

# Research Methodology

How to submit a paper

# Overview

- Cover letter
- Acceptance procedure
- Some notes

# Cover Letter

Dear ...

Enclosed is a manuscript, entitled " ...." Please accept it as a candidate for publication in the ... Journal.

Below are our responses to your submission requirements.

1. Title and the central theme of the article.

# Cover Letter

2. Why the material is important in its field and why the material should be published in the ... Journal?

Finally, this manuscript is our (name of authors) original unpublished work and it has not been submitted to any other journal for reviews.

- Affiliations

# Acceptance Procedure

- **Editor-in-Chief** tests the manuscript according to the several criteria
  - Subject scope
  - Style
  - Apparent technical validity
  - Topical importance
  - Relationship to prior publication
  - Conciseness
  - Appropriate references
  - Length

# Acceptance Procedure

- **Associate Editor (Editor)**
  - Evaluates the manuscript according to the same criteria
  - Send the manuscript to one or more reviewers in the field for confidential review
  - May, however, at his or her discretion, accept the manuscript without review, reject it giving explicit reason, or request that the author prepare it in a different format
  - Similarity Score

# Acceptance Procedure

- **Reviewer** is asked
  - To judge the technical validity of the manuscript and the extent of its advance over work previously published
  - For advice as to whether the manuscript merits publication in the journal
  - The decision to publish, to require major revision before publication, or to reject for reasons cited lies first with the Associate Editor and ultimately with the Editor-in-Chief

# Acceptance Procedure

- Editorial Decision to Accept or Reject
  - The Editors will inform the author of their decision (acceptance, conditional acceptance, or rejection)
  - In the case of rejection, the author will be given specific reasons related to the criteria
  - In the case of conditional acceptance, the required revisions will be clearly indicated
  - The Editors may anticipate a need for further reviews after revision

# Acceptance Procedure

- **Author** - If the manuscript has been rejected or if extensive revisions have been requested that the author believes are incorrect or unwarranted, then he or she is entitled to submit a point-by-point rebuttal to the Editor's statement of reasons and the reviewers' comments.
- Not recommended

# Acceptance Procedure

- **Editors** - The rebuttal then is analyzed by the Editors, and a decision is made.
- In the case of a complex point of dispute, the Editors, at their discretion, may mandate additional reviews.
- In some cases shall a manuscript go through more than two reviewing cycles before a decision is given.

# Acceptance Procedure

- **Editor-in-Chief** - If the dispute still remains unresolved, then the decision of the Editor-in-Chief is final and overrides all other considerations

# Acceptance Procedure

- **Authors** who are requested by Editors to revise their manuscripts must make an effort to accomplish the requested revisions in the stated period
  - Normally is four weeks for major revisions, two weeks for minor revisions.
  - If the author does not respond to the subsequent inquiries, the manuscript will be regarded as withdrawn.
  - Normally, an author who has good reason to request a time extension will be granted such an extension.

# Acceptance Procedure

- **Reviewer** who feels strongly that a particular manuscript should not be published may be given the opportunity, if the Editor decides nevertheless to accept it, to write the criticism as a Technical Comment.
- The author then is allowed to write a closing response for publication in the same issue as the Comment.

# Acceptance Procedure

- **Formal acceptance** will not occur until the author has complied with all of the revision requests made by the Associate Editor
- Or the Associate Editor has accepted the author's rebuttal
- And the author has prepared the manuscript in the Journal Manuscript Style and Format

# Acceptance Procedure

- When a manuscript is formally accepted,
  - It will be scheduled for publication in a forthcoming issue, and the author will be so informed.
  - Editor-in-Chief also may designate certain special-category papers for immediate publication.

# Acceptance Procedure

- Page proofs will be made available to authors for correction and release prior to scheduled publication.
- Authors should inform the Journal department of any anticipated change of postal or e-mail address between acceptance and page proof time.
- Authors are expected to read and release their proofs in seven days or less.

# Reviewer Viewpoint

- A general rule is "Don't spend more time reviewing the submission than the author spent writing it."
- If you review a submission that is excessively similar to previously published submissions, please note this to Editor.
- If the use of language is so poor that it makes reading difficult, please note this in your comments and reflect it in your ranking.

# Some Notes

- Target a journal with a high impact factor, or in fact, with any impact factor at all!
- Choose a new, rapidly growing field of research
- Target journals in rapidly growing research fields
- Make it easy for others to access your work

# Some Notes

- Articles can be rejected for several reasons
  - Many conferences accept only 15%
  - Your article may not “lie within the scope”
- But you will get valuable reviews
  - Think twice before complaining
  - Reviewers are anonymous, don’t try to guess who it is
  - Use the criticism constructively – if they misunderstood it, others will too
  - Consider sending it somewhere else

Any Questions?

**THANKS FOR YOUR ATTENTION**