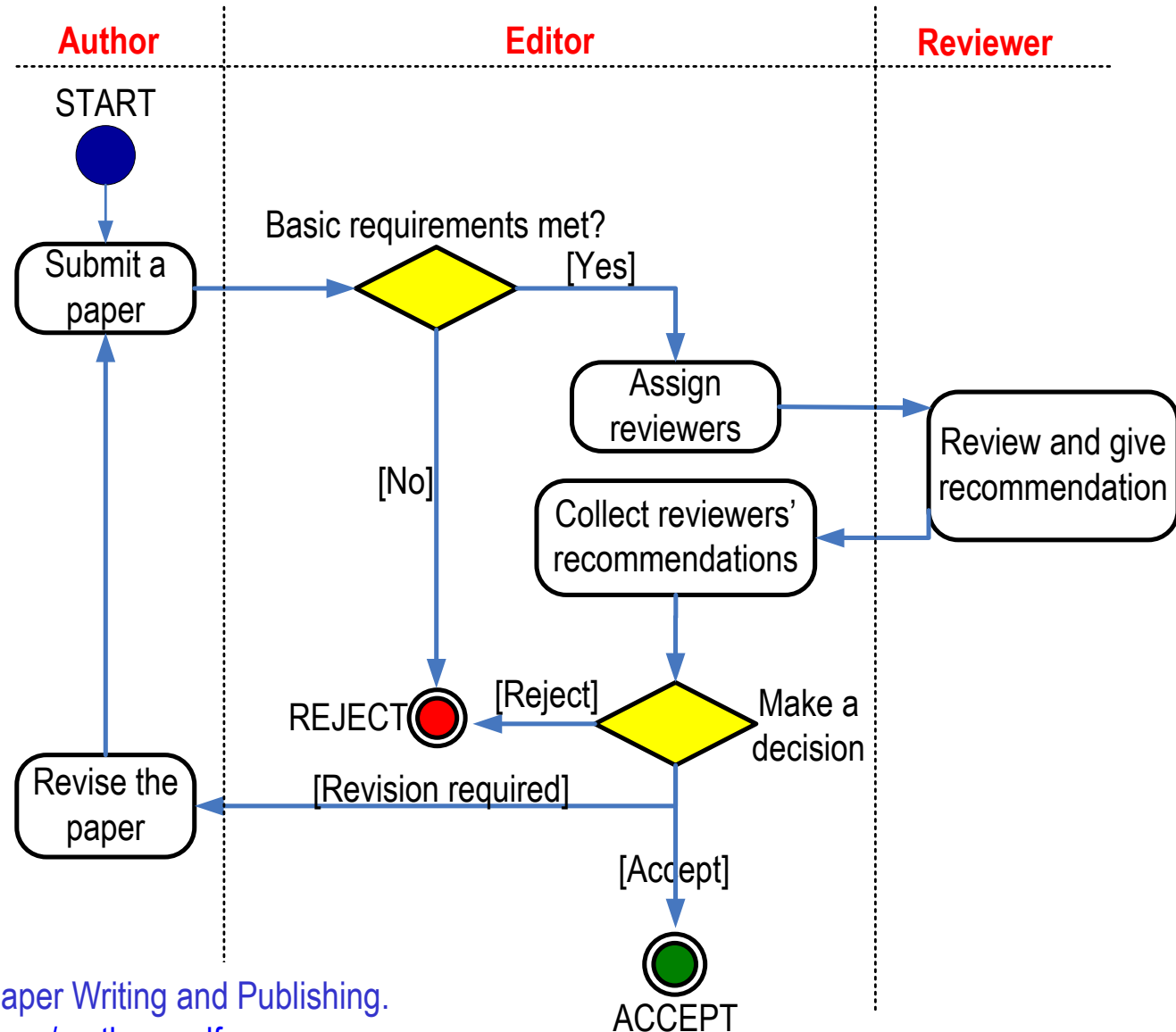


# ‘How to Publish Your Manuscript’

- The editorial process
- Choosing the right journal
- Structuring your article
- The review process and your response
- Publishing ethics

# The editorial process

# The Editorial Process



# THE EDITORIAL PROCESS



The value cycle: “Knowledge sharing and creating new insights”.

# Choosing the right journal

# Choosing the right journal

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# READ THE '*GUIDE FOR AUTHORS*'

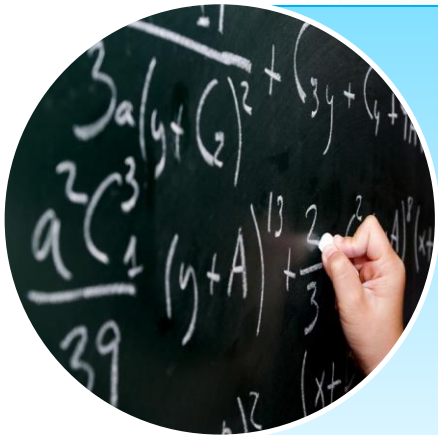
- Find it on the journal homepage of the publisher, e.g. **Elsevier.com**
- Keep to the *Guide for Authors* in your manuscript
- Editors do not like wasting time on poorly prepared manuscripts

The image shows a screenshot of the Elsevier Life Sciences journal homepage. A red rectangular box highlights a vertical navigation menu on the right side of the page. This menu contains the following links: 'Guide for Authors', 'Submit Your Paper', 'Track Your Paper', 'Order Journal', and 'Access Full Text'. A red arrow points from this menu to an inset on the right side of the image, which provides a larger, clearer view of the same menu. The inset shows the links in a dark blue box with white text, and it includes social media icons (star, email, Facebook, Twitter) on the right side. The main screenshot also shows the Elsevier logo, a search bar, and various other journal information such as 'Impact Factor: 2.451', 'Special Issues', and 'Recent Articles'.

# The Impact Factor



It is how many times the papers in a journal are cited on average




It is influenced by editorial policies of journals and turnover of research

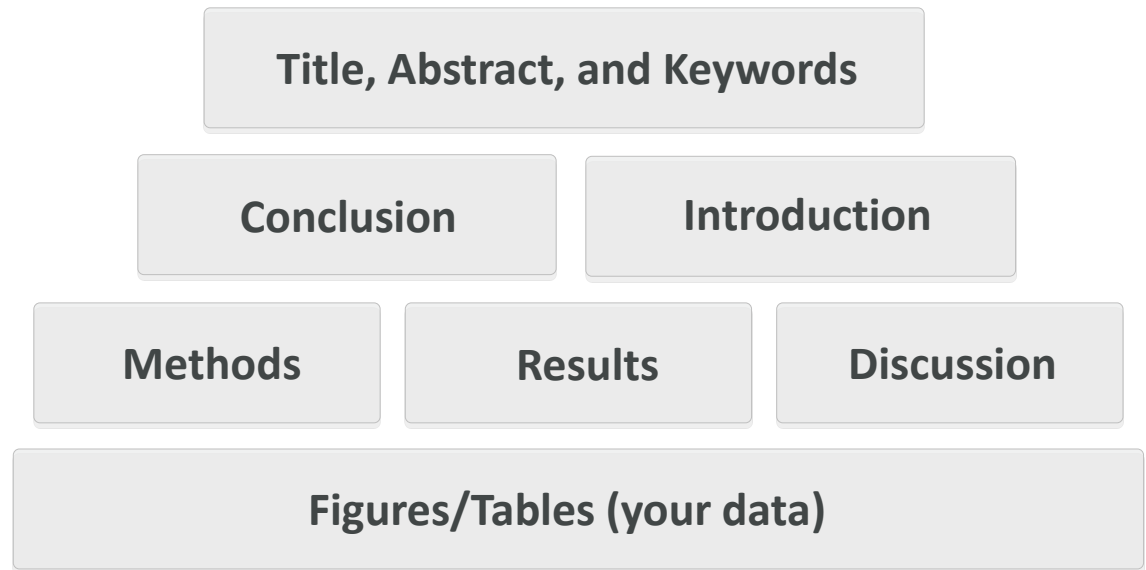


# Structuring your article

# General structure of a research article

- 
- Title
  - Abstract
  - Keywords
  
  - Introduction
  - Methods
  - Results and Discussion
  
  - Conclusion
  - Acknowledgements
  - References
  - Supporting materials

# The process of writing – building the article



# Effective manuscript titles



- Attract reader's attention
- Contain fewest possible words
- Adequately describe content
- Are informative but concise
- Identify main issue
- Do not use technical jargon and rarely-used abbreviations

Editors and reviewers do not like titles that make no sense or fail to represent the subject matter adequately. Additionally, if the title is not accurate, the appropriate audience may not read your paper.

# Keywords

- Are the labels of the manuscript
- Are used by indexing and abstracting services
- Should be specific
- Should use only established abbreviations (e.g. DNA)

Check the Guide for Authors for specifics on which keywords should be used.

Article title	Keywords
“An experimental study on evacuated tube solar collector using supercritical CO <sub>2</sub> ”	Solar collector; supercritical CO <sub>2</sub> ; solar energy; solar thermal utilization

# Abstract

- Summarize the problem, methods, results, and conclusions in a single paragraph
- Make it interesting and understandable
- Make it accurate and specific
  - A clear abstract will strongly influence whether or not your work is considered
- Keep it as brief as possible

Take the time to write the abstract very carefully. Many authors write the abstract last so that it accurately reflects the content of the paper.

# Introduction

- Provide a brief context to the readers
- Address the problem
- Identify the solutions and limitations
- Identify what the work is trying to achieve
- Provide a perspective consistent with the nature of the journal

Write a unique introduction for every article. DO NOT reuse introductions.

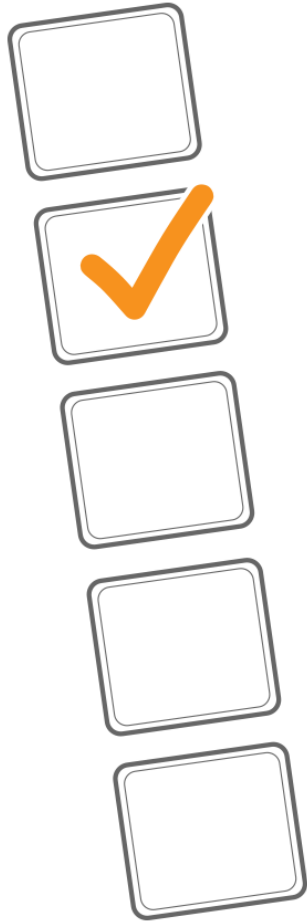
# Methods

- Describe how the problem was studied
- Include detailed information
- Do not describe previously published procedures
- Identify the equipment and materials used






# Methods – ethics committee approval

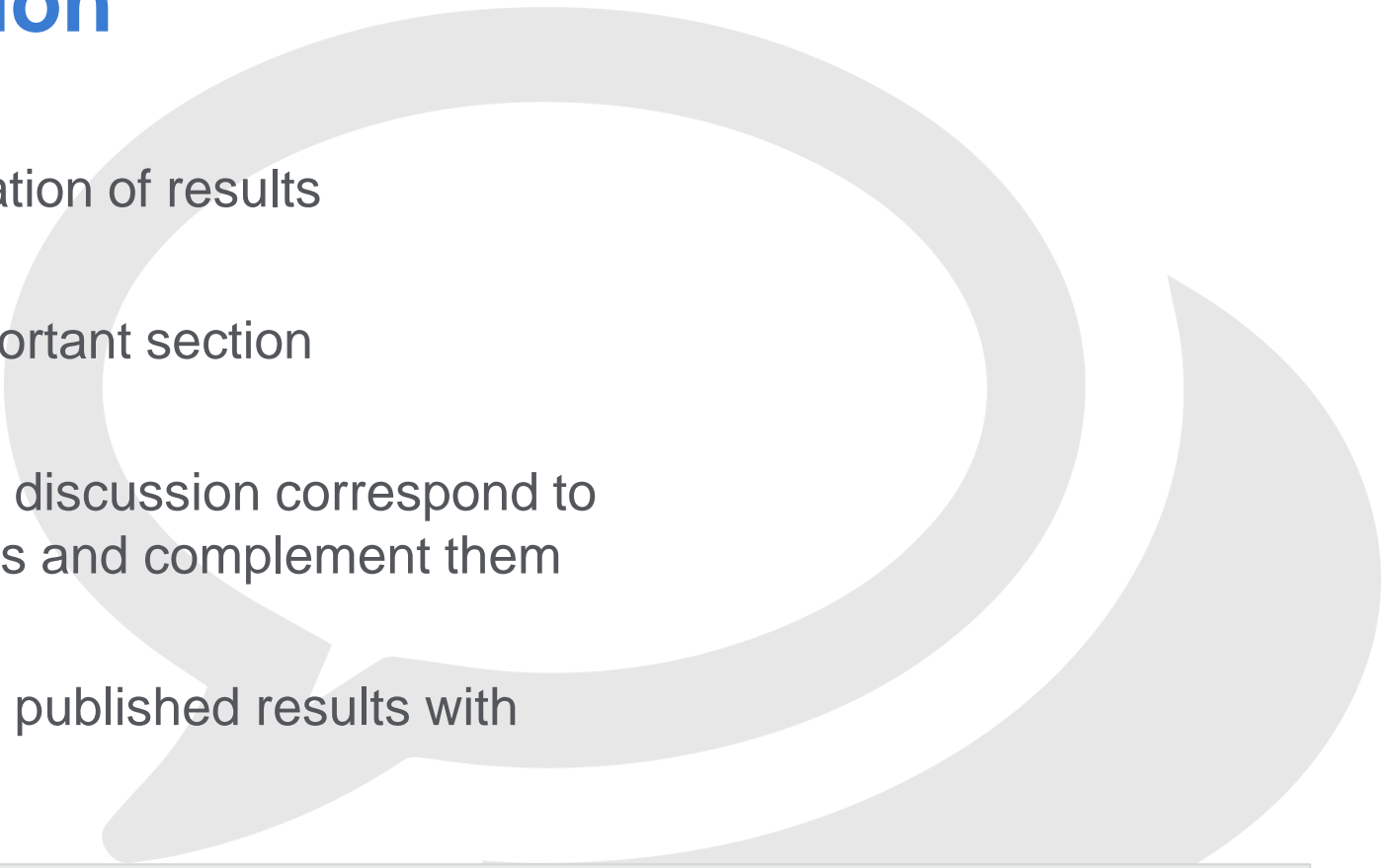


- Experiments on humans or animals must follow applicable ethics standards
- Approval of the local ethics committee is required and should be specified in the manuscript, covering letter, or the online submission system
- Editors can make their own decisions on ethics

# Results

- 
- Include only data of primary importance
  - Use sub-headings to keep results of the same type together
  - Be clear and easy to understand
  - Highlight the main findings
  - Feature unexpected findings
  - Provide statistical analysis
  - Include illustrations and figures

# Discussion

- 
- Interpretation of results
  - Most important section
  - Make the discussion correspond to the results and complement them
  - Compare published results with your own

## **Be careful not to use the following:**

- Statements that go beyond what the results can support
- Non-specific expressions
- New terms not already defined or mentioned in your paper
- Speculations on possible interpretations based on imagination

# Conclusion

- Be clear
- Provide justification for the work
- Explain how your work advances the present state of knowledge
- Suggest future experiments





# Acknowledgments

- Advisors
- Financial supporters and funders
- Proof readers and typists
- Suppliers who may have donated materials

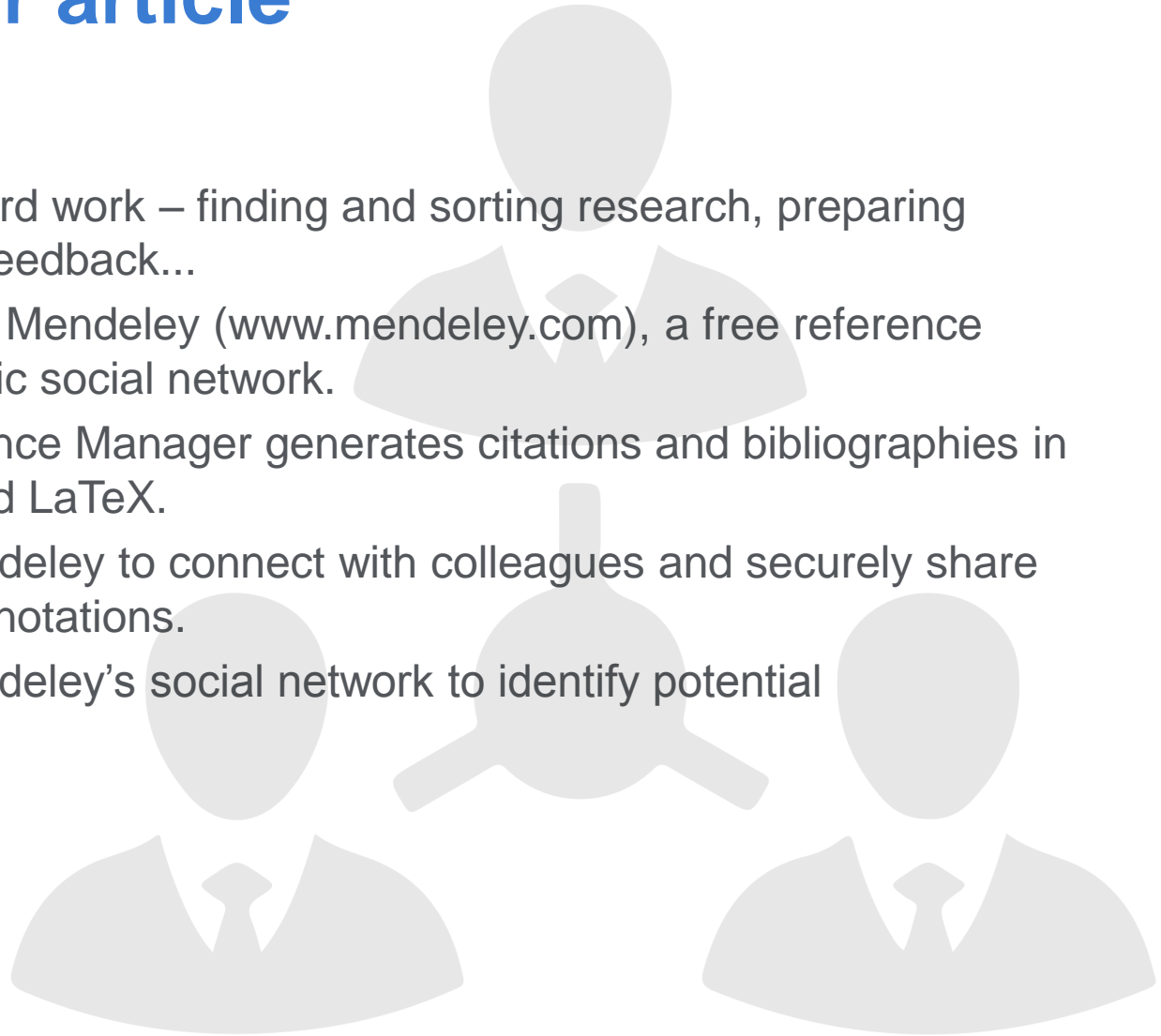
# References

- Do not use too many references
- Always ensure you have fully absorbed the material you are referencing
- Avoid excessive self citations
- Avoid excessive citations of publications from the same region or institute
- Conform strictly to the style given in the Guide for Authors



# Help with your article

- Writing an article is hard work – finding and sorting research, preparing references, sourcing feedback...
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