



Taylor &  
Francis  
Online

# Publishing in Academic Journals

## Tips to help you succeed



Taylor &  
Francis  
Online

# Publishing in Academic Journals

- Who we are and what we do
- Journal Publishing Cycle and the Peer Review Process
- Audience and Type of Publication
- Choosing the Correct Journal
- Assessing the Best Journal for your Article
- Writing for your Chosen Journal
- Preparing the Journal Manuscript
- Some Journal Publishing Protocol
- Help for Prospective Authors
- Reasons Why Journal Articles are Rejected

Look out for our Publishing Top Tips!



Top Tip



Taylor &  
Francis  
Online

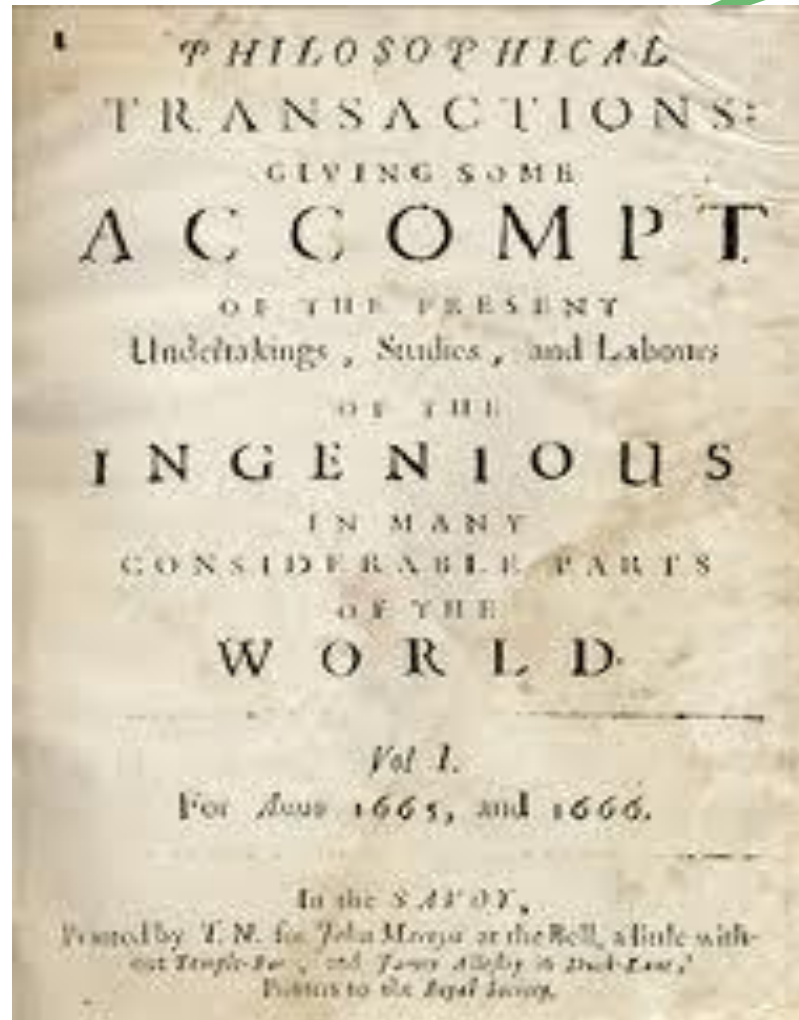
# Some Publishing Trivia

- When was the first scholarly journal published?
  - a) 1565
  - b) 1665
  - c) 1765



Taylor &  
Francis  
Online

# *Philosophical Transactions*





Taylor &  
Francis  
Online

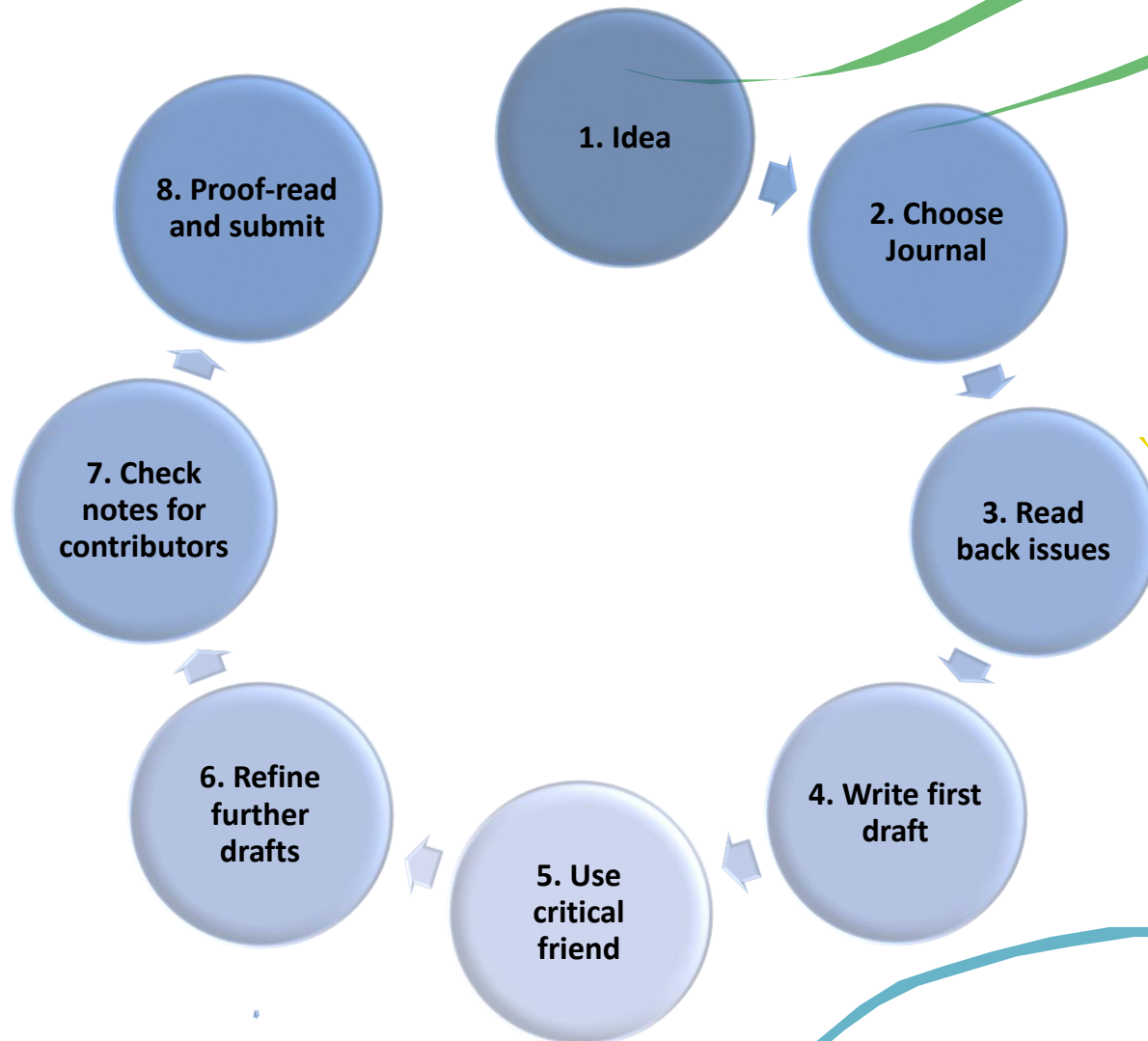
# Who are you?

- Professor
- PhD
- Post doc
- Masters Students
- Undergraduates



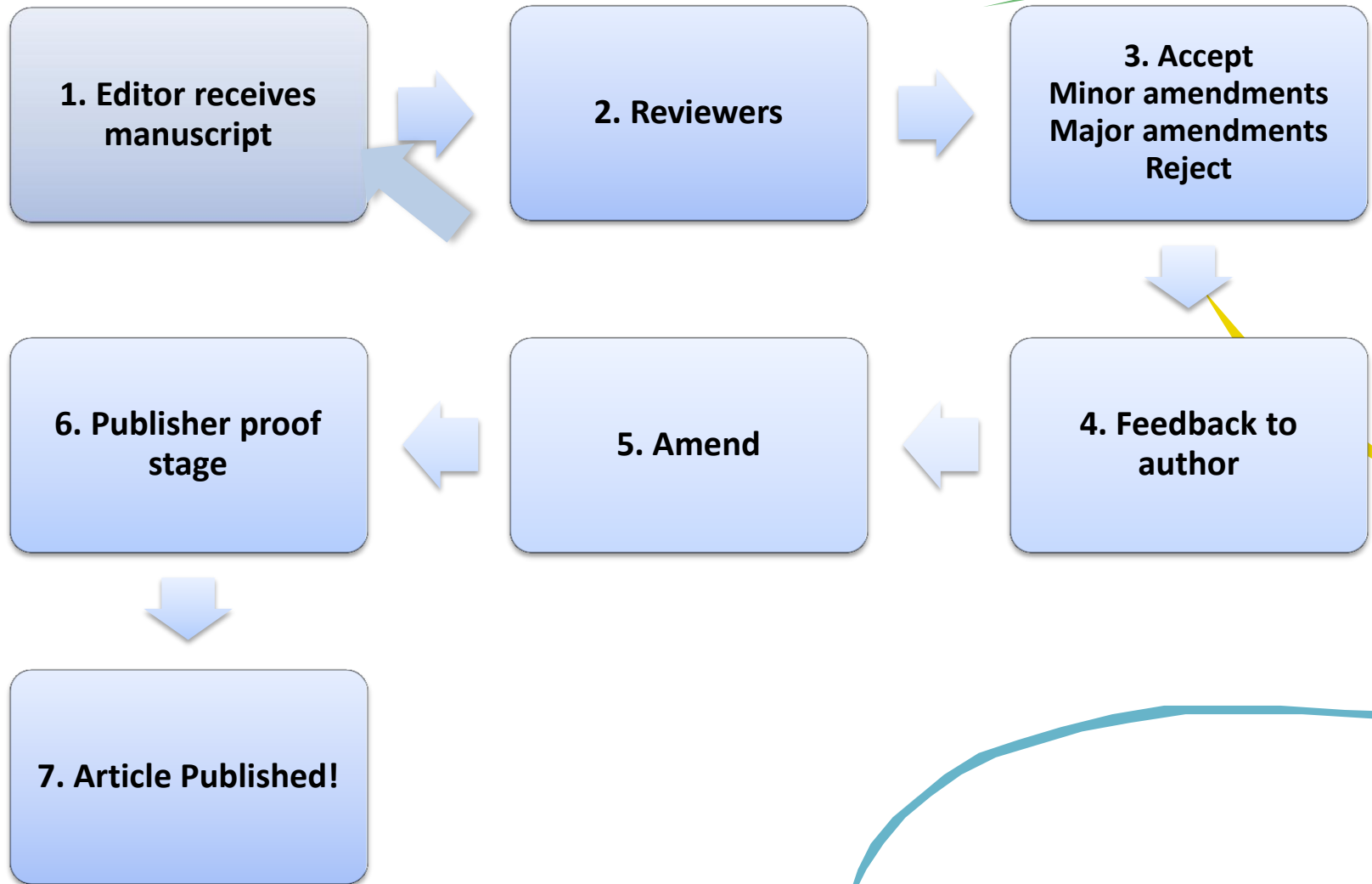
Taylor &  
Francis  
Online

# Start of the Publishing Cycle





# The Peer Review Process





Taylor &  
Francis  
Online

# Audience and Type of Publication

- Is your audience your own university colleagues, Taiwan, Asia or truly international?
- What level is it aimed at: researchers, practitioners or the general public?
- Is it really a magazine article, a book or your PhD thesis?
- Is it a 'Research in Progress' paper, a literature review or a 'Viewpoint'? (Some journals take these, some don't).
- Is it a Book Review? Book Reviews can be a good introduction to academic writing.



Taylor &  
Francis  
Online

So you have decided your  
paper conforms to a proper  
journal article:

Do you:

- a) Write an article for a specific journal?
- b) Find any journal for your article?

Top Tip 

## Journals Listings

[Alphabetical Listing](#)

[Journals by Subject](#)

[New Journals](#)

## Author Resources

[Author Services](#)

[Authors' Newsletter](#)

[Copyright & Author Rights](#)

[Instructions for Authors](#)

## General Resources

[Advertising](#)

[Catalogues](#)

[Customer Services](#)

[Developing World Initiatives](#)

[Email Contents Alerting](#)

[eUpdates](#)

[Library Recommendation Form](#)

[Online Information](#)

[Online Sample Copies](#)

[Permissions](#)

[Press Releases](#)

[Price Lists](#)

[Publish with Us](#)

[Reprints](#)

[Special Issues](#)

[Special Offers](#)

[Subscription Information](#)

## Related Websites

[Arenas](#)

[LibSite](#)

[Society Publishing](#)

[Routledge Books](#)

[Tavlor & Francis Books](#)

## Journal Details



[News & Offers](#)

## Asian Journal of Political Science

Sponsored by Department of Political Science, National University of Singapore [Visit the organisation site](#)

Published By: Routledge

Volume Number: 19

Frequency: 3 issues per year

Print ISSN: 0218-5377

Online ISSN: 1750-7812

[Subscribe Online](#) | [Free Sample Copy](#) | [Table of Contents Alerting](#) | [View Full Pricing Details](#)

## Aims & Scope

*Asian Journal of Political Science (AJPS)* is an international refereed journal sponsored by the Department of Political Science, National University of Singapore. It is a leading journal that comprehensively examines politics and governance in Asia. It publishes original articles in major subfields of political science, especially comparative politics, international relations, political theory and public administration, with specific reference to Asian regions and countries.

*AJPS* aims to address some of the most current political, diplomatic, and administrative issues facing Asian countries, especially those in East Asia, South and Southeast Asia. The journal can be of great value to teachers, students, researchers, and experts dealing with these issues and regions.

### Peer Review

All research articles in this journal have undergone rigorous peer review based on initial editorial screening and refereeing by anonymous referees.

### Disclaimer

The Department of Political Science, National University of Singapore and Taylor & Francis make every effort to ensure the accuracy of all the information ("Content") contained in its publications. However, the Society and Taylor & Francis and its agents and licensors make no representations or warranties whatsoever as to the accuracy, completeness or suitability for any purpose of the Content and disclaim all such representations and warranties whether express or implied to the maximum extent permitted by law. Any views expressed in this publication are the views of the authors and are not necessarily views of the Editor, the Society or Taylor & Francis.




# Choosing the Correct Journal

- Research the journals in your field
  - Visit your university library
  - Look at publishers and journal websites
  - Talk to peers.
- Type of journal
  - Generalist: a title accepting papers across the whole research field
  - Niche: a journal with a narrow aims and scope.
- Familiarise yourself with the aims and scope statements of journals in your area.
- Remember, you are joining a conversation with other contributors; make sure you have something to say. ★ Top Tip
- Choose the 'Best' journal for your article.



Taylor &  
Francis  
Online

# Assessing the 'Best' Journal for your Article

- What is the readership and usage? The top cited or downloaded papers may be on the journal website.
- Is it international? Is this important to you?
- Is it peer-reviewed? How long will this take?
- Who is the Editor?
- Who is on the editorial board?
- Who publishes in the journal?  **Top Tip**
- What is the journal's policy on repositories?  
<http://www.sherpa.ac.uk/romeo/>

**continued...**



Taylor &  
Francis  
Online

# Assessing the Best Journal for your Article (continued...)

- Is it in the Thomson Reuters Citation Databases? Does the journal have an Impact Factor? Is that an important consideration for your subject area?
- Does the journal have a ranking in any other database? E.g. ERIH, IBSS, ARC etc.
- Is the journal available online and/or in print?
- Is it published by a major publisher, learned society or association?
- Should you send an abstract of your paper to the Editor?



# Measures of Quality

- There are a number of measures of 'Quality' for academic journals. These include: ERIH, IBSS, ARC, Scopus, Google Scholar, etc.
- One of the most commonly used measures of quality or 'impact' is Thomson Reuters' Citation Index<sup>®</sup> which produces Journal Citation Reports in Science and Social Science to rank journals using citations:  
Two-year Impact Factors

e.g. Citations received in **2011** to articles published in **2009** and **2010**


Articles published in **2009** and **2010**

- Five-year Impact Factors (new Feb 09) - T&F has lobbied for these for SSH.
- Alternatively, the journal might be included in the Arts & Humanities Citation Index, which is considered prestigious but doesn't provide an Impact Factor.



Taylor &  
Francis  
Online


# Writing for Your Chosen Journal

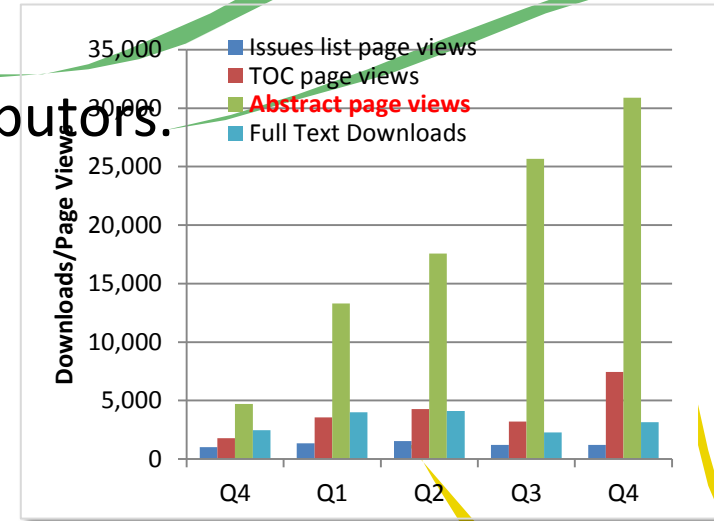
- Look at previous papers to get a feel for what is accepted
  - Free online sample issues, visit: [www.tandf.co.uk/journals](http://www.tandf.co.uk/journals)
  - Free online trials, access to subject archives, etc.
- Check the Aims and Scope again.
- Take note of maximum extent of the submission.
  - (cf Instructions for Authors/Notes for Contributors).
-  **Top Tip** Follow any submission guidelines, how should you submit your paper?
  - Check if the submission is to an online editorial office, many now use ScholarOne Manuscripts, Quickstart or Editorial Manager.
- Quote and reference from previous papers published in the journal, this can impress the reviewers and editor.



Taylor &  
Francis  
Online

# Preparing the Journal Manuscript


- Read the notes provided for contributors.
- Abstracts should be written in the third person and shouldn't contain references. Abstract writing is a skill, it should NOT be the same as the introduction or the conclusion!
- Ensure references cited in text, appear in bibliography.
- Expand any acronyms, remember it is an international audience.
- Take care when choosing the title, remember  **Top Tip** academics may find it via a search engine or see it on a content alerting service.



Continued...



# Manuscript Preparation (Continued)

- Figures, tables and photographs
  - Check they are ALL present
  - Place in a separate file on the email attachment
  - Do not embed them in the text of the manuscript
  - Consider how they will appear in the journal
  - Ensure you have the correct copyright clearance, especially for photographs, pictures of paintings, etc.
- Multimedia, additional online material – can this be submitted?
- Ask a colleague to read paper prior to submission.
- If English is not your first language consider using an ‘English polishing’ service.
- Send the Editor the correct version of your paper: this is now becoming one of the most common errors.  **Top Tip**

# Some Journals Publishing Protocol

- It is ok to use someone else's work in your paper:
  - a) yes if properly referenced
  - b) no never; it has to be wholly original



Taylor &  
Francis  
Online

# Some Journals Publishing Protocol

- Plagiarism: is it on the increase or are we just better at detecting it? Don't do it!
- Self-Plagiarism: authors should try to avoid using their own previously published work without attributing it.
- Do not send submit an incomplete paper just to get feedback.
- Always acknowledge all co-authors and fellow researchers.
- Always mention any source of funding for your paper.


# Some Journals Publishing Protocol

- **Submitting a manuscript to more than one journal at a time is:**
  - a) allowed as reviews can take months
  - b) not allowed in any circumstance

# Help for Prospective Authors

Services - Taylor & Francis Au... Home Permissions Journals website Society publishing Book authors Contact

Search:

 **Taylor & Francis**  
Author Services

▼ **Author guides:**  
Before article acceptance

▼ **Author guides:**  
After article acceptance

**Browse:**

**Author guides**

**Preparation**

- ▶ Choosing a journal
- ▶ Writing your article
- ▶ Artwork
- ▶ Multimedia and supplementary content
- ▶ Seeking permission
- ▶ Related resources
- ▶ Rights & copyright

**Submission**


- ▶ Final checklist
- ▶ Cover letter
- ▶ Electronic submission
- ▶ ScholarOne Manuscripts

**Review**


- ▶ After submission
- ▶ Peer review process

**Production**

**About this website**

 Whether you already publish articles in Taylor & Francis journals or whether you'd like to, whether you're an established academic or one of academia's rising stars, the Taylor & Francis Author Services site has all the information you'll need.


**Quick links**

 Use our quick 'submit an article' link below if you are an author with a paper prepared and you already know which journal you would like to submit to. All aspects of the preparation, submission and production process are covered by the author guides on this site if you need more information.

[Launch a new journal](#) | [Submit an article](#) | [Authors' charter](#)

[Author information in Chinese](#)

**Authors' newsletter**

 Check out our **Authors' newsletters** so far...

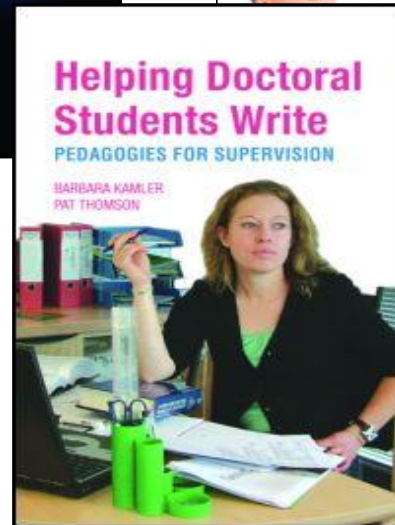
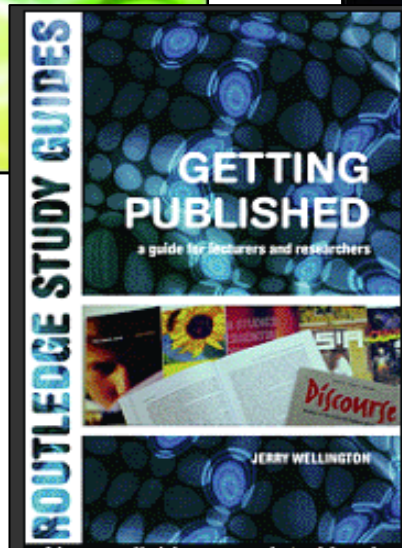
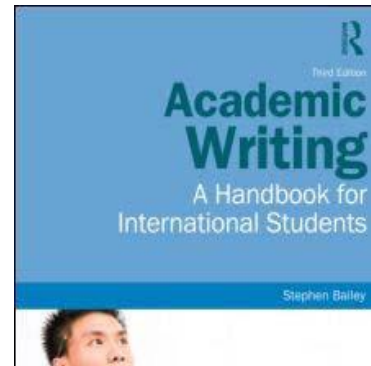
Learn more about what the Author Services team has been developing and improving, ebook Widgets, how to submit a book proposal, plus information about the peer review process. A lively newsletter to keep you informed!

[Read more](#)



Taylor &  
Francis  
Online

# Help for Prospective Authors



[www.tandf.co.uk/books](http://www.tandf.co.uk/books)



Taylor &  
Francis  
Online

# Help for Prospective Authors

- **It is ok to post my article with to my website before it is published:**
  - a) Yes if I provide reference to which journal it has been submitted to
  - b) No, this is not permitted by publishing companies

**Check the Author Schedule of Rights!**

# Top Ten Reasons for Rejection

- 1 Sent to the wrong journal, does not fit the journal's aims and scope/fails to engage with the issues addressed by the journal.
- 2 Not a proper journal article (i.e. too journalistic, or clearly a thesis chapter, or a consultancy report).
- 3 Too long (ignoring word limits for the particular journal) or too short.
- 4 Poor regard to the conventions of the journal (failure to consult Notes for Contributors) or to conventions of academic writing generally.
- 5 Bad style, grammar, punctuation; poor English (not corrected by native speaker).

Continued...


# Top Ten Reasons for Rejection (continued)

- 6 Fails to say anything of significance (i.e. makes no new contribution to the subject) or states the obvious at tedious length.
- 7 Not properly contextualised (e.g. concentrates on parochial interests and ignores the needs of an international or generally wider readership).
- 8 Poor theoretical framework (including references to relevant literature).
- 9 Scruppily presented and clearly not proofread.
- 10 Libellous, unethical, rude.



Taylor &  
Francis  
Online

# What to Do if Your Paper is Rejected?

- Do nothing for a few days: calm down!  Top Tip
- It's not worth getting into a discussion with the Editor about the reviewers, it won't alter the decision and could do you harm.
- Use the reviewers' comments, alter the paper and submit to another journal.
- If you do submit elsewhere, take care to alter your paper to the new style of that journal. Editors can easily detect a paper that was submitted to a rival publication.
- If asked to make heavy amendments and resubmit, you must decide if it is worthwhile. Remember, you may get rejected again! It may be better to go elsewhere.



Taylor &  
Francis  
Online

From this...





Taylor &  
Francis  
Online

...to this!

