

Workshop

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

**ISI/ISR, IAOS/SJIAOS IASS/SS, StatisticsSweden/JOS, Statistics
Canada/SMJ, Wiley, IOSPress**

SESSION3: FEBRUARY 15, 2022

Submission, review and revision, from the technical perspective

Kim Willems (IOS Press) & Steve Raywood (Wiley)

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

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Submission, review and revision, from the technical perspective

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

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Submission, review and revision, from the technical perspective

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).

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Submission, review and revision, from the technical perspective



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.

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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)

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Submission, review and revision, from the technical perspective

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)

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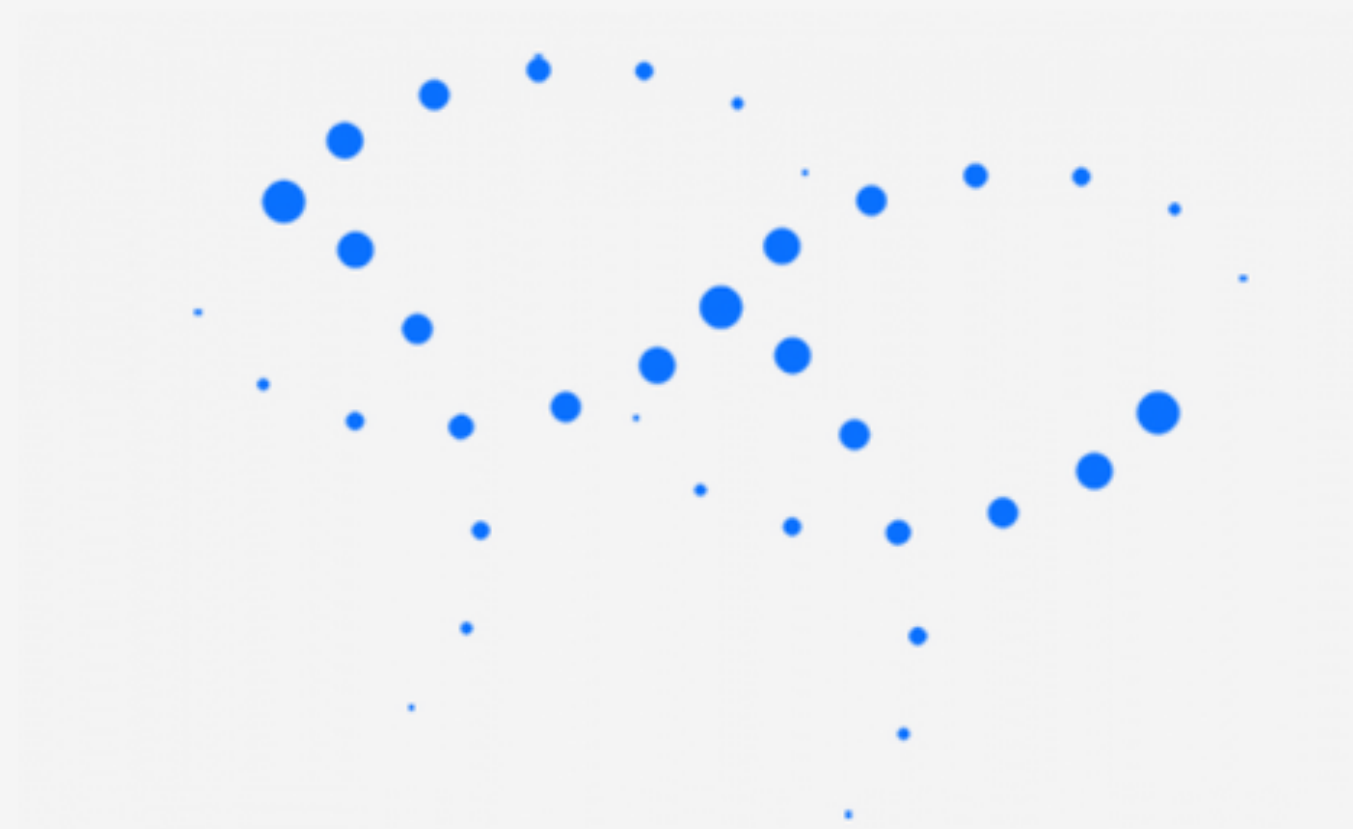
Submission, review and revision, from the technical perspective

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:

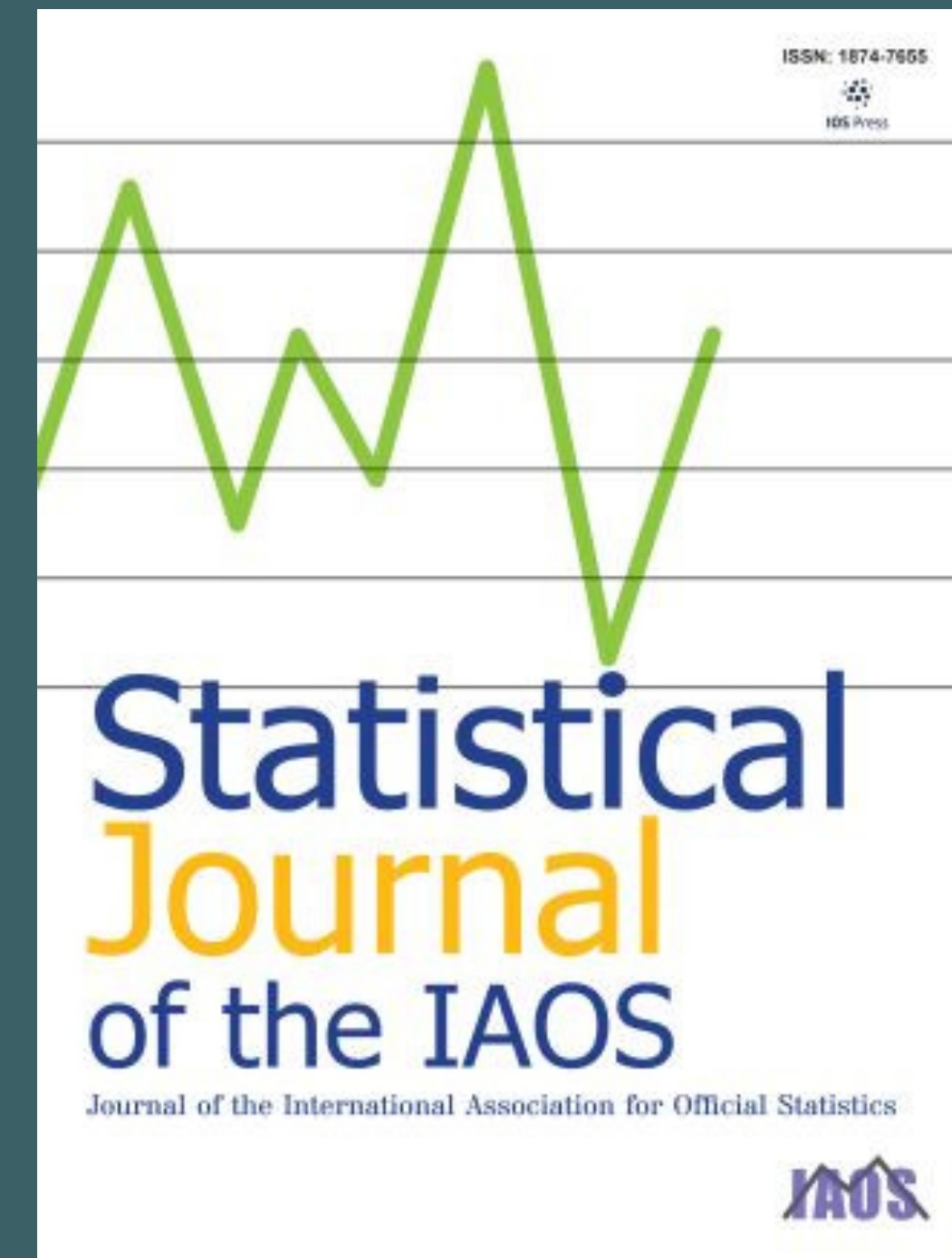
- Short title
- Keywords in title and abstract
- Keywords in subtitles
- Keywords in captions for figures, graphs, tables, and photographs

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2. During submission – peer review management systems

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

SJIAOS uses Editorial Manager



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Submission, review and revision, from the technical perspective

Statistical Journal of the IAOS
Journal of the International Association for Official Statistics

em Editorial Manager
Not logged in.

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MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY

Important Message: Site under development. Do not use for live manuscript submission.

Welcome the editorial management system for
Statistical Journal of the IAOS

Insert Special Character

Please Enter the Following

Username:
Password:

Author Login Reviewer Login Editor Login Publisher Login

Send Login Details Register Now Login Help

Software Copyright © 2022 Aries Systems Corporation.
Aries Privacy Policy | Data Use Privacy Policy

Instructions for Authors Instructions for Reviewers About the Journal E-mail the Editorial Office

First-time users: Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. **NOTE:** If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below).

Repeat users: Please click the "Login" button from the menu above and proceed as appropriate.

Authors: Please click the "Login" button from the menu above and login to the system as "Author." You may then submit your manuscript and track its progress through the system.

Reviewers: Please click the "Login" button from the menu above and login to the system as "Reviewer." You may then view and/or download manuscripts assigned to you for review or submit your comments to the editor and the authors.

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em Editorial Manager
Not logged in.

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Important Message: Site under development. Do not use for live manuscript submission.

registration.

Re-type Password *

Insert Special Character

Personal Information

Title *

Given/First Name * test

Middle Name

Family/Last Name * test

Degree (Ph.D., M.D., etc.)

Preferred Name (nickname)

Primary Phone (including country code)

Secondary Phone

Secondary Phone is for

Fax Number

E-mail Address *

What is ORCID?

An ORCID iD is a nonproprietary alphanumeric code that uniquely identifies an academic author. It is a 16-digit code, in the format: 0000-0000-0000-000X. Publishers use it to unambiguously attribute any published work to the correct authors.

ORCID is a not-for-profit association of publishers and academic organizations that maintains the central registry of these personal identifiers

Close

ORCID Fetch/Register

What is ORCID?

Insert Special Character

Institution Related Information

Schermafbeelding

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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.

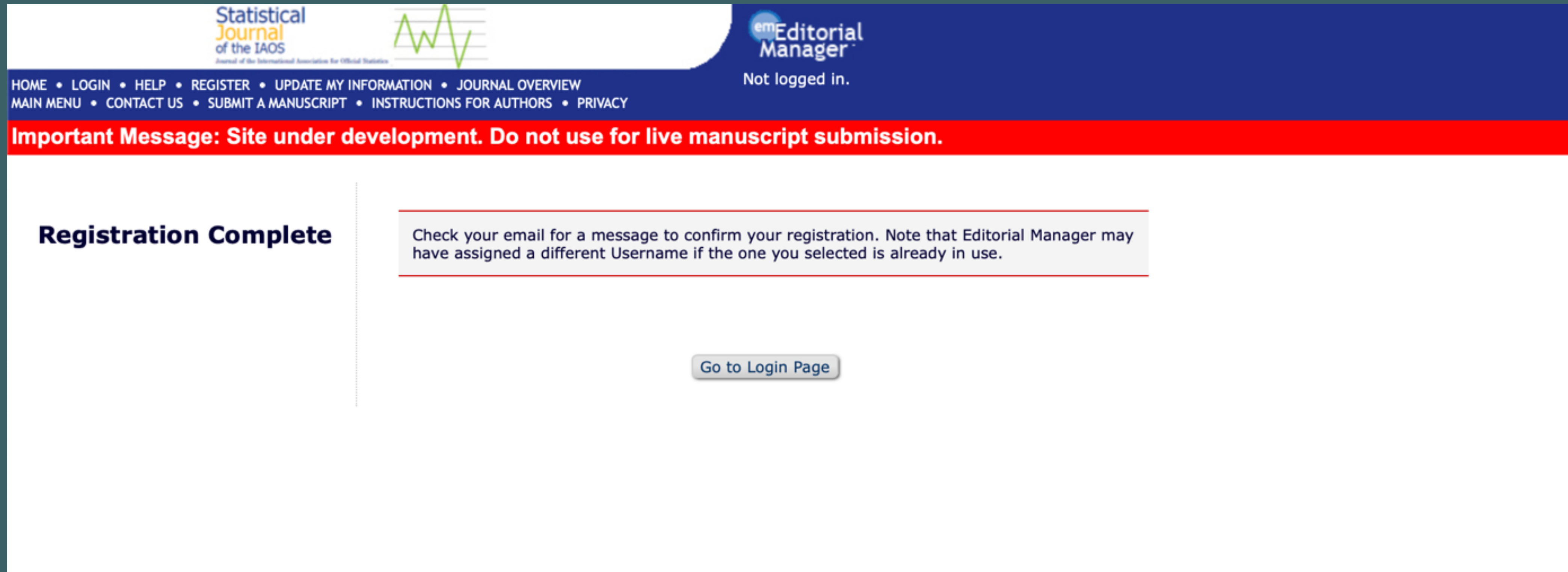
Your ORCID is important, and that is why we encourage authors to supply this identifier at the submission stage. For some journals it is already an article submission requirement.

Register at <https://orcid.org/>



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Submission, review and revision, from the technical perspective



The screenshot shows the Editorial Manager website interface. At the top left, the logo for the Statistical Journal of the IAOS is displayed, featuring a green line graph. To the right of the logo is the Editorial Manager logo, which includes the text "em Editorial Manager". Below the logos, a navigation menu lists: HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW • MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY. On the right side of the top navigation bar, it says "Not logged in." A prominent red banner across the top of the main content area contains the text: "Important Message: Site under development. Do not use for live manuscript submission." Below this banner, on the left side, the heading "Registration Complete" is shown. To the right of this heading, a message box states: "Check your email for a message to confirm your registration. Note that Editorial Manager may have assigned a different Username if the one you selected is already in use." At the bottom center of the page, there is a button labeled "Go to Login Page".

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Journal of the International Association for Official Statistics

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Role: Author Username: Kimtest

Important Message: Site under development. Do not use for live manuscript submission.

Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

For additional help with your submission, please click [here](#) for the Author Tutorial or send an email to editorial@iospress.nl.

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)

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Statistical Journal of the IAOS

em Editorial Manager

Role: Author Username: Kimtest

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Important Message: Site under development. Do not use for live manuscript submission.

Article Type Selection Attach Files Manuscript Data

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 →

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Important Message: Site under development. Do not use for live manuscript submission.

Article Type Selection | **Attach Files** | General Information | Review Preferences | Additional Information | Comments | Manuscript Data

Please provide a single file of your manuscript including all figures and tables. Preferably this should be a text editable file such as an MsWord document but can also be a .pdf file. LaTeX users can upload a compiled .pdf output as the manuscript file.

[Insert Special Character](#)

Browse... OR Drag & Drop Files Here

← Back **Proceed →**

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Submission, review and revision, from the technical perspective

The screenshot shows the Editorial Manager interface for the Statistical Journal of the IAOS. At the top, there is a navigation bar with links: HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS, and PRIVACY. The user's role is set to 'Author' and the username is 'Kimtest'. A red banner below the navigation bar contains the message: 'Important Message: Site under development. Do not use for live manuscript submission.'

The submission process is shown as a sequence of seven steps, each with a circular icon:

- Article Type Selection (green checkmark)
- Attach Files (green checkmark)
- General Information (blue downward arrow)
- Review Preferences (blue circle)
- Additional Information (blue circle)
- Comments (blue circle)
- Manuscript Data (blue circle)

The 'General Information' step is currently active. It contains a text area for 'Classifications' with the instruction: 'Please identify your submission's areas of interest and specialization by selecting one or more classifications.' Below this, it says 'Select up to 3 Classification(s)' and '(None Selected)'. There is an 'Add Classifications' button. A link for 'Insert Special Character' is also visible. At the bottom right, there are 'Back' and 'Proceed' buttons.

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emEditorial Manager

Role: Author Username: Kimtest

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Important Message: Site under development. Do not use for live manuscript submission.

Article Type Selection ✓ Attach Files ✓ General Information ✓ **Review Preferences** Additional Information Comments Manuscript Data

Please provide the requested information.

Suggest Reviewers

If you are able to do so please suggest potential reviewers for this submission. Persons with whom any of the authors have collaborated with in the past three years should not be suggested as reviewers. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

Current Suggested Reviewers List + Add Suggested Reviewer

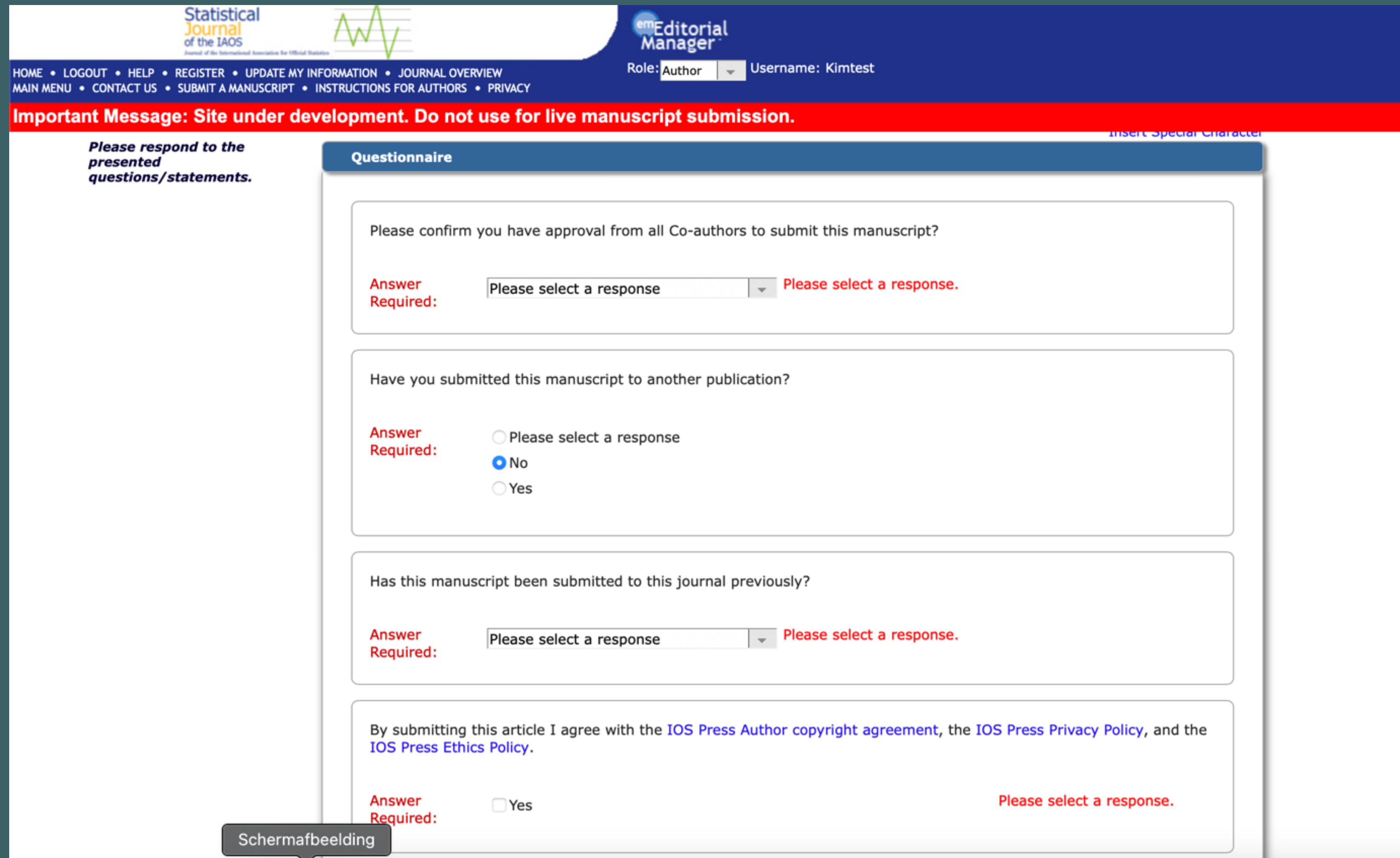
There are currently no Suggested Reviewers in the list.

+ Add Suggested Reviewer

← Back Proceed →

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Submission, review and revision, from the technical perspective



The screenshot shows the Editorial Manager interface for the Statistical Journal of the IAOS. At the top, there is a navigation menu with links like HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS, and PRIVACY. The user's role is 'Author' and the username is 'Kimtest'. A red banner at the top reads 'Important Message: Site under development. Do not use for live manuscript submission.' Below this, a 'Questionnaire' section contains four questions:

Question 1: Please confirm you have approval from all Co-authors to submit this manuscript?
Answer Required: Please select a response.

Question 2: Have you submitted this manuscript to another publication?
Answer Required: Please select a response, No, Yes

Question 3: Has this manuscript been submitted to this journal previously?
Answer Required: Please select a response.

Question 4: By submitting this article I agree with the [IOS Press Author copyright agreement](#), the [IOS Press Privacy Policy](#), and the [IOS Press Ethics Policy](#).
Answer Required: Yes Please select a response.

A small tooltip labeled 'Schermafbeelding' is visible at the bottom left of the questionnaire area.

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em Editorial Manager
Role: Author Username: Kimtest

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MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY

Important Message: Site under development. Do not use for live manuscript submission.

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Title

Full Title (required) *
Limit 20 words

Rich text editor toolbar: Cut, Copy, Paste, Undo, Redo, Find, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Link, Unlink, Special Character, Styles, Checkmark.

Short Title
Limit 6 words

↓ Next

+ Abstract (Warning icon)
+ Keywords
+ Authors
+ Funding Information

Schermafbeelding

← Back Save & Submit Later Build PDF for Approval →

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Submission, review and revision, from the technical perspective

Statistical Journal of the IAOS

em Editorial Manager

Role: Author Username: Kimtest

SJI-S-22-00001.pdf 301 KB

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

Important Message: Site under development. Do not use for live manuscript submission.

Submissions Waiting for Approval by Author test test

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.

The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions) Results per page 10

Action	Manuscript Number	Title	Date Submission Began	Status Date	Current Status
Action Links		test 123	Jan 14, 2022	Jan 14, 2022	Needs Approval

Page: 1 of 1 (1 total submissions) Results per page 10

<< Author Main Menu

You should use the free Adobe Reader 10 or later for best PDF Viewing results.

Get ADOBE READER

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Submission, review and revision, from the technical perspective

The screenshot displays the Editorial Manager interface for the Statistical Journal of the IAOS. At the top left, the journal logo is visible. The top right features the Editorial Manager logo and a user profile showing 'Role: Author' and 'Username: Kimtest'. A navigation menu includes links for HOME, LOGOUT, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, INSTRUCTIONS FOR AUTHORS, and PRIVACY. A prominent red banner across the top contains the message: 'Important Message: Site under development. Do not use for live manuscript submission.' Below this, the page is titled 'Author's Decision' and contains a grey box with the text 'Thank you for approving "test 123"'. A 'Main Menu' link is located at the bottom center of the page.

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Submission, review and revision, from the technical perspective

Review outcomes, what do they mean?

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.

Peer Review Process



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Submission, review and revision, from the technical perspective

2. During submission

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

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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.



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Submission, review and revision, from the technical perspective

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)

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Submission, review and revision, from the technical perspective

4. After Publication

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

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



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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

The screenshot shows the top portion of a journal article page. At the top left is the ISI logo and the journal title "International Statistical Review". Below this, it says "Original Article" and "Open Access" with icons for Creative Commons, a person, a scale, and a crossed-out dollar sign. The article title is "A Critical Review of LASSO and Its Derivatives for Variable Selection Under Dependence Among Covariates". The authors listed are Laura Freijeiro-González, Manuel Febrero-Bande, and Wenceslao González-Manteiga. The publication date is "First published: 30 August 2021" with a DOI link. On the right, there is a "Early View" badge and a thumbnail of the journal cover. Below the article title are navigation icons for "Figures", "References", "Related", and "Information". At the bottom left, there is a "Summary" section header. An Altmetric overlay box is positioned in the center, showing "Metrics" with a bar chart and the text: "Tweeted by 65", "36 readers on Mendeley", and a link to "See more details". The Altmetric logo is in the top right corner of the screenshot.

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4. After Publication

See all the comments and coverage

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

A Critical Review of LASSO and Its Derivatives for Variable Selection Under Dependence Among Covariates
 Overview of attention for article published in International Statistical Review, August 2021

39

About this Attention Score
 In the top 5% of all research outputs scored by Altmetric

Mentioned by
 65 tweeters

Readers on
 36 Mendeley

What is this page?

SUMMARY | Twitter

Title: A Critical Review of LASSO and Its Derivatives for Variable Selection Under Dependence Among Covariates
 Published in: International Statistical Review, August 2021
 DOI: 10.1111/insr.12469
 Authors: Laura Freijeiro-González, Manuel Febrero-Bande, Veneslao González-Manteiga

View on publisher site
 Alert me about new mentions

TWITTER DEMOGRAPHICS | MENDELEY READERS | ATTENTION SCORE IN CONTEXT

The data shown below were collected from the profiles of 65 tweeters who shared this research output. [Click here to find out more about how the information was compiled.](#)

Geographical breakdown

Country	Count	As %
United States	18	28%
United Kingdom	8	12%
Canada	4	6%
Spain	4	6%
Japan	3	5%
Netherlands	3	5%
Denmark	2	3%
Italy	2	3%
Poland	1	2%
Other	6	9%

Demographic breakdown

Demographic	Count	As %
Members of the public	34	52%
Scientists	28	43%
Practitioners (doctors, other healthcare professionals)	2	3%
Science communicators (journalists, bloggers, editors)	1	2%

Stats & Data Science Views
 @StatisticsViews
 Read this newly published #openaccess article from International Statistical Review: A Critical Review of LASSO and Its Derivatives for Variable Selection Under Dependence Among Covariates
<https://t.co/IJFRLu7PXA> <https://t.co/wMM8FUndcL>

Frank Harrell
 @f2harrell
 Analysts need to know that lasso and related methods have almost no chance of selecting the "right" variables @vandy_biostat @VJDataScience #StatThink #rmscourse
 26 Oct 2021

ISI
 @IntStat
 RT @Wiley_Stats: Check out this "Critical Review of LASSO and Its Derivatives for Variable Selection Under Dependence Among Covariates." R...
 28 Oct 2021

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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>

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4. After Publication

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.

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Ranking Systems

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.

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Research Data

Unsiloeing 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)