

# **Publishing in Professional Professional Journals: Key Questions About Common Errors**

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# The Peer-Review Process

Author Submits Article to  
Journal Editor





*Handelsman*

*"I wish you would make up your mind, Mr. Dickens.  
Was it the best of times or was it the worst of times?  
It could scarcely have been both."*



Journal Editor Sends  
Manuscript to Editorial  
Reviewers



Editorial Reviewers Send  
Reviewed Manuscript Back  
to Journal Editor



Journal Editor Evaluates  
Reviews, Makes Decision, and  
Sends the Manuscript Author  
a Letter (or Email)

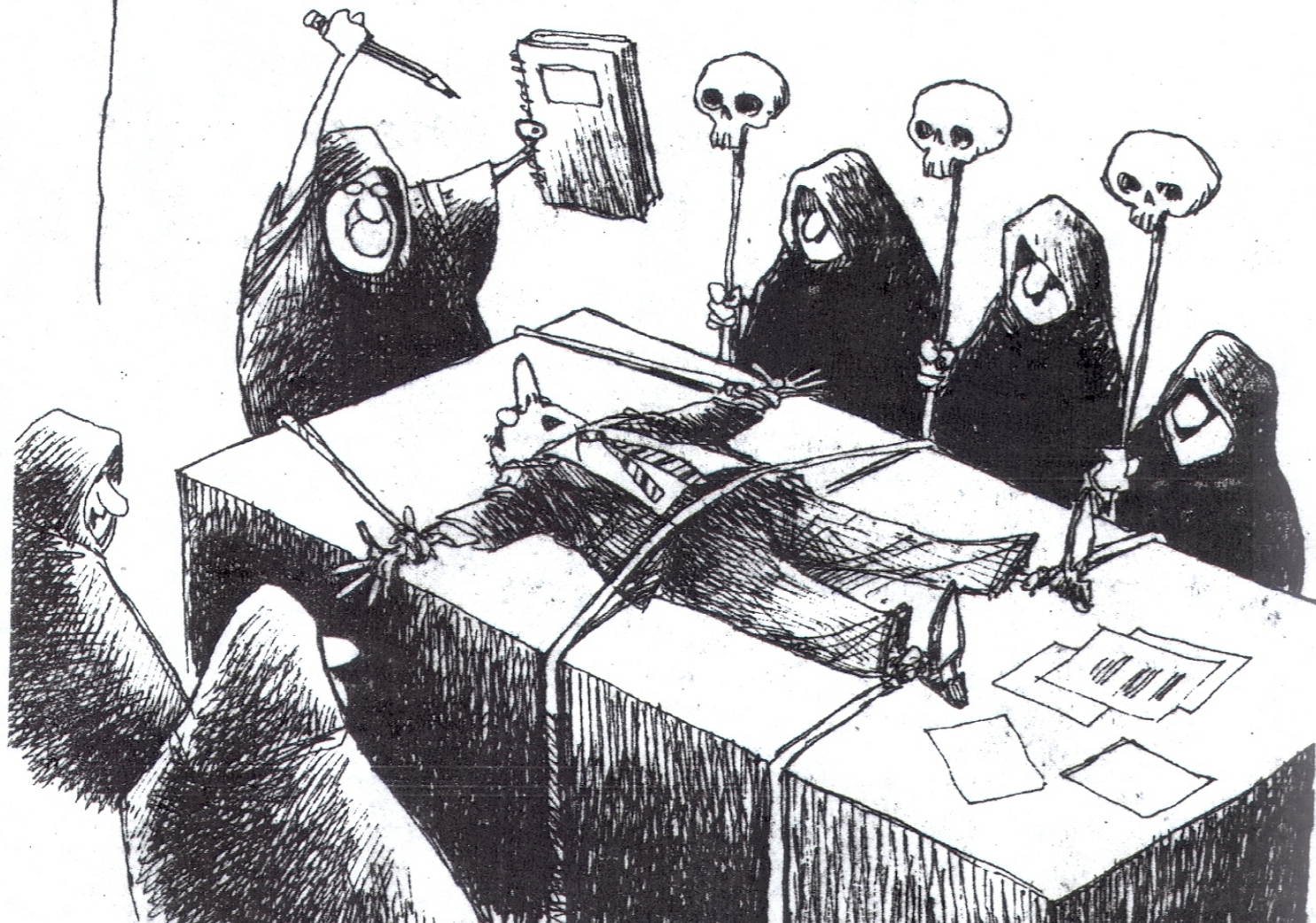


# Author Receives Evaluation

- Accept, as is (*seldom*)
- Accept, with revisions (*occasionally*)
- Revise & resubmit (*common*)
- Reject outright (*occasionally*)



YEAH, BUT AT LEAST HE MAKES AN  
EFFORT TO PERSONALIZE EVERY  
REJECTION INSTEAD OF JUST  
SENDING OUT A FORM LETTER





# Preparing the Manuscript for Submission

***Read the "Guidelines for Authors."***

*Key questions about common errors:*

- What is the purpose and mission of journal?
- Is your topic appropriate/pertinent for journal/audience?
  - You may need to tailor your manuscript

# Preparing the Manuscript for Submission

- Is the length of the manuscript (and abstract) within required parameters?
- What word processing programs are allowed?
- What fonts are requested?
- Are any deviations from APA Publication Style required?

# Preparing the Manuscript for Submission

## ***The #1 Manuscript Issue:***

Make sure all of your manuscript adheres to the most recent edition of the APA Publication Manual (unless the journal's "Guidelines for Authors" indicates otherwise).

# Preparing the Manuscript for Submission

*Key questions about common errors:*

- Does the cover page contain the correct information; include running head and short title?
- Is the manuscript double-spaced throughout?
- Are the page numbers in the appropriate location?



# Preparing the Manuscript for Submission

- Are both the title and abstract succinct and do they clearly identify/explain the content?
- Is the purpose and scope clearly stated in the introduction?
- If the manuscript is a data-based research report, is/are the problem statement(s), research question(s), or hypothesis/es clearly delineated and is the significance of/need for the research clearly demonstrated?



# Preparing the Manuscript for Submission

- Is the literature review balanced; that is, does it give appropriate attention to the literature without being excessive? *Note:* Journal articles are not dissertations.
- Have similar articles been published in the journal?



# Preparing the Manuscript for Submission

- Are appropriate levels of headings used throughout manuscript?
- Is the body of the manuscript well-organized, well-written, and the material presented without excessive jargon?
- Is the “*so what*” factor properly addressed?
- Are tables and figures used that could be written in the text?



# Preparing the Manuscript for Submission

- For quantitative research articles, *assuming* your research design and statistical methods are appropriate, did you report the effect size?
- Did you name the type of effect size you reported? Examples:
  - **Standardized Differences**: Glass' delta, Cohen's  $d$ , or Thompson's *corrected*  $d$ ;
  - **Variance Accounted for**:  $\eta^2$ , multiple  $R^2$  [uncorrected]; Epsilon $^2$ , Hays Omega $^2$ , Adjusted  $R^2$  [corrected].



# Preparing the Manuscript for Submission

- *Proofread, Proofread, Proofread!*

*Key questions about common errors:*

- Do all citations listed in the body of the manuscript appear in the references?
- Do all the references listed appear in the body of the manuscript?



# Preparing the Manuscript for Submission

- Are all the references formatted according to APA publication style?
- Did you thoroughly proofread and polish the manuscript?
- If you are the lead author, did you do an integrative final edit?



# Preparing the Manuscript for Submission

Did I mention how  
important it is to  
*proofread*  
the manuscript?





# Submitting the Manuscript

*Key questions about common errors:*

- Do the "Author Guidelines" request mailed or electronic submissions?
- Does the cover letter provide the name of the manuscript, identify the type of manuscript, explain how it is appropriate for the journal (based on the "Author Guidelines"), and offer complete contact information for the lead author.





# Submitting the Manuscript

- Does the mailing contain the required number of manuscript copies?



# Revision and Resubmission

*Key questions about common errors:*

- In revising the manuscript, did you carefully read and follow the editorial feedback, *especially that feedback contained in the letter from the Editor?*

# Revision and Resubmission

- Does the cover letter for mailing the revised manuscript clearly and specifically delineate where and how you attended to all the recommendations for revision. If you chose not to follow a recommendation, did you include a rationale for why you made this choice?
- Did you follow through on any deadline given by the Editor?

# Final Comment

If, even after revision, your manuscript is still rejected, **don't give up**. Editors occasionally make a poor judgment of a good manuscript. If you believe the manuscript has merit, send it to another journal.



# Different Types of Articles Typically Published

- Research (quantitative or qualitative)
- Theoretical
- Literature Reviews
- Practical/Practice Oriented/In the Field
- Case Studies
- Articles for Special Issues
- Book Reviews
- Video Reviews
- Web Site Reviews (occasionally)