

## **AuthorAID Tips of the Week**

**#101-125**

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### **Tip of the Week #101**

In general, avoid redundancy in writing. For example, instead of writing “The cup was completely full,” write “The cup was full.”

### **Tip of the Week #102**

Often grant proposals for service projects are rejected because they lack evidence that the project will become self-sufficient after the grant is completed. When writing such a proposal, look for ways to sustain the project and clearly make them known to the reviewer or funder.

### **Tip of the Week #103**

Make sure the methods section of your scholarly paper is informative. For instance, instead of just saying “participants”, specify relevant characteristics, such as age and gender. Similarly, rather than only stating that the water was heated, state the temperature.

### **Tip of the Week #104**

Book review editors of journals often recruit reviewers and also welcome volunteer reviewers. If you wish to do book reviewing, contact the book review editor.

### **Tip of the Week #105**

Before beginning to write your paper, it's generally best to choose a target journal. Having a specific journal in mind can help you write a paper that has a suitable approach, format, and style.

### **Tip of the Week #106**

Determining which people to list as authors of a paper sometimes can be tricky. Do not use authorship to reward friends, family members, and those in higher positions who have not made any meaningful contribution to the work being reported.

### **Tip of the Week #107**

When selecting a peer-reviewed journal to submit your article to, consider finding out whether the journal is indexed online. For example, you can check whether the journal's website lists indexing databases (such as PubMed, PsycINFO, or Science Citation Index) that include it. If a journal is indexed online, more people are likely to be aware of your article.

### **Tip of the Week #108**

Some peer-reviewed journals offer publication services, such as editing, especially for authors whose first language is not English. If English is not your first language and you are submitting an article to a journal, consider finding out whether such services exist and how much, if anything, they cost.

**Tip of the Week #109**

A common reason for rejection of papers is failure to follow the journal's guidelines for authors. Read a journal's guidelines before writing the paper. And look at the guidelines again before submitting the paper.

**Tip of the Week #110**

When writing the discussion section of a paper, avoid introducing new results. Never discuss a finding you have not included in the results section.

**Tip of the Week #111**

If you decide to revise a rejected manuscript and submit it to a new journal, pay attention to the concerns raised by the peer reviewers. Don't be surprised if your paper lands on the desk of a previous reviewer.

**Tip of the Week #112**

Avoid repeating in the text of your paper all the findings in a table or figure. You should only highlight key aspects and refer your reader to the table or figure.

**Tip of the Week #113**

Once a journal accepts your paper, that is not the end of the publication process. Be sure to follow the journal's instructions regarding the next steps, such as submitting revisions and checking page proofs.

**Tip of the Week #114**

Advances in information technology make it relatively easy to prepare three-dimensional graphs. But beware of using three-dimensional graphs for data that have only two dimensions. For example, if you are comparing mortality rates among men who lived in different cities, the 2 main variables are "mortality rate" and "city". Thus, only a two-dimensional graph is suitable.

**Tip of the Week #115**

When writing grant proposals, take enough time to do a good job. Reviewers can easily recognize hastily prepared proposals.

**Tip of the Week #116**

When planning to write a paper with others, identify co-authors early. Doing so can prevent later disagreements.

**Tip of the Week #117**

Clear writing reflects clear thinking. Before you submit writing, make sure the thinking is clear.

**Tip of the Week #118**

Some authors include "personal communications" (unpublished information from others) in their writing. If you wish to do so, tell the source how you wish to use the information, and request permission to use it.

**Tip of the Week #119**

Are you seeking a suitable journal in which to publish your research? One way to find some possibilities is to do a literature search using the keywords that describe your study. See what journals are listed, and consider them.

**Tip of the Week #120**

When you publish a paper (Congratulations!), compare the version you submitted and the published version. Noting the differences can help you improve future papers.

**Tip of the Week #121**

When compiling your reference list, don't just cut and paste from elsewhere. Be sure each reference is in the proper format. Most important, be sure to read each reference.

**Tip of the Week #122**

Journals have instructions not only for authors but also for peer reviewers. If you agree to peer review a manuscript, be sure to read—and follow—the instructions.

**Tip of the Week #123**

Criticism from peer reviewers can lower one's morale. But such feedback can improve your paper. Cheer up and make good use of the feedback.

**Tip of the Week #124**

Some requests for grant proposals include both application instructions and evaluation criteria. Before you submit such a proposal, be your own grant reviewer by checking whether you fulfilled the criteria.

**Tip of the Week #125**

Looking for new ideas for research? Consider brainstorming with others, either in person or online. You may gain both new ideas and new collaborators.