Manuscript writing and editorial process. The case of JAN

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20 September 2011
Universidad de Alicante
Aims of the workshop

The workshop will comprise presentations and interactive discussions in two sessions

- Preparing manuscripts and guidelines for authors
- The editorial process

The interactive sessions will provide guidance on the preparation of manuscripts and guidelines for authors to journals and will use the case of the *Journal of Advanced Nursing*. It will outline the use of electronic management systems. It will also describe the editorial and review processes with advice on improving papers and increasing the probability of acceptance
My profile

- **Professor of Health Research**, Evidence based Practice Research Centre, Edge Hill University, UK
- Honorary Fellow, **Personal Social Services Research Unit, University of Manchester, UK**
- Editor *Journal of Advanced Nursing* 2002-2004; 2008 to date
- Founding Editor, Cochrane Incontinence Reviews Group 1996-2000
- International Editorial Board member and reviewer of key journals, author and book editor
- Research active 28 years and have held key academic and research posts in a number of national and international universities
- Undergraduate degrees in human biology; community health as well as Masters and PhD degrees
- Registered nurse and health visitor/public health nurse
- Fellow and member of learned societies and government organisations
The case of JAN

- *JAN* is an international, peer reviewed, scientific journal. We welcome papers that advance knowledge and understanding of all aspects of nursing and midwifery care, research, practice, education and management.
- Impact factor – world’s most cited nursing journal with IF = 1.54 – ranked 9 of 85 (Nursing(Social science); 10 of 88 (Nursing(Science)) in 2010 ISI Journal Citation Reports 2011. In top 10 for over a decade.
- In 2010 260 articles published, the highest of all top 10 with the most citations of all journals included > 9,000 citations.
- *JAN* is a global leader with increasing reach and media out reach. Over 3 million articles downloaded online per year accessible in 7000 libraries, read in 9 regions (80 countries) with authors from 31 countries.
- See Wiley Online Library website [www.wileyonlinelibrary.com/journal/jan](http://www.wileyonlinelibrary.com/journal/jan)
The case of JAN

- Around 95% of authors surveyed as part of quality assessment stated their reasons for choosing JAN was because of its reputation
- Fast and easy online submission http://mc.manuscriptcentral.com/jan
- Positive publishing experience double blind peer review with positive feedback
- Early view: rapid online publication with DOI for referencing for accepted articles
- Faster print publication than most competitors and online open access
- See Wiley Online Library website www.wileyonlinelibrary.com/journal/jan
Preparing manuscripts and guidelines for authors

• Which journal to submit to?
• Know your key journals – nursing, others
• Clinical or other journals in your speciality
• Relevant interdisciplinary journals
• Look at reference list
• Look at published articles
• Identify the audience you want to write for –
  clinical, research, mixed, general, speciality
  regional, national, international
• Fit your writing to the audience – professional or public and
  the target journal
Preparing manuscripts and guidelines for authors

• Check the resources for authors
• Check journal websites
• Check overview, aims and scope of journal and editorial purpose
• Look at current volumes and articles
• Search the target journal for articles published on your subject – make sure you cite relevant ones
• FOLLOW THE AUTHOR GUIDELINES AND REQUIREMENTS
• Have manuscript peer reviewed BEFORE submission
Preparing manuscripts and guidelines for authors

• How many papers from a research programme or project needs to be planned and managed
• It is good practice to have a publications policy for agreed authorship, author order, contributions, manuscript drafting and comment and a plan for subjects and target journals
• Ensure all papers are linked explicitly and referenced
• Manage overlaps – avoid self plagiarism and salami slicing
• Each paper should include unique data, with its own relevant literature review and report own unique findings - justify
• Five year data rule – less for systematic reviews - justify your study/paper
• International relevance and context - justify
Preparing manuscripts and guidelines for authors
Preparing manuscripts and guidelines for authors

Here above is what you will see on the first page, you then click on “Author Guidelines” to take you to this next page.
Preparing manuscripts and guidelines for authors

• **Author guidelines** will provide details on –
• **Essential** requirements and format
• **Aims and scope** of the journal – make sure you meet these and your paper is relevant
• **References** – make sure you adhere to the style required e.g. Harvard, Vancouver, APA -6th edition etc. Specific to papers, books, chapters, reports and web sourced materials
• **Figures and tables** – make sure you adhere to requirements - usually each one is on a separate page after the references. Include abbreviations in footnotes. For reproduced or modified figures/tables authors should provide evidence of permission to use before submission
• See **Essentials** under **Special features**
Preparing manuscripts and guidelines for authors

Here you click on the “Essentials” link, to take you to this page.
Preparing manuscripts and guidelines for authors

- **Essentials** – prepare your paper for that particular journal
- **Relevance** – make sure it meets the aims and scope and the English is to a high standard for easy understanding internationally. Have someone check this, informally or a co-author, and have your work peer reviewed before submission
- **Currency of data** – specify time period of data collection in abstract and main text. Timely publication of research is good practice and data generally less than 5 years old is the norm. Any older than this needs to be explicitly justified along with its contemporary relevance. Reviews of literature are normally no longer than 2 years before paper submitted. Protocols should include the date (month/year) of ethical approval and/or funding
Preparing manuscripts and guidelines for authors

• **Length** - <5000 words – includes quotations but excludes keywords, summary statement, references, figures and tables. Abstract 250 words

• **More than one paper** – prepare as freestanding papers. Rules of plagiarism apply. No self plagiarism

• **Title page** – separate to main manuscript.
  - Include full title, all author names and qualifications
  - Contact details of corresponding author
  - Acknowledgments if applicable
  - Conflict of interest and funding statements

• **Authors** – each named author must fulfil the ICMJE criteria for authorship 1,2 and 3.
  1. substantial contribution; 2. drafting and revising article critically for intellectual content; 3. final approval of the version to be published
Preparing manuscripts and guidelines for authors

- **Structure and format**
  In order to ensure completeness of content there is a recommended structure and format for different types of papers. Click below on the type of paper you are planning to submit, and follow the guidance provided:

- **Review Papers:**
  - Systematic review or other type of review

- **Research Papers:**
  - Original Research:
    - Empirical research - quantitative
    - Empirical research - qualitative
    - Empirical research - mixed methods
    - Clinical trial
  - Research Protocols:
    - Protocols for a research study or systematic review
  - Research Methodology:
    - Instrument Development

- **Concept Analysis:**
  - Concept analysis

- **Discussion Paper:**
  - Discussion paper

Please note JAN no longer uses the category of Short Paper.

- **Statistical Guidelines**
  Details on how to present statistical information in your paper can be found [here](http://www.wiley.com/bw/publicationethics/).

- **Publication Ethics**
  For more information visit: [http://www.wiley.com/bw/publicationethics/](http://www.wiley.com/bw/publicationethics/). If you have any questions that are not answered by the information provided on this website, please email the Editorial Office at jan@wiley.com.
Preparing manuscripts and guidelines for authors

- **Useful resources:**
  - Nurse Author & Editor website [http://www.nurseauthoreditor.com/](http://www.nurseauthoreditor.com/)
    - Roe B (2009) *The importance of following up older people who have had a fall: global lessons*. JAN 65, 2499.
Preparing manuscripts and guidelines for authors

• Helpful hints and tips
• Making papers internationally relevant

• International relevance should be demonstrated in all papers and in various sections, as follows:
• Abstract
• refer in the aims and/or background to the global relevance of the topic
• include name/s of country/ies in which the work was undertaken
• emphasise the international relevance of the conclusions
Preparing manuscripts and guidelines for authors

• Helpful hints and tips
• **Making papers internationally relevant**
• **Introduction**
  • explain the problem or issue in its global context, for example:
    – by giving not only local statistics (e.g. prevalence, incidence) but also international benchmarks
    – by introducing a concept in terms of its universal understanding and relevance
    – providing cultural context when relevant
    – when referring to national policies try to give comparable policy directives in other parts of the world
• **Background/literature review**
  • make clear that the review draws on the international literature
  • where relevant, draw out international similarities and differences of approach and evidence
Preparing manuscripts and guidelines for authors

• Helpful hints and tips

**Making papers easy to read**

• **Shorter titles for papers are best:**
  – Aim for a maximum of 10 words
  – Put the most important words first. For example:
    • Living with cancer: literature review

• Short words and sentences are always best. For example:
  • *use in* rather than *within*
  • *on* rather than *upon*
  • *use* rather than *utilize*

• Write about ‘people with diabetes’, ‘people with cancer’ etc, rather than diabetics or cancer patients. People are people first and not appendages of their diseases
Preparing manuscripts and guidelines for authors

• **Table 2. General author guidelines for structuring an article**

• Taken from the *Journal of Advanced Nursing* *(See Webb 2009)*

• **INTRODUCTION** - rationale, context

• **Background** - This should be a substantial critical literature review. Should end with conclusions drawn from the review and justify the study

• **THE STUDY** - sub-headings as required by journal

• **Design/Methodology** - See Essentials. Quantitative e.g. Survey, RCT, descriptive; Qualitative e.g. Grounded theory, phenomenology

• **Sample/Participants** – type, size, description, justification for the above, power calculation, if appropriate, response rate
Preparing manuscripts and guidelines for authors

- **Table 2. General author guidelines for structuring an article**
- Taken from the *Journal of Advanced Nursing* (See Webb 2009)
- **Data collection** – subheadings for different types if appropriate, questionnaires, interviews, observation
  - Pilot study – if done, changes (if any) for the main study
  - When data were collected
- **Validity and reliability/Rigour** (as appropriate) – criteria used appropriate to design; steps taken to ensure this and give results. Insufficient to just say undertaken. Say how
- **Ethical considerations** – Ethics committee approval, state which Information and guarantees given to participants.
- **Data analysis** – Say how including software used, if appropriate
Preparing manuscripts and guidelines for authors

- **Table 2. General author guidelines for structuring an article**
- Taken from the *Journal of Advanced Nursing* (See Webb 2009)
- **RESULTS/FINDINGS** – start with description of actual example studied. Use subheadings as appropriate. For qualitative research – findings and discussion/literature may be integrated
- **DISCUSSION** – start with limitations. Must be linked to the literature – make clear international relevance. Speak to an international readership
- **CONCLUSION** – real conclusions, not just a summary/repetition of findings

Implications for practice/policy consistent with limitations and further research/work
Submitting your manuscript

• **The Submission Process**
The *Journal of Advanced Nursing* uses a web-based submission and peer review system called ScholarOne Manuscripts. All papers should be submitted at [http://mc.manuscriptcentral.com/jan](http://mc.manuscriptcentral.com/jan)

• If you are creating a new account:
  1. After clicking on “Create Account”, enter your name and e-mail information and click “Next”. Your e-mail information is very important.
  2. Enter your institution and address information as appropriate, and then click “Next.”
  3. Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID), and then select your area of expertise.
  4. Click “Finish”.
Submitting your manuscript

• **The electronic submission process**
  Log-in to your author centre. Once you have logged-in, click the “Submit a Manuscript” link in the menu bar

• Enter data and answer questions as appropriate. You may copy and paste directly from your paper. Please note that abstracts need to be included in the main word file as well as in the free form box in ScholarOne Manuscripts.

Click the "Next" button on each screen to save your work and advance to the next screen.
Submitting your manuscript

• **The electronic submission process**

  Upload of files:
  1. Click on the “Browse” button and locate the file on your computer.
  2. Select the appropriate designation of each file in the drop-down menu next to the Browse button.
  3. When you have selected all files you wish to upload, click the “Upload Files” button.

Review your submission before sending to the Journal. Click the “Submit” button when you are finished reviewing.

You can check ScholarOne Manuscripts at any time to see the status of your paper [http://mc.manuscriptcentral.com/jan](http://mc.manuscriptcentral.com/jan)
Submitting your manuscript

• Phew !! And that is it. Time to take a break ! Pausa !

• Any questions?

Thank you

In the next session we will look at

The Editorial Process