Encouraging Author Best Practices

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Editorial Office Ltd

Who am I?

- Worked in STM publishing since 2001
- Director and co-founder of Editorial Office Ltd
- Founded 2002
- Peer review service provider
- 11 employees and 11 freelancers
- 72 journals
- Over 2,000 hours / week

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Encouraging Author Best Practices

- Authors Issues

- Pre-submission

- Submission

- Review & Decision

- Summary

- Author Tools and Resources

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'Author' Issues

- Different journals have different requirements

- Authors often submit the same paper to several journals consecutively

- Authors 'may not' have read the entire Instructions to Authors

- All authors want a fast, transparent and positive peer review process and decision.

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Pre-submission Information

<u>Instructions to Authors</u>

- Clear checklist of requirements for each step of the submission

- Is everything correct and up-to-date?

- Clearly state minimum requirements for review

- Set an expectation/guideline for the review process

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Example Checklist:

TITLE PAGE:
    Full title
    Running head 50 (max) characters
    2-5 keywords
    Full name of all authors
    Full institutional address
    Full corresponding address/mail/fax

ABSTRACT:
    250 (max) words
    Structured: Original articles - background/methods/results/conclusions.
    No abbreviations

MANUSCRIPT:
    Double spaced
    Original Article Structured Order: Introduction/material & methods/results/discussion
    Review Article Order: Introduction/main body/conclusions
    Acknowledgements
    COI Statement
    Clinical Trial? CONSORT Checklist req.
    Animal Ethics (if required)
    Human Ethics (if required)
    References (max 35)
    Figure Legends
    Figures clear / cited?
    Tables clear / cited?

Manuscript Types:
    Original Article < 3,000 words (body text) 6 figs and/or tables, 30 references
    Review Article <3,000 words (body text) 6 figs and/or tables, 50 reference
    Research Letters < 1,500 words plus up to 1 table, 1 figure and 10 references
    Letter to Editor <750 words, 1 figure or table, 5 references
        Brief Report >1000, up to 3 tables or figures, 10 references

Example Manuscript Template

Manuscript Title

Running Head

Corresponding Author[1],[*], Co-author[2] and Co-Author[2]

[1]Department of XXXXXXX, Address XXXX etc.,
[2]Department of XXXXXXX, Address XXXX etc.

*To whom correspondence should be addressed.

Abstract

Background: The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
Methods: The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
Results: The quick brown fox jumps over the lazy dog.
Conclusion: The quick brown fox jumps over the lazy dog.

Keywords: Quick, brown, fox

1   Introduction

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog..

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2   Methods

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox

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3   Results

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Fig. 1. Quick Brown Foxes

Table 1. Benchmark results of the Foxy model

|S|	Predicted cost	Timing	Predicted speed	Speed
1		68m43s	1.00	1.00
2		35m13s	2.00	1.95
4		68m43s	1.00	1.00
10		35m13s	2.00	1.95
20		68m43s	1.00	9.5

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The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.The quick brown fox jumps over the lazy dog.

Acknowledgements

References

Lots of references in the journals style (2002)…………

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Submission

- Consider using an EIC triage process
- Use templated send back sentences
  - Ensure your emails are clear of any unnecessary text
  - Use hyperlinks to provide the authors with targeted and clear information for individual issues (ethics, COI declarations, financial disclosures etc)
  - Use plain English to aid non-English speakers
  - Provide a clear line of communication for any queries

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When returning a submission:

- Provide authors a time-frame in which to return papers following initial checks
- Clearly state the consequence of late return (withdrawal of paper?)
- Inform the author of the next step and any expected delays

In addition:

- Limit returns for any additional changes
- 'List' what you require from the author(s) within the send back email.
- Clearly state the consequence of failure to comply (withdrawal of paper?)
- Consider cc'ing co-authors

Review & Decision

- Keep author updated to reduce status enquiries

- The revision decision is the ideal point to request any journal specific 'style' changes are made to the manuscript.

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How to encourage Author Best Practice?

- Take the initiative.

- Be clear and concise.

  Authors will not read 30-40 pages of guidelines for your journal.

  Authors dislike multiple manuscript 'send-backs' and additional information requests.

  Authors do like honesty and clarity.

- Reasonable requests only.

  Requesting multiple style/format changes and then rejecting a manuscript prior to review does not encourage authors. Take a look at what you are asking of your authors and see if **you** can make small changes to improve their experience.

- Authors respond and engage to editorial offices who are responsive and engaging.

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Author Tools and Resources

As well as the services provided by the editorial office there are many other additional processes that can enhance the author experience and help them prepare their manuscript for submission:

- Author Editing Services

    Many services are available worldwide providing author assistance from pre-reviewing services to copy-editing services and more recently figure preparation services, all of which could be especially valuable to authors and worth investigation.

    If you have a service that your publication recommends/prefers please include those details in your author guidelines.

- COPE   www.publicationethics.org

    - Information about publication ethics for authors and journals. This is a vital resource for authors, editors, reviewers and the editorial office, if you are members of COPE please also include that in your author guidelines

- EthicsGen   www.ethicsgen.com

    - Free author tool to help generate accurate and full ethics statements

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