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Journals

Author Services

HELPING YOU PUBLISH YOUR RESEARCH



**A selection of resources available
from the Taylor & Francis
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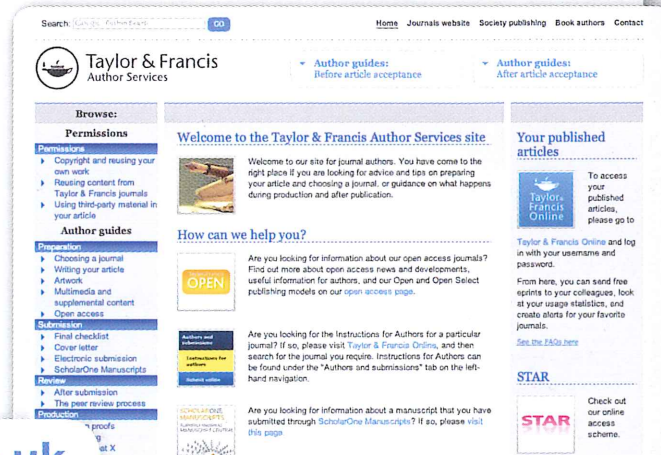
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Author Services

HELPING YOU PUBLISH YOUR RESEARCH

The T&F Author Services website is *the* guide to everything you need to know about writing for a Taylor & Francis journal

<http://journalauthors.tandf.co.uk>



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Updated monthly to reflect topical issues and featuring a roundup of our top tips, best paper prizes, interviews, and much more...
- **Calls for papers**
Regularly updated with current calls for papers for journals and special issues
- **Preparation**
All you need to know about choosing a journal and writing your article
- **Submission**
Think you're ready to submit? Check against our essential submissions checklist
- **Review**
What happens to your article after you have submitted it, including how the peer review process works
- **Production**
Covering the process that your article goes through once it has been accepted, including our Central Article Tracking System (CATS), and how to check your proofs
- **Publication**
Our policy on corrections to published articles, rapid online publication, and information on our range of alerting services
- **Beyond publication**
Guidance on what you can do to promote your article and optimize citations

Publishing in Academic Journals Tips to help you succeed

- 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

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Preparation

The Author Services website has all the information that you will need when you are writing your article and preparing to submit it to one of our journals.

Complete your masterpiece

Are you new to academic writing, or do you provide support for those who are? We hope you will find our tips and information about how to get published useful. The "Writing your article" section of the Author Services website includes advice about a huge range of issues encountered by the new author, including: *Abstracts; Acknowledgments; Article titles; Datasets; English grammar; Mathematical scripts; Search engine optimization; Tables; Templates;* and much more.

Present your paper: participating in disciplinary conventions can be a great way to get feedback on your paper so that you can make improvements before submitting. Also, journal editors are often present, so arrange to meet with them.

Take criticism on board: it can be difficult to receive criticism from your peers but if you can use this to revise your paper and make improvements, you stand a much better chance of being accepted by the journal. If not, it could help you to submit it somewhere else.

If in doubt – ask: most journal editors are happy to receive inquiries from potential authors and give advice about article submission. Perhaps send them your abstract for initial feedback before submitting.

Start thinking now about optimizing readership: nowadays almost all journal content is read online and discovered via search engines. There are some basics everyone should get right at the preparation stage to help the article to be widely read:

- Publish a straightforward paper on cutting-edge research
- Choose an effective title, or add a subtitle if clarification is needed
- Make sure that relevant terms are included in the abstract
- Choose keywords carefully to maximize search returns

Choosing a journal

The Author Services website has lots of advice to help you choose the most suitable journal for your article. Some questions you might wish to consider are:

- Does the journal have an international audience?
- Is the journal peer reviewed?
- Who is the editor?
- Who is on the editorial board?
- Which authors publish in the journal?
- Is the journal in the important citation indexes?
- Is the journal available online?
- Is the journal published by an international association or learned society?

When you have found the most suitable journal for your article, please read through the Instructions for Authors carefully. Each journal has its own, specific set of detailed instructions which can be found via a link on the journal's web page.

Also available

Visit the Author Services website for information on:

- Artwork (color, fonts, file formats, images)
- Authors' resources (help with editing, translation, artwork, mathematics, etc.)
- Common mistakes spotted by journal editors
- Permissions & copyright
- Publishing your Ph.D.

Submission

In the submission section of the Author Services website you can find the information that you will need when you have written your article and are ready to submit it to one of our journals.

Submission checklist

- Check which form of peer review your chosen journal operates and make your paper anonymous if necessary.
- Does your paper contain the name and affiliation of any/all co-authors?
- Have you provided an abstract summarizing the key findings of your submission?
- Are the references in the style required by the journal?
- Are all references made to the literature listed in the "references" section?
- Has permission for the reproduction of images/figures/tables, etc. been sought?
- Is the paper clear, concise, and accessible to a reader?
- Does the paper length adhere to the journal's guidelines?

How to submit your article

Submit to one journal only: when you submit your article, you will need to confirm that it has been submitted solely to that journal, and that it is not published, in press, or submitted elsewhere.

Follow submission guidelines: the Instructions for Authors will guide you on how you need to send your article. This may be via email to the editor, via a special website, or as printed copy by post.

Artwork and supplemental content: use our guide to the submission of electronic artwork so that we can ensure that only the best quality images and figures are reproduced. Supplemental material, including animations, movie files, sound files, and text files, can be submitted for publication in the online edition of our journals. Supplemental material should be submitted at the same time as your manuscript.

Check you have everything: if you have tables or figures, check they are all referred to in the text of your paper. Very importantly, make sure that you read our guidance on using third-party material.

Include all necessary details: make sure you have checked everything before you submit your article. Use the instructions provided by the journal and our general checklist. Consult our guidelines on authors' rights, and on the ethics of publication.

One last check: ask colleagues to read your paper prior to submission, and check how the editor requires you to submit it.

Prepare a cover letter: include a cover letter with your article. Check the Instructions for Authors to see if the editors provide information on what to include, and follow any guidelines that they give you.

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Also available

Visit the Author Services website for advice on:

- Cover letters
- Electronic submission
- Submission FAQs

Review

Our introduction to the review process gives you information about what happens to your article after you have submitted it, including how the peer review process works. Peer review is a cooperative process that allows your research to be evaluated and commented upon by independent experts who work within the same academic field. This helps you to improve your paper and allows the editor to assess the paper's suitability for publication.

The review process can take different forms depending on the preference of the journal. Under **single-blind review** the reviewer's name is hidden from the author. Under **double-blind review** the identity of the reviewers and the authors are hidden from each other. Some journals encourage **open review** where no identities are concealed, or post-publication review where comments can be made by readers and reviewers after the article has been published.

What are the benefits of peer review for an author?

- It helps to alert you to any errors or gaps in literature you may have overlooked.
- It can assist with making the paper more applicable to the journal readership.
- It may enable a discussion (between the author, reviewers, and editor) around a research field or topic.
- You can receive detailed feedback from experts in the field.

What should you expect during peer review?

- The editor may reject your paper outright if it does not adequately fit the scope of the journal.
- If suitable, your paper will be sent to reviewers.
- The reviewers will provide comments and suggestions for revision and make a recommendation to the editor.
- The editor then makes a decision and tells you what the decision is.

- The decision could be: *Accept in its present form; Accept with minor revisions; Request major revisions; Reject; Reject with the option to resubmit a new version.*
- You then choose whether to revise the paper and resubmit.
- If suitable after revision, your paper will be accepted and sent to us at Taylor & Francis.

How long does the review process take?

Many journals will provide details of their specific peer review process and likely timescales on their website. Waiting times can vary, depending on the journal and the subject area.

Most papers will be reviewed by two or more independent referees and ultimately by the editor(s) before a decision is rendered. The reviewers are academics or professionals working in the field and also write papers themselves. Delays will inevitably occur when reviewers are busy. They may have a number of journals sending them papers to be reviewed. Some journals may also receive high levels of submissions throughout the year. The editorial teams of our journals work tirelessly to ensure that peer review is as timely and rigorous as possible.

Also available

Visit the Author Services website for information on:

- How to referee an article
- Submitting a revised article through ScholarOne Manuscripts
- Why articles may be rejected

Production and publication

Production

The Production section of our Author Services website covers the process that your article goes through once it has been accepted for one of our journals. The advice includes:

Checking proofs: you will receive an email to tell you that your proofs are available for proofreading. You can then download the proofs as a PDF file. Please check your proofs carefully. It is the responsibility of the corresponding author to check these against the manuscript and approve or amend them. Once your corrections have been added to the article, it will be considered ready for publication. A second proof is not normally provided.

Copy-editing: as part of the production process your article will be copy-edited to make sure that it conforms to the style of the journal and that there are no grammatical or spelling errors or inconsistencies that would interfere with a reader's understanding. We believe that copy-editing is an important stage and that it adds value to your article. While it is your responsibility to submit the article correctly (as specified on the Instructions for Authors page), the copy editor has a valuable role in picking up any errors that you have missed and minimizing any delays by ensuring that problems are identified at an early stage.

The Production section also has useful guides about:

- The production process
- The Author Publishing Agreement
- Using the CATS production system

Publication

In this section you can find information relating to articles after they have been published. Visit this part of the website for information about:

- Alerting services
- Corrections to published articles (including addenda, corrigenda, and errata)
- CrossMark
- DOIs (Digital Object Identifiers)
- Versions of journal articles
- Rapid online publication

STAR

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Beyond publication

How to promote your article

We are committed to promoting and increasing the visibility of your article and will work with you to promote your paper to potential readers. Please consider the following suggestions:

Author eprints: up to 50 of your friends and contacts can now read your published articles for free. In the 'My Authored Works' section of Taylor & Francis Online you will find a special link for each of your authored papers. Share these links with your colleagues and they will be able to use them for instant free access to your articles, without any requirement to register or sign in.

Reading lists: add your article, or the journal, to your students' reading lists as essential reading.

Department website or personal webpage: use your staff profile entry on your department website, or your personal webpage, to add information about your article and link directly to the online version.

Social networking: authors are increasingly promoting their articles via **Twitter** and **Facebook**, with a link to the versions of record online, so they can be picked up by other researchers and practitioners. Other useful sites include **LinkedIn** and academic social networking sites (such as **Academia.edu**, **MyNetResearch** and **Academici**) which are a good way of meeting and conversing with people who share the same research interests.

CiteULike: you could add your article to your personal **CiteULike** library to share with others, which helps them discover literature which is relevant to their field. You can help with this process just by using **CiteULike** and through the **invite a friend** feature.

Discussion lists: post a short message to any discussion lists you are a member of, letting people know that the journal's latest issue, which includes your article, is now available. The easiest way to do this is to **register for the Table of Contents alert for the journal** so you can forward the email once you have received it.

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Library recommendation: check that your institution has a subscription to the journal. If not, recommend it for the next subscription year.

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Visit the Author Services website for advice on:

- How to optimize citations to your article
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