

Welcome to EEMUG 2018

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Author Best Practices

How do you help Authors when they don't read instructions, or do they?

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j&j editorial, LLC
peer review management

EDITORIAL OFFICE SUPPORT

We specialize in editorial office management, peer review industry standards, and editorial workflow best practices for scholarly journals.

SYSTEMS SUPPORT

We build, configure, and optimize submission sites to the client's specifications, and specialize in supporting platform transitions and new editors.

COPYEDITING

Our in-house copy editors and proofreaders work as a team to provide clean and well-formatted text to the client's specifications.

PRODUCTION

We ensure high-quality deliverables by combing through source files, working closely with compositors, and ensuring proofs and web files meet author and publisher expectations.

CAUTION

**READ
INSTRUCTIONS
BEFORE OPERATING**

Some people read instructions, but how?

F. GANIER, "Factors affecting the processing of procedural instructions: implications for document design", *IEEE Transactions on Professional Communication*, vol. 47, pp. 15-26, 2004, DOI: [10.1109/TPC.2004.824289](https://doi.org/10.1109/TPC.2004.824289)

- Most procedural documents are written to be read in a linear fashion BUT most people do not read them in that manner

F. GANIER, " Observational Data on Practical Experience and Conditions of Use of Written Instructions", *Journal of Technical Writing and Communication*, vol. 39, pp. 401-405, 2009, DOI: [10.2190/TW.39.4.d](https://doi.org/10.2190/TW.39.4.d)

- Without prompting, 16 participants out of 30 used the procedural documents before starting to use the appliance.
- While using the appliance, 27 participants consulted the documents at least once.

Some people read instructions, but how?

- **42%** Worked with the equipment concurrently with reading the instructions
- **23%** Read the instructions before using the equipment.
- **19%** Proceeded with using the equipment without making any reference to the instructions.
- **17%** Looked at the instructions in case of doubt, such as when they were not sure how to proceed, when they made some mistake, or when they wanted to confirm their actions.

Schrivers, K.A. Dynamics in Document Design New York: Wiley, 1997.

Now that we know nearly 80% of people use instructions

How do we make them
actually helpful?

Read before they submit

23% Read the instructions before starting

- Put Author Guidelines **where** authors will find them.

Submit while they read

42% Worked with the equipment concurrently with reading the instructions

- Include appropriate instructions and links to the Author Guidelines **throughout** the submission system

Read when they need to

17% Looked at the instructions in case of doubt

- Make author guidelines easily searchable and navigable. Use the terminology they will use and that is used in the submission system!
- **Reinforce** the requirements at the right stages of the submission process so they don't have to go elsewhere to answer their question.

Don't read

19% Proceeded with using the equipment without making any reference to the instructions.

- You are going to get email complaints/questions from these people.
Nothing you can do about it!

Read before they submit or Read when they need to

Provide the author guidelines document where authors will find it.

Journal's website

Society's publications site

Login page of the submission system

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Submit while they read or Read when they need to

Add links within the submission questions to Author Guidelines or other documents

Permission for Use of Copyrighted Material

If any part of your submission is copyrighted material (i.e. figures or tables), you agree to, upon resubmission or acceptance, obtain written permission from the copyright holder to reproduce the copyrighted material. If you have already obtained such permission, please upload it as a supplemental file. See [Permissions](#) section in the Information for Contributors for more details.

Answer Required:

Please select a response

Yes

No

Please select a response.

be subject to copyright.

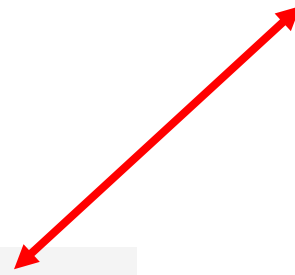
My submission or contribution to the Submission was written in the course of my employment by an entity OTHER than the United States Government, and my employer considers it a WORK FOR HIRE. A "Work for Hire" is a work with respect to which a copyright or other intellectual property interest is owned by your employer or another person (e.g., a funding source). For example, these can be works prepared in the course of your employment, using employer or funder resources, or relating substantially to the subject of your engagement, where there is already an agreement or policy that transfers copyright or other intellectual property rights from you to the employer or funder. Please check your employer's or funder's policies and agreements to determine whether your work may be a "Work for Hire". I will obtain my employer's permission to make the transfers set forth above and send that permission to [REDACTED]. I will email the completed required form to [REDACTED] as soon as possible. Click [HERE](#) to download form.

Submit while they read or Read when they need to

Add links tagged to the relevant section of the author guidelines

Title Page ([Back to Top](#))

- Article Title
- First name, middle initial, and last name of each author, with their highest academic degree (M.D., Ph.D., etc.)
- Name, mailing address, phone number, and e-mail address of the corresponding author.



Answer
Required:

The title page includes all of the necessary information that is indicated on our [Instructions for Authors](#).

Submit while they read

Explanation pop up window within Editorial Manager

- ▼ Enter Title
- ✓ Add/Edit/Remove Authors
- Funding Information
- Submit Abstract
- Enter Keywords
- Select Classifications
- ➔ Additional Information
- Enter Comments
- Attach Files

NOTE: Con...
their libran

Please prov...
excluding a

Answer
Required:

How many references are included in the manuscript?

Instructions
Answer
Required:

How many references are included in the manuscript?

Instructions

How many references are included in the manuscript?

References should be no more than 30 in total. Authors who feel they cannot adhere to these guidelines should provide justification in the cover letter to the editor.

Close

Read before they submit

Use graphical elements such as tables to help convey information

SECTION 2: ARTICLES TYPES AT A GLANCE ([Back to Contents](#))

Particular **attention** should be paid to the listed word count, reference count, and table/figure limits for each article type, both for an initial submission and any subsequent revisions.

These listed word count, reference count, and table/figure limits will be strictly enforced, resulting in a manuscript being returned to the author(s) for revision prior to any initial or a subsequent peer-review.

Manuscript Type	Abstract:	Figures/Tables Limit	Reference Count Limit	Word Count Limit	Sections	Supplemental Material	Additional Information
Clinical, Health Services, or Education Report	Structured 400 word limit & Key Points Summary	4 to 6 tables and/or figures	30-40	1500-4000 (not including abstract and references)	Introduction, Methods, Results, and Discussion	When appropriate	EQUATOR checklist
Laboratory Research Report	Structured 400 word limit & Key Points Summary	4 to 6 tables and/or figures	30-40	1500-4000 (not including abstract and references)	Introduction, Methods, Results, and Discussion	When appropriate	EQUATOR checklist

Read before they submit

Provide a checklist of required elements in the Author Guidelines

Authors' General Checklist

Refer to specifics of article types as needed.

___ COVER LETTER (optional)

___ TITLE PAGE, uploaded separately (required for **all** submissions):

___ Title

___ Authors' Information: First name, middle initial, last name, academic degree/s, institutional affiliation/s for each author

___ Corresponding Author: Name, complete mailing address, phone, fax and email address of the corresponding author

or Submit while they read

Provide a checklist of required elements as a submission question

- Funding Information
- Submit Abstract
- Select Classifications
- ▶ Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Request Editor
- Select Region of Origin
- Attach Files

I have read the [Instructions for Authors](#) and agree that this submission meets the formatting requirements for an Original Clinical/Laboratory Research Report. To agree, please complete the checklist below:

Instructions Answer Required:

- The title page includes all of the necessary information that is indicated on our [Instructions for Authors](#). Please select no fewer than 6 value(s).
- A **structured abstract** of 400 words or less is included, using the following sections: Background, Methods, Results, and Conclusions.
- A "Key Points" summary is also provided, which describes the Question, Findings, and Meaning, each composed of **one sentence**.
- The body of text is **4000 words or less**.
- The total number of references is **40 or less**.
- A maximum of **6 tables/figures** have been included – any beyond this limit are submitted as supplemental digital content for online publication only.

[Select All](#) [Clear All](#)

Read before they submit

Put new/important information where they will see it


Before they
login

Please Enter the Following

Username:

Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

Or Login via:  [What is ORCID?](#)

[Send Login Details](#) [Register Now](#) [Login Help](#)

Information for Authors

[Editor-in-Chief and Associate Editors](#)

[Author Guidelines](#)

[Author Agreement and Disclosure Summary Instructions](#)

[Language Editing and Related Services for Authors](#)

[Instructions for Preparing Digital Art \(PDF\)](#)

[Updating Reviewer Classifications \(PDF\)](#)

Please note that certain institutions will not permit communications from Editorial Manager past their firewalls. If you experience problems in receiving emails from the system, please ask your IT department to add the @editorialmanager.com domain to their server settings. Additionally, please add em@editorialmanager.com to your contacts list to ensure our communications are not filtered as spam.

Software Copyright © 2018 Aries Systems Corporation. [Privacy Policy](#)

Read before they submit

Put new/important information where they will see it

In the Author Main Menu

Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

IMPORTANT NOTES FOR AUTHORS:

Authors are encouraged to review the resources available at the [Author Resource Center](#).

Before submitting your manuscript, please review the [Author Guidelines](#).

For more information, contact the editorial office at [REDACTED]

Please note that certain institutions will not permit communications from Editorial Manager past their firewalls. If you experience problems in receiving emails from the system, please ask your IT department to add the @editorialmanager.com domain to their server settings. Additionally, please add em@editorialmanager.com to your contacts list to ensure our communications are not filtered as spam.

New Submissions

[Submit New Manuscript](#)
Submissions Sent Back to Author (0)
Incomplete Submissions (0)
Submissions Waiting for Author's Approval (0)
Submissions Being Processed (0)

Revisions

Submissions Needing Revision (0)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (0)
Revisions Being Processed (0)
Declined Revisions (0)

Completed

Submissions with a Decision (0)

Author Main Menu

New Copyright Form Process!

Copyright forms are now collected electronically (NO MORE PDFs!). The Additional Information submission step will lead you through the process.

In addition, the electronic Copyright Form will be E-mailed to all entered co-authors automatically. You may track co-author responses via the 'Author Status' action item in your 'Submissions Being Processed' or 'Revisions Being Processed' folders.

You may **edit a co-author's E-mail address** if you receive an undeliverable E-mail, **view** their Form responses, or **Resend** the verification form to your co-authors.

New Submissions

[Submit New Manuscript](#)
Submissions Sent Back to Author (0)
[Incomplete Submissions \(1\)](#)
Submissions Waiting for Author's Approval (0)
Submissions Being Processed (0)

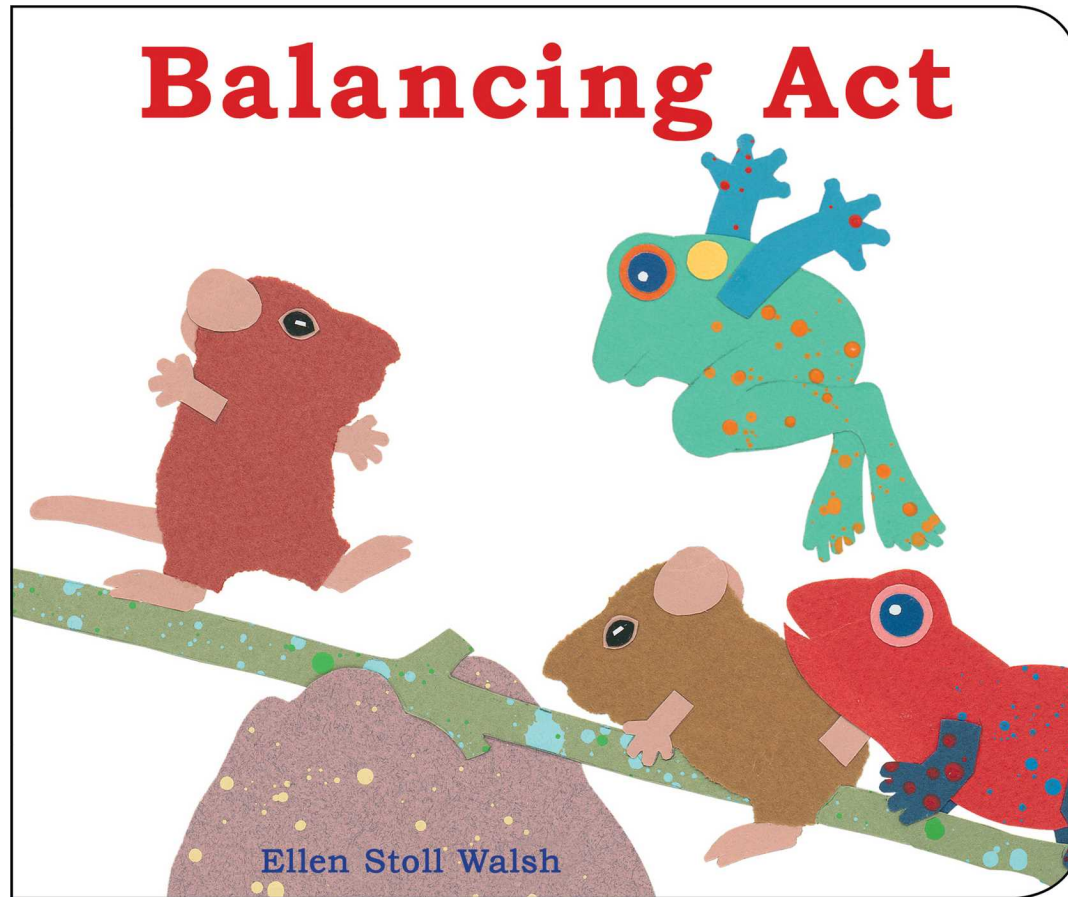
Revisions

Submissions Needing Revision (0)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (0)
Revisions Being Processed (0)
Declined Revisions (0)

Completed

Initial submission vs. Revised submission

What do you REALLY need?



- <http://www.simonandschuster.com/books/Balancing-Act/Ellen-Stoll-Walsh/9781481420518>

Editorial office's balancing act

- Authors
- Editors
- Reviewers
- Production
- Marketing
- Legal

Factors to consider

Rejection Rate: Do you reject 75 percent of original submissions?

In other words, **Can it wait until revision?** How many initial submissions do you ever accept?

- **Requirements for review:** Must the images be of the highest quality to show nuances of the image, or for initial review is a lower quality image fine?
- **Production rules:** At initial submission are their formatting needs important?
- **Marketing:** Do we need to ask for a tweet before we know it will be accepted?
- **Legal “stuff”:** Are items such as contributor agreements needed now, or can it wait until later?

Factors to consider

Editor MUST haves: Must it be formatted in a certain way or the editor won't even look at it? Who is the stickler for word count?

In other words, do you send it back to the author if wrong/missing?

- Enter title
- ✓ Add/Edit/Remove Authors
- Funding Information
- Submit Abstract
- Enter Keywords
- Select Classifications
- ➔ Additional Information
- Enter Comments
- Attach Files

The screenshot shows a submission form with a sidebar on the left and a main content area. The sidebar contains a list of steps: 'Enter title', 'Add/Edit/Remove Authors' (checked), 'Funding Information', 'Submit Abstract', 'Enter Keywords', 'Select Classifications', 'Additional Information' (highlighted with a blue arrow), 'Enter Comments', and 'Attach Files'. The main content area has a 'NOTE: Copy their library' at the top. Below it, there is a question: 'Please provide... excluding all...'. The question is followed by 'Answer Required:'. A pop-up window titled 'Instructions' is overlaid on the form. The pop-up contains the text: 'How many references are included in the manuscript? References should be no more than 30 in total. Authors who feel they cannot adhere to these guidelines should provide justification in the cover letter to the editor.' There is a 'Close' button at the bottom of the pop-up. Below the pop-up, the question 'How many references are included in the manuscript?' is repeated, followed by 'Instructions Answer Required:' and an empty text input field.

Factors to consider

Editor MUST haves: Initial vs. Revised

- Funding Information
- Submit Abstract
- Select Classifications
- ▶ Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Request Editor
- Select Region of Origin
- Attach Files

I have read the [Instructions for Authors](#) and agree that this submission meets the formatting requirements for an Original Clinical/Laboratory Research Report. To agree, please complete the checklist below:

Instructions
Answer
Required:

- The title page includes all of the necessary information that is indicated on our [Instructions for Authors](#).
- A **structured abstract** of 400 words or less is included, using the following sections: Background, Methods, Results, and Conclusions.
- A "Key Points" summary is also provided, which describes the Question, Findings, and Meaning, each composed of **one sentence**.
- The body of text is **4000 words or less**.
- The total number of references is **40 or less**.
- A maximum of **6 tables/figures** have been included – any beyond this limit are submitted as supplemental digital content for online publication only.

Please select no fewer than 6 value(s).

[Select All](#) [Clear All](#)

Author Communications

Nicely tell them what you need. Don't be too harsh!

Dear %TITLE% %LAST_NAME%,

Thank you for your submission, "%ARTICLE_TITLE"! We appreciate you choosing %JOURNALFULLTITLE% for your article and hope to provide you with a pleasant editorial experience.

Provide link to author guidelines or attach the file so they can check the requirements themselves

Your files have been received, however we have a few formatting tweaks that need to be made before we can pass your submission through. Please revise your files per the following:

%TECHNICAL_COMMENTS_TO_AUTHOR%

Make it easy for them to contact you for questions. Include editorial office email address in all correspondence, on the author guidelines, etc.

Depending on the issues above, it may be useful to check out our [Instructions for Authors](#). However, if you have any questions or are bringing a full process of review to the editorial office for clarification at [XXXXXXXX](#)

Please also note that for New Submissions or Newly Added Authors, your paper will not be passed to the editors until all authors have confirmed their authorship and filled out their Electronic Copyright Transfer Agreements (eCTAs). Requests to fill out these forms were emailed to your co-authors at the time of submission/revised submission. The journal office will notify you accordingly if we do not hear from your co-authors in a few days.

To upload your re-formatted files and edit your submission, please log onto Editorial Manager as an author. The URL is %JOURNAL_URL%. Your login information is as follows:

Audit your submission process to find areas that need improvement

- Take a look at what you are sending submissions back to authors for most often. Could an instruction be more clear in the submission system? Is that item really necessary at this stage? Does X need to be in the manuscript file if a submission question asks the same thing (or vice versa)?
- Go through a submission as an author...think like an author, not a staff member, what do they not see that they SHOULD see?
- Have a colleague who may understand peer review/submission processes but not YOUR journal's system go through a submission, what caused them to stumble/ask questions?
- Have someone who knows NOTHING about submission systems go through the process and observe them...ask them to explain why they are clicking where they are, why they are doing what they are doing

Questions?

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