



**Getting Published &
Making an Impact**
Managing the Writing & Submission
Process

University of Ottawa: GSAÉD's Writing Retreat, October 25th
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Managing the Writing and Submission Process – Planning templates

1. **Designing Your Plan for Writing**
 - Twelve-week writing work plan calendar
 - Weekly writing work plan calendar

2. **Selecting a Journal**
 - Journal review worksheet
 - Article submission log

3. **Reviewing the Related Literature**
 - Analyzing the number and type of your citations

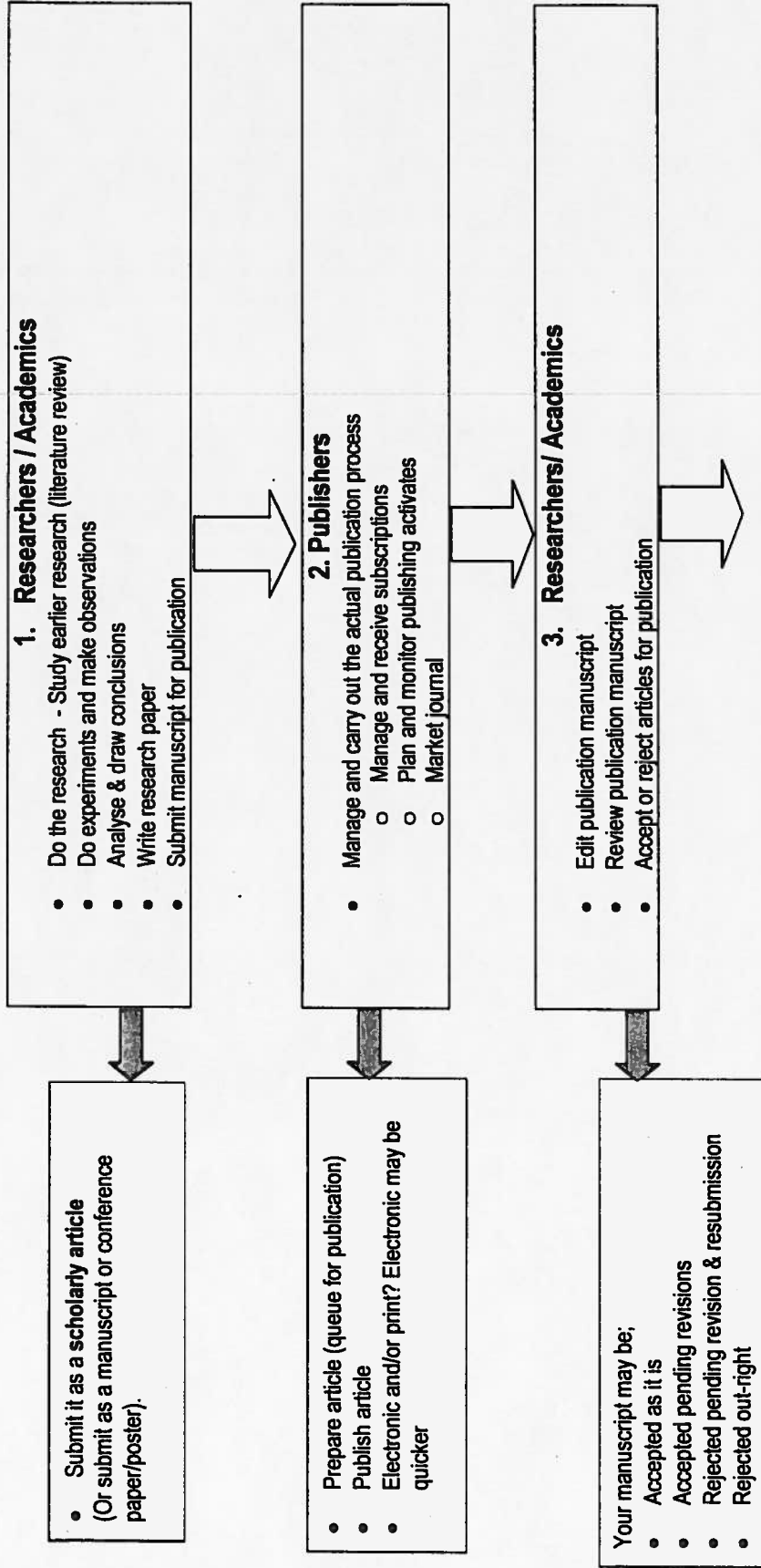
4. **Giving, Getting, and Using Others' Feedback**
 - Form for reviewing an article and giving useful feedback

5. **Responding to Journal Decisions**
 - Analyzing peer reviewer's feedback

Source: Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success

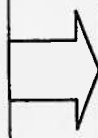
Author: Wendy Laura Belcher. Available at: <http://www.wendybelcher.com/pages/WorkbookForms.htm>

Publications life-cycle for a scholarly journal article



- Subscription or pay per view
- OR
- Open Access
 - Open Access Journal Publishing
 - Open Access Self archiving (via Institutional Repository)
 - Post article to Eprints server

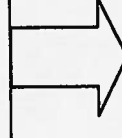
- 4. Libraries & Bibliographic Services**
- Provide access to and archive the publications:
 - via print / online subscriptions
 - Open Access Repositories
 - Perform value-adding activities: on/off campus access
 - Secure archiving



- 5. Bibliographic services**
- E.g. Web of Science - facilitate the identification and retrieval of publications
 - Value-added activities – quality control via citation analysis / Impact Factor



- 6. Readers**
- Search for, retrieve and read publications
 - Via online database
 - Search Engine
 - In the Library etc



- 7. Practitioners**
- Implement the research results directly or indirectly



- 8. Researchers**
- Review the results/findings
 - Generate new hypothesis?

Weekly Calendar for Planning Article Writing Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00 a.m.							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 p.m.							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 a.m.							
1:00							
2:00							
3:00							
4:00							
Total Minutes Plan to Work							
Tasks Aim to Complete							

Journal Review Form

Journal title	_____		
Editor's name/e-mail	_____		
Managing editor's name/e-mail	_____		
Editorial office address	_____		
Journal web address	_____		
Peer reviewed	<input type="checkbox"/> Yes	<input type="radio"/> No	<input type="radio"/> Not sure (find out)
Type of journal	<input type="radio"/> Disciplinary	<input type="checkbox"/> Field-based	<input type="checkbox"/> Interdisciplinary
	<input type="radio"/> Trade/practitioner	<input type="radio"/> Conf. proceeding	<input type="radio"/> Edited vol.
	<input type="checkbox"/> Yes	<input type="radio"/> No	
Electronic AND print	<input type="checkbox"/> Yes	<input type="radio"/> No, based in _____	
US-based ed. office	<input type="checkbox"/> Solid	<input type="checkbox"/> Medium	<input type="radio"/> High <input type="radio"/> Low
Reputation	<input type="checkbox"/> Large (e.g., univ., commercial, assoc.)	<input type="radio"/> Small	
Publisher type	_____		
Publisher name	_____		
Longevity	<input type="radio"/> < 2 years	<input type="checkbox"/> < 8 years	<input type="checkbox"/> < 15 years
Production	<input type="checkbox"/> Carefully produced	<input type="radio"/> Sloppy	
Punctuality	<input type="checkbox"/> Issue on time	<input type="radio"/> > 1 year delay	<input type="radio"/> > 2 year delay
Contributors	<input type="checkbox"/> Open (often outsiders)	<input type="radio"/> Insular (mostly insiders)	
	<input type="checkbox"/> Mixed	<input type="radio"/> High (profs.)	<input type="radio"/> Low (mostly grad students)
	<input type="radio"/> < 8 articles	<input type="checkbox"/> > 12 articles	<input type="checkbox"/> > 20 articles
No. of articles a year indexed electronically	<input type="radio"/> No	<input type="checkbox"/> Yes, on _____	
Backlog (guess)	<input type="checkbox"/> Articles' latest cites dated this year or last	<input type="radio"/> Older cites _____	
Themed/special issues	<input type="checkbox"/> No	<input type="checkbox"/> Yes, on _____	
Word limits	<input type="checkbox"/> < 5,000	<input type="checkbox"/> < 9,000	<input type="checkbox"/> No limit <input type="checkbox"/> Not stated
Page limits	_____ pages of shortest article		_____ pages of longest article
Board members I know	<input type="checkbox"/> < 40%	<input type="checkbox"/> < 60%	<input type="checkbox"/> < 80% <input type="radio"/> Over 80%
Rejection rate	<input type="checkbox"/> < 1 month	<input type="checkbox"/> < 3 months	<input type="radio"/> < 9 months <input type="radio"/> Over 9 months
Turnaround time	<input type="checkbox"/> < 6 months	<input type="checkbox"/> < 1 year	<input type="radio"/> < 2 years <input type="radio"/> Over 2 years
Backlog			
Submission Guidelines			
Style manual	<input type="checkbox"/> Chicago	<input type="checkbox"/> MLA	<input type="checkbox"/> APA <input type="checkbox"/> Other _____
Documentation style	<input type="checkbox"/> Cite in text	<input type="checkbox"/> Cite in notes	<input type="checkbox"/> Other _____
Hard copies to submit	<input type="checkbox"/> 0	<input type="radio"/> 1	<input type="radio"/> 3 <input type="checkbox"/> Other _____
Electronic copies	<input type="radio"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Send by e-mail?
Include SASE envelope	<input type="radio"/> Yes	<input type="checkbox"/> No	

Journal Submission Log

Article Title:		Journal Title:	
Contact Name			
Date Queried			
Date Sent			
Date Acknowledged			
To Peer Review?			
Date Notified of Status			
Date Copyedited			
Date Proofread			
Date Published			

Article Title:		Journal Title:	
Contact Name			
Date Queried			
Date Sent			
Date Acknowledged			
To Peer Review?			
Date Notified of Status			
Date Copyedited			
Date Proofread			
Date Published			

Article Title:		Journal Title:	
Contact Name			
Date Queried			
Date Sent			
Date Acknowledged			
To Peer Review?			
Date Notified of Status			
Date Copyedited			
Date Proofread			
Date Published			

	Number of Citations?	More (or less) Citations Needed?	Topics that Need More Citations
Original Literature			
Derivative Literature			
Contextual Literature			
Methodological Literature			
Theoretical Literature			
Related Literature			
What percentage of my article is the literature review? Is it too long? Is it too short?			

Feedback Form

These questions will help you to comment on the article you are reviewing. Your answers should give the author a guide in revising his or her work. You may not find all the questions relevant to reviewing the article that you are reading; use what is useful. The General series of questions are mine; the rest, which are more evaluative, are direct from a form that the Journal *Cultural Anthropology* gives to its reviewers.

General

- What are the strengths of this article?
- Does the author state the article's topic?
- What is the topic of the article in three or four words?
- Does the author state the argument of the article early and clearly?
- What is the argument of the article (so far as you understand it)?
- Who is the audience?

Content

- Does the first sentence draw the reader in? If not, what might make it better?
- Does the author establish the significance or relevance of the article? If not, where might this be done?
- Does the author raise questions that go unanswered? If so, specify one.
- Were any parts of the article redundant or not relevant? If so, specify where.

Flow

- Does the ending circle back to the beginning? If not, specify what might tie it together.
- Are there any unclear or missing transitions? If so, specify one.
- Was there any section where you lost interest? If so, specify what might have held your interest better there.

Other

- Did you feel the structure of the article could be clearer or stronger? If so, specify how.
- Could the author's argument be better supported? If so, specify where.
- Does the article have any blind spots? If it does, specify one.
- Did you notice any errors in sources, dates, quotations, facts, or proper names? If so, note them on the article.
- What did you find most intriguing about this article?

