

A Guide to Getting Published

Radka Krivankova Business Manager - Romania

Aim and overview

Aim

To provide a comprehensive guide to optimize your academic writing and preparation skills whilst focusing on best practice for submission.

Overview

- About Emerald
- Why publish?
- Selecting the right journal
- Structuring your paper
- The publishing process and surviving peer review
- Books
- Cases
- Publication ethics
- Getting discovered
- Kudos
- Dissemination and promotion



Objectives of the session

Demystify

...the publishing process



Provide

...information and recommendations



Encourage

... you to write, submit and get published







About Emerald



A brief introduction to Emerald Company history

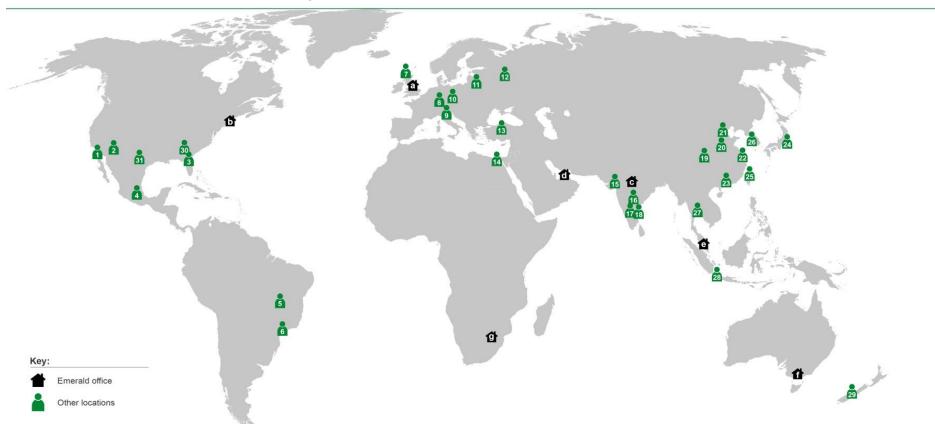
- Emerald Group Publishing Limited
- ► Founded in 1967 in Bradford, West Yorkshire
- Core subjects: business, management, education, engineering, information science
- ▶ 300+ journals, 200 book front list, 1500 + teaching cases
- Over 30 million Emerald articles were downloaded in 2016 – more than 80,000 a day!





Emerald Publishing – company background

Emerald offices, representatives and associates world-wide







Why publish?

Why publish in journals?

Career

80% of our authors published with a view to career progression and personal development.

What do previous authors say?

Altruism
85% published for esteem and to receive internal and external

recognition.

Subject Development 70% wanted to share knowledge and experience. Own Business
50% published for
company
recognition and to
promote their
business.





"Why do I want to publish my work?"





Choosing a journal to publish in is an investment decision. A good choice can enhance the impact of your work and your reputation.

- ► Factors to consider are relevant readership, recent articles, communicative, societies and internationality, likelihood of acceptance, circulation, time from submission to publication.
- ▶ What type of paper are you planning to write i.e. practice paper, research paper, case study, review, viewpoint? Check first what type of paper the journal accepts.
- Be political (e.g. national vs. international) and strategic (e.g. five articles in 'low ranked' journals vs. one in 'top ranked' journal).
- Do you have an open access mandate? You can publish open access with any Emerald journal.



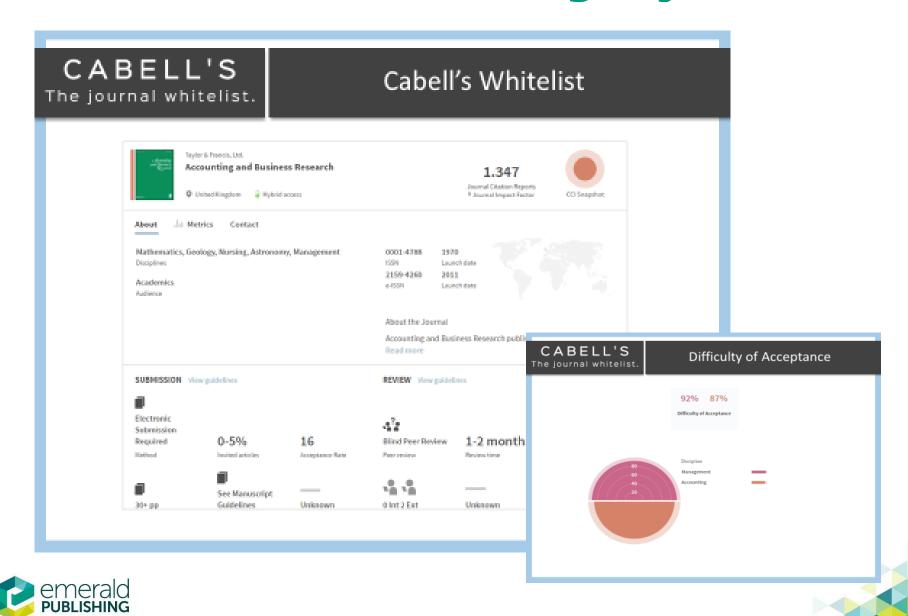
Measuring quality

Are rankings important to you? Web of Science (ISI) is the most well known ranking, **but others exist.** Citations are a good, but not complete, guide to quality.

- Impact Factor
- Scopus and <u>CiteScore</u>
- > H-index
- Google Scholar
- Usage
- Peer perception











How to get started

What do I write about?

- Have you completed a project that concluded successfully?
- Are you wrestling with a problem with no clear solution?
- Do you have an opinion or observation on a subject?
- Have you given a presentation, briefing or conference paper?
- Are you working on a Doctoral or Master's thesis?
- Do you have a new idea or initiative?

If so, you have the basis for a publishable paper.





What makes a good paper?

HINT: Editors and reviewers look for...

- Originality what's new about subject, treatment or results?
- Relevance to and extension of existing knowledge
- Research methodology are conclusions valid and objective?
- Clarity, structure and quality of writing does it communicate well?
- Sound, logical progression of argument
- Theoretical and practical implications (the 'so what?' factors!)
- Recency and relevance of references
- Internationality/Global focus
- Adherence to the editorial scope and objectives of the journal
- ► A good title, keywords and a well written abstract





Purpose

Have you done something new and interesting?

Is there anything challenging in your work?

Have you provided solutions to any difficult problems?

It's all about the transitions....

Sectioning

Use

headings/subheadings to group or separate controlling themes/ideas.



Title & Abstract

Conclusion

Introduction

Methods

Results

Discussion

Figures/tables/theory (your data/proposition)





Structuring your paper Title

A good title should contain the fewest possible words that adequately describe the contents of a paper. (Leads onto the next slide on importance of keywords)

- (A) A phrase that introduces the paper and catches the reader's eye
- (B) Keywords that identify the focus of the work
- (C) The "location" where those keywords will be explored





Keywords

- Researchers search using key phrases. What would you search for?
- Look at the keywords of articles relevant to your manuscript do they give good results?
- Be descriptive topic, sub discipline, methodology and significant features
- Jargon keywords should reflect a collective understanding of the subject, not be overly niched or technical
- Repeat appropriately in the abstract and title for visibility





Introduction

Convince readers that you know why your work is relevant and answer questions they might have.

- What is the problem?
- Are there any existing solutions?
- Which one is the best?
- What is its main limitation?
- What do you hope to achieve?







Literature Review

- Quote from previous research
- What are you adding? Make it clear
- Use recent work to cite
- Self citing only when relevant
- Any work that is not your own MUST be referenced
- If you use your own previously published work, it MUST be referenced





Method

- Indicate the main methods used
- Demonstrate that the methodology was robust, and appropriate to the objectives
- Focus on telling the main story, stating the main stages of your research, the methods used, the influences that determined your approach, why you chose particular samples, etc
- Additional detail can always be given in Appendices





Results

As with the methodology, focus on the essentials; the main facts and those with wider significance, rather than giving great detail on every statistic in your results.

What are the really significant facts that emerge?

These results will feed into your discussion of the significance of the findings.





International Journal of Operations & Production Management

ISSN: 0144-3577

Online from: 1980

Subject Area: Operations and Logistics Management

Content: Latest Issue | RSS Latest Issue RSS | Previous Issues

Options: To add Favourites and Table of Contents Alerts please take a Emerald profile

Some moderating effects on the service quality-customer retention link

Document Information:

Title: Some moderating effects on the service quality-customer retention link

Author(s): Chatura Ranaweera, (The Judge Institute of Management Studies, University

Cambridge, Cambridge, UK), Andy Neely, (Centre for Business Performance

Cranfield School of Management, Cranfield, UK)

Citation: Chatura Ranaweera, Andy Neely, (2003) "Some moderating effects on the

service quality-customer retention link", International Journal of Operations &

Production Management, Vol. 23 Iss: 2, pp.230 - 248

Structuring your paper Discussion

Consider

- Do you provide interpretation for each of your results presented?
- ► Are your results consistent with what other investigators have reported? Or are there any differences? Why?
- Are there any limitations?
- Does the discussion logically lead to your conclusion?

Do not

- Make statements that go beyond what the results can support
- Suddenly introduce new terms or ideas





Conclusion





- Present global and specific conclusions
- Indicate uses and extensions
- Answer the original question
- State limitations
- State implications for further research

- Summarise the paper the abstract is for this
- Start a new topic/introduce new material
- Make obvious statements
- Contradict yourself







Polishing your work

Polishing your work

Proofreading your own work

Look for:

- Incorrect grammar, spelling and punctuation
- Flow, transition or sense problems
- Unintended typographical errors
- Accuracy of any mathematical or statistical content
- Incomplete or inaccurate references
- Ensure consistency over your manuscript
- Know your common mistakes
- Use, but don't rely on, the spell checker
- Show the draft to someone else have a fresh pair of eyes look at it





Polishing your work

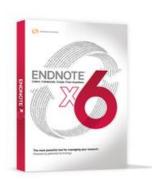
Accurate Referencing

Why?

- Accuracy will avoid plagiarism questions
- An "audit trail" for your work

For example

- Harvard
- APA





Always check the guidelines on the journal <u>homepage</u>





Emerald Author Services Powered by Peerwith

- Helping you to "polish" your work
- All relevant author services on one marketplace, connecting researchers with selected experts
- Expert advice and resource indexing, language editing, scientific editing, translation services, statistical support, video, visuals, literature search and more



Emerald Author Services

"HELP! The subject of my journal article involves the legal history of medical translation. I'd like to submit the article to Emerald's International Journal of Human Rights in Healthcare, but I am not used to Harvard citation style." – Bradley Oates, USA



Connects with expert Lucio Vinicius at UCL



RESULT!! Bradley says...

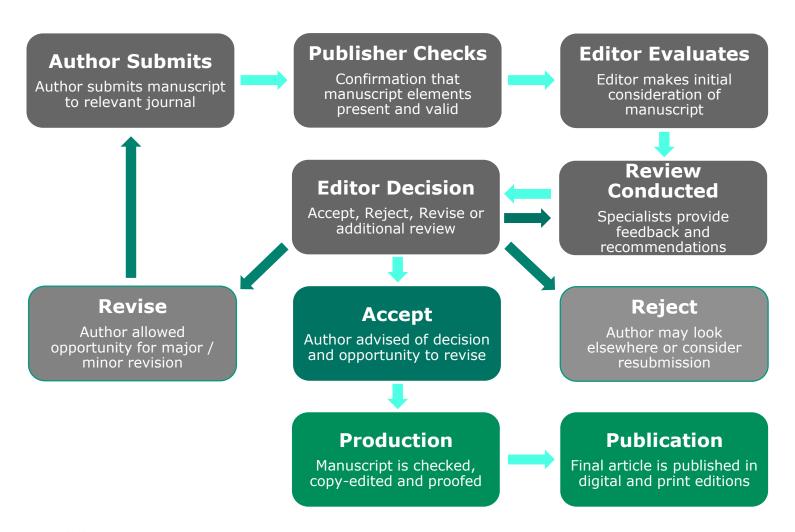
"VERY good at looking at both citations and editing content. I couldn't recommend this editor more highly. Kept all of "me" in my article, and knew just where to cut. Very professional and knowledgeable."





The publishing process and surviving peer review

Peer review - basic workflow





Source: ALPSP

How long does this take?

- Desk Review (2 weeks)
- Inviting Reviewers (another week or two)
- Under Review (6-8 weeks)
- Editor Assessment (2 weeks)
- 'Ideal' time from submission to review feedback: 3 to 4 months

But it may be longer!





Why does it take so long!!

- Time dependant on a number of factors
 - Volume of papers in queue for initial assessment
 - Availability of reviewers
 - Difficulty finding subject specialists
 - ► Holidays
 - Reviewer workload
 - Reviewer response time
 - ▶ If a reviewer doesn't respond to the initial request within two weeks another reviewer will be contacted
 - ▶ If a reviewer doesn't complete the review within time frame or then pulls out of completing the review process starts again.





Reasons for rejection

- Not following instructions author guidelines
- Inappropriate to the journal scope
- Problem with quality (inappropriate methodology, not reasonably rigorous)
- 'Paper motivation is weak'
- Insufficient contribution to the field





Surviving peer review

- Identify a few possible target journals/series but be realistic
- ► Follow the Author Guidelines scope, type of paper, word length, references style, etc.

"Many papers are rejected simply because they don't fulfil journal requirements. They don't even go into the review process."

- ▶ Find out where to send your paper (editor, online submission e.g. Scholar One). Check author guidelines which can be found in a copy of the journal/series or the publisher's web site
- Send an outline or abstract and ask if this looks suitable and interesting (or how it could be made so)
- Read at least one issue of the publication visit your library for access
- ► Include a covering letter opportunity to speak directly to the editor, convince them of the importance of your manuscript to the journal





Rejection tips

Submissions

Editor's Decision

To first review

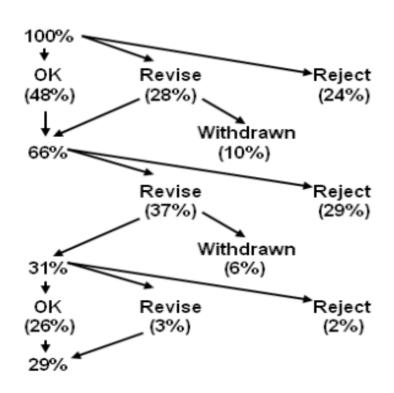
Decision

To second review

Decision

Published

n = 86



- ✓ Don't give up! Everybody has been rejected at least once
- Ask and listen. Most editors give detailed comments about a rejected paper.
- ✓ Try to improve and resubmit.
- Do your homework and target your paper as closely as possible





Surviving peer review

A request for revision is good news!

- You are now in the publishing cycle.
- Nearly every published paper is revised at least once
- Even if the comments are sharp or discouraging, they aren't personal







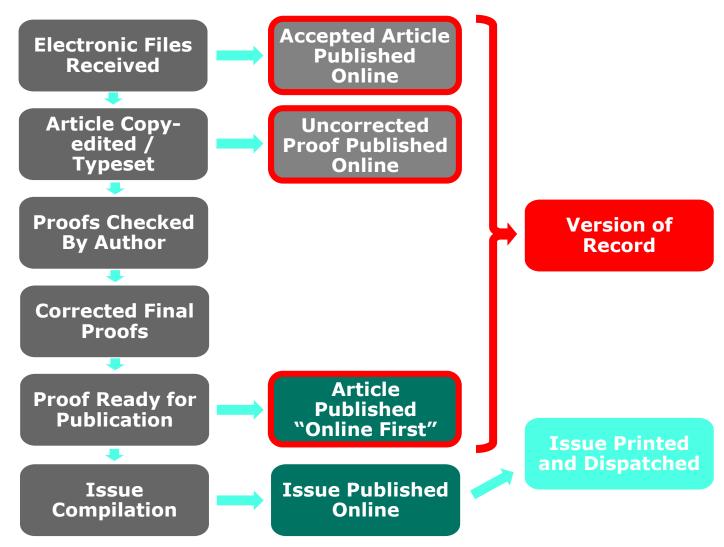
Surviving peer review

Revision tips

- ✓ Acknowledge the editor and set a revision deadline
- ✓ If you disagree, explain why to the editor
- ✓ Clarify understanding if in doubt
- ✓ Consult with colleagues or co-authors
- ✓ Meet the revision deadline
- ✓ Attach a covering letter which identifies, point by point, how revision requests have been met (or if not, why not)



Production Workflow





Source: ALPSP



Books



Why publish a book?

Why publish a book?

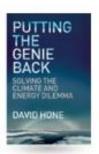
The length of your research may lend itself to a book format, we offer multiple publishing formats with flexible time frames.

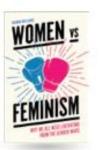
- Scholarly monographs
- Edited collections
- Short form books -our Emerald Points Series
- Professional books

We publish for scholarly and professional markets and all of our books are published electronically and in print – there is also the option of Open Access.











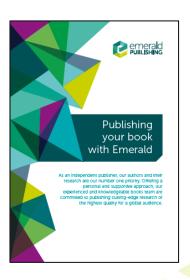


Why publish your book with us?

- With our large backlist, and over 200 new titles publishing each year, we provide high quality, cutting edge research
- Our books add depth to research and learning, featuring ground breaking research, case studies and advice from global thought leaders
- We offer multiple publishing formats, with flexible time frames to find the right home for your work, including scholarly monographs, edited collections, short form books, handbooks and professional texts
- We aim to support the work of early career researchers. Our experienced commissioning editors will support you every step of the way

Subjects we publish in

Business	HRM	
Corporate Governance	International Relations	
Criminology	Leadership	
Cultural Studies	Marketing	
Development Studies	Media & Communication Studies	
Economics	Political Science	
Education	Public Policy	
Entrepreneurship	Sociology	
Environment Studies	Social Policy	
Finance	Transport	
Geography	Strategy	
Health and Social Care	Urban Studies	





Submitting your proposal

- We welcome proposals for new books and aim to carry out both our initial review and our external peer review process in a timely fashion to ensure you will receive feedback quickly.
- Our team of commissioning editors are highly experienced and are more than happy to provide you with early advice and guidance on your project, the preparation of your proposal, and on how the book publishing team works here at Emerald.
- When you are ready to pull together your proposal, you can download the new book proposal form. If you are a first-time author, and if available, we would ideally wish to see a sample draft chapter along with the completed proposal to ensure that we can give you comprehensive and helpful feedback after our review process.



Peer Review

Peer review is an integral part of academic publishing.

Everything we publish is peer reviewed at the proposal stage, single blind, by a specialist from the relevant academic community.

What sort of opinions do we ask reviewers for?



Please write in your own words, a short synopsis of the work.

What are the main ideas within the work? What makes it original, ground breaking or thought provoking?



How would you assess the research content of the proposal – what does it contribute to the field?

Is the proposal comprehensive in its coverage of the subject area? In your opinion, is anything missing?



What are the proposal's strengths and weaknesses?

Is the book logically structured? If this is an edited work, is the coverage of the topic fluid and comprehensive, and is the coverage of the topic coherent?



Do you have any additional thoughts or recommendations that you would advise the author(s) to take into consideration as they revise the manuscript? Please feel free to offer specific feedback.



Who are our peer reviewers?

We ask you to provide a list of possible external peer reviewers in your proposal. We may use your names, but are as likely to pull on our own list of contacts to ask them to review your project. Be careful not to list peer reviewers who are based at your own institution or who were your PhD supervisors if your book is an adaptation of your thesis.



Preparing your manuscript

Things to bear in mind during the writing period

- 3rd party material
- Clearing permission for use of copyrighted material
- Abstracts
- The word count
- The Author Marketing Form and your cover



http://www.emeraldgrouppublishing.com/products/books/hub/index.htm



The books publishing process



Submit proposal

receipt as quickly

as possible.

Complete the Emerald <u>new</u> <u>book proposal form</u> and send it to the Commissioning Editor for your discipline.

Your Editor will acknowledge safe



Your editor assesses your book's 'fit' for our publishing list and raises questions or queries with you.

External peer review

Your proposal and any additional material will be sent out to a subject specialist for external, single blind peer review – we aim to get feedback to you in 4-6 weeks.

Manuscript submission

Your Editor may commission a final review of your manuscript before we put it into production.



Our Editorial team will then check through your final manuscript.

Writing your book

You will be contacted regularly by our editorial team and we will be on hand for guidance and support as you prepare the manuscript for submission.

Contract

After approval by our internal Editorial Board meeting your Editor will send you terms of our contract including extent, royalty and manuscript delivery date.

Response to peer review

You send your
Editor a full response
to the review. You may
need to revise and
resubmit your proposal
based on our peer review and
discussions with your Editor.

Production

Your book will go through copy editing, typesetting and indexing.
You will be issued proofs.
Your cover design will be finalised.
We will publish your book 6 months, or on a fast-track schedule if your book is an Emerald Point

Sales and marketing

When your book enters production our marketing and sales team start work to promote your book through our sales channels, and to support you with self-promotion.

Publication

You will be sent your free copies of your book, and additional information on how you can best help us promote it to the widest possible market.



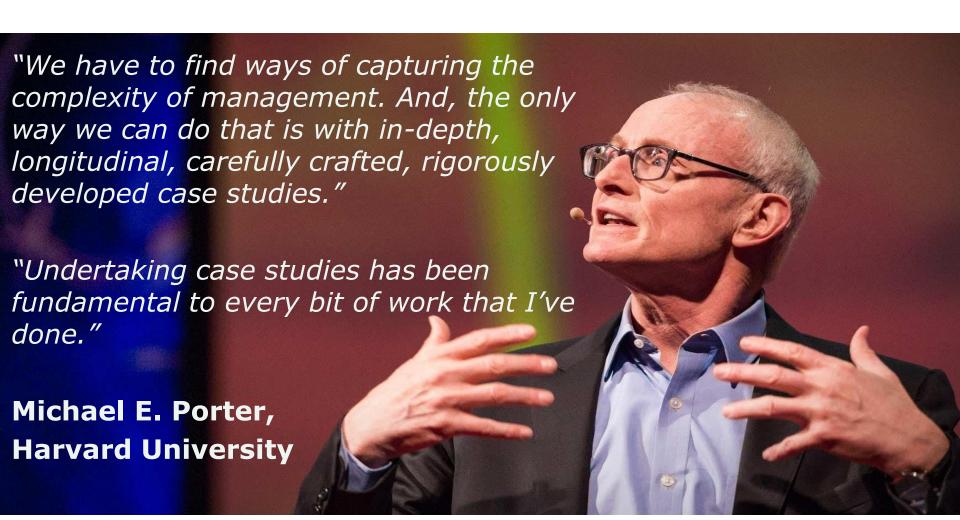
www.emeraldpublishing.com





A Guide to Getting Published: Case Studies

Why Case Studies?



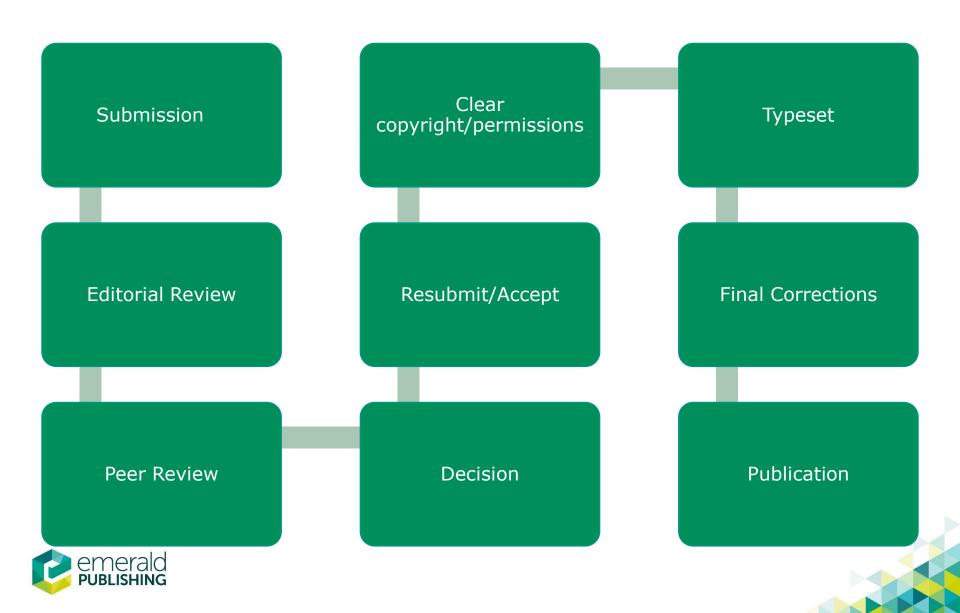


Why write Case Studies?

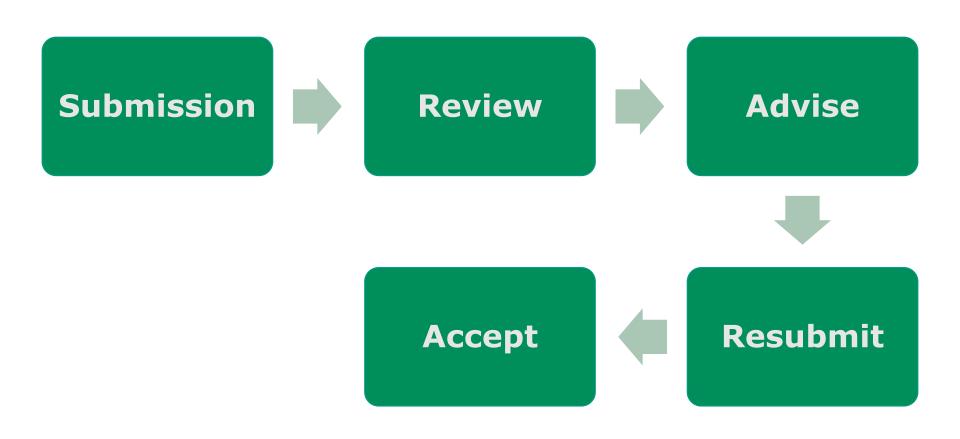
- Writing your own classroom materials allows you to tailor to your classes needs, your curriculum needs, even your own needs.
- ▶ In a rapidly-changing business and educational landscape it gives you the power to run engaging classes on emerging or hot topics, and to focus on companies or industries that didn't exist a few years ago.
- Demonstrating your excellence as teachers in your specialisms is essential in today's climate, and writing and ultimately publishing your own teaching cases is a tangible way of doing just that.
- Is a way of demonstrating impact beyond your own classroom.
- Financial reward, either through a royalty for each one-off purchase, or an upfront honorarium upon acceptance.



From submission to publication



Emerald's peer review process





Emerald and Cases

Real world business scenarios for the classroom

Emerald eCase Collection includes subscription access to teaching case studies published by Emerald in **The CASE Journal** and **Emerging Markets Case Studies** and licensed case study content from leading business school partners including **Kellogg School of Management** and **Darden School of Business**



Local Insight with Global Relevance



The official Journal of the Case Association



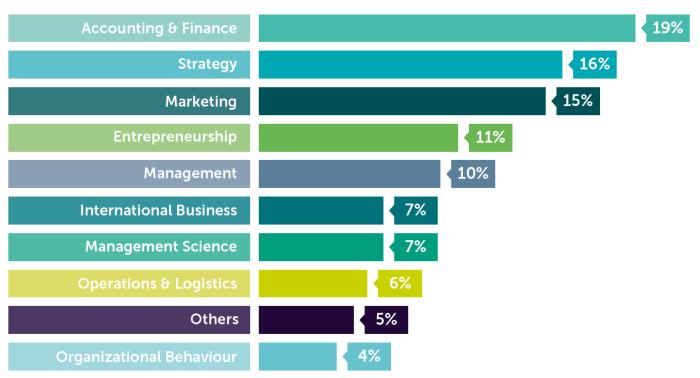
Case studies from leading international business schools



Emerald and Cases

Over 1500 teaching case studies spanning the full spectrum of business and management disciplines.

Emerald eCase Collection covers a variety of different subject areas across the core MBA curriculum.





Emerald and Cases





Who to contact

- Gareth Bell, Publisher, gbell@emeraldgroup.com
- Steve Lodge, Senior Product Manager, slodge@emeraldgroup.com
- David Porter, Marketing Manager, Author Engagement, dporter@emeraldgroup.com

www.emeraldinsight.com/page/casestudies







- Don't submit to more than one journal at once
- Don't self-plagiarise
- Clear permission to publish interviews/case studies

- Seek agreement between authors
- Disclose any conflict of interest
- Authors and editors are supported by the Committee on Publication Ethics (COPE)





https://publicationethics.org/

Plagiarism

- ► The act of taking someone else's work and passing it off as your own (false attribution). It is considered fraud!
- Hard to detect with peer review but there are new tools to help us
- Emerald's entire portfolio is included in iThenticate web-based software from iParadigms http://www.ithenticate.com/
- Emerald's Plagiarism Policy can be seen at http://www.emeraldinsight.com/about/policies/ plagiarism.htm
- For more general information visit http://www.plagiarism.org/





Publication ethics Copyright

- As the author, you need to ensure that you get permission to use content you have not created, to avoid delays, this should be done before you submit your work
- Supply written confirmation from the copyright holder when submitting your manuscript
- If permission cannot be cleared, we cannot republish that specific content



http://www.emeraldinsight.com/authors/writing/best_practice_guide.htm http://www.emeraldinsight.com/authors/writing/permissions.htm



News \ World news \ Hungary

Hungarian president resigns over

Pal Schmitt steps down after university revokes doctorate, saying

doctorate plagiarism scandal

Olympics thesis was mostly copied from two authors



German minister loses doctorate after plagiarism row

Germany's defence minister has been stripped of his university doctorate after he was found to have copied large parts of his work from others.

Karl-Theodor zu Guttenberg, an aristocrat who lives in a Bayarian castle, admitted breaching standards but denied deliberately cheating.

Analysis revealed that more than half of his thesis had long sections lifted word-for-word from the work of others.

Mr Guttenberg failed to name sources fo PhD thesis

So far the German Chancellor, Angela Merkel, has stood by the minister.

The University of Bayreuth decided that Mr Guttenberg had "violated scientific duties to a considerable extent".

It deplored the fact that he had lifted sections of text without attribution.

Last week Mr Guttenberg said he would temporarily give up his PhD title while the university investigated the charges of plagiarism. He admitted that he had made "serious mistakes".

Related St

Germany's E without a tit Plagiarism r

minister dro German mir denies plagi



News Sport Comment Culture Business Money Life & style Travel Environment

Photograph: Matei Divizna/EPA

The Hungarian president, Pal Schmitt, has announced he will resign after losing his doctorate in a plagiarism scandal.

Schmitt, who was elected to his largely ceremonial office in 2010 for a five-year term, said in a speech at the start of parliament's plenary session that he was stepping down because his "personal issue" was dividing Hungary

Share 363 ¥ Tweet ₹37

Q +1 36 in Share < 5 Email

= < g

Article history

World news Hungary · Europe

Education Plagiarism · Higher education

More news

Related

2 May 2013 London's famous student union faces threat of abolition

1 May 2013 János Starker obituary

29 Apr 2013 Cambridge academics baffled by teachertraining shake-up

26 Apr 2013 Hungary warned its democracy could be put under international scrutiny





Getting Discovered

An example

Titles and Subtitles



"Sustainable Supply Chain Management" or "Green is the New Gold"



Be clear and concise - reflect the content

Instantly identifiable



A phrase that introduces the paper

Differentiation



Words that identify the focus of the work



Write a compelling abstract

- Be explicit about what a reader will gain or learn from the article and why it is new.
- Proofread it!
- ▶ Remember that competition is fierce! Academics are in competition with one another for the same readers, it's no longer sufficient to just write the article and hope the work speaks for itself.

Key words

- ✓ The Editor will use them to find reviewers
- ✓ Google Scholar will use them to find your article when people search
 for that word.
- ✓ Web of Science, Scopus, and other ranking bodies use the key words.
- ✓ Spend time of them, and select them with care. Don't use Supply Chain, as the first or only key word when submitting to the journal, Supply Chain Management





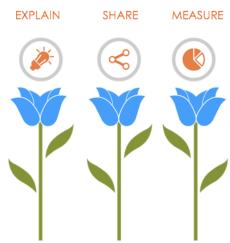
Partnering with KUDOS (C)

https://www.growkudos.com

What is KUDOS and why should researchers use it?

- ▶ **KUDOS** is a multi-publisher platform that helps researchers to undertake more outreach around their work and thus increase understanding and impact
- One place for researchers to explain, share and measure impact related to their work
- ▶ **Key metrics** from multiple providers, with insights on what is effective
- ► Small efforts can have worthwhile results. An average of 23% increase in downloads
- Emerald already have over 10,000 authors registered with Kudos



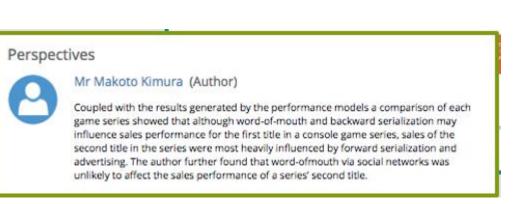


3 simple steps Step 1: Explain

Researchers add a plain language explanation of their work

Personal perspectives bring the research to life

Linked resources help set the work in context

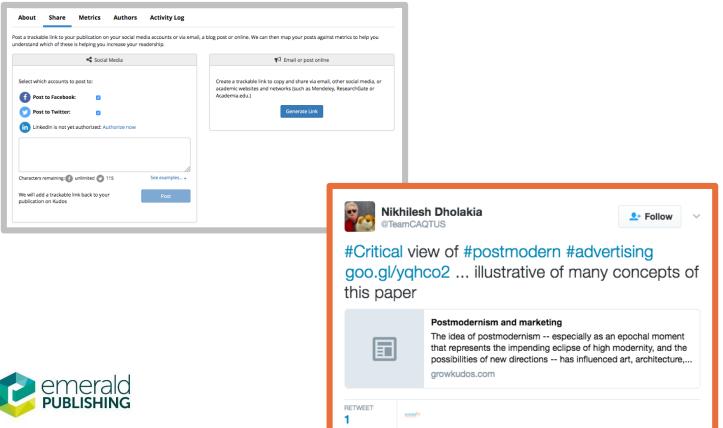




SEP essay is on Jean Baudrillard, and provides an excellent introduction to Baudrillard's works on postmodernism **FXPI AIN**

3 simple steps Step 2: Share

Researchers share coded links to their publication profile pages on any network



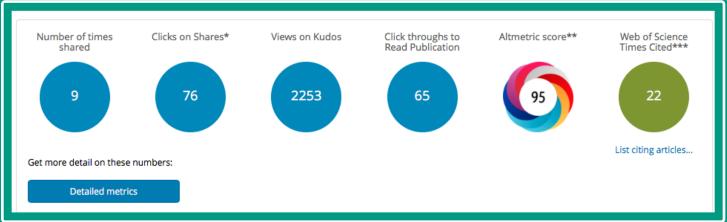








3 simple steps Step 3: Measure



Date	Event Type	Notes	Referrals ②
16-SEP-15 18:15	Share	Shared via Facebook	5
16-SEP-15 18:13	Share	Shared via Twitter read tweet	11
16-SEP-15 18:11	Share	Shared via LinkedIn	12
16-SEP-15 18:08	Add Resource	Add Resource of type related	
16-SEP-15 18:06	Edit	Author Perspective text added	
16-SEP-15 18:05	Edit	"Why is it important?" text added	
16-SEP-15 18:03	Edit	"What's it about?" text added	
16-SEP-15 17:59	Edit	Short title added	
16-SEP-15 17:49	Claimed	Dr Pete A Lund claimed the publication	









Before Publication

- Develop an online presence and start building a community:
 - Build your contact base
 - Use social networks to expand your reach
 - Create a website or a blog
 - Leverage your professional, corporate, and academic connections
 - ► Volunteer as a reviewer
 - Register for an Orchid ID
 - Register with KUDOS







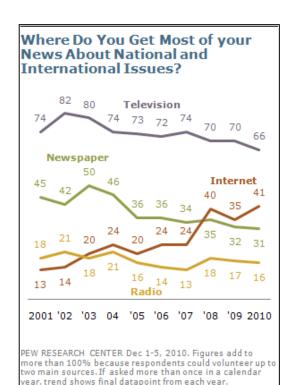
At Publication

- Spread the word effectively within your community
- Let people know it is now available to be read and cited.
- Make the most of your publisher's PR campaign, work with them to develop relevant, successful marketing messages
- Let your institutional press office know so they can spread the word – does you institution subscribe?
- Contact those you've cited





After Publication



http://www.peoplepress.org/2011/01/04/internet-gains-ontelevision-as-publics-main-news-source/

Members of social networks are:

- ✓ Eager to share information
- ✓ Looking to collaborate

Journal articles are ideal:

- ✓ Up-to-date, legitimate content that is critical for specialists in your networks
- ✓ Collaboration is essential for journal production, same as it is for Twitter, Academic.edu, LinkedIn etc.















Our top 10 author activities



1.

On average, a person sends over 40 emails a day

Make sure you include your book title and link in your email signature.



2.

Do you teach or speak at

events or conferences?

Feature a slide at the end of your lectures and presentations.



3.

Spread the word

Post information about your book to relevant contact lists, forums, associations and listservs.



4.

Join the conversation

Maximize the potential of your social media accounts. Use Facebook, Twitter, LinkedIn, YouTube, Academia.Edu and Google+.



5.

Speak to your librarian and campus bookstore

Make sure they have copies in stock and access to Emerald Insight.



6.

Download a flyer

You can download a flyer for your book directly from its product page on the Emerald Bookstore www.emeraldpublishing.com/



Encourage reviews

Positive reviews have a great impact on sales so encourage your peers to review via online platforms, journal book reviews or directly to their networks.



8.

Register with Kudos

Use of Kudos leads to, on average, 23% higher downloads of full text on the publisher site." So register with Kudos, and share, share, share!



9.

Build your Author platform

Amazon Author Central offers a free service that provides the opportunity to share the most up-to-date information about yourself and your work.



Stay in touch!

We're always open to new ideas to reach our academic communities, send us an email at books@emeraldinsight.com



Measuring your own impact





Finally... Beyond authorship

Other publishing work that you might wish to get involved in includes:

- Book reviewing
- Refereeing/peer review
- Editorial advisory board membership
- Contributing editorship
- Regional editorship
- Editorship



Interested in proposing a book or a special issue in a journal?

Contact: <u>submissions@emeraldgroup.com</u>

Interested in proposing a book or a book series?

Contact: <u>books@emeraldgroup.com</u>



Thank you for your time!



