

# Preparing a Manuscript for Publication



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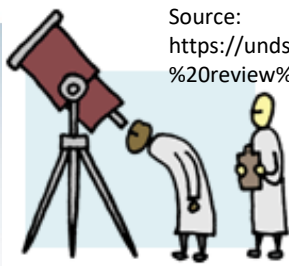
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# Preparing a Manuscript for Publication

1. The Peer Review Process
2. Selecting a Journal
3. Planning your Article
4. MS Word Pro Tips



Source: [https://undsci.berkeley.edu/article/howscienceworks\\_16#:~:text=In%20science%2C%20peer%20review%20typically,peers%22%20of%20peer%20review\).](https://undsci.berkeley.edu/article/howscienceworks_16#:~:text=In%20science%2C%20peer%20review%20typically,peers%22%20of%20peer%20review).)

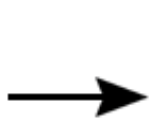


Scientists study something.

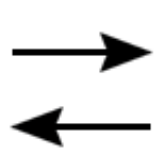
## The peer review process



Scientists write about their results.



Journal editor receives an article and sends it out for peer review.



Peer reviewers read the article and provide feedback to the editor.



Editor may send reviewer comments to the scientists who may then revise and resubmit the article for further review. If an article does not maintain sufficiently high scientific standards, it may be rejected at this point.



If an article finally meets editorial and peer standards it is published in a journal.

## EVERY PEER-REVIEW PROCESS SHOULD AIM TO (HAMES, 2008):

- Prevent the publication of bad work – filter out studies that have been poorly conceived, designed or executed
- Check that the research reported has been carried out well and there are no flaws in the design or methodology
- Ensure that the work is reported correctly and unambiguously, with acknowledgement to the existing body of work
- Ensure that the results presented have been interpreted correctly and all possible interpretations considered
- Ensure that the results are not too preliminary or too speculative, but at the same time do not block innovative new research and theories
- Select work that will be of the greatest interest to the readership
- Provide editors with evidence to make judgments as to whether articles meet the selection criteria for their particular publications
- Generally improve the quality and readability of a publication (although this is more a by-product of peer review)

Source: Stiller-Reeve, et al. 2018. “ A peer review process guide.”

<https://www.scisnack.com/wp-content/uploads/2018/10/A-Peer-Review-Process-Guide.pdf>

# Selecting a Journal

Mukherjee, 2018. “ Choosing the Right Journal — A Comprehensive Guide for Early-career Researchers” (<https://blog.typeset.io/choose-right-journal-early-stage-researchers-guide-ea2cf236dde4>)

- Make sure it' s legit

## Sample Email: Seeking Precious Publication

Subject: **Precious Publication** in Upcoming Issue of Journal X

Dear Dr. XXXX,

Hope you had a great time on the **eve of New Year 2017!**

Today, I am **very much pleased to kindly notify you** that, Journal X has been scheduled to release Volume 4 Issue 6 by January 27, 2017.

I hope Journal X goes a long way in 2017 with the association of **experienced personalities like you**, as we believe that, **your contribution** towards the research field is **absolutely prominent**. I would be glad to have your active participation in the journal activities that will be a good start especially in the new year.

On this occasion, **Journal X would be glad to welcome precious article from dynamic professionals like you** for publication in the forthcoming issue.

So, **I kindly request you to let us know your convenience to submit** your potential article so that, we can plan accordingly. I eagerly look forward to receive your response!

Source: <https://guides.himmelfarb.gwu.edu/PredatoryPublishing/ProtectingYourself>

# Selecting a journal

- What are you reading?
- Ask your mentors
- Aim and scope
- Time to publish
- Indexed in key databases (PubMed, Scopus, etc.)
- Metrics: Impact Factor
- Acceptance rate

Balance prestige  
with likelihood of  
acceptance

# Planning your Article

- Consult author guidelines before you start writing
  - Word limit
  - Article organization
  - Formatting
  - Citations
  - Fees

Example: Pediatric Critical Care Medicine

<https://journals.lww.com/pccmjournal/pages/default.aspx>

[https://journals.lww.com/pccmjournal/Documents/PCC\\_Inst\\_for\\_Authors.pdf](https://journals.lww.com/pccmjournal/Documents/PCC_Inst_for_Authors.pdf)

# Planning your Article

Example: Pediatric Critical Care Medicine

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***Abstracts.*** Abstracts should be no more than 300 words in length and must have the following headings: Objective, Design, Setting, Patients (for Clinical Investigations) or Subjects (for Laboratory Investigations), Interventions, Measurements and Main Results, and Conclusions. Review papers and special articles should use these headings in the abstract: Objective, Data Sources, Study Selection, Data Extraction, Data Synthesis, and Conclusions. For details regarding the preparation of structured abstracts, refer to the *American Medical Association Manual of Style*, Tenth Edition (p. 20-23).



# Planning your Article

Example: Pediatric Critical Care Medicine

<https://journals.lww.com/pccmjournal/pages/default.aspx>

[https://journals.lww.com/pccmjournal/Documents/PCC Inst for Authors.pdf](https://journals.lww.com/pccmjournal/Documents/PCC_Inst_for_Authors.pdf)

***Text Material.*** The text should be organized into the following sections: Introduction, Materials and Methods, Results, Discussion, and Conclusions followed by Acknowledgments, References, Figure Legends, and Tables. Secretarial and editorial assistance are not acknowledged. Results may be presented in the text, in the figures, or in the tables. The Discussion section should interpret the results without unnecessary repetition. References to related studies should be included in the text section.

# MS Word Pro Tips

- Refer to author guidelines to create your outline in MS Word
  - Some publishers have MS Word templates to download!  
<https://www.sciencemag.org/authors/instructions-preparing-initial-manuscript>
- Use Headings and Section Breaks
- Use Navigation Pane
- Create a New Normal (Style)

# Resources

- A Peer-review process guide: <https://academicguides.waldenu.edu/library/journalmetrics>
- Choosing the Right Journal – A Comprehensive Guide for Early-career Researchers <https://blog.typeset.io/choose-right-journal-early-stage-researchers-guide-ea2cf236dde4>
- Beal’s List of Potential Predatory Publishers <https://beallslist.net/>
- Evaluating Journal Metrics: <https://academicguides.waldenu.edu/library/journalmetrics>
- Using Styles and Headings in MS Word: These guidelines are for U Michigan dissertation writers, but they have good instructions for formatting documents: <https://guides.lib.umich.edu/c.php?g=283073&p=1888268>
- Zotero: <https://www.zotero.org/>
  - Word Processor plugins: [https://www.zotero.org/support/word\\_processor\\_integration](https://www.zotero.org/support/word_processor_integration)
  - Using word processor plugin: [https://www.zotero.org/support/word\\_processor\\_plugin\\_usage](https://www.zotero.org/support/word_processor_plugin_usage)
  - Using Zotero with MS Word <https://www.youtube.com/watch?v=HOs1OoK8Tcc>