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*The program will begin promptly at 11:00 AM EDT*

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# **The Authors' Submission Toolkit**

*A Practical Guide to Getting Your Research Published*

*Medical Publishing Insights & Practices (MPIP) Initiative*

# Today's Presenters



- **Moderator**
  - Al Weigel, 2009-2010 ISMPP President
- **Presenters**
  - Trish Groves, MRCPsych, Deputy Editor, BMJ
  - Robert Enck, MD, Editor, American Journal of Hospice and Palliative Medicine

*The views in this presentation are those of the individuals and not of their companies or ISMPP*

# About the MPIP Initiative



- **MPIP goals**

- Understand issues and challenges in publishing industry-sponsored research
- Identify potential solutions to increase transparency and trust
- Promote more effective partnership between sponsors and journals to:
  - Raise standards in medical publishing
  - Expand access to data

- **Co-sponsors**



- **Project management**



# MPIP Vancouver Workshop (Sept. 2009) – Output



- **MPIP Vancouver Workshop findings**
  - Shared interests expressed by journals and pharma
    - Streamlining journal submission
    - Accelerating time to publication
    - Enhancing transparency
  - Authors' submission toolkit proposed
    - Codification of best practices
    - Dialogue between journals and authors
- **Toolkit goals**
  - Educate authors
  - Publish good work in the right place
  - Combine insights

# Toolkit Goals



- **Educate authors**
  - Encourage dialogue with editors
  - Demystify journals' editorial policies
  - Capture best practices
- **Publish good work in the right place**
  - Increase awareness about venues for all study types
  - Help authors reach the most suitable audiences
  - Provide tools for selecting the right journals
- **Combine insights**
  - Advance dialogue between editors / publishers and pharma
  - Increase trust between journals and publication teams

# Intended Uses



- **Authors**
  - Compilation of editors and sponsors' recommendations about how to get research published
- **Journals**
  - Deployment of a resource to supplement journals' existing instructions for authors
- **Industry**
  - Dissemination of “best practices” that can be recommended to authors to maximize likelihood of acceptance

# Content for Discussion Today



- **Acknowledging medical writers**
- **Pre-submission inquiries**
- **Cover letters**
- **Review, revision, and resubmission**
- **Additional resources**

# Acknowledging Medical Writers



- **Why is this important?**
  - No one-stop shopping for authorship criteria
  - Misconceptions about acceptability of medical writing assistance
  - Confusion about how to acknowledge medical writing assistance

# Acknowledging Medical Writers



- **Recommendations**

- Remember that medical writing assistance is acceptable and can raise the overall quality of publications
- Always check journals' instructions to authors
- Adhere to established authorship criteria
  - General guidelines (e.g., ICMJE, WAME)
  - Specific guidance for medical writing assistance (e.g., GATE principles)
- Always disclose specific contributions of medical writers
- Do not be afraid to ask questions
  - Reaching out to editors
  - Requesting information about the publication plan
  - Clarifying other authors' institutional policies

# Pre-submission Inquiries



- **Why is this important?**
  - Increasing journal submission volumes
    - Reducing strain on journal resources (e.g., peer reviewers)
    - Enhancing efficiency and speed of publication
  - Seeking clarification where guidance is incomplete
  - Improving transparency into article selection process

# Pre-submission Inquiries



- **Recommendations**
  - Always consider submitting a pre-submission inquiry, especially:
    - If you are unsure about your article's suitability for a journal
    - If you have questions about the submission or review process
  - Provide sufficient study information for decision-making
    - Abstract
    - Perceived value to a journal's audience
    - Relationship to an existing body of work for a specific topic
    - Disclosure of prior submissions
    - Description of unusual circumstances
  - Be concise in communications – editors are time constrained
  - Stay open-minded if your article is not accepted
  - Request suggestions for other more suitable journals (if not accepted)

# Cover Letter Preparation



- **Why is this important?**
  - High, growing volume of submissions
    - Demonstration of why an article would be appropriate for a particular journal
    - Additional context to inform decision-making
  - Discontinuity between stages of submission
    - Continuation of journal-author dialogue
    - Downtime between review and resubmission
    - Disclosure of prior submissions

# Cover Letter Preparation



- **Recommendations**

- Articulate the study's research purpose clearly – investing time in this area will pay dividends
- Be open-minded and respectful
- Remind editors of previous communications
- Show that you have thought about issues of importance to a journal, such as:
  - Regulatory requirements
  - Conflict of interest disclosures
  - Authorship and contributorship criteria
- Do not be afraid to mention prior submissions – this knowledge helps editors evaluate improvements to a manuscript
- Ensure the cover letter is easy to read – see the Toolkit cover letter template for suggestions

# Review, Revision, and Resubmission



- **Why is this important?**
  - “Black box” to many authors
  - Uncertainty about how to interpret and address reviewers’ comments
  - Indecision about when to resubmit vs. submit elsewhere

# Review, Revision, and Resubmission



- **Recommendations**

- Remember that reviewers' comments are meant to be helpful
- Follow journals' guidelines for revising manuscripts
  - Summary of revisions
  - File formats (e.g., Word document with tracked changes)
- Address all reviewer and editorial comments
  - If a reviewer's comment is viewed to be incorrect or unjustified, provide an explanation and supportive literature references
- Avoid "easy fixes" – these are often transparent to editors
- Plan to address all reviewers' comments, even if submitting elsewhere
- Stay open-minded if your article is not accepted
- Disclose any prior submissions when submitting elsewhere

# Additional Resources



- **Summary of best practices in manuscript preparation**
  - Tips from editors and publication planning professionals about what to include in each section of the manuscript
  - Can be found in Table 1 of the Toolkit article
- **Supplemental list of journals for “specialized interest”**
  - Overview of generalist journals accepting data of specialized interest
  - Available from the MPIP landing page  
[http://mpip-initiative.org/PDF/Options\\_specialized-interest\\_data\\_MPIP\\_8.19.10.pdf](http://mpip-initiative.org/PDF/Options_specialized-interest_data_MPIP_8.19.10.pdf)

# For More Information



- **Key resources and references**

- MPIP initiative landing page  
[www.mpip-initiative.org](http://www.mpip-initiative.org)
- Authors' Submission Toolkit article  
<http://informahealthcare.com/doi/pdf/10.1185/03007995.2010.499344>
- MPIP 2009 roundtable summary  
<http://onlinelibrary.wiley.com/doi/10.1111/j.1742-1241.2010.02416.x/pdf>

## Questions & Answers

*To ask a question, please type your query into the “Q&A” chat box at the bottom left of your screen. Every attempt will be made to answer all questions.*

# Next ISMPP U



**DATE: October 13**

**TIME: 11am EDT**

**TOPIC: Publication Planning Best Practices US vs Non-US**

**Thank you for attending!**

*We hope you enjoyed today's presentation.*

*Please take a moment to fill out the survey sent to you after today's program so you can provide valuable feedback, as it will help us to develop future educational offerings.*