Workshop

Writing manuscripts for Official Statistics journals: Guidelines for practitioners and researchers:
8, 10 and 15 February 2022

SESSION3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective

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SESSION3: FEBRUARY 15, 2022

Submission, review and revision, from the technical perspective

Summary of the peer review process

We will now discuss what to check in the following four stages of the submission and publication process, what one should check

1. Before Submission
2. During Submission
3. After Acceptance
4. After Publication
1. Before submission

- Find a suitable target journal for your manuscript. If you have doubts – contact the Editor-in-Chief by email

- Do you need to publish Open Access? – more on this later

- Carefully check the author instructions of that specific journal – read, understand and follow all manuscript submission guidelines

- Avoid plagiarism (sometimes unintentional) – follow all ethical publishing guidelines

- Ask help from a language editor if English could be improved
1. Before submission

Manuscripts must be written in English. Authors whose native language is not English are advised to seek the advice of a native English speaker, before submitting their manuscripts.

Most publishers recommend editing services. IOS Press refers to Peerwith which offers a language and copyediting service to all scientists who want to publish their manuscript in scientific peer-reviewed periodicals and books. Wiley has a similar service (Wiley Editing Services).
Open Access

Open access articles are freely available to read, download and share

It can be your preference or your funder or employer's preference to publish Open Access — check the policies of the journal before submitting.

Hybrid journals (so-called subscription journals) have optional Open Access – for a fee (Article Publication Charge or APC) you can publish your paper Open Access.

Some countries/universities have deals with publishers (check on the publisher’s website) so author can publish OA in certain journals without any cost to the author. The APC is covered as part of the agreement. Wiley has many such deals, IOS Press several.
SESSION3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective

1. Before submission

Ethical Guidelines

-Declare that your paper is not published elsewhere already (only submit your paper to one journal)

-Declare any conflicts of interest

-Check all co-authors meet criteria for authorship (after submission or after acceptance authors can’t be added)

-Follow guidelines for accurate and complete reporting of research

-Inform the journal if you find errors after submission/acceptance/publication

-Sign the journal’s copyright agreement (usually a step in the submission process)
1. Before submission

The author listing and order should be final (authors can’t be added at a later stage)

Check what elements should be present on the title page

Images - resolution – check requirements in author guidelines (figures should have a self-explanatory caption)

Figures should be designed with the format of the page of a journal in mind – they should be of such a size as to allow a reduction of 50%

Photographs are only acceptable if they have good contrast and intensity

Images will be published in colour online though some journals may charge for colour in print

Check if you have used the correct reference style (it can vary per journal - SJIAOS uses Vancouver Style)
1. Before submission

Pre-publication

Taking the following into consideration at the manuscript writing stage can be beneficial for your published article.

SEO

Making sure your article is formatted for optimal search engine optimization (SEO) is key. Search engine results are the first point of call for most readers and you want your research to be found. Top tips to help your article appear closer to the top of search engine results:

- Short title
- Keywords in title and abstract
- Keywords in subtitles
- Keywords in captions for figures, graphs, tables, and photographs
SESSION3: FEBRUARY 15, 2022

2. During submission – peer review management systems

Most journals use an online submission system (ScholarOne Manuscripts, Editorial Manager)

SJIAOS uses Editorial Manager
SESSION3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective
SESSION 3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective
SESSION3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective

ORCID

This is a unique identifier that distinguishes researchers from each other, and you can create an online record of all your research publications.

All your professional activities will be linked directly back to you. Institutions, societies, and funders can easily identify you, and it is easy to track your activities each time you produce new work.

Your ORCID is important, and that is why we encourage authors to supply this identifier at the submission stage. For some journals it is already an article submission requirement.

Register at https://orcid.org/
SESSION3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective
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Submission, review and revision, from the technical perspective

Choose the Article Type of your submission from the drop-down menu.

Select Article Type

- Research Article

We kindly request authors link their ORCID record to a submission. Use the button below to go to ORCID, log into your record there — or create one — and authorize the return of your ORCID Identifier. Linking your ORCID is optional, you can also continue without linking your ORCID.

ORCID ID: (None)

- Link to ORCID Record
- What is ORCID?

Proceed →
SESSION 3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective
SESSION 3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective
SESSION3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective
SESSION3: FEBRUARY 15, 2022
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SESSION3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective
SESSION3: FEBRUARY 15, 2022
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Peer review is designed to assess the validity, quality and often the originality of articles for publication. Its ultimate purpose is to maintain the integrity of science by filtering out invalid or poor quality articles.

Running articles through the process of peer review adds value to them. For this reason publishers need to make sure that peer review is robust.

You will have seen the steps involved in the peer review process from a previous presentation, so we won’t go through them again, but the following diagram provides an overview of the process.
SESSION3: FEBRUARY 15, 2022

Peer Review Process
The Peer review process:

Helps the authors to make the most out of their paper – reviewers have a constructive attitude

Carefully read the reviewers comments and implement these in a re-submission (if the outcome of the review process encourages re-submission)

Mostly 2 or 3 rounds of review until a paper is accepted or rejected

SESSION3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective

2. During submission
SESSION3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective.

3. After Acceptance

Your paper is accepted!

Carefully read the acceptance message – sometimes additional actions or elements are requested for the final file.

Copyediting, Proofing & Typesetting

Articles copyedited for style and grammar, typeset, then authors sent a link to the article proof (or email attachment).

Authors accurately review and return article proof as quickly as possible – to help with prompt publication.

Sometimes typesetter ask for additional information – and usually request corrections within 3 days.

Articles corrected and typeset for publication.
3. After Acceptance
Sometimes typesetters ask for additional information – and usually request corrections within 3 days

Articles corrected and typeset for publication

Publication

Article published online as quickly as possible in Pre-press/Early View/Early Access

As soon as article publishes online, authors notified with online publication date and DOI (Wiley)

After a while the article is allocated to an issue (SJIAOS: author will receive an author copy PDF by email)
PROMOTIONAL TOOLKIT

Some publishers share guidelines that lists many of the tools you can use at this stage to promote your work and help your research achieve a wider reach and greater impact. Some of the most effective and influential promotional tools are the ones that you are already best equipped to use. Suggestions cover:

- Making the most of social media (Twitter, Facebook, LinkedIn)
- Harnessing your networking skills if you are attending conferences
- Getting support from your institution in the form of promotion and press releases

Make sure you effectively share news about your published work by using all the resources available to you.
4. After Publication

Altmetric tracks a range of sources to capture and collate conversations around articles to help stakeholders monitor and report on the attention they’re receiving.
4. After Publication

A collated measure of all the online shares and mentions of your research.

See all the comments and coverage.
SESSION3: FEBRUARY 15, 2022
Submission, review and revision, from the technical perspective

4. After Publication

Many publishers cooperate with Kudos, which is a service that helps authors maximize the impact and visibility of their research. Via the Kudos website, authors who have published in one of our journals can create a personal dashboard and track how often articles are viewed and shared through Kudos.

SJIAOS authors will be contacted by Kudos by email – with instructions

Example:
https://www.growkudos.com/publications/10.3233%25252Fsji-210885/reader
The version of an article published in a journal issue is the version of record. At this stage, your article will have different sharing options depending on the copyright license under which it is published.

Check the journal’s license policies to see what version of your paper you are allowed to share.

If a journal article is published as open access, then the final PDF may always be publicly shared by the authors and anyone else, within the limits of the specific copyright license under which the article was published. There may be restrictions on commercial use of the article.
There are several systems to rank journals (Journal Citation Reports, Scopus rankings, etc).

Journal Citation Reports from Clarivate are the most common.

Statistics & Probability category most relevant – 125 journals in 2020 edition

The Journal Impact Factor (JIF) is a journal-level metric calculated from data indexed in the Web of Science Core Collection. It should be used with careful attention to the many factors that influence citation rates, such as the volume of publication and citations characteristics of the subject area and type of journal.
Unsiloling data is a key driver that can enable researchers to easily retrieve, communicate, and share data. The crux of open science is to make scientific research and data accessible to all, with the end result of sharing this knowledge through the publication of open scientific research, campaigning for open access, and generally making it easier to publish and communicate scientific knowledge.

Supplemental Material on Publisher’s platform

Repositories – Visit re3data.org or fairsharing.org to help identify registered and certified data repositories relevant to your subject area

FAIR Data (Findability, Accessibility, Interoperability, and Reusability)