

How to Develop a Manuscript: Part 2

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Overview

- Ethical issues
- Authorship
- Types of journal content
- Writing style
- Instructions for authors

Ethical Issues



Authenticity and Accuracy

- Authenticity (not fabrication)
- Accuracy
 - Providing complete data (not only those supporting one's hypothesis)
 - Avoiding inappropriate manipulation of images
 - Using appropriate statistical procedures

Originality

- Not republishing the same findings (except under special circumstances, with the original source cited)
- Not submitting the same manuscript to two or more journals at once
- Not dividing one research project into many little papers (“salami science”)

Credit

- Citing sources of information and ideas (also aids credibility, helps in finding out more)
- Avoiding excessive use of others' words
 - Recording sources when copying items or taking notes
 - Placing in quotation marks, or indenting, items used verbatim
 - Perhaps drafting some items while not looking at the source materials
 - Observing copyright and obtaining needed permissions

Ethical Treatment of Humans and Animals

- Treatment must conform to accepted international standards.
- Manuscript must document that the study was approved by an ethical review board before it was done.
- Note: Research on humans tends to be broadly defined, for example to include survey research.

Conflicts of Interest

- Can involve
 - Authors
 - Peer reviewers
 - Editors
- Can be
 - Financial
 - Ideological
 - Other

The CSE White Paper

Scott-Lichter D, and the Editorial Policy Committee, Council of Science Editors. *CSE's White Paper on Promoting Integrity in Scientific Journal Publications*. Reston, Virginia, USA: CSE; 2006. Available at <http://www.CouncilScienceEditors.org>.



Content: The CSE White Paper

- 1.0 Introduction
- 2.0 Roles and Responsibilities in Publishing
 - 2.1 Editor Roles and Responsibilities
 - 2.2 Authorship
 - 2.3 Reviewer Roles and Responsibilities
 - 2.4 Sponsor Roles and Responsibilities
 - 2.5 Relations Between Editors and Publishers, Sponsoring Societies, or Journal Owners
 - 2.6 Responsibilities to the Media

White Paper Content (cont)

- 3.0 Identifying Research Misconduct and Guidelines for Action
 - 3.1 Description of Research Misconduct
 - 3.2 International Models for Responding to Research Misconduct
 - 3.3 Reporting Suspect Manuscripts
 - 3.4 Digital Images and Misconduct
 - 3.5 Correcting the Literature
 - 3.6 Handling Third-Party Inquiries About Scientific Misconduct

Another Resource on Ethics

On Being a Scientist: Responsible Conduct in Research, 2nd edition (1995):

- From the US National Academies
- Largely for graduate students
- Available at www.nap.edu/readingroom/books/obas/
- 3rd edition in the early planning phase

Some Other Resources on Publication Ethics

- Committee on Publication Ethics (COPE): <http://www.publicationethics.org.uk/>
- World Association of Medical Editors (WAME): <http://www.wame.org/>

Authorship



Authors

- Those with important intellectual contributions to the work
- Often listed largely from greatest contributions to least
- Head of research group often is listed last
- Important to list one's name the same way from paper to paper

Some Types of Journal Content



Some Types of Journal Content

- Scientific papers (reports of new research, usually in IMRAD format)
- Review articles (articles summarizing and integrating the literature on a subject)
 - Narrative review articles—similar to textbook chapters—provide relatively broad overviews
 - Systematic review articles—integrate findings from various published studies on the same research question—in IMRAD format

Some Types of Journal Content (cont)

- Case reports and case studies
- Editorials
 - Persuasive editorials—argue on behalf of a specific point of view (for example, a policy position)
 - Perspective editorials—provide context for a scientific paper in the same journal issue
- Essays

Some Types of Journal Content (cont)

- Book reviews—describe and evaluate books
- Letters to the editor—generally comment on papers published in the journal
- Other

Writing Style



Writing Style

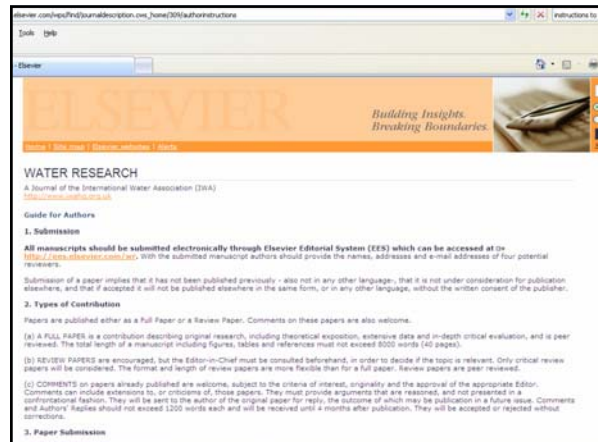
- As noted by Professor Murthy yesterday: Write to communicate, not to impress.
- Writing style will be discussed at Saturday noon plenary lecture on writing skills:
 - Approaching a writing project
 - Writing accessibly about science

Instructions for Authors



Journals' Instructions to Authors

- Usual locations: in the journal and on the journal's Web site
- Some collections of links to instructions exist (for instance, for biomedical journals: <http://mulford.meduohio.edu/instr/>).
- General advice: Choose your first-choice journal early, and obtain its instructions immediately.



Using the Journal's Instructions

- Read the instructions to authors before starting to prepare your paper.
- Consult the instructions while preparing your paper.
- Check the instructions again before submitting your paper.

Some Questions the Instructions May Answer

- What categories of article does the journal publish?
- What is the maximum length of articles?
- What is the maximum length of abstracts?
- Does the journal have a template for articles? If so, how can it be accessed?
- What sections should the article include? What are the guidelines for each?

Some Questions (cont)

- What guidelines should be followed regarding writing style?
- How many figures and tables are allowed? What are the requirements for them?
- In what format should references appear? Is there a maximum number of references?
- In what electronic format should the paper be prepared?

Beyond the Instructions

- Look at some recent issues of the journal. Doing so can help you gear your paper to the journal.

Questions?



Thank you!

