# WILEY

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# Writing great papers in high impact journals

An Introduction for Researchers



### MCHUMOR.com by T. McCracken



"Enforcing the publish or perish rule, Dean McWit?"



# Why publish?

## Motivation for publication



### Fame

Recognition by your peers



### Fortune

Promotions, grant applications, research funding



### Responsibility

To society, taxpayer-funded research, contribution to progress

Probably the most common driver....





### The common argument...



### **Research Article**

wiley.com) DOI 10.1002/os.1288

### Development of insect-resistant transgenic rice with Cry1C\*-free endosperm

Rongjian Ye,<sup>†</sup> Haiqun Huang,<sup>†</sup> Zhou Yang, Taiyu Chen, Li Liu, Xianghua Li, Hao Chen and Yongjun Lin\*

### Abstrac

RACKGROUND: Yellow stem horer (Trynoryza incertulos Walker), stri is Walker) and leaf fold CacAbit Oricit matter statistics and a strategy of the strategy of the strategy of the strategy and strate

BSUITS A total of B independent transformants were obtained, 10 of which were characterised as single-copy foreign ages insertion. After preliminary screening of the T, families of thes 19 transformants in the field sin highly increative hourses, and for their agrenomic, participation of the transformation of the single screening of the transformation of the transformatio transgenic line RJS was selected; this line not only possessed nic performance, but also Cry1C\* expression was only 2.6 ng g<sup>-</sup>

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CONCLUSION: These results indicated that RJS has the potential for widespread utility in rice production. © 2009 Society of Chemical Industry

rdis: crv7C\*: rbc5: leaf foldere ste

### 1 INTRODUCTION

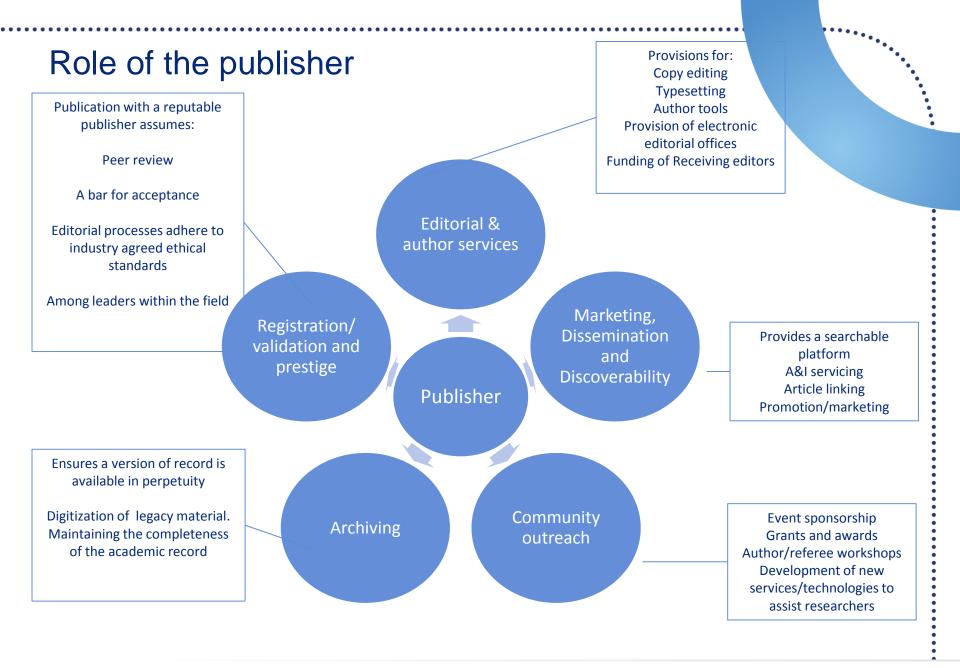
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### Wiley's Anywhere Article



# I'm going to write a journal article!

116/ 1411

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### © CBS (The Big Bang Theory)

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# 1. Writing your paper



# 2. Submission and peer review

## A step-bystep guide to journals publishing



# 3. Production and Copyright



## 4. Becoming Famous







1.





Q: What type of paper do I want to write?

- Full / Original article (sometimes called a "transaction" or may even be "magazine article" in some areas): a substantial and significant completed piece of research
- Letters / Rapid Communications / Short communications: quick and early communication of significant and original advances. Much shorter than full articles (check limitations).
- Review papers / Perspectives: summarize recent developments on a specific topic. Highlight important previously reported points. Not the place to introduce new information. Often invited.
- Conference papers: Excellent for disseminating early or in progress research findings. Typically 5-10 pages, 3 figures, 15 references.



- 1. Decide which type of paper you are going to write
- 2. The writing *style* depends on the community you are writing for: understand it better by reading lots of papers in the area
- 3. Remember your audience, <u>it's all about the</u> <u>readers</u>, which includes editors and reviewers!
- 4. If in doubt: ask your supervisor and your colleagues for advice!

### Paper structure and content

Each section has a clearly defined purpose; there are best practices to follow

- TITLE a good title is important to attract readers and should include keywords
- AUTHORS- Make sure your author list is complete and ordered correctly
- ABSTRACT- needs to be well structured
- MAIN BODY Write in a clear concise scientific style
- REFERENCES (Bibliography) check carefully; use software



## Some guidelines for good titles

This is your opportunity to attract a reader's attention (including citations!)

- An explicit title can help attract citations because of the way in which scientists look for relevant literature to cite e.g. state a key finding, or frame a question...
- **Keywords** up front, and optimised for search engines: think of how your paper will be found, once published (N.B. Google)
- Short typically up to 15 words
- Punctuation split into main message/concept and qualifier
  - Cephalopod origin and evolution: A congruent picture emerging from fossils, development and molecules
- Consider a subtitle, if permitted (included in search engine output!)
- Try to think of the title before you start writing! Could help you orient yourself to the main topic
- [You can apply the same ideas to sub-titles and section titles throughout the paper]

## Some guidelines for good abstracts

This is your opportunity to help Editors/reviewers (what's this paper about?) AND search engines

- Most publishers make all abstracts free to access
- Put something important and new at the beginning.
- Put something important and new at the end.
- Don't make the middle part longer than necessary as background information for your intended readership.
- As with the TITLE be as concise as possible
- •200 words maximum, some journals have a word limit

### What makes a good abstract?

In early 2007 it was determined that the compound melamine, suspected of having been involved in the deaths of numerous pets, had been fed to hogs intended for human consumption. This report describes a method for the analysis of melamine in porcine muscle tissue using solid-phase extraction (SPE) and high-performance liquid chromatography/tandem mass spectrometry (HPLC/ MS/MS). Melamine was extracted in 50% acetonitrile in water. Homogenates were centrifuged and supernatants were acidified and washed with methylene chloride. The aqueous extracts were cleaned up using mixed-mode C8/strong cation exchange SPE and then concentrated, fortified with a stable isotope-labeled analog of melamine, and analyzed by HPLC/MS/MS. Gradient HPLC separation was performed using an ether-linked phenyl column with ammonium acetate/acetic acid and acetonitrile as the mobile phase. Multiple reaction monitoring (MRM) mode of two precursor-product ion transitions for melamine and one for the internal standard was used. A five point calibration curve ranging from 50 to 2000 ng/mL of melamine in solvent was used to establish instrument response. The method was validated by analysis of seven replicate porcine muscle tissue samples fortified with 10 ng/g of melamine. The mean recovery for the seven replicates was 83% with 6.5% relative standard deviation and the calculated method detection limit was 1.7 ng/g. Copyright © 2007 John Wiley & Sons, Ltd.

State why the research is important to a broader non-scientific audience

Introduce the procedure simply

Describe the experiment in detail

Offer a brief overview of the results

# .....

### Think "structured" abstract format

**RATIONALE:** Oxygen triple isotope compositions give key information for understanding physical processes during isotopic fractionation between the geo-, hydro-, bio-, and atmosphere. For detailed discussion of these topics, it is necessary to determine precise <sup>17</sup>O-excess values of terrestrial silicate/oxide minerals with respect to Vienna Standard Mean Ocean Water (VSMOW).

**METHODS:** Water was fluorinated in an electrically heated Ni-metal tube into which water and BrF<sub>5</sub> were loaded for the quantitative extraction of oxygen. Silicate/oxide minerals were fluorinated by heating with a CO<sub>2</sub> laser in an atmosphere of BrF<sub>5</sub>. The extracted oxygen was purified and isotope ratios of the oxygen triple isotope compositions were determined using a Finnigan MAT253 isotope ratio mass spectrometer.

**RESULTS:** The oxygen triple isotope compositions of meteoric water and terrestrial silicate/oxide minerals fall on statistically distinguishable fractionation lines, defined as  $[\ln(\delta^{17}O + 1) = \lambda \ln(\delta^{18}O + 1) + \Delta]$ , where  $\lambda$  and  $\Delta$  correspond to the slope and intercept, respectively. The fractionation line for meteoric water has  $\lambda = 0.5285 \pm 0.0005$  and  $\Delta = 0.03 \pm 0.02\%$  and for terrestrial silicate/oxide minerals has  $\lambda = 0.5270 \pm 0.0005$  and  $\Delta = -0.070 \pm 0.005\%$ , at the 95% confidence limit.

**CONCLUSIONS:** All the analyzed terrestrial silicate/oxide minerals including internationally accepted reference materials (NBS-28, UWG-2, and San Carlos olivine) have a negative <sup>17</sup>O-excess with respect to VSMOW. We propose that it is necessary to specify if the determined  $\delta^{17}$ O values of terrestrial and extraterrestrial samples are expressed as the difference from VSMOW or the terrestrial silicate mineral-corrected value. Copyright © 2012 John Wiley & Sons, Ltd.

### What makes a bad abstract?

The chlorogenic acids of Gardeniae Fructus used traditionally as a Chinese herbal medicine (zhizi) have been investigated qualitatively by liquid chromatography/multi-stage mass spectrometry (LC/ MS<sup>4</sup>). Twenty-nine chlorogenic acids were detected and twenty-five characterised to regioisomer level on the basis of their fragmentation, twenty-four for the first time from this source. Assignment to the level of individual regioisomers was possible for three caffeoylquinic acids, three dicaffeoylquinic acids, three sinapoylquinic acids, four caffeoyl-sinapoylquinic acids, two feruloyl-sinapoylquinic acids, one *p*-coumaroyl-sinapoylquinic acid, three (3-hydroxy, 3-methyl)glutaroyl-glutaroyl-dicaffeoylquinic acid, and one (3-hydroxy, 3-methyl)glutaroyl-feruloylquinic acids, one (3-hydroxy, 3-methyl)glutaroyl-feruloylquinic acids were detected and two were tentatively assigned as 3-caffeoyl-4-(3-hydroxy, 3-methyl)glutaroylquinic acid and 3-caffeoyl-5-(3-hydroxy, 3-methyl)glutaroyl-glutaroylquinic acid and 3-caffeoyl-5-(3-hydroxy, 3-methyl)glutaroylquinic acid and 3-caffeoyl-5-(3-hydroxy, 3-methyl)glutaroyl-glutaroylquinic acid and 3-caffeoyl-5-(3-hydroxy, 3-methyl)glutaroyl-glutaroyl-genetation behavior and elution sequence compared with the chlorogenic acids that contain only a cinnamic acid residue(s). Fourteen of these twenty-nine chlorogenic acids have not previously been

reported from any source. Copyright © 2010 John Wiley & Sons, Ltd.

Why? What is the significance of this study? Why is Gardeniae Fructus important?

Straight into a shopping list of the results and characterized acids



# A little "Googleology"

- 200 variables in the Google algorithm: you can only hope to influence 4 or so...
- Use of words in body text (frequency, proximity, context...)
- Terms in:
  - Title
  - Subtitle
  - Section headings

# Choose and place keywords wisely

Title: Core keywords/key-phrases

Abstract: Repeat core keywords/key-phrases 2 – 3 times, and add other field-related ones

Headings and body text: Consistent use of keywords

Make sure the terms you use are consistent:

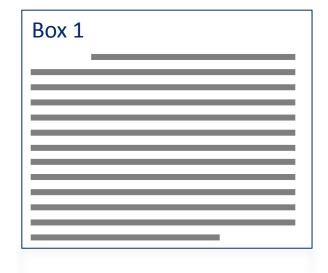
e.g. which one: "dorsoventral", "dorso-ventral", "dorsal-ventral"? Which is more used in the literature?

Apply the principle of "chunking" t manuscript	
Section heading	Section heading Sub-heading
	Sub-heading
	Sub-heading
This is hard to digest and remember	This is <i>easier</i> to digest and remember.
Keep your lowest level sections below 600 w	ords: better 300, if possible. WILEY

# in short sentences...

# ... and Use tables and information boxes to organise important details when possible

	abc	abc	abc		
хуг					
xyz					
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хуг					





## The times they are a-changin'...



(1343 - 1400)

### Chaucer 49

Dickens 20



(1965 - )

JK Rowling 12



(1812 - 1870)

Mean sentence length in number of whole words. Sources, respectively: Sherman LA. 1803. *Analytics of Literature: A Manual for the Objective Study of English Prose and Poetry*. Ginn & Company, Boston; Gunning R. 1964. *How To Take The Fog Out Of Writing*, Dartnell Corp.; analysis of "Harry Potter and the Sorcerer's Stone" by JK Rowling in *The Lexile Framework for as a Framework Reading Measurement and Success* 

## REFERENCES

More mistakes are found in the references than any other part of the manuscript

- It is one of the most annoying problems, and causes great headaches among editors
- Cite the main scientific publications on which your work is based
- Do not inflate the manuscript with too many references it doesn't make it a better manuscript!
- Avoid excessive self-citations
- Avoid excessive citations of publications from the same region



## **ENGLISH LANGUAGE**

Use a spell checker. If English is not your first language then ask a native speaker or colleague to check your work or consider using a professional English Editing service:

There should be no barriers to getting your research published, yet we know that manuscripts are often returned for English language and formatting issues.

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**Figure Preparation** 

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Read more

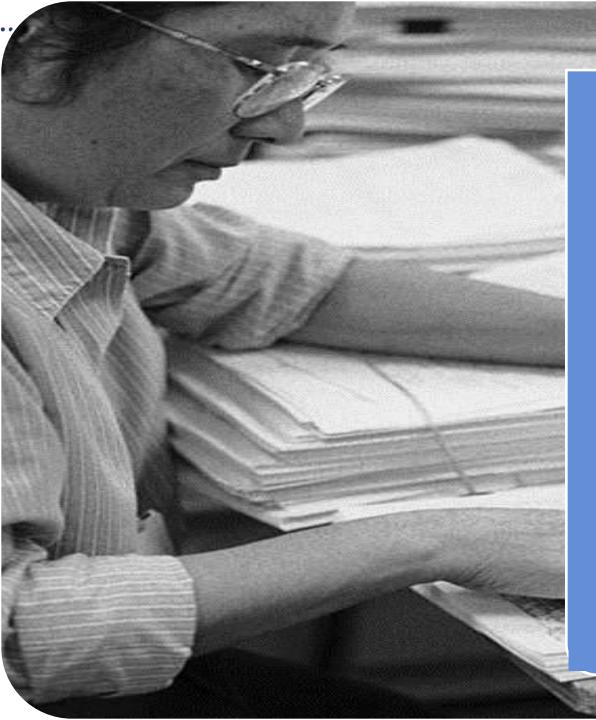
Read more

Show the readers you care about your research by taking care writing your paper

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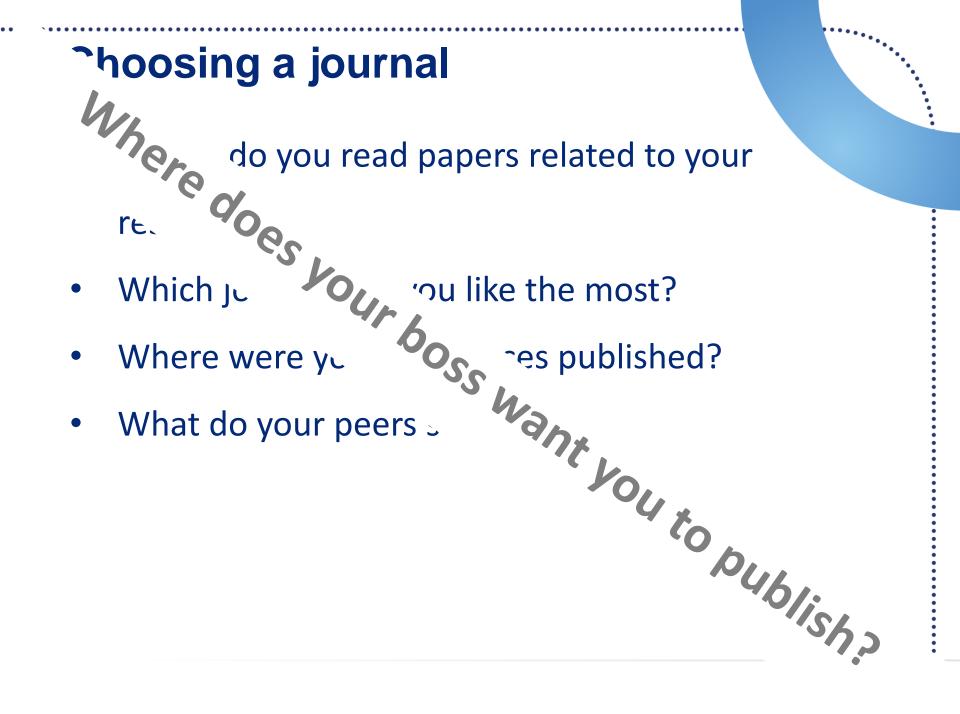
You need a GOOD manuscript to present your contributions to the scientific community!





# 2. Submission and Peer Review





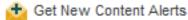
## Which audience do I want to reach?

LAWS OF GRAVITY

- **Identify** the audience
- Verify their interest in the topic
- Determine the range of interest
   Local vs. International?

You've chosen a journal, now you have to prepare your manuscript for submission...

Read the author instructions and format your article appropriately – all major journals will have online instructions...



- Get RSS feed
- Save to My Profile
- Get Sample Copy
  - e oer sample copy
  - Recommend to Your Librarian

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### INANSAGITONS ON

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### Transactions on Emerging Telecommunications Technologies

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Edited By: Mischa Dohler Impact Factor: 1.354 ISI Journal Citation Reports © Ranking: 2013: 31/78 (Telecomm Online ISSN: 2161-3915

Recently Published Issues See all

Current Issue: September 2014 Volume 25, Issue 9



Opportunist...

July 2014 Volume 25, Issue 7

June 2014 Volume 25, Issue 6 Special Issue: Optical Wireless Communication

May 2014 Volume 25, Issue 5 Transactions on Emerging Telecommunications Technologi

Transactions on Emerging Telecommunications Technolog formerly known as European Tra Telecommunications (ETT), has aims:

 To attract cutting-edge publicat leading researchers and resear around the world

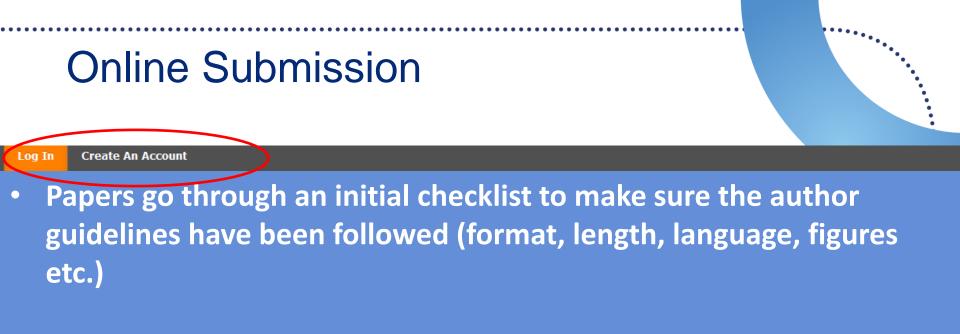
 To become a highly cited source research findings in emerging findings



### Only submit to <u>ONE</u> journal at a time

**Online Submission** 

- Create an account in the journal's online submission system
- Carefully follow the process through; make sure the author list you input is complete, it should match the names on the manuscript
- Journals usually have an editorial office that you can contact if you have any doubts in the first instance rather than going direct to the Editor



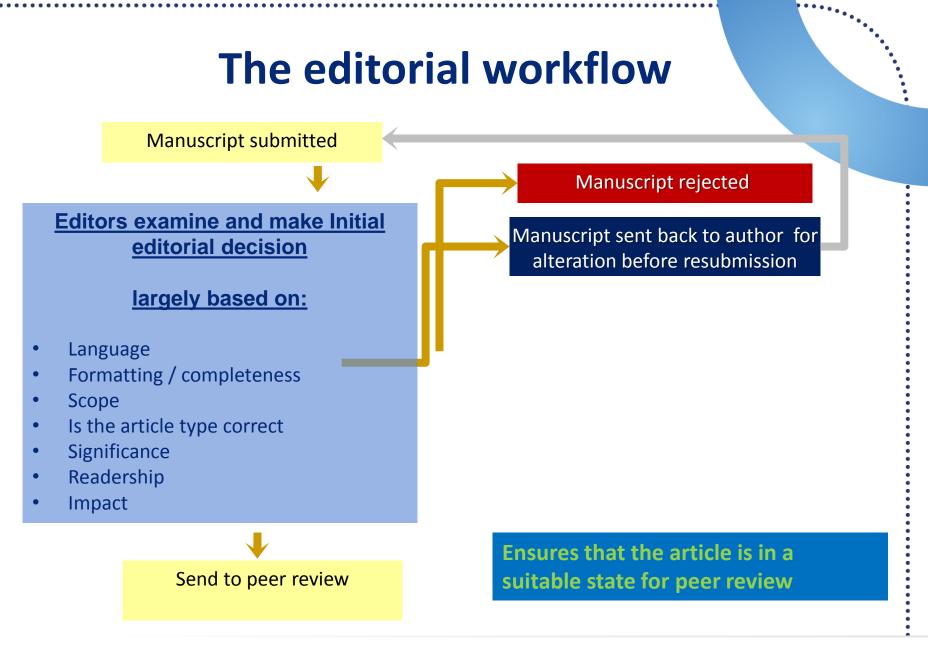
• Papers are also checked for plagiarism using special software...

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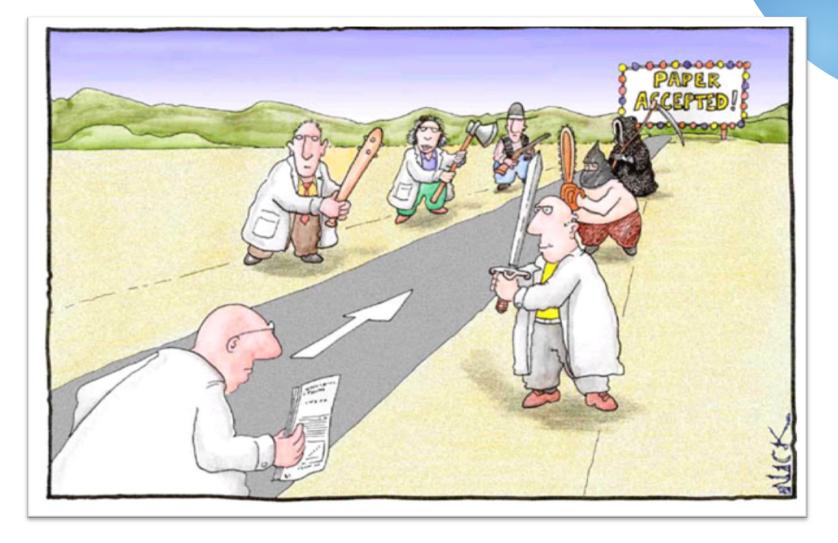


## Writing a good Cover Letter

- Your opportunity to speak to the Editor directly:
- View it as a job application letter; you want to "sell" your work
- WHY did you submit the manuscript to THIS journal?
  - -Do not summarize your manuscript, or repeat the abstract
  - -Instead, mention what would make your manuscript special to the journal
- Mention special requirements, e.g., if you do not wish your manuscript to be reviewed by certain reviewers, and any conflicts of interest
- Most editors will not reject a manuscript only because the cover letter is bad, but a good cover letter may accelerate the editorial process of your paper



### **Peer Review**





# On what basis are peer reviewers chosen?

#### Journal's reviewer database

Current and past authors / referees, bibliographic searches, keyword, interests, publication history.

#### Suggestions from authors

Very helpful!

Not just the biggest names please - others as well

Also list people with conflicts of interest who should not be asked to review

#### Suggestions from other reviewers

Can provide leads to further candidates

#### Suggestions from our Advisory Board Members

Especially in difficult cases, appeals or disputes

Editor's own knowledge of the community

Contacts from conferences, prominent scientists, regular authors, etc.

Why be a peer reviewer?

Access to latest research before it is published

Duty

To keep the peer review mechanism buoyant

To enhance ones gravitas as an expert

To glean recognition by the editors

Pedagogical altruism – to encourage and help develop author's ideas

Visa application (becoming more common)

### **Typical Reviewer questionnaire**

	Questionnaire	Yes	No	See Report
Novelty	Does the manuscript contain new and significant information to justify publication?	$\bigcirc$	0	O
Concise	Is the problem significant and concisely stated?	$\bigcirc$	0	$\odot$
Comprehensive	Are the experimental and/or theoretical methods described comprehensively?	$\bigcirc$	$\bigcirc$	$\odot$
Accuracy	Are the interpretations and conclusions justified by the results?	$\bigcirc$	$\bigcirc$	$\bigcirc$
Abstract	Is the summary (abstract) concise?	$\bigcirc$	$\bigcirc$	$\bigcirc$
Citations	Are the Literature citations adequate?	$\bigcirc$	$\bigcirc$	$\bigcirc$
Language	Is the language acceptable?	$\bigcirc$	$\bigcirc$	$\bigcirc$

Manuscript Structure		
	Length of article is:	Select 🔻
	Number of tables are:	Select 🔻
	Number of figures are:	Select 🔻

reg <b>R</b>	req Recommendation			
$\bigcirc$	Accept			
$\bigcirc$	Minor Revision			
$\bigcirc$	Major Revision			
	Reject			

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Structure

#### Decision

### Peer Review Outcomes

#### Acceptance

• Without changes (rare)

### Rejection

 Use this as a learning experience and don't just resubmit the manuscript to another journal – improve it based on feedback

#### Revision

 With minor changes or major changes – address these methodically and list clearly how you have addressed each point. If you feel a point is not correct you can challenge it...



**Common Reasons for Rejection** 

**Not New** 

□ Not Interesting

**Not Important** 

**Not Valid** 

□ Not Objective

**Not Appropriate** 

Low Priority (for that journal)

Remember that the majority of papers in peerreviewed journals are rejected, so don't be too disappointed if your paper is rejected...



Survival Tips During Peer Review Accept feedback as a Seek help with Understand that learning language and Editors and statistics if experience reviewers are you need it trying to improve your paper Persistence Be polite! pays! Answer Responses may Seek out Editors questions and at conferences, go back to address revisions 'Meet the reviewers! quickly Editor' sessions etc...

# How to respond to reviewers comments

- Answer Politely
  - Insulting the reviewers or editors will not help
  - Reviewers should have also been polite, and editors filter out insulting/unhelpful comments
- Answer Completely
  - Make necessary changes but do not feel obliged to make all changes
  - Worst Mistake = ignore a point
- Answer with Evidence
  - Where you disagree, support your argument with evidence

http://exchanges.wiley.com/blog/2015/07/30/how-to-deal-with-reviewercomments/

Williams HC (2004) How to reply to referees' comments when submitting manuscripts for publication *Journal of the American Academy of Dermatology* 51, 79-83 46

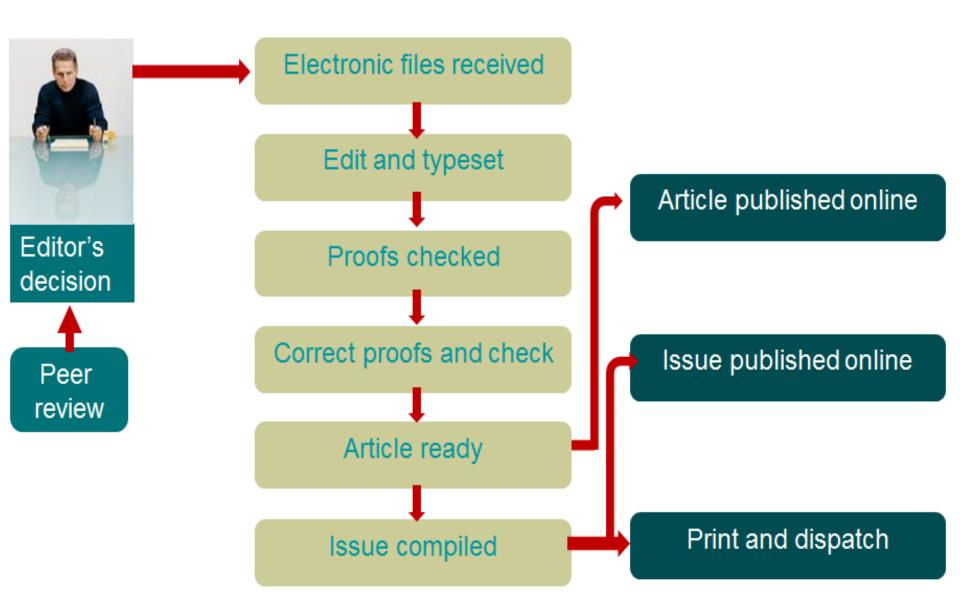
3. Production and Copyright

Ethics



 Once your paper is accepted then you will be notified, via the online submission system, by the Editor of the good news...then the paper leaves for production.

- ✓ Your part in this process is to check the proofs when they are generated and the quicker this is done the sooner the paper can appear online!
- ✓ You will also need to sign a copyright transfer form to allow the Publisher to publish the work...



## **COPYRIGHT TRANSFER AGREEMENT**



Date:	Contributor name:	
Contributor address:		
Manuscript number (if known):		
Re: Manuscript entitled		
		(the "Contribution")
for publication in		(the "Journal")
published by		("Wiley-Blackwell").
Dear Contributor(s):		

Thank you for submitting your Contribution for publication. In order to expedite the editing and publishing process and enable Wiley-Blackwell to disseminate your Contribution to the fullest extent, we need to have this Copyright Transfer Agreement signed and returned as directed in the Journal's instructions for authors as soon as possible. If the Contribution is not accepted for publication, or if the Contribution is subsequently rejected, this Agreement shall be null and void. **Publication cannot proceed without a signed copy of this Agreement**.



**Academic Publishing Depends on Trust!** 

# There are ethical responsibilities for all actors in the publication process:

**Editors** 

**Authors** 

Referees



### Editor responsibilities

Ensure efficient, fair, and timely manuscript processing

Ensure confidentiality of submitted manuscripts

Make the final decision for accepting or rejecting

Not use work reported in a submitted manuscript for their own research

Ensure a fair selection of referees

Act upon allegations of scientific misconduct

Deal fairly with author appeals



### **Author responsibilities**

- To gather and interpret data in an honest way
- To give due recognition to published work relating to their manuscript
- To give due acknowledgement to all contributors
- Notify the publisher of any errors
- To avoid undue fragmentation of work into multiple manuscripts (salami publishing)
- To ensure that a manuscript is submitted to only one journal at a time



### **Reviewer Responsibilities**

Ensure confidentiality of manuscripts and respect privileged information

Not to withhold a referee report for personal advantage

Return to editor without review if there is a conflict of interest

Inform editor quickly if not qualified or unable to review

Judge manuscript objectively and in timely fashion

Explain and support recommendations with arguments and references where appropriate

Inform editor if plagiarized or falsified data is suspected

**Ethical Misconduct** 

vamples of ethical misconduct that are not tolerated:

- PERfections PERfections Sector States Multiple concurs Image maniput Sector States Sector Sec Falsifying data



### **Ethics Resources**

Best Practice Guidelines on Publishing Ethics

A Publisher's Perspective

#### SECOND EDITION

Wiley's Best Practice Guidelines on Publishing Ethics

•A Publisher's Perspective, Second Edition now available FREE at <u>http://exchanges.wiley.com/ethicsguidelines</u>

•Updated version of the first edition published by Wiley in 2006

•Provides guidance, resources, and practical advice on ethical concerns that arise in academic publishing for editors, authors, researchers and other audiences

•The uniquely multidisciplinary guidelines have been revised, updated, and reviewed by 30 editors and ethics experts

•Guidance added about whistle-blowers, animal research and clinical research – particularly around clinical trial registration

•Now also includes guidance on best practice for journals in human rights and confidentiality, and addresses how approaches differ between cultures

### Ethics resources



# publicationethics.org

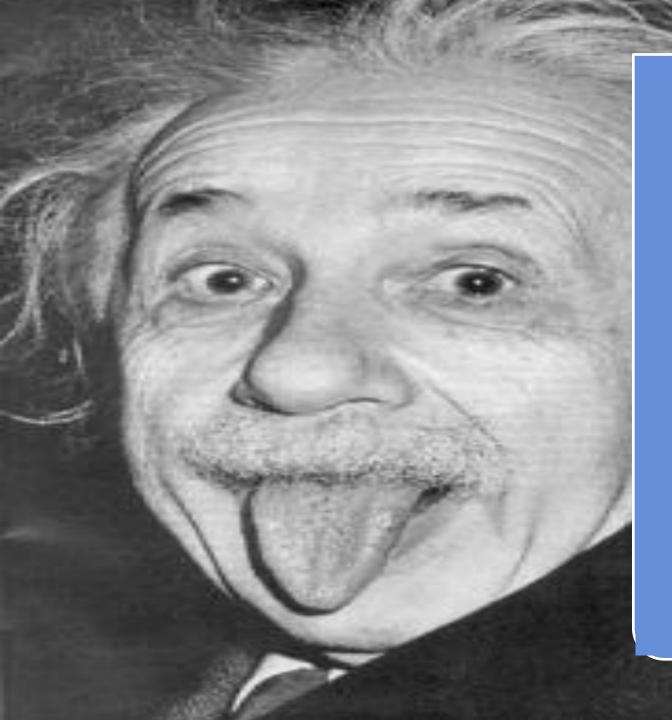
http://exchanges.wiley.com/ethicsguidelines



### **Ethical Guidelines**

- Articles should always be submitted to one journal at a time
- The same article should not be published in more than one place
- Several articles based on the same research must each make a unique contribution
- ✓ Acknowledge all those that have contributed to the work





## 4. Becoming Famous

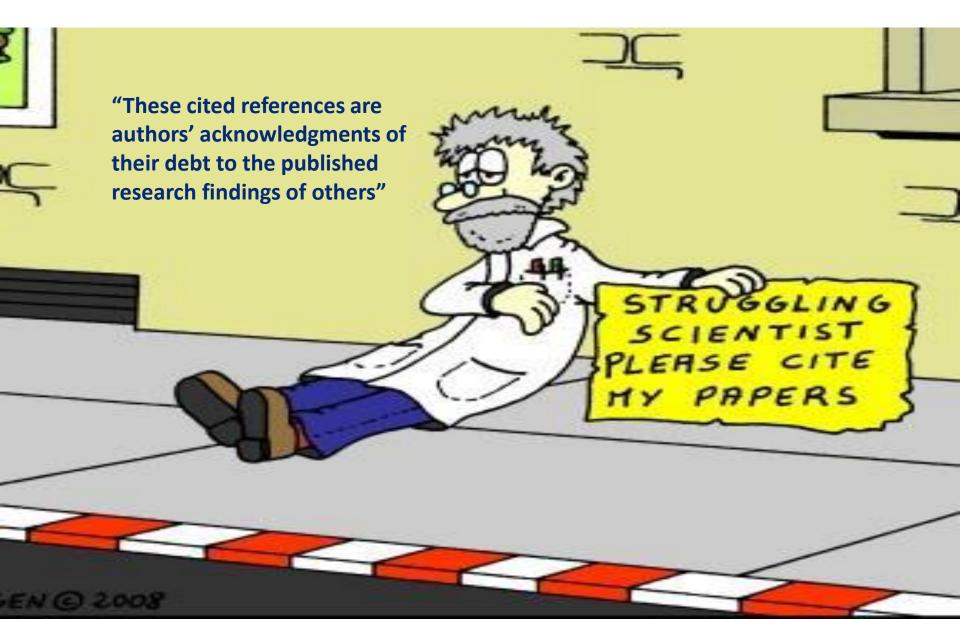


### Maximize the impact of your published research!

Here are seven promotional tools to help ensure your work gets seen, read and cited.



### That old classic - citation tracking



### Citation universes

Scopus ~16,500

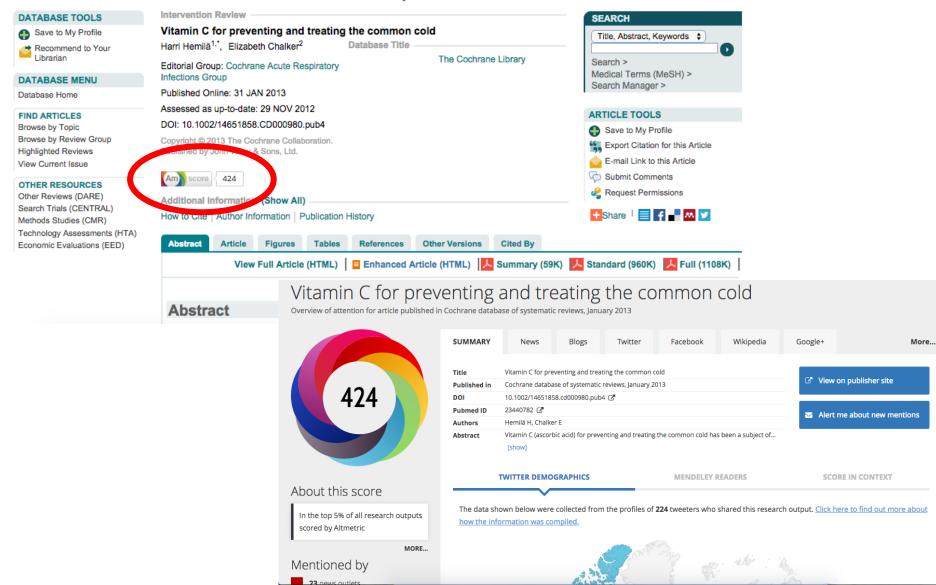
Web of Science ~11,500



Trusted evidence. Informed decisions. Better health.



#### Home > Evidence Based Medicine > Evidence-Based Health Care > The Cochrane Library > Abstract





# Make a difference

#### Sign up to become an AuthorAID mentor

#### Supporting Developing Country Researchers in Getting Published

The main goal of the AuthorAID site is to allow early career researchers in developing countries to find mentors who can help them to progress in their research careers. Finding committed mentors is therefore essential to the success of the project.

#### What sort of potential mentor is AuthorAID looking for?

- An experienced researcher, with a track record of publications
- Someone who is diplomatic and can encourage and support early-career researchers in developing countries
- Someone who is committed and enthusiastic and who is not looking for academic gain

#### What skills do I need?

We're seeking experienced researchers who may be able provide advice on some or all of the following:

- Research methods and analysis
- Appropriate journals for submitting manuscripts (including both international and regional journals)
- Manuscript preparation
- Writing style
- The peer review process and responding to referees' comments
- Presentations and posters
- Preparing grant proposals
- Scientific communication in general

#### How does the mentoring process work?

Setting up a mentoring relationship can be done entirely online, via the following steps:

- Register for AuthorAID at <u>www.authoraid.info</u> and indicate that you are interested in becoming a mentor
- Fill in your AuthorAID profile with as much detail as possible so that potential mentees can find you
- Wait for potential mentees to contact you via the AuthorAID messaging system, or use our Member Search to find a potential mentee
- Start a conversation and establish rapport with your potential mentee using AuthorAID's messaging system
- If you both agree to mentoring, follow a link to set up a formal online learning agreement and obtain a collaborative online mentoring workspace

#### Need more help?

Visit <u>http://www.authoraid.info/help</u> and see the AuthorAID guidelines for more information . For a general example of how AuthorAID might work, follow Rahim on his Mentoring Journey at: <u>www.authoraid.info/help/the-mentoring-journey</u>.

If you have specific questions, please feel free to contact us at: <a href="mailto:authoraid@inasp.info">authoraid@inasp.info</a>

Join AuthorAID now! | www.authoraid.info/



What are my options?



## **Understanding Open Access**

Wiley Video

### https://www.youtube.com/watch?v=o2 HMouOV-Lg



**Types of Open Access** 

- Gold Authors publish in an OA journal or 'Hybrid' OA journals and their article is made immediately available on the publishers website. The author (or their institution/funder) pays an Article Publication Charge.
- Green Authors self-archive the accepted, peer reviewed manuscript for free public use in their institutional repository, in a central repository (eg: PubMed Central), or on some other OA website, usually after an embargo period.



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### **Definitions in Open Access**

- Hybrid open access also hybrid journal. Subscription-based journals which also publish articles as Gold OA (OnlineOpen)
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- **Submitted Version** or Pre-print. The author's version of the paper that has not been peer-reviewed, nor had any other value added to it by Wiley (such as formatting, copy editing, etc.)
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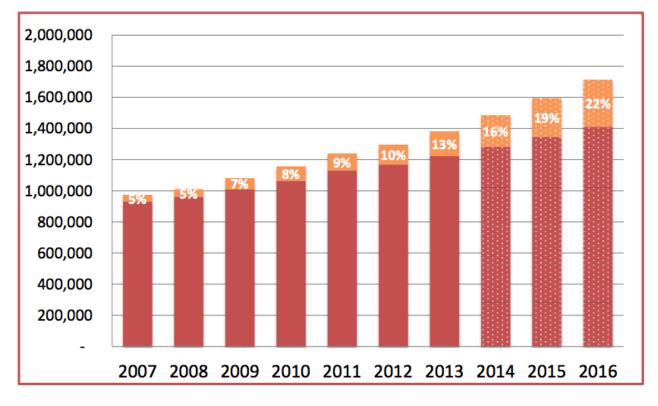


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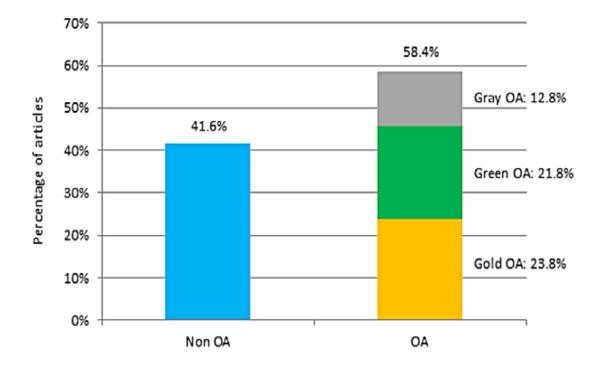


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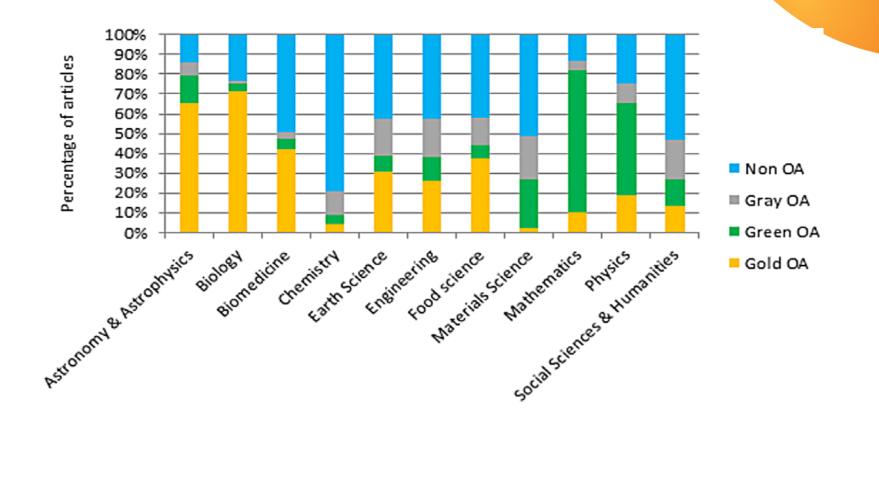


## **Open Access in Spain**

July 2011 – primarily publicly-funded research to be made OA (accepted version) no later than 12 months after the official date of publication.



Borrego, Á. (2015), Measuring compliance with a Spanish Government open access mandate. Journal of the Association for Information Science and Technology. doi: 10.1002/asi.23422



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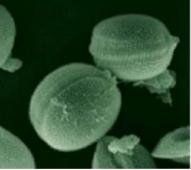
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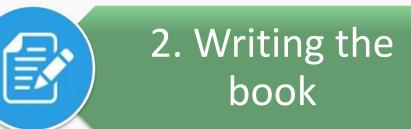
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# A step-bystep guide to book publishing



# 3. Production



# 4. Becoming Famous





Author prepares and submits book proposal



Wiley arranges external review process, then shares feedback

Project is presented to the Wiley publications committee

# The Proposal



If approved, a contract is offered and signed



## Writing a proposal

- A good proposal takes time and thought to complete
- The information provided helps to carry out a thorough market assessment and project costing
- An invaluable process to focus your ideas and clarify your vision for the book
- Provides the **framework** for the entire book

Do you plan to write or edit this book?



#### Author and Title informaton

Tentative book title (and subtitle)

#### Author/editor details

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- Brief biography
- Why are you the ideal person to write/edit this book?
- List your previous works

If you're planning an edited book, it is not necessary to have signed up individual chapter authors at this stage

## Subject Matter

Give a short summary of your vision for the book, including:

- A **detailed** description of the book you want to write including the topics it will cover and what makes it **unique**
- An explanation of **why** you feel the book should be published. How will it **benefit the reader?**
- Proposed contents list. If the book is edited, provide a tentative list of contributors and their affiliations

#### The Market

## Identify the readership for your book

- Level
- Prerequisite knowledge
- Reader profile and how the book serves them?

**Primary Market** (those audiences you feel *need* this book) **Secondary Market** (those audiences with an *occasional* need for this book)

Competition: list existing related books



#### Manuscript information

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- How long do you estimate it will take for delivery of the completed manuscript?
- List any special physical features you would expect to include.

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Give an international list of at least six people qualified to give an opinion on your book proposal (include email address if known).



### Other

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