

# Manuscript writing and editorial process. The case of *JAN*

Brenda Roe

Professor of Health Research, Evidence-based  
Practice Research Centre, Edge Hill University, UK  
Editor, Journal of Advanced Nursing

Edge Hill  
University

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# The Editorial Process

- The review process
- Submission of revised papers
- The decisions process
- The production process
- Copyright transfer agreement (CTA)
- Online production tracking and use of author services
- Page proofs
- Early view (Publication prior to print)
- Off prints
- Online open
- Media out reach
- Archiving



# Follow the Review Process

Here is the log in page. After you have logged onto the page, what you will see is on the next slide.

**Log In** Welcome to the *Journal of Advanced Nursing* manuscript submission site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, click on the "Create Account" link above.

### Log In

Log in here if you are already a registered user.



User ID:

Password:   Log In

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**Password Help.** Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:   Go

### New User?

[Register here](#)

### Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

# Follow the Review Process

This is my page after I have logged in. To follow where your manuscript is in the process click on author centre for status

Welcome



[Author Centre](#)



[Reviewer Centre](#)



[Editor Centre](#)



[Production Center](#)

## Resources

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# The Editorial Process

Manuscript submitted by author



Paper is then 'awaiting admin checklist' by Editorial Assistant (EA)

Outright rejection or return for re-submission by Managing Editor (ME)



ME to liaise with Executive Editor (EE) - if paper promising, author asked to make changes and resubmit. If acceptable, send through. If does not meet criteria, reject

Editor Assignment



ME assigns one of the editors to the paper (email alert sent to editor to confirm)

# The Editorial Process

## Reviewer Selection



ME decides on reviewers to invite. Reviewers then selected and added to list

## Reviewer Invitation



Some or all of the selected reviewers are invited by ME

## Reviewer Assignment



Papers remain here until minimum number of required reviewers have agreed (usually 2 reviewers). Email alert to editors as each review is received. Editors liaise & ME to ensure the minimum number of reviews is met

# The Editorial Process

## Reviewer Scores

Once minimum number of reviewers have agreed, paper is then waiting for their scores

## Editor Preliminary Decision

Once all reviews have been received, editor makes a preliminary decision of accept, reject or revise

## If decision is 'revise'

A revise decision is sent to the author with editor and reviewer comments. When submitted, revisions are automatically assigned to the original editor. Usually the maximum number of revisions should be 2

# Revising and Submitting Revised Papers

- Read editor and reviewers' comments in the decision letter emailed to you
- Share with co-authors, discuss and agree how to handle and respond to each of the comments
- Consider and address each of the individual comments systematically
- Make any revisions to the original manuscript in red font in your word processed documents – off line. Keep within the word limits. Do not use track change
- Once you have made any changes put together a table/ checklist of all comments and reply how you have handled each individual comment. You can also refer to the section or pages in the actual text.

## Revising and Submitting Revised Papers

- Attach this anonymous table/ checklist with your responses as a separate file OR paste it into the beginning of the main manuscript
- Save your revised files with a current identification - suggest use the unique code given by the journal, for *JAN* e.g. JAN 2011-0123.R1
- When you are ready log into your author centre <http://mc.manuscriptcentral.com/jan>
- Go to 'manuscripts with decisions' -click on 'create a revision'
- This creates a revised paper number for you. Click on 'continue submission'

# Revising and Submitting Revised Papers

- Follow the submission process. At stage 6, 'File upload' delete original manuscript/files and upload revised manuscript/files. These will be given the same ID and its revision either R1 or R2 depending on the stage, e.g JAN 2011-0123.R1
- Review the PDF and click, 'submit'
- JAN as a rule goes to a maximum of R2 i.e two revisions
- Make sure when submitting your revised manuscript you click on 'create a revision' and NOT 'submit a new paper'.

This would issue a different code and follow the original process

- The revised manuscript then goes back to the original reviewers and editor for decision



# Tips on Handling Editor and Reviewer Comments

- Good-helpful comments vs. not so good or unhelpful comments
- The purpose of the review process is to obtain critique and peer review from people with knowledge and expertise. It is part of scholarship, quality assurance, maintenance and development of publishing and academic standards. See COPE– Best Practice Guidelines for Journal Editors [http://publicationethics.org/files/u2/Best\\_Practice.pdf](http://publicationethics.org/files/u2/Best_Practice.pdf)
- It informs decision making by editors
- It also helps the development of authors. See Christine Webb (2009) Writing for publication. Wiley-Blackwell, Oxford and Nurse Author & Editor website <http://www.nurseauthoreditor.com/> for tips and English and writing styles and 1. Overview of peer review. Table 1
- Helpful tip- become a reviewer for journals then member of an editorial board. See Journal of Advanced Nursing Reviewers' Guidelines on website

# Tips on Handling Editor and Reviewer Comments

Unhelpful comments include:

- This article is confusing
- This article does not relate to the title
- Good job
- Some editing needed, nice paper
- Better organisation needed
- I think the authors need to start over again
- Too much jargon
- The author needs to consult an expert

# Tips on Handling Editor and Reviewer Comments

Examples of helpful comments:

- This article is well written and is of great importance to an emerging field of study. I have a suggestion to make. 1. Would the authors consider linking back at the end to the patient explanatory model as well as the health professionals' discourse. This would allow the patients' explanatory model to be included to its best advantage and strengthen the discussion and value of the paper.
- I commend the authors for undertaking this project. This is a generally well written paper. A little more in-depth explanation on the implications for practice would help those who work in rural areas versus those in urban areas

# Tips on Handling Editor and Reviewer Comments

- Reviewers are asked to comment on certain criteria and give scores on a template or checklist with additional comments for authors and to the editor e.g new knowledge, international relevance, scientific rigour
- Common reasons for revision or rejection include;
- Not following journal author guidelines or requirements
- International relevance omitted and / or poor language
- The study, its objectives and/or samples are not justified or specified
- Methods poorly described, insufficient detail to make transparent and allow judgement of what was done or rigour. Fatal flaws
- Acceptance without revision very rare. JAN accepts @ 40% of papers submitted annually with up to a maximum of two revisions

# Tips on Handling Editor and Reviewer Comments

- Have someone fluent in written and spoken English to check syntax, grammar and meaning of sentences are correct. This could be a co-author or 'critical friend'
- Make sure the relevant literature is cited and critiqued and the international relevance is included
- Make sure the study, its objectives and/or samples are justified and specified
- Make sure all methods are transparent, can be reproduced and the rigour or reliability and validity judged. This is good science
- Results should be based on the objectives/question or hypotheses. Discussion relates to main results presented and makes clear advanced knowledge/contribution
- Conclusion relates to objectives main results and includes implications for policy, practice and further research
- Ensure you meet the journal's REQUIREMENTS for scope, headings, sub-headings, content, referencing, tables/figures, word count

# Tips on Handling Editor and Reviewer Comments

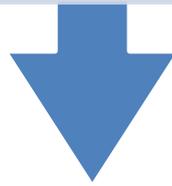
- Internet access is increasing worldwide readership but it is not yet universal (e.g. 75% US, 20% China, 5% Africa)
- Use terms and language that have universal meaning (e.g. Registered nurse rather than qualified nurse) and explain descriptors (e.g. Nurse practitioner)
- Use generic descriptors (e.g. hospitals as public or private, inner city or rural not 'NHS Trusts' and actual bed number)
- Provide cost equivalents (£, US \$, Euros) and explain relative value (e.g. Average income)
- Write carefully to avoid sensitivities regarding country, race, culture, age, gender, sexuality

Source (Gedney Baggs & Tierney 2011)

# The Editorial Process

## Decision Making

'Accept' and 'Reject' decisions approved by EE, and author informed



## Production Checklist

Once the paper is accepted, it now moves to 'awaiting production checklist'. Once the Copyright Transfer Agreement is received the paper is then exported to production

# The Production Process

- **The production process** - Accepted papers move to production, are edited and emailed to the lead author as a PDF file. This process highlights queries to be answered in an attached query sheet along with the proofs to check. An email notifies authors about the proofs with a link to a secure website for proofs to be downloaded.
- **Copyright transfer agreement (CTA)** - Authors need to sign a CTA for all papers and abstracts. Signature is a condition of publication and production will not commence until it has been received. The CTA does not affect ownership of copyright material (e.g. Government employees complete author warranty sections). The CTA is provided by the editorial office or downloaded from [www.wiley.com/go/ctaaglobal](http://www.wiley.com/go/ctaaglobal)

# The Production Process

- **Online production tracking and use of author services** - This allows authors to track papers in production to publication online and in print. Automated emails can also be received. Visit [Author Services](#) at Wiley Blackwell to track online production tracking and for additional resources - FAQs and tips on article preparation, submission and more. You can also nominate colleagues to be notified once your paper is published
- When **page proofs** are ready an email will be sent to the corresponding author to access them via a secure website. Generally a quick turnaround, with minimal typesetting changes and answers to any queries is permitted

# The Production Process

- **Early view** – Publication prior to print. Accepted papers with final corrections and production are published online ahead of print publication. They have a DOI (digital object identifier) to allow the article to be cited and tracked before publication in an issue. The DOI remains valid once print publication is available and is used to cite and access the paper
- **Offprints** - Free access to the PDF of the paper for authors is available via Author Services
- **Online open access** – this is for authors to make their paper freely available to anyone to download as a PDF. A fee is payable to the publisher once a paper has been accepted and they make the file open access to all.

# The Production Process

- **Media outreach** – in order to maximise dissemination and impact the editor in chief selects key papers from *JAN* that have important messages to share with a wider global audience. To promote dissemination of these papers a press release is issued to global media
- **Archiving** – *JAN* disposes of all material one month after acceptance unless requested not to. Universities are now developing electronic repositories or archives with details of published papers by staff and students as part of research quality assessment
- **Impact** – impact factors are one Bibliometric measure used to measure the ‘worth’ of a journal and its ‘global reach’. These factors and measures are becoming increasingly important for journals and authors and measure citations – journal, author and ‘self’ citation

## And Finally

- Once your paper is accepted – celebrate !!
- Once in press – celebrate !!



- “If you want to be a writer, you must do two things above all others: read a lot and write a lot.”
- “Good writing is about letting go of fear and affectation.”
- “To write is human. To edit is divine.”

From Stephen King (2000) *On Writing: A Memoir of the Craft*.  
Hodder & Stoughton, London

**Thank you**

**We look forward to your submissions !**

**Any questions**

Brenda Roe  
Professor of Health Research  
Evidence-based Practice Research Centre  
Edge Hill University, UK  
[brenda.roe@edgehill.ac.uk](mailto:brenda.roe@edgehill.ac.uk)

Editor  
JAN

[jan@wiley.com](mailto:jan@wiley.com)



