor of other possible work that may present yours as redundant. Explicitly explain what makes your work original and distinct.

If the paper has been previously rejected by another journal, send in the reviewer's comments to the new editor, together with your response and the manner by which you addressed these.

If the paper is returned to you for revisions, work on these immediately and return the revised manuscript promptly.



Tip 12. Do not commit crimes.

Finally, steer away from the following acts considered as violations in most journals:

- *Duplication of publication (publishing the same intellectual material in more than one journal);*
- *Salami slicing (creating several publications out of a study that could have been published in a single journal) too thinly, and;*
- *Media coverage prior to publication.*



SOURCES:

How to Get Published

http://www.health.usyd.edu.au/current/research/publishing_Chapman.ppt

Managing Your Research, Writing for Success: Passing the “Gate keepers”

<http://www.westga.edu/~bquest/2004/gatekeepers.htm>

How to Get Your Paper Published in the International Journal of Oral and Maxillofacial Surgery

http://www.omschina.org.cn/english/board_info.asp?id=8

How to Get Your Paper Published

http://jtc.ctsnetjournals.org/cgi/content/full/121/4_suppl/S3

How to Get Published in the *Australian Journal of Rural Health*

<http://www.blackwell-synergy.com/doi/abs/10.1111/j.1440-1584.2006.00822.x>

Demystifying the Publication Process, Part 1

<http://wickedanomie.blogspot.com/2007/08/demystifying-publication-process-part-1.html>

Demystifying the Publication Process, Part 2

<http://wickedanomie.blogspot.com/2007/08/demystifying-publication-process-part-2.html>

Uniform Requirements for Manuscripts Submitted to Biomedical Journals

<http://www.annals.org/cgi/content/full/126/1/36>

How to Get Published in a Professional Journal

<http://www.joe.org/joe/1990fall/tt2.html>

How *Not* to Get Published

<http://careerfocus.bmj.com/cgi/content/full/331/7529/254>

How to Get Published in LIS Journals: A Practical Guide

http://www.elsevier.com/framework_librarians/LibraryConnect/lcpamphlet2.pdf

http://en.wikipedia.org/wiki/Salami_slicing

http://en.wikipedia.org/wiki/Academic_publishing

http://en.wikipedia.org/wiki/Multiple_publication

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