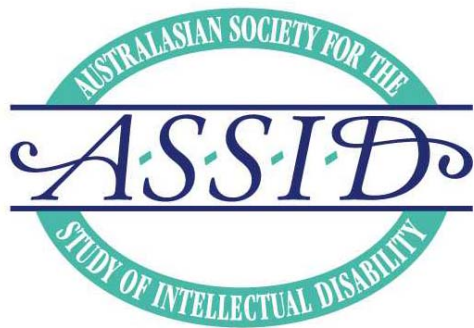


WRITING A JOURNAL ARTICLE

*Journal of Intellectual & Developmental
Disability*

Ian Dempsey



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Journal of Intellectual & Developmental Disability



- the official journal of the *Australasian Society for the Study of Intellectual Disability (ASSID)*
 - Volume 34 in 2009
 - Impact factor 0.9 in 2008
 - Medline & Web of Science listed
 - Available on-line from Vol. 1, 1970
 - Print subscription and electronic access provided for individual full and student members of ASSID.
-

JIDD is an international journal

- JIDD's Editors and Associate Editors are from:

- Australia
- Norway
- UK
- US
- Canada
- New Zealand

- JIDD's Editorial Consultants are from:

- Australia
 - UK
 - USA
 - Canada
 - New Zealand
 - Israel
 - Ireland
 - Singapore
 - Taiwan
 - Belgium
-

Types of submissions

- EDITORIAL
 - ARTICLES (quantitative and qualitative research, literature reviews, conceptual papers)
 - CASE REPORTS
 - BRIEF REPORTS
 - DATA BRIEFS
 - OPINIONS AND PERSPECTIVES
 - BOOK REVIEWS
-

Special Issues

- *Active Support* (Vol. 33, 3, September, 2008)
 - *Poverty and Social Disadvantage* Focusing on understanding the role that poverty and social deprivation play in shaping the life chances of children and adults with intellectual disabilities, and the role of policy in reducing inequalities and inequity for this population. Guest editors Eric Emerson & Susan Parish
-

Articles (qualitative and/or quantitative research; literature reviews, conceptual articles)

- Abstract of 100-150 words, structured with subheadings:
 - Background
 - Method
 - Results
 - Conclusions
 - Up to 20 double spaced pages including references, tables and figures (some flexibility with length)
 - **REVIEW:** Anonymous peer review (the identity of the authors and reviewers is not known to the other party).
-

Other types of papers

Type of Paper	Structured Abstract	Suggested Max. Length (pages)	Anonymous Peer Review
Article	✓	20	✓
Case Report	✓	8	✓
Brief Report	✓	8	✓
Data Brief	✗	5	✓
Opinions & Perspectives	✗	5	✗

Book reviews

Book Review Editor

Rachel Mayes. Contact Rachel if you are interested in
reviewing

R.Mayes@usyd.edu.au

Instructions to authors

- JIDD inside back cover (see handout) or go to JIDD website <http://www.informaworld.com/JIDD> and click on *Instructions for Authors*
 - Read the instructions carefully and try to follow them closely
 - Look at related articles in that journal to see how they have been set out
-

JIDD: Submission Procedure

- **JIDD's web-based manuscript submission and review site.** Please submit your article to:

<http://mc.manuscriptcentral.com/cjid>

Cover letter to Editor

- a request that the manuscript be considered for publication
 - a statement that the manuscript has not been published elsewhere, is submitted elsewhere, differs significantly from any other manuscripts that the author may have under review elsewhere or has published
 - a statement that the ethics procedures have been followed and the standards governing research involving human participants in force in the country in which the research has been conducted have been met
-

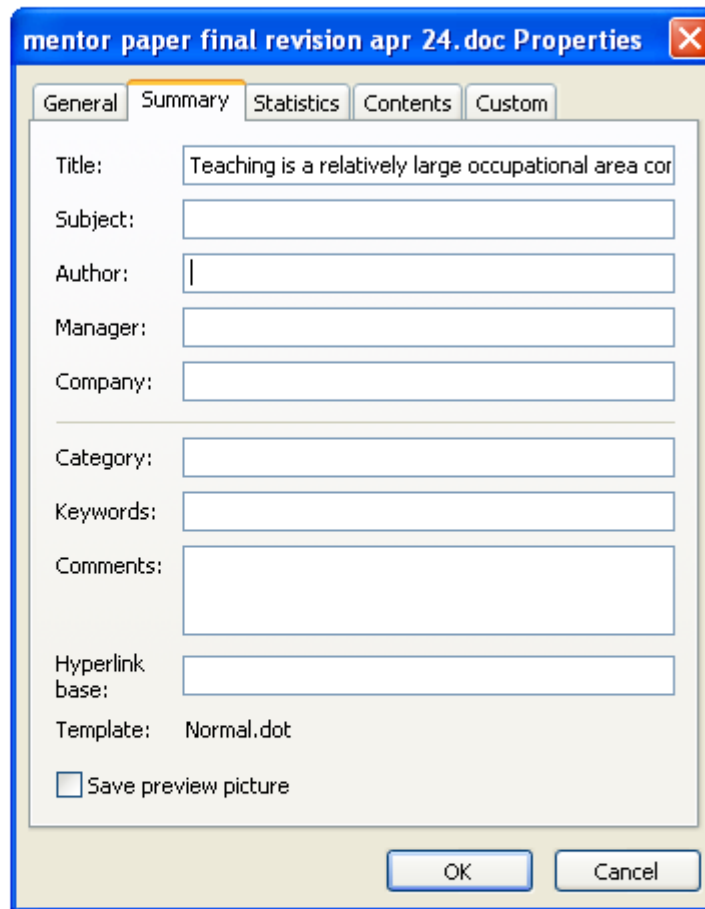
JIDD's policy on *Ethical Standards*

- “Within the *Method* section, authors should explicitly address issues of ethical approval and informed consent, based on accepted ethical practices and procedures in their own country”.

 - *Author Note* explaining
 - “(a) the source of all research funding,
 - (b) whether the funding body has imposed any restrictions on free access to or publication of the research data, and
 - (c) authors’ financial and non-financial conflicts of interest, such as direct or indirect financial benefit.”
 - If no research funding was involved and there was no conflict of interest, please mention this in your *Author Note*.
-

JIDD: Instructions to authors

- When submitting a manuscript you need to upload **two** versions:
 - A **complete** (non-anonymous) version (designated as “File not for review”) with a cover sheet with the authors’ names, affiliations, address of the corresponding author (including e-mail), and acknowledgments / author note.
 - An **anonymous** version (designated as “Main Document”) which has all information identifying the authors removed (no cover sheet, acknowledgements / author note etc.), so it can be sent to referees for blind peer review.
-



s in the area of special
special education teachers
ing graduates will leave the
education teachers are more
ing than other teachers
ver rate for special education
n teachers (Miller, McKenna,
bates an already serious
al education positions. There
on (1999) estimated that
Replacing a teacher costs 25% of that person's annual salary, but a higher cost of

losing qualified special education teachers is paid for by disadvantaged students who
lose the opportunity to receive instruction from experienced staff. In the context of

Microsoft Word: File → Properties

such difficulties, this paper will critique a range of issues relating to mentoring for

early career special education teachers, and highlight areas that are significant to the

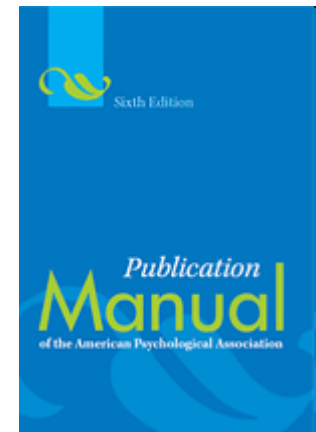
Enhancing your prospects for publication

- Select journals based on an understanding of your own and the journal's goals.
 - Be clear about the type of paper you're writing
 - Carefully read the journal's instructions for authors and follow them closely. For JIDD, go to <http://www.informaworld.com/JIDD>
 - Check requirements for “people first” language, statements about conflicts of interest, ethics clearance, presentation of figures and tables, abbreviations and terminology.
 - Look at related articles in that journal to see how they have been set out.
-

*Publication Manual of the American Psychological Association,
6th ed. (2010)*

This is the **essential** style guide for most non-medical disability journals such as the Journal of Intellectual and Developmental Disability.

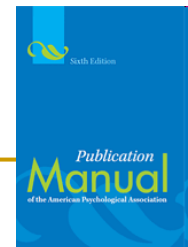
For additional information on APA style see <http://apastyle.apa.org/>



-
- The APA Manual gives detailed guidance on all aspects of manuscript preparation, including:
 - Parts of a Manuscript
 - Tables
 - Figures
 - References
 - Terminology

 - Terminology:

“replace the impersonal term *subjects* with a more descriptive term when possible and appropriate -- *participants, individuals, college students, children, or respondents, for example*” (p. 65)



Examples of APA Conventions: Levels of Headings (pp. 113-115)

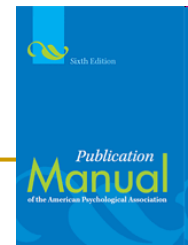
CENTRED UPPERCASE HEADING

Centred Uppercase and Lowercase Heading

Centred, Italicized, Uppercase and Lowercase Heading

Flush Left, Italicized, Uppercase and Lowercase Heading

Indented, italicized, lowercase paragraph heading.



Writing an Article

- Start your introduction and discussion strongly.
 - End your discussion strongly.
 - Tell readers why this topic and your work are interesting and important, but do not claim more than you have actually achieved.
 - Explain the practical applications of your findings.
 - Explain how your findings advance our knowledge.
-

Writing an article

Your introduction should include a literature review that is:

- ❑ **Focused and concise** leading logically to your research questions
 - ❑ **Up to date** and reasonably complete (covers all the major issues and studies)
 - ❑ **Balanced**
 - Not a litany of why all previous research was wrong or poorly designed
 - Not biased toward supporting a narrow point of view
-

Writing an article

- Acknowledge the major weaknesses or limitations of your work. No research is perfect.
 - If you speculate about the wider implications, ensure that the speculation is consistent with your findings (and the findings of others).
 - Use short sentences and straightforward words (avoid jargon and offensive terminology).
 - Present your ideas in a logical order with clearly stated links.
 - Use examples to assist the reader.
-

WRITING CLEARLY – continuity in presentation of ideas

Punctuation and transitional words can assist in maintaining flow of thought. How could you improve this piece?

Many researchers have shown a relationship between family-centered support and parent stress and child behaviour and out-of-home placement (Smith & Jones, 2007; Branch & Stump, 2005). Staff support is valued by families.

Many researchers have shown a relationship between family-centered support and parent stress, and **between** child behaviour and out-of-home placement (Smith & Jones, 2007; Branch & Stump, 2005). **Consequently**, staff support is valued by families.

WRITING CLEARLY – clarity of expression

Changes in verb tense and the overuse of technical terms can make writing difficult to read. How could you improve these?

Early childhood thought disorder misdiagnosis

Misdiagnosis of thought disorders in early childhood

Commonly used investigative expanded issue control question technique

A common technique of using control questions to investigate expanded issues

A control-question technique that is commonly used to expand issues in investigations

WRITING CLEARLY – economy of expression

They were both alike

A total of 75 participants

Four different groups participated

Completely unanimous

Briefly summarise

Has been previously found

Absolutely essential

WRITING CLEARLY – economy of expression

They were ~~both~~ alike

~~A total of~~ 75 participants

Four ~~different~~ groups participated

~~Completely~~ unanimous

~~Briefly~~ summarise

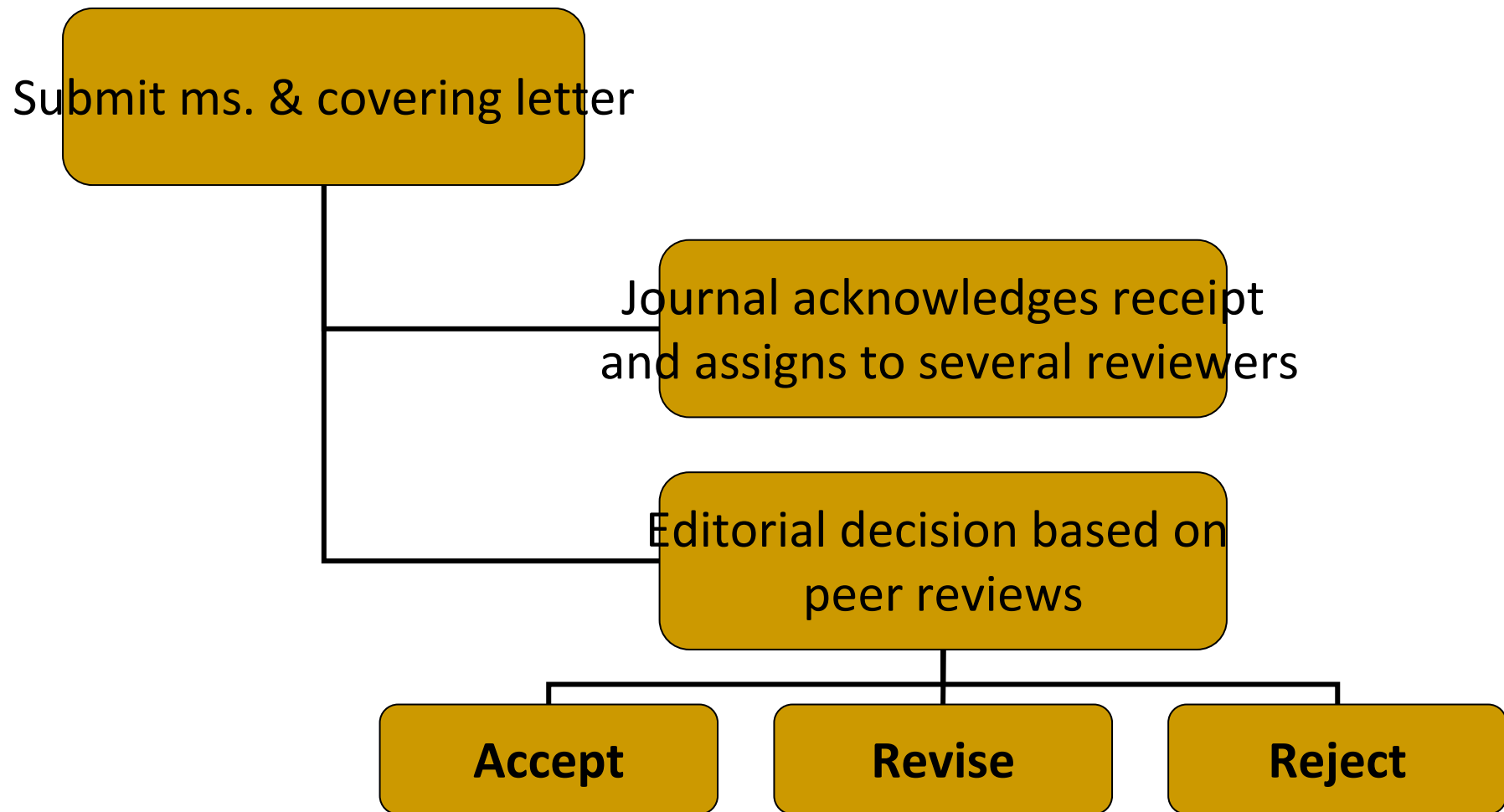
Has been ~~previously~~ found

~~Absolutely~~ essential

WRITING CLEARLY – final checking

- Revise – Proofread – Revise – Proofread
 - First impressions count (e.g., “data” and “criteria” are *plurals*)
 - Thoroughly check your references
 - Ask an experienced colleague to proofread your article
-

The Peer Review Process (stage 1)



Feedback from the Editor

- A emailed letter stating the editorial decision reached about publication of you ms.
 - A copy of each reviewer's comments on your ms.
 - If the editor asks for revision, the editor's letter usually gives guidance about the most important aspects to revise.
-

Types of Editorial Decisions

- **Accept** (can involve minor editorial revisions) – **very rare.**
 - **Minor revision** Provisionally accept, with the revisions noted in the reviews and in the Editor's decision letter. On submission of a revised ms. the **Editor** determines whether the authors have responded satisfactorily to the suggested revisions.
 - **Revise and resubmit** Return for further substantial revision and subsequent formal review by the **original reviewers** (this will take several more months).
 - **Reject**
-

JIDD statistics 2007-2008

- JIDD published 77 papers in this period.
 - Average days from submission to first decision is 58 days.
 - Accept ratio for the last 12 months was 43%. For others, final acceptance is often achieved after one or more rounds of revision.
-

From Acceptance to Print

- Following acceptance in JIDD, your article will normally be published in the next *available* issue.
 - Successful journals usually have a backlog of accepted papers to be published. From 2010, JIDD will publish accepted papers electronically on the journal's web site, so they can be accessed before they appear in hard copy.
 - There is a 3-4 month lead time between submission of copy from the JIDD Editorial Office till final receipt of a printed issue (to allow for copy editing, proofing, corrections, printing and distribution).
-

Proofing

- Some weeks prior to publication our publisher, *Informa Healthcare*, will notify the article's corresponding author by e-mail that proofs of the article are available for review through the *Central Article Tracking System* (CATS) website. The e-mail includes a username and password to enable the author to access this site.
 - Proofs include requests for information (e.g., missing or incomplete references). You should also thoroughly check the proof copy and correct any errors. You cannot make major changes at this stage. You are usually asked to respond within 72 hours.
-

Responding to Reviewers' Comments

- If you are given the opportunity to revise, **TAKE IT**. Conscientiously revised papers are mostly eventually accepted.
 - A number of potentially publishable papers never reach publication because authors do not submit a revised version of their paper when asked to.
 - If you decide not to resubmit when revision is requested, it is polite to let the Editor know you do not intend to resubmit the manuscript.
 - Take the reviews seriously and respond *point by point* to issues raised by each reviewer and by the Editor in his/her letter.
-

Responding to Reviewers' Comments

- ***Specific suggestions*** from reviewers are easily dealt with. Unless there is a good reason not to accept their suggestion, it usually makes sense to make the changes that the reviewer proposes.
 - ***Vague, general comments*** by reviewers are much harder to deal with as it is not always clear how to respond. If you don't understand what the reviewer is asking for, either say this in your cover letter (rejoinder) when submitting the revised manuscript, or seek advice from the editor.
-

You don't have to agree with everything reviewers suggest

It's OK to say in your covering letter that:

- You disagree with a reviewer's criticism (explain why)
 - The matter mentioned by the reviewer has, in fact, already been dealt with in the ms. (give details)
 - It is not possible to address the issue raised (e.g., because of limitations in your data). You could mention this issue in your discussion as a limitation of your study.
-

Feedback from the Editor

- A emailed letter stating the editorial decision reached about publication of you ms.
 - A copy of each reviewer's comments on your ms.
-

The Editor's Letter

- If the Editor asks for revision, the Editor's letter usually (not always) gives guidance about the most important aspects to revise. This may include:
 - Specific additional requests for changes from the Editor (on issues not dealt with by the reviewers). The Editor may mention issues specific to that Journal (e.g., ethics requirements, preferred terminology, spelling).
 - Guidance as to resolving areas of disagreement between reviewers
 - Indirectly recommending (sometimes by omission) which suggestions from the reviewers you should place less emphasis on.
-

Revisions to Your Manuscript

- Most journals ask that you highlight changes to the manuscript (e.g., Track Changes, different colour font).
 - Sometimes it is helpful to eliminate very minor Track Changes (e.g., changes of font) to avoid a blizzard of Track Changes making the revised manuscript very difficult to read.
 - The idea is to make the reviewers'/Editor's task easier when they are evaluating your revised manuscript – so they can see clearly and easily what changes have been made.
-

Example of a covering letter summarising the response to reviewers' comments

Usually the covering letter (rejoinder) would be organised reviewer by reviewer, and point by point, as follows:

Reviewer A's Comments

- **Issue:** The reviewer asked that we do X.
 - **Response:** We agree with the reviewer's helpful comment and changed X (see p. 3, p. 5 and p.8).
 - **Issue:** The reviewer stated that we did not explain Y.
 - **Response:** We agree that this is an important point for readers to understand. In fact, it is already mentioned in the Method section on p. 6, but we have noted Reviewer A's comments and now mention this issue again in the revised Discussion (p. 13) to remind readers that our results must be interpreted in the light of this.
-

Covering letter (cont.)

- **Issue:** The reviewer stated that our analysis of the Z data was incorrect..
 - **Response:** Based on the reviewer's comments were ran these analyses again and re-checked the following assumptions: a) b) and c) , all of which were satisfied. Therefore, we concluded that our original analyses were correct, and respectfully disagree with the reviewer on this issue.

 - **Issue:** The reviewer stated we should have also gathered data on
 - **Response:** We agree with the reviewer, and in hindsight wish that we had also gathered these data. Unfortunately, it was not possible to gather such data now because (explain specific reasons). Therefore, we have mentioned this issue in a the section of the Discussion on limitations (p. 16) and have also proposed that it be included in future research.
-

Respond to all the issues raised

- Be especially sure to address ***all*** the issues mentioned in the Editor's letter and any issues noted by more than one reviewer. If your revised ms. is sent to the reviewers for a second round of reviews, **your cover letter will also be sent to the reviewers.**
-

Responding to Reviewers' Comments

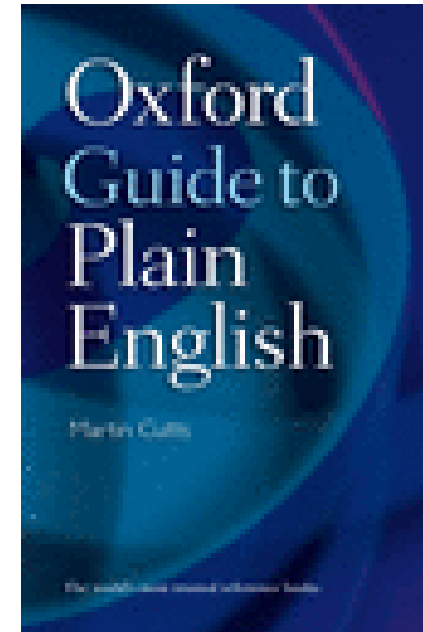
- Some journals set a **time limit** for revision (e.g., 90 days). Stay within the limit. If there is no limit, a reasonably prompt turnaround is still a good idea. If you cannot meet the limit contact the Editor and ask for more time (Editors want to publish good papers and will usually accept a reasonable request).
 - You do **not** have to make every change suggested by reviewers (but it is polite to briefly explain why you have chosen not to).
 - Mostly, reviewers' comments are constructive and helpful, but **reviewers can make mistakes** too.
-

Be Polite

- It is also acceptable to thank the reviewers and the Editor for the time and effort they have put in to assist you to improve your ms.
-

Tools for Writing in Plain English

- http://www.scopevic.org.au/therapy_crc_easyenglishstyleguide.html
- **Oxford Guide to Plain English (2nd ed.)**
- www.plainenglish.co.uk



Resources

- Sternberg, R. J. (1993). For the article writer...how to win acceptances by psychology journals: 21 tips for better writing. *American Journal on Mental Retardation*, 97(6) , 709-712.
 - American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington DC: Author.
-

Contact Details

Susan Balandin PhD
Editor, JIDD
Tel & voicemail: +47 71214035
Email: susan.balandin@himolde.no

Ian Dempsey PhD
Editor, JIDD
Tel & voicemail: +61-2-4921 6282
Email: Ian.Dempsey@newcastle.edu.au

Web site: <http://www.informaworld.com/JIDD>

Manuscript submission: <http://mc.manuscriptcentral.com/cjid>
