

期刊投稿實務分享

劉宣良

國立台北科技大學化學工程與生物科技系 特聘教授

Overview

- Formulate a Good Manuscript
- Ten Steps to Developing an Effective First Draft
- Write Paragraphs
- Select the Right Journal
- Submit and Review
- Revise
- Reject
- Take-home Messages

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Formulate a Good Manuscript

- **General organization of a manuscript**

- Title page (including manuscript title, authors, affiliations, addresses, correspondence, contact information, and running title)
 - Abstract (usually 100-250 words, including 5-7 keywords)
 - Introduction (usually 3-5 paragraphs)
 - Materials and Methods
 - Results
 - Discussion
- } (May be combined as “Results And Discussion”)

Formulate a Good Manuscript

- **General organization of a manuscript (cont'd)**
 - Conclusions (may not be needed)
 - Nomenclature or Abbreviations (optional)
 - Acknowledgements
 - References
 - Tables (including Table titles)
 - Figure Captions (or Legends for Figures)
 - List of Figures

Formulate a Good Manuscript

- Build up your strength day by day.
- Learn more from **reading papers**.
 - Technical materials (how to construct figures & tables?)
 - Components (what are included?)
 - Organization (how to present?)
 - Weakness (how to criticize a paper?)
 - Beauties in wording, sentence, and way of expression (how to enjoy a paper?)
 - Taking notes
 - **Reading more**

Formulate a Good Manuscript

- Never wait until you think your research is completed.
- Always start from writing **outlines**.
- Define the **central theme** of your paper.
 - Write down three central points of your paper.
 - It is a very important part of the process for writing papers.
- Emphasize the value and contribution of your paper.
- Read and strictly follow the **Author's Guidelines**.

Formulate a Good Manuscript

- Organize your materials
 - Examine all **data** you have obtained.
 - Select and group them into **figures and tables** in the most logical manner.
 - The purpose of **figures and tables** is to reveal trends or patterns in the data.
 - At this time you will also be able to determine whether you have all the data you need.
 - If reviewers go beyond the abstract, they are likely to examine the **figures and tables** next.
 - Move them around to get the most smooth presentation (**flow**).

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Ten Steps to Developing an Effective First Draft

- **Consolidate all the information.** Ensure you have everything you need to write efficiently, i.e., all data, references, and a set of figures and tables, etc.
- **Target a journal.** Determine the journal to which you plan to submit your manuscript and write your manuscript according to the focus and the author's guidelines of the journal.
- **Start writing.** When writing the first draft, the goal is to put something down on paper, so it does not matter if sentences are incomplete and the grammar incorrect.
- **Write quickly.** Use abbreviations and leave space for words that do not come to mind immediately.
- **Write without editing.** Don't try to get it right at the first time.

Ten Steps to Developing an Effective First Draft

- **Keep to the plan of your outline.** Use the headings from your outline to focus what you want to say.
- **Write the paper in parts.** Don't attempt to write the whole manuscript at once.
- **Revise it.** Revise it and be prepared to do this several times.
- **Revise for clarity and brevity.** Revise sentences and paragraphs with special attention. Most sentences should be about 15-20 words. For a scientific article, paragraphs of about 150 words in length are considered optimal.
- **Be consistent.** The first or corresponding author must go through the entire manuscript and make any necessary editorial changes before submitting to the journal.

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Write Paragraphs

- **Introduction**

- It is the very, very important part of your manuscript.
- It is a beginning section which states the purpose and goals of the following writing.
- The purpose of the *Introduction* section is to stimulate the reader's interest and to provide pertinent background information necessary to understand the rest of the paper.
- You must summarize the problem to be addressed, give background on the subject, discuss previous research on the topic, and explain exactly what the paper will address.
- It needs to be very concise, well structured, and inclusive of all the information.
- It is useful to the journal's reviewers and editors in judging the importance of your manuscript.

Write Paragraphs

- **Materials and Methods**

- Explain clearly how you conducted your study in order to:
 - enable readers to evaluate the work you performed.
 - permit others to replicate your study.
- Describe exactly what you did, including:
 - what and how experiments were conducted.
 - what equipments and materials were used.
- Should be the easiest section to write.

Write Paragraphs

- **Results**

- The purpose of a *Results* section is to present the key results of your research without interpreting their meaning.
- It cannot be combined with the *Discussion* section unless the journal combines the *Results and Discussion* into one section.
- The results should be presented in an orderly sequence, using an outline as a guide for writing and following the sequence of the *Materials and Methods* section upon which the results are based.
- It is important to carefully plan the *Figures and Tables* to ensure that their sequencing tells a good story.

Write Paragraphs

- **Discussion**

- The purpose of the *Discussion* section is to state your interpretations and opinions, explain the implications of your findings, and make suggestions for future research.
- Its main function is to answer the questions posed in the *Introduction*, explain how the results support the answers, and how the answers fit in with existing knowledge on the topic.
- The *Discussion* is considered as the heart of the paper.
- You should try to develop an outline to organize your thoughts in a logical form.

Write Paragraphs

- **Conclusions**

- Summary of results and discussion.
- One-two sentence(s) for each major finding.
- Re-state the major concepts explored by the paper, highlighting what has been “proven” using facts derived from the paper’s main body.
- Avoid redundancy in terms of word use and sentence structure.
- Do not copy from your *Abstract* directly.

Write Paragraphs

- **Acknowledgements**

- Don't forget to mention the source of your financial supports, particularly from NSC projects.
- Valuable discussion from some other people not considered as a co-author and sources of materials and equipments for your research should also be acknowledged.

Write Paragraphs

- **References**

- Strictly follow the reference format of the journal (usually can be found in the “**Author’s Guidelines**”).
- It may be the source for the editor to select reviewers for your paper.
- Cite some papers published in the past two years from the journal you wish to submit your manuscript (the consideration of increasing its **impact factor**).
- It is also a judgment to the reviewers for your understanding of the research area.

Write Paragraphs

- **Abstract**

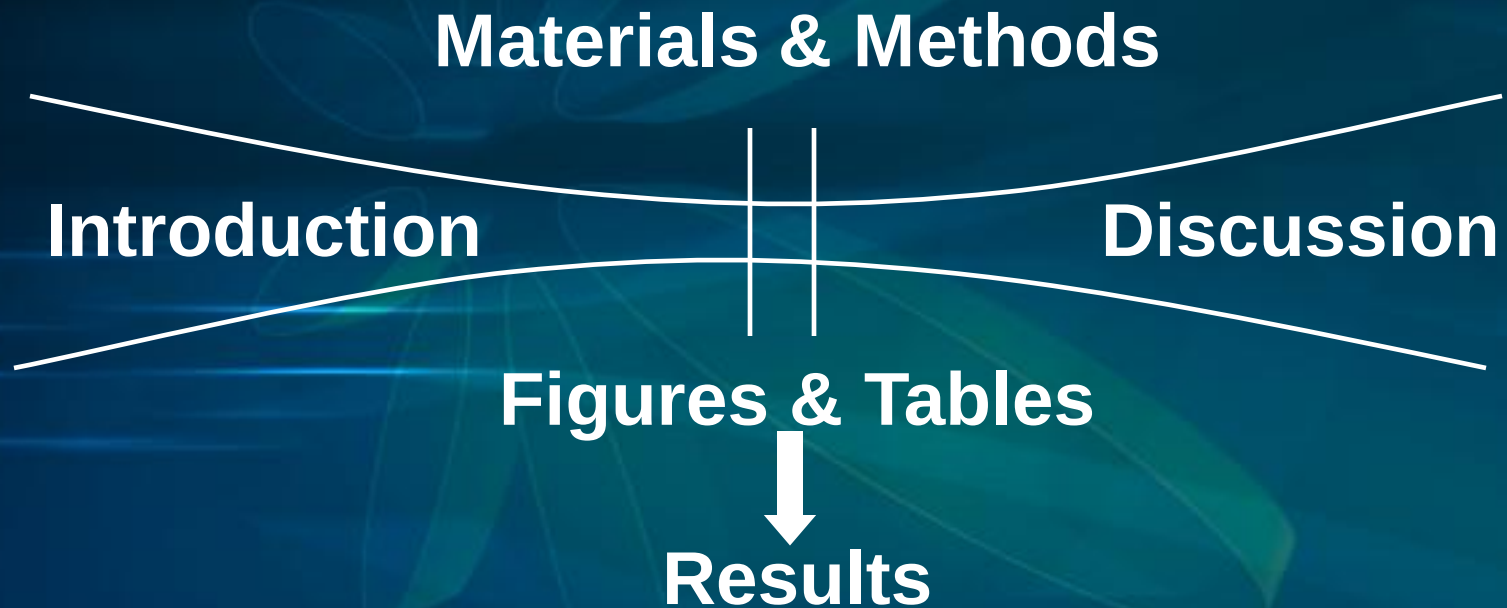
- Usually, writing *Abstract* is reserved toward the final stage.
- An *Abstract* is a condensed version of the manuscript, which highlights the major points covered.
- It is usually the first section read and sets the tone of the paper for the editor and reviewers.
- Writing an *Abstract* involves summarizing a whole manuscript and providing as much information as possible.
- Writing an effective *Abstract* will improve the chances of your manuscript being accepted.
- A badly written manuscript with poor use of English, even with good science, has less chance of being accepted.

Write Paragraphs

- **Title**

- It is extremely important to make a concise and impressive title for your paper.
- Do not create a title not relevant to the content of your paper.
- Your title must fit into the scope of the journal for publication.

Write Paragraphs



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Select the Right Journal

- Learn more of the nature of journals by reading more.
- Access the *ISI Web of Knowledge*.
- Select journals from a specific subject category.
- Rank them in each category by their impact factors.
- Match your work to the right journal
 - A general way is to check your reference list, but it may not be always correct.

Select the Right Journal

- Other considerations
 - Is the journal peer reviewed?
 - Does the journal currently publish papers on subjects such as yours?
 - How often is the journal published?
 - What is the impact factor of the journal?
 - What is the general time length of the reviewing process?
 - Who are most likely in the pool of reviewers?
 - Is the Editor-in-Chief or Editor friendly?

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Submit and Review

- Provide a **cover letter**.
 - You may summarize the *Abstract* or *Conclusions* or provide *keywords* for the Editor's quick understanding of your manuscript.
 - Do not write a long cover letter.
- Your paper cannot be submitted to more than one journal at the same time.
- **Suggest reviewers** (very important).
- Keep tracking the reviewing status.

Submit and Review

- Submitted paper is normally handled by an Editor, who will select 2-4 experts to serve as Reviewers (Referees) for your paper.
- Paper reviewing process takes time.
 - It usually takes about 1-6 months.
- The outcome can be:
 - Accepted as it is;
 - Accepted with minor revision;
 - Major revisions needed;
 - Rejected.

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Revise

- More than 95% accepted papers require revision.
- It is necessary to make **point-to-point** answers with regard to the reviewer's questions.
- Always take care of reviewers' kind suggestions.
- Re-revision or re-re-revision is possible.
- Do not give up when you are asked for major revision.
- Make a simple way for editor's judgment.

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Reject

- **Why are papers rejected?**

- Research question not important, study not original, or insufficient problem statement
- Poor experimental design and/or inadequate investigation
- Failure to conform to the targeted journal
- Incomplete, inaccurate, or outdated review of the literature
- Ethical approval not obtained
- Incorrect methods used or methods not described in detail
- Sample size too small or unrepresentative sample

Reject

- **Why are papers rejected? (cont'd)**
 - Incorrect statistical analysis
 - Unsatisfactory or confusing presentation of data in figures and tables
 - Overinterpretation of results
 - Discussion and conclusions not related to results
 - Conclusions not supported by data
 - Paper very badly written (poor English)
 - Author unwilling to revise the manuscript to address reviewer's suggestions

Reject

- **Reviewer's rules**

- In 5 min, I can understand what have been done in this paper.
- In 30 min, I can comprehend 90% of technical content of this paper.



Otherwise → Reject!

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Take-home Messages

- You should be **very, very serious** in publications.
- Improve your writing skills by **reading** more.
- Plan and execute **good research work**.
- Select the **right journal**.
- **English is important**. Make your English clean, concise, and easy-to-read.
- Make your manuscripts **meaningful, organized, consistent, and loophole-free**.

The background is a complex, abstract composition of various hand-drawn elements. It features a dense network of thin, overlapping lines in shades of red, blue, green, and yellow. These lines form a variety of shapes, including elongated, teardrop-like forms, loops, and radiating patterns that resemble stylized leaves or petals. The overall effect is a vibrant, textured collage that serves as a backdrop for the central text.

The End.
Thank you for your attention!