

WELCOME TO



Vijaygarh Jyotish Ray College

Proof Reading And Editing

By

Dr. Uttam Kumar Mukherjee

05/04/2022



WHAT IS EDITING ?

Editing is the process of selecting and preparing written, photographic, visual, audible, or cinematic material used by a person or an entity to convey a message or information. The editing process can involve correction, condensation, organization, and many other modifications performed with an intention of producing a correct, consistent, accurate and complete piece of work.



Editor Responsibilities toward Authors

- Providing guidelines to authors for preparing and submitting manuscripts
- Providing a clear statement of the Journal's policies on authorship criteria
- Treating all authors with fairness, courtesy, objectivity, honesty, and transparency
- Establishing and defining policies on conflicts of interest for all involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers
- Protecting the confidentiality of every author's work
- Establishing a system for effective and rapid peer review (see section 2.3)
- Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner



Editor Responsibilities toward Reviewers

- Assigning papers for review appropriate to each reviewer's area of interest and expertise
- Establishing a process for reviewers to ensure that they treat the manuscript as a confidential document and complete the review promptly
- Informing reviewers that they are not allowed to make any use of the work described in the manuscript or to take advantage of the knowledge they gained by reviewing it before publication
- Providing reviewers with written, explicit instructions on the journal's expectations for the scope, content, quality, and timeliness of their reviews to promote thoughtful, fair, constructive, and informative critique of the submitted work
- Requesting that reviewers identify any potential conflicts of interest and asking that they recuse themselves if they cannot provide an unbiased review



Editor Responsibilities toward Publishers

- Conducting peer review of submitted manuscripts
- Complying with the guidelines and procedures of the owner organization, including any terms specified in the contract with that organization
- Making recommendations about improved evaluation and dissemination of scientific material
- Adhering to the owner's and publisher's fiscal policies towards the Journal, at least in so much as they do not encroach upon editorial independence
- Adhering to the agreed-upon mission, publication practices, and schedule



Responsibilities of Editors toward the Public

Many responsibilities of editors toward the public are carried out through the mechanisms established for the processes and constituencies mentioned above. Editors' roles have benefited society in many ways, from the quality-control measures taken when considering manuscripts for publication to requiring authors to abide by standards that would advance science and deposit information into freely available public databases as a condition of publication (e.g., data sharing). Editors are regularly taking steps to see that the outcomes of the scientific enterprise benefit the public. This includes identifying dual use research, which is research that can be misused to harm the public or its well-being.

Deciding Whether to Submit

- **Why publish?**

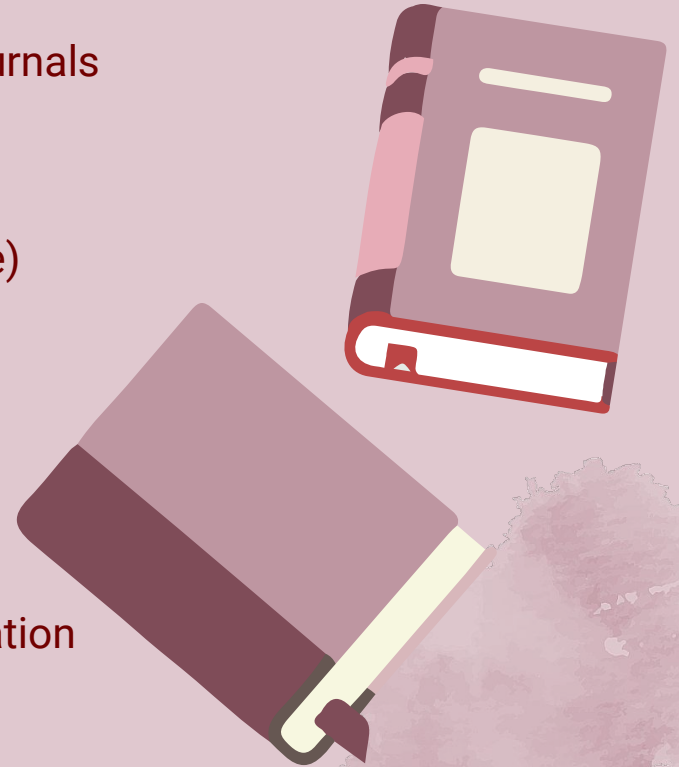
- to add knowledge to your field
- to advance your career
- to see your name in print!

- **Have I got something worth publishing?**

- Does the work add *enough* to existing knowledge?
- Is it of interest to others in the field?

Deciding Where to Publish

- Conference proceedings, book chapters and journals
- 26,000 journals – how to choose?
- Different strategies-
 - Topic and journal coverage (check website)
 - Is it peer-reviewed?
 - Most appropriate readership
 - Prestige
 - Length of time from submission to publication
 - Highest 'impact'



What editors look for in a Manuscript

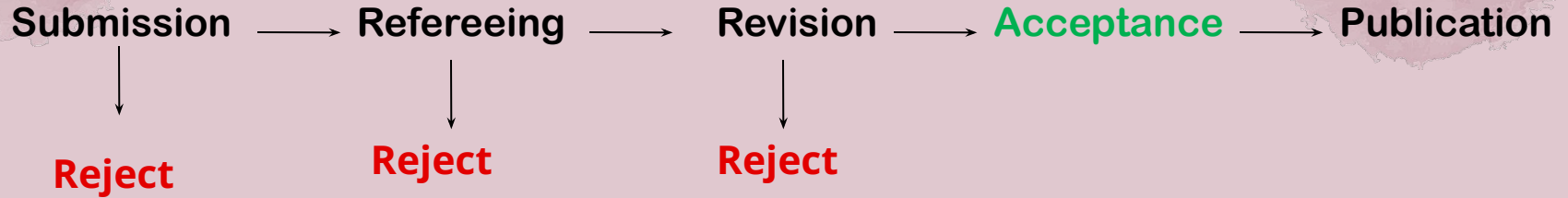
- ~ **Quality**
 - **good science: well planned, well executed study**
 - **good presentation**
- ~ **Significance and originality**
- ~ **Consistent with scope of journal**
- ~ **Demonstrated broad interest to readership**
- ~ **Will it cite?**
- ~ **Well written 'story'**
- ~ **Author enthusiasm**



Writing the paper: key points

- **Strong Introduction**
 - ~ Engage the reader
 - ~ Set the scene, explain why the work is important, and state the aim of the study
- **Clear, logically organized, complete Methods**
 - ~ Provide enough information to allow assessment of results (could someone else repeat the study?)
- **Results**
 - ~ Be clear and concise; avoid repetition between text, tables and figures
- **Relevant Discussion**
 - ~ Start strongly – were aims achieved?
 - ~ Discuss significance and implications of results

Journal Publishing Process



Before You Submit

- Internal review
 - Ask your peers to read it to get an alternative perspective
 - Ask someone outside your field to read it
- Read the Notice to Authors
 - Follow format and submission instructions
- Write a covering letter to the editor
 - Should clearly explain (but not overstate) the scientific advance
- Submit with the consent of all authors and to only one journal



The decision: Accept, Re-review, Reject

- Questions going through the editor's mind:
 - How good is the science in this paper?
 - Is an important issue/area of study being addressed?
 - Is the experimental design appropriate and adequate?
 - Are the analyses appropriate and competently done?
 - Has the study been put in context?
 - Does the paper contribute significantly to the literature?
 - Does the paper tell an interesting story?
- *Will it be read and cited?*

SUMMARY

- # Writing for successful publication means
 - ~ having a well designed, original study to write about
 - ~ selecting an appropriate outlet/journal
 - ~ knowing what you want to write
 - ~ writing clearly
 - ~ making the story interesting
 - ~ highlighting the significance of the results
 - ~ responding carefully and positively to referees' reports

Ten Rules for getting Published

- Read many papers, and learn from both the good and the bad ones.
- The more objective you can be about your work, the better the work will ultimately become.
- Good editors and reviewers will be objective about your work.
- If you do not write well in the English language, take lessons early; it will be invaluable later.
- Learn to live with rejection.
- Understand what makes good science and what makes good science writing: be objective about them.
- Start writing the paper the day you have the idea of what questions to pursue
- Become a reviewer early in your career.
- Decide early on where to try to publish your paper.
- Quality (not quantity) is everything.

THANK
YOU !!

