

Publishing Techniques

APT Dossier Preparation Workshop

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PLANNING

Getting started

- Poster sessions, panel discussions, meeting/seminar reports, book and media reviews, newsletters (editing and contributing)
- Choose topic that interests you or one that is related to your work

Develop a strong, well-defined idea

- Talk/brainstorm with colleagues
- Determine what's already been published – literature review
- Think about target journals
 - Contact editors
 - Peer-reviewed
 - Indexed
 - Library journal or discipline related
 - Theme issues
 - Audience
 - Reputation, impact factor, rejection/acceptance rate
 - Internet journal (e-only)
 - Copyright agreement
- Read journals carefully for style, tone, organization
- Think about the scope of your manuscript
- Author Guidelines – never too early to start looking
- Give yourself a schedule with deadlines for your research – work backwards from the date you would like to submit your manuscript. Include time for surveys or any statistical data analysis

WRITING

- Research papers usually include an introduction to the problem, statement of thesis, methodology, results, discussion of the results and a conclusion
 - *Tell them what you set out to do*
 - *Tell them what you did*
 - *Tell them what you found*
 - *Discuss what you found*
- Consult with experts as needed: statistician, subject experts
- Shape the paper into a logical outline; use nested headings and subheadings
- Get a draft down on paper, solicit feedback, revise

Tips:

- Keep audience, thesis, and title in mind when writing – helps to stay on track with tone and stay focused
- Keep organization logical
- Watch transitions between sections – one section should flow into the next
- Use your literature review to not only tell you what is published, but help you provide context for your readers
- Grammar and spelling – computer spell/grammar checkers help, but do not rely on them solely for accuracy
- Watch for wordiness – let your content dazzle them, not convoluted syntax
- Be consistent with punctuation, capitalization, active/passive voice and verb tense. Active voice is generally preferred – more fluid and keeps readers focused
- Use illustrations, graphs, sidebars when necessary
- Substantiate your claims with evidence
- Looks count – submit a good looking manuscript

WORKING WITH EDITORS

- Review and follow the author guidelines
- Follow up if you don't receive confirmation of receipt of manuscript
- Ask for a timeline
- Do not submit the same paper to more than one publication at a time
- Follow through on any revisions necessary. If you don't agree, give reasons in writing

References:

1. Hepfer, Cindy. (2003). Getting Published: Emphasis on Journal Articles. Notes from presentation to the UB Libraries Academic Writing Group.
2. Klingner, Janette K., Scanlon, David, and Pressley, Michael. (2005). How to Publish in Scholarly Journals. *Educational Researcher*, v34 #8, p14-20. Retrieved December 27, 2005, from American Educational Research Association website:
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