

Elsevier Research Intelligence

# How to Run a Journal Successfully: Best Practices and Common Mistakes

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# Добрый день

# Golden Rules for Journal Editors

- Be aware of target audience
- Make instructions to authors simple and understandable
- Insure a fair, unbiased peer-review process
- Pay attention to ethical issues
- Respect authors and reviewers
- Insure quality of science in manuscripts
- Insure that abstracts properly summarize key information
- Develop your journal

European Association of Science Editors

# Important Standards for Editors

- **Editorial independence**
- **Confidentiality of author submissions by you and reviewers**
- **Guidelines for handling disputes**
- **Screening for plagiarism (CrossCheck by iThenticate)**

# The Review Process

- **Desk rejects**
- **Adequate peer review**
- **Finding reviewers**
- **Late reviews and unresponsiveness**

# Desk Rejects

- **What are your criteria?: e.g., not appropriate for journal, small sample size, poor methodology, inappropriate statistical analysis**
- **Who makes decision?: editor, associate editors, editorial board members**
- **What do you tell authors in your “desk reject” decision emails?**

# Desk Reject Decision Letter

- Your manuscript has received a preliminary in-house review prior to a decision of whether it should be sent out for a full peer review. Unfortunately, we will not be able to publish your paper in our journal. Your manuscript received a priority score below our cut-off for further evaluation. We receive a great many submissions and must prioritize them compared to other submissions based on interest to our readership, potential new impact on the literature, sample size, control groups, methodology (e.g., randomized controlled trial or not), generalizability of results, etc. Our journal space is limited, our rejection rate is high and, thus, even some good quality manuscripts cannot be considered for publication. Thank you for considering our journal.

## Peer Review

### YES

- Single Blind
- Double Blind
- Open
- At least 2 outside reviewers

### NO

- Single review by main editor
- Very fast reviews: 2 weeks or less, guaranteed



# Finding Reviewers

- **Your own reviewer database**
- **Authors of recently accepted papers**
- **Using Scopus: Searching by keywords**
- **Author's reference list**
- **Reviewer Locator Tools from publishers**

## **Instructing Reviewers on Whether or Not to Agree to Review**

- **Does the paper match your area of expertise?**
- **Do you have a potential conflict of interest?**
- **Can you meet the deadline?**
- **Are you familiar with the peer-review process (e.g., Elsevier Publishing Campus)?**

# More Instructions for Reviewers

- **Treat paper as confidential**
- **Be courteous and constructive**
- **Provide a brief summary**
- **Give main impressions re impact on literature**
- **Raise suspected issues of plagiarism, fraud, ethical concerns**
- **Comment on adherence to journal standards**
- **Give specific comments and recommendation about each section of the paper**
- **Accept, Reject, Revise**

# Rewarding Reviewers

- Elsevier Journals: Access to Scopus for 30 days
- “Thank you” email from editor (automated?)
- Annual listing of reviewers in journal
- Reviewer awards or citations that can be included on curriculum vitae
- Do not overuse good reviewers

# Late or Missing Reviews

- **Providing specific deadlines: 6 weeks?**
- **Automatic reminder emails before and after deadlines**
- **Review timelines must be monitored or decision delays will become a problem (e.g., only one review or no reviews even after deadline)**

## **Enhance the Reputation of Your Journal**

- **Website: Is it user-friendly? Is information easy to find? Aims and Scope? Types and length of articles? English? Transparency (e.g., open access fees)**
- **Editor: reputation in the field, publication/citation history,**
- **Editorial board: Are members well-known in the field? Is the board institutionally and/or geographically diverse? Active vs. passive members**
- **Submissions: Quantity versus quality**
- **Citations**
- **Feedback from readers, authors, editorial board**

# How to Increase Citations

- **English language website and abstracts**
- **Coverage by Scopus and other indexing services**
- **Review articles**
- **Commentaries, Debates, Editorials**
- **Invited manuscripts authored by recognized experts**
- **Special issues**
- **Inappropriate to demand citations to your journal's articles**

## **The Importance of Metrics in Managing the Editorial Process**

- **Submission rate by country and topic**
- **Average number of desk rejections**
- **Average time to receive reviews**
- **Overall acceptance and rejection rate by editor**
- **Time to decision by editor**
- **Time to publication after acceptance**





# Journal Hijacking

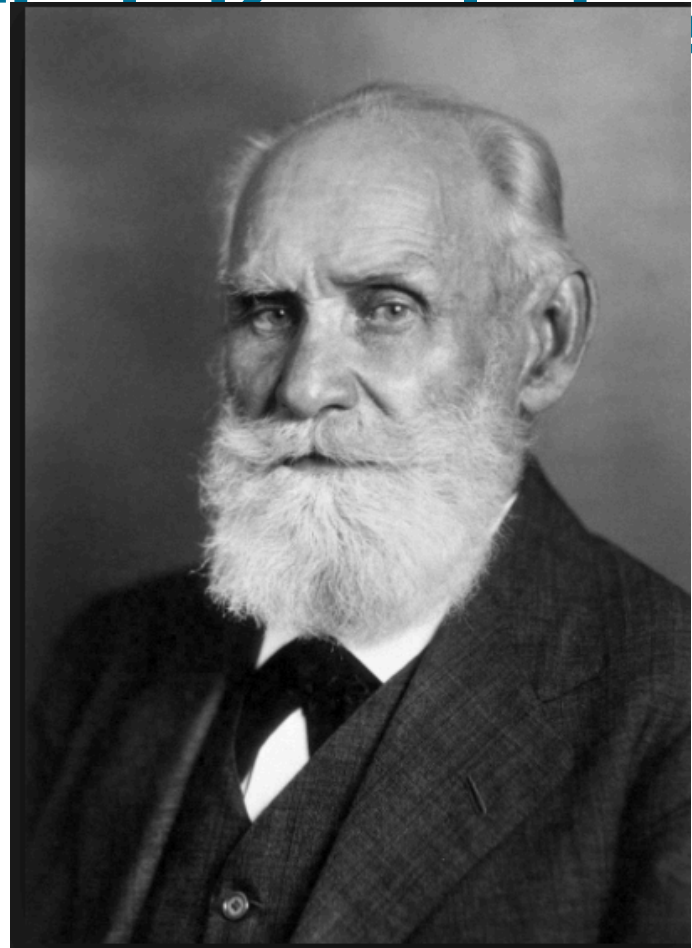
## ТЕРАПЕВТИЧЕСКИЙ АРХИВ.

ISSN 0040-3660		Visibility	Publisher's info
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related ISSN	2309-5342		
Country	Russian Federation		
Subject	HEALTH SCIENCES		
Indexed in	Science Citation Index Expanded, Scopus, Biosis, EMBASE, MEDLINE		
Evaluated in	SJR. SCImago Journal & Country Rank <b>SJR 0,114</b> <b>H Index 10</b>		
ICDS	<p>ISSN: 2309-5342,2309-5342,0040-3660</p> <p>Está en índices de citas ( Science Citation Index Expanded, Scopus ) = +3.5</p> <p>Está al tiempo en WoS (AHCI, SCIE o SSCI) y en Scopus ( Science Citation Index Expanded, Scopus ) = +1</p> <p>Está en dos o más bases datos de indización y resumen o en DOAJ ( , Biosis, EMBASE, MEDLINE ) = 3+2 = 5</p> <p>Antigüedad = 93 años (fecha inicio: 1923)</p> <p>Pervivencia: <math>\log_{10}(30) = +1.5</math></p> <p><b>ICDS = 11.0</b></p>		

# Authors Reviewing Their Own Papers



# Adding Well Known Experts as Authors (Without Their Knowledge)



# Bribing Editors



# Editor Support

- Support from your publisher
- 
- Support from other editors
- European Association of Science Editors (EASE)
- Committee on Publication Ethics (COPE)
- Open Access Scholarly Publishers Association (OASPA)
- International Committee of Medical Journal Editors (ICMJE)
- Council of Science Editors (CSE)

# Resources for Editors



<http://www.ease.org.uk/>



# Guideline for Russian Authors and Translators

European Science Editing

e1

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European  
Association of  
Science  
Editors



## Рекомендации EASE (European Association of Science Editors)

**для авторов и переводчиков научных статей, которые должны быть опубликованы на английском языке**

### Аннотация

Этот краткий и удобочитаемый набор редакционных рекомендаций был сначала издан Европейской Ассоциацией Научных Редакторов (EASE) в 2010 и ежегодно обновляется. Он находится в свободном доступе более чем на 20 языках в <http://ease.org.uk/publications/author-guidelines>. Этот документ имеет цель помочь ученым во всем мире в успешном представлении результатов их исследования и в правильном переводе рукописей на английский язык. Кратко объясняет, как написать полные, краткие и четкие рукописи и привлекает внимание к этическим проблемам: критерии авторства, плагиат, конфликт интересов, и т.д. Восемь приложений обеспечивают примеры или более подробную информацию об отобранных темах (*Abstracts, Ambiguity, Cohesion, Ethics, Plurals, Simplicity, Spelling* и *Text-tables*). Широкое использование *EASE Guidelines* должно увеличить эффективность международной научной коммуникации.

статью таким образом, чтобы она соответствовала инструкции с точки зрения общего объема, формата, предпочитаемого журналом, требуемого/допустимого числа рисунков и т.п..

Рукописи должны быть ПОЛНЫМИ, т.е. в них не должна отсутствовать необходимая информация. Помните, что информация, которая расположена там, где читатели ожидают ее найти, легче интерпретируется (Gopen & Swan 1990). Например, нижеследующая информация должна быть включена в экспериментальные научные статьи.

- **Название:** должно быть однозначным, понятным специалистам в других областях и отражать содержание статьи. Будьте точными, не пишите общими или неопределенными фразами (O'Connor 1991). Если это необходимо, упомяните в заголовке период и место исследования, международное научное название изучаемого объекта или экспериментальный план исследования (т.е. исследование конкретного случая или экспериментальное исследование конкретного случая).



# Спасибо