

LIBRARY TIPS #3 JOURNAL PUBLISHING PROCESS

Choose the right journal using ranking tools:

- Scimago Journal Rank (SJR)
- Journal Citation Report (JCR)

Be aware of publications fees (APCs)

1. MANUSCRIPT PREPARATION

- Prepare the manuscript according to the journal's guidelines (formatting, referencing style, word limits, figure/table presentation, and other requirements such as ethics and disclosures - authorship, conflicts of interest, plagiarism, duplicate publication, data fabrication/falsification, confidentiality, transparency).

Do not forget to register for an ORCID iD (and associate it with your journal account).

2. MANUSCRIPT SUBMISSION

- Submit the manuscript via the journal's online submission system.
- Add a **cover letter** to highlight the importance of the research and why it fits the journal's scope.
- Figures and tables are sometimes submitted separately.

Double-check! A properly formatted submission increases the chances of acceptance

3. INITIAL EDITORIAL SCREENING

- The journal editor checks for compliance with guidelines, suitability for the journal's scope, quality standards and plagiarism. If it complies, paper moves to stage 4.
- **Rejection** of the manuscript may occur at this stage if basic criteria are not met.

Reasons for manuscript denial:

- ✗ weak or unclear research problem
- ✗ wrong journal selection
- ✗ improper methods
- ✗ poor data analysis
- ✗ unclear writing

4. PEER REVIEW

- The manuscript is assigned to **reviewers** (2-4 expert in the field) who assess the scientific validity, originality, clarity, methodology, strength of the results, and conclusions.
- **Feedback** is submitted to the editor: it may include suggestions for **revision or rejection**.

5. EDITORIAL DECISION

- Based on the reviewers' feedback, the editor decides to:
 - **Accept** the manuscript as it is (rare)
 - **Ask for revisions** and resubmit
 - **Reject** the manuscript when considered not suitable for publication.

Revision is an opportunity to improve the manuscript!

Address peer review professionally: give clear and thoughtful answers to the feedback given!

Rejection is common and part of the process. Improve and persist!

6. AUTHOR(S) PROOF

- After acceptance, author(s) receive **page proofs** (pre-publication version) to review for typographical or formatting errors.
- **Final corrections** are submitted to the journal.

7. PUBLICATION

- The article is published and a **final link or DOI** is provided.
- **Errata**: corrections can be made after publication through an official notice.