Writing for publication: The case of JAN

Brenda Roe

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

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Aims

This session comprises a presentation and interactive discussion

We will look at

• Preparing manuscripts and guidelines for authors
• The editorial process

The interactive session 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 over 30 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 = 1.527 – ranked 14 of 101 (Nursing(Social science)); 16 of 103 (Nursing(Science)) in 2012 ISI Journal Citation Reports. In top 10 for over a decade up to 2011.

- In 2012 251 articles published, the highest citations of all journals included 10,666 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](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](http://www.wileyonlinelibrary.com/journal/jan)
Editorial team

• Editor-in-Chief:
  Roger Watson

• Editors:
  Mark Hayter, University of Hull, UK
  Jane Noyes, University of Wales, Bangor, UK
  Lin Perry, University of Technology Sydney, Australia
  Rita Pickler, Cincinatti Children’s, USA
  Brenda Roe, Edge Hill University, Ormskirk, UK
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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
Understand the publishing process

Write first for:

• Editors

• Reviewers

• Your audience
Impact factor

In a given year, the impact factor of a journal is the average number of citations to those papers that were published during the two preceding years.

For example, the 2008 impact factor of a journal would be calculated as follows:

\[ \text{A} = \text{the number of times articles published in 2006 and 2007 were cited by indexed journals during 2008} \]

\[ \text{B} = \text{the total number of "citable items" published in 2006 and 2007.} \]
\[ \text{"Citable items" are usually articles, reviews, proceedings, or notes; not editorials or Letters-to-the-Editor.} \]

\[ 2008 \text{ impact factor} = \frac{A}{B} \]
Which papers get cited most (long term)?

• Methodological papers
• Discussion papers (including concept analysis)
• Review papers
• Original research
Which papers get cited most (short term)?

- Review papers
- Methodological papers
- Discussion papers (including concept analysis)
- Original research
What we publish in JAN

• Editorials

• Evidence synthesis – systematic reviews
  concept analysis
  guidelines/consensus statements
  discussion papers

• Research papers – original research
  empirical – quantitative
  empirical = qualitative
  empirical – mixed methods
  clinical trial
  pilot study
What we publish in JAN

• Protocols – research study or systematic review

• Research methodology - instrument development
discussion paper methodology
empirical research methodology

• JAN Forum contribution & responses
Aims and scope of JAN

The Journal of Advanced Nursing (JAN) contributes to the advancement of evidence-based nursing, midwifery and healthcare by disseminating high quality research and scholarship of contemporary relevance and with potential to advance knowledge for practice, education, management or policy.
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**
Peer review

... is a means of sieving out evident error, currently unacceptable practices, repetition of previously published work without acknowledgement, and trivial contributions that add little to knowledge.

Russell report on ‘Climategate’
JAN adheres to international guidelines

CONSORT  http://www.consort-statement.org/
Welcome to the CONSORT Statement Website

CONSORT, which stands for Consolidated Standards of Reporting Trials, encompasses various initiatives developed by the CONSORT Group to alleviate the problems arising from inadequate reporting of randomized controlled trials (RCTs).

The main product of CONSORT is the CONSORT Statement, which is an evidence-based, minimum set of recommendations for reporting RCTs. It offers a standard way for authors to prepare reports of trial findings, facilitating their complete and transparent reporting, and aiding their critical appraisal and interpretation.

The CONSORT Statement comprises a 25-item checklist and a flow diagram, along with some brief descriptive text. The checklist items focus on reporting how the trial was designed, analyzed, and interpreted; the flow diagram displays the progress of all participants through the trial.

Considered an evolving document, the CONSORT Statement is subject to periodic changes as new evidence emerges. This website contains the current definitive version of the CONSORT Statement and up-to-date information on extensions.

The recent publication of CONSORT 2010 Statement now makes the previous version, CONSORT 2001 Statement, outdated. Users of the guideline are strongly recommended to refer to this most up-to-date version while writing or reviewing reports of clinical trials.

For more information, visit www.consort-statement.org.
JAN adheres to international guidelines

**CONSORT**  
http://www.consort-statement.org/

**PRISMA**  
http://www.prisma-statement.org/
Welcome to the PRISMA Statement website

PRISMA stands for Preferred Reporting Items for Systematic Reviews and Meta-Analyses. It is an evidence-based minimum set of items for reporting in systematic reviews and meta-analyses.

The aim of the PRISMA Statement is to help authors improve the reporting of systematic reviews and meta-analyses. We have focused on randomized trials, but PRISMA can also be used as a basis for reporting systematic reviews of other types of research, particularly evaluations of interventions. PRISMA may also be useful for critical appraisal of published systematic reviews, although it is not a quality assessment instrument to gauge the quality of a systematic review.

The PRISMA Statement consists of a 27-item checklist and a four-phase flow diagram. It is an evolving document that is subject to change periodically as new evidence emerges. In fact, the PRISMA Statement is an update and expansion of the now-out-dated QUOROM Statement. This website contains the current definitive version of the PRISMA Statement.

We invite readers to comment on the PRISMA Statement by contacting us.

The PRISMA Explanation and Elaboration document explains and illustrates the principles underlying the PRISMA Statement. It is strongly recommended that it be used in conjunction with the PRISMA Statement.

PRISMA is part of a broader effort, to improve the reporting of different types of health research, and in turn to improve the quality of research used in decision-making in healthcare.
JAN adheres to international guidelines

CONSORT  http://www.consort-statement.org/

PRISMA  http://www.prisma-statement.org/

COPE  http://publicationethics.org/
Promoting integrity in research publication

COPE is a forum for editors and publishers of peer-reviewed journals to discuss all aspects of publication ethics. It also advises editors on how to handle cases of research and publication misconduct. Read more About COPE...

Guidelines
Access COPE’s official guidance, including the Retraction Guidelines.

Flowcharts
Our flowcharts are designed to help editors follow COPE’s Code of Conduct and implement its advice when faced with cases of suspected misconduct.

eLearning
COPE’s eLearning course is now live. Designed to give editors a deeper understanding about publication ethics and practical guidance about how to detect, prevent and handle misconduct.

Code of Conduct
COPE aims to define best practice in the ethics of scholarly publishing and to assist editors, editorial board members, owners of journals and publishers to achieve this.

LATEST NEWS
COPE newsletter: interviewee’s wanted
Are you working as a Publication Ethics Manager, a Research Integrity Officer, or in a related capacity for a company involved in research or publishing? Does your company have someone in such a position? Or do you know of an organization that has a position dedicated to publishing ethics? The COPE Newsletter editor, Jeanne Wurz, is looking for people to interview for a story for the December issue of COPE’s newsletter, Ethical Editing.

View details

NEWS & OPINION
Opinion / European Science Editing: August issue
11/10/2012 2.50pm by Linda Gough
The August issue of European Science Editing can be downloaded here (PDF, 2MB).

Opinion / COPE Chair, Virginia Barbour, discusses retractions on BBC Radio 4
5/10/2012 9.49am by Linda Gough
COPE Chair Ginny Barbour, Ivan Oransky from Retraction Watch, and Richard Van Noorden from Nature took part in a discussion on retractions on the BBC Radio 4 programme Material World (audio available).

A SELECTION OF OUR MEMBERS...

BMs:
JAN adheres to international guidelines

**CONSORT**  [http://www.consort-statement.org/](http://www.consort-statement.org/)


**ICMJE**  [http://www.icmje.org/](http://www.icmje.org/)
Authorship

International Committee of Medical Journal Editors (ICMJE) at http://www.icmje.org/ states authorship is based on:

1) substantial contributions to the conception and design of a paper, or acquisition of data or analysis and interpretation of data, and,

2) drafting the article or revising it critically for important intellectual content and final approval of the version to be published.
JAN uses plagiarism detection software

ITHENTICATE  http://www.ithenticate.com/
iThenticate checks written work for duplicate and unattributed content against the world’s largest comparison database, providing in-depth reports in minutes. Ensure work is original before publication.

Identify unoriginal content in 3 EASY STEPS

STEP 1 | UPLOAD
Choose document files to upload to iThenticate.

STEP 2 | COMPARE
Your document is compared against a vast database of content.

STEP 3 | REPORT
Review the originality of your work in easy-to-use similarity reports.
Journal guidelines
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:

• Please click below on the type of paper you are planning to submit, and follow the guidance provided.

• JAN also welcomes other types of paper that do not fit into the above categories. Please contact the editorial office in the first instance ([jan@wiley.com](mailto:jan@wiley.com)).

• **Evidence Synthesis:**
  • [Systematic review or other type of review](#)
  • [Concept analysis](#)
  • [Guidelines and consensus statements](#)
  • [Discussion Paper](#)

• **Research Papers:**
  • **Original Research:**
    • [Empirical research - quantitative](#)
    • [Empirical research - qualitative](#)
    • [Empirical research - mixed methods](#)
    • [Clinical trial](#)
    • [Pilot Study](#)
  • **Protocols:**
    • [Protocols for a research study or systematic review](#)

• **Research Methodology:**
  • [Instrument Development](#)
  • [Discussion Paper - Methodology](#)
  • [Empirical Research - Methodology](#)

• **JAN Forum Contribution:**
  • [JAN Forum Contribution](#)
Preparing manuscripts and guidelines for authors

- **Useful resources:**
  - Nurse Author & Editor website http://www.nurseauthoreditor.com/
    - Roe B (2009) *The importance of following up older people who have had a fall: global lessons*. JAN 65, 2499.
Writing for Publication in Nursing and Healthcare: Getting It Right

Edited by Karen Holland and Roger Watson

An invaluable guide on writing for publication, enabling the reader to develop skills in writing articles, book reviews and other forms of publications, written by experts in the field.

September 2012, 288 pages
ISBN: 9780470657829
£19.99 / €25.90 / $32.95

Order online at www.wiley.com
Prefer digital? Visit your e-book retailer to order
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** – Must be linked to the literature – make clear international relevance. Speak to an international readership. Include limitations

• **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”.
Follow the Review Process

Here is the log in page.

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 here if you are already a registered user.

User ID: 
Password: 

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

E-Mail Address: 

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.
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)
What to expect when you submit to JAN

Submission online

Immediate email acknowledgement and MS number

Response in 10 weeks

Accept

Rejection

Copyright Transfer Agreement

Revisions
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. JAN2011-0123.R1
- When you are ready log into your author centre [http://mc.manuscriptcentral.com/jan](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

• 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)
What to expect after acceptance by JAN

Acceptance

Edited manuscript returned to author for final points to be addressed

Returned to Editor-in-Chief for final check

Published online early with doi

Manuscript to production

Proof issued for correction

Published in JAN
change that to ‘Systematic review: Traditional Chinese Medicine’. However, in other cases it is better to get the subject of the paper to the beginning of the title; for example, ‘Problems and pitfalls of Traditional Chinese Medicine’ could be improved by changing to ‘Traditional Chinese Medicine: problems and pitfalls’. In both of the above examples, the information at the start of the title is the key feature of the paper; in the case of the review this fact will be noted quickly if someone is scanning a list of papers that there are some excellent meta-analyses submitted like that by the Seo’s (2007) meta-analysis and horn’s (2007) review and and Luker’s (2007) paper. Good use of a catchy phrase colon to explain the content vein, Mackintosh (2007) device. Of course, this is precise science and there must be alternatives, just as good, like...
Digital object identifier (doi)

The Digital Object Identifier (DOI®) System is for identifying content objects in the digital environment. DOI® names are assigned to any entity for use on digital networks.

They are used to provide current information, including where they (or information about them) can be found on the Internet. Information about a digital object may change over time, including where to find it, but its DOI name will not change.

http://www.doi.org/
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.”

Any queries about publishing and JAN email: EinC r.watson@hull.ac.uk or JAN editorial office jan@wiley.com or brenda.roe@edgehill.ac.uk

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