

# **Publishing in Reputable Journals: Meeting Editors' and Reviewers' Expectations**

**Workshop presented to lecturers at  
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# Disclaimers

- No one best way to write
- Change is permanent
- I'm a little above average as a writer (this level was achieved via years as a teacher, writer, editor)
- I'm lucky – I enjoy writing
- Active learning is better than listening to a lecture
- Unlikely I will say much/anything you haven't heard before

# Agenda

1. Motivation
2. Dealing with Editors
3. Learning from Others without Plagiarizing
4. Parts of an Article
5. Writers Write
6. Cooperation



Motivation



# 5 Key Ingredients of Happiness: PERMA

- **P**ositive emotions: positivity represents these emotions and is promoted by the other four elements of PERMA.
- **E**ngagement: we are involved in activities that capture our attention.
- **R**elationships: we are involved in mutually beneficial interaction with others who matter to us and for whom we matter.
- **M**eaningfulness: we feel that what we do serves beneficial purposes.
- **A**chievement: we make progress in what we do.



# Choose Topics You Care About

- *There is all the difference in the world between having something to say and having to say something.*

John Dewey

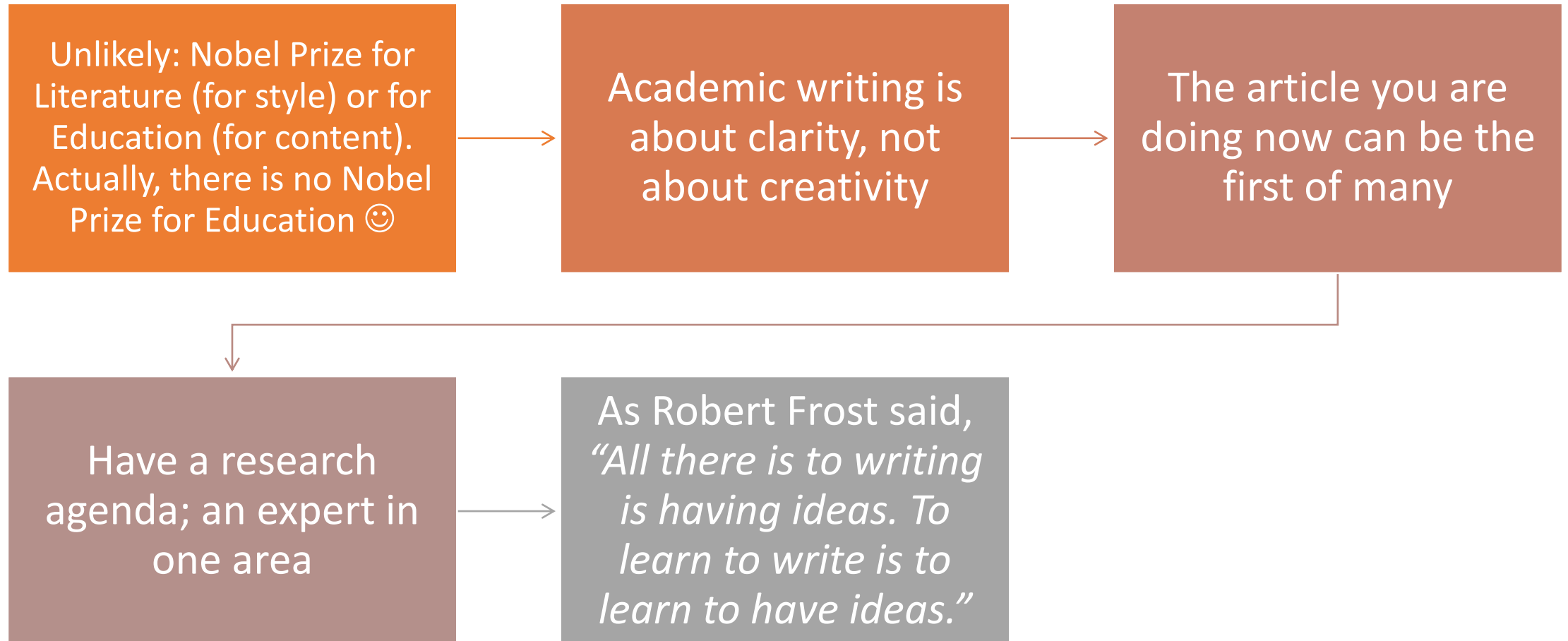
- The meaning of life lies in finding a **purpose** and taking responsibility for ourselves and other human beings. By having a clear “why” we can face all the “how” questions of life. -- Viktor Frankl



## More Quotes about Purpose – Victor Frankl

- Ever more people today have the means to live, but no meaning to live for.
- For the meaning of life differs from person to person, from day to day and from hour to hour. What matters, therefore, is not the meaning of life in general but rather the specific meaning of a person's life at a given moment.

# Please, Be Realistic





# Achieve Multiple Purposes

- The same article, with modifications, can be used
  - Courses
  - Workshops
  - Newsletters
  - Blogs
  - Social media
  - Academia.edu, ResearchGate
  - ERIC
  - Preprints

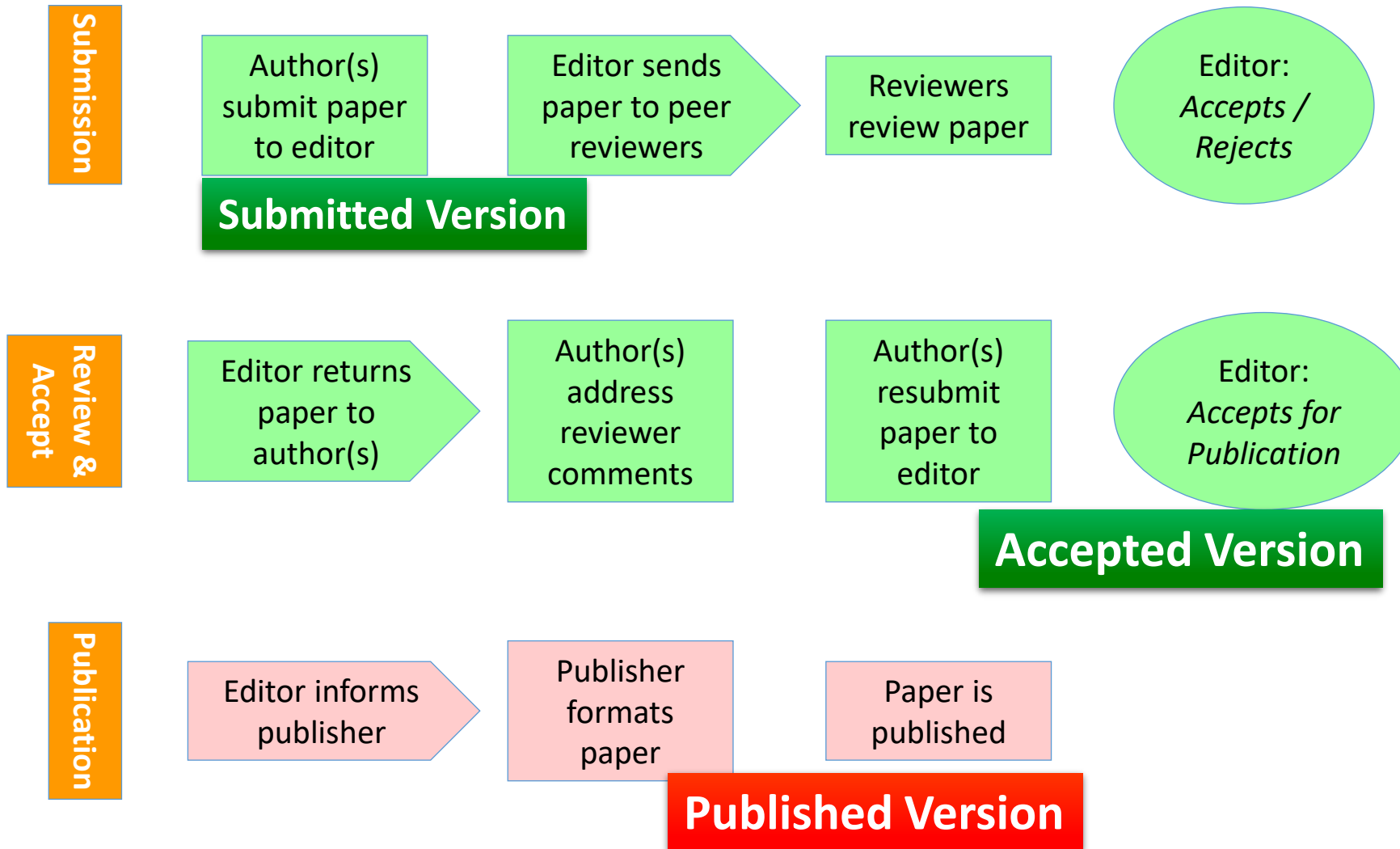
# Care about Your Readers

- Write reader-based prose
  1. Assume a minimum of knowledge on their part of Indonesian geography  
education system  
acronyms
  2. Lack of clear reference – example  
The sun consists mostly of hydrogen and helium, but hot temperatures have ionized **it** into *plasma*.
  3. Connect paragraph and sections. Help your writing flow.



# Dealing with Editors

# Publishing Process & Naming of Versions



# Be Nice to Editors

- Compliment them on their journal; give friendly suggestions
- Thank them for their hard work
- Express appreciation, even when you disagree with their feedback
- No need to follow reviewers exactly; sometimes, they disagree with each other
- Editors have deadlines; so, try to honor the deadlines they give
- Maybe you can write multiple pieces for the same journal
- Some journals publish different types of pieces, e.g., book reviews

# It's a Two-Way Street

## **Authors**

- Need to publish
- Want Scopus
- Work hard preparing our mss
  
- Want mss accepted with no revisions
- Like kind words from editors

## **Editors**

- Need good pieces to publish
- Want their journals to be Scopus
- Work hard reviewing and preparing issues of their journal
- Don't enjoy asking for and reviewing multiple drafts
- Don't enjoy rejecting submissions



# Following a Journal's Guidelines

- Journals usually have guidelines for authors
- Please go to a journal that interests you, read the guidelines
- Choose one point in the guidelines to discuss with the rest of us

# New Edition of the APA Manual – Only Minor Changes

1. For a book, place of publication not needed, only publisher
2. In-text citations for works with three or more authors are shortened from the first use, with only one author cited, e.g., (Habibi, Wong, & Subramaniam, 2020) becomes (Habibi et al., 2020)
3. The label 'DOI' is no longer necessary, just as we never put 'url'.
4. URLs are no longer preceded by 'Retrieved from'
5. More guidance on inclusive and bias-free language, such as singular 'they'
6. [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/apa\\_changes\\_7th\\_edition.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html)





Many journals want articles based on research with ethics approval



What about your university?



Ethics approval before data are collected

# *TESOL Quarterly*

- [Informed Consent Policy Statement and Release](#)

TESOL expects authors ... to adhere to ethical and legal standards for work with human subjects. Although TESOL is aware that such standards vary among institutions and countries, TESOL requires authors and contributors to meet, as a minimum, its Informed Consent Policy before submitting a manuscript for review.



# Learning from Others

# Noticing

- This may be the most important point
- Find an article similar to the one you want to write
- Similar as to
  - Research methodology
  - Length
  - Not too old
  - Not necessarily as to topic, theories
- Closely notice the features: just a few examples
  - What's in the abstract and the other parts
  - Any tables, figures, other visuals

# Online Search Tips

- Sometimes use different search engines/databases: google scholar, JSTOR, ProQuest, google. Use quotation marks around a word or phrase to narrow your search
- Make your search terms more specific, e.g., *women's professional basketball Philippines*, not just *basketball*
- Use a minus sign to eliminate unwanted sites, e.g., *-.com*, to avoid some commercial sites
- Search within sites, sometimes with Ctrl f.
- [your search tip??]

# Your Turn to Search

- Please do an internet search.
- Maybe you and your partner can search for the same concept and then compare how different ways of searching produced different results.

# Have Some Fresh References

- Seminal works from the 1970s, etc. are important
- So are more recent works from 2020
- How do you find more recent works?
- Social Science Citation Index

# Brilliance In, Brilliance Out

- The person who doesn't read is no better off than the person who can't read.

Stephen Covey, *The 7 Habits of Highly Effective People*, 2000, p. 296

- Reading is the gateway skill that makes all other learning possible

Barack Obama, at the American Library Association conference, August 2005



# Why Reading

- Find information, perspectives
- Stand on the shoulders of others – even if we disagree with them
- Find support for our ideas
- Question our ideas

- Show our readers that that we have read widely and in what areas we have read
- Show that we know how to search, especially recognised sources
- Collect sources to share with others (maybe they will later share with us)
- Find models for the form and language of our writing

# A Poem Possibly Related to Reading, by Montri Umavijani, *New Life*

## The Pen

The pen is me  
and I am the pen:  
in writing,  
the pen gets lost  
to become part of the thing  
I cannot recall

# Using a Model Is Not Plagiarizing

- If possible, just insert your information instead of the info in the model
- That's not plagiarism
- *The participants were 110 Iranian female and male adult language learners. They had enrolled in an English language learning program in Tehran, Iran. The participants were from two existing classes of the Center. Their ages ranged between 18 and 27 and almost all of them were university students in different fields of study at the time. Prior to the study, the students were informed about the objectives of the study and they were assured that their identities along with the data of the study would be quite confidential.*

# It Is Plagiarism When We

- Have others write complete papers or portions of papers for us
- Copy and paste complete papers from electronic sources
- Copy and paste passages from electronic sources without placing the passages in quotes and properly citing the source

- Self-plagiarise - use one of our assignments for more than one class w/o the permission of our lecturers, or w/o citing the assignment as a source
- Use quotes from sources without putting quotation marks around the passages
- Summarize ideas without citing their source

- Do not put the information in our own words (even if it is cited)
- Paraphrase poorly
- Use graphs, diagrams, photographs, video, or audio without permission or acknowledgment

- Quote statistics without naming the source unless we gathered the data ourselves
- Fail to acknowledge sources of oral presentations, slides, or Web projects



- Translate from one language to another without properly citing the original source
- Use words and passages we don't understand and can't explain
- Make up sources, bibliographic or citation information (page numbers, etc.)

# How to Incorporate Others' Ideas and Info

- Quotations
- Paraphrases
- Summaries

# Quotations

- Use quotations only sparingly
- We want to show that we can express ideas in our own words
- Only use quotations if something is written especially well
- Be sure to quote accurately

- Quotations must be inside quotation marks
- Must be accompanied by page numbers, e.g., (Naylor, 2011, p. 84)
- So that readers can more easily find the quote

# Paraphrases

- Should be approximately the same length as the original
- Need to change not only the words, but also the pattern of the sentences
- Yesterday, I went to my Pak Hery's cafe.
- One day ago, I travelled to Pak Hery's cafe.
- Pak Hery's cafe was my destination yesterday.

# How to Paraphrase

- Read the original
- Make sure we understand it
- Seek help from a dictionary or thesaurus or by right clicking and choosing 'synonyms' or 'look up'
- Write the paraphrase without looking at the original
- Compare the paraphrase with the original

# Next Steps in Paraphrasing

- Cite the original
- No quotation marks or page numbers
- Make sure that the meaning of the paraphrase is the same as that of the original
- We can add our own examples or additional information

# Summaries

- Much shorter than paraphrases
- Done by the same method – read, understand, write without looking, check for accuracy
- Cite the original



# Example of Paraphrase and Summary

- What do you notice about the changes made in the paraphrase?
- How else could the paraphrase have been done?
- What is missing in the summary?
- Do you agree with the author as to the main ideas in the original?

# The Original – 85 words

- Language is the main means of communication between peoples. But so many different languages have developed that language has often been a barrier rather than an aid to understanding among peoples. For many years, people have dreamed of setting up an international universal language which all people could speak and understand.

- The arguments in favor of a universal language are simple and obvious. If all peoples spoke the same tongue, cultural and economic ties might be much closer, and good will might increase between countries (Smith, 2020).

# Paraphrase – 63 words

- Humans communicate through language. Because there are so many different languages, however, people around the world have a difficult time understanding one another.

- Some people have wished for a universal international language that speakers all over the world could understand. Their reasons are straightforward and clear. A universal language would build cultural and economic bonds. It would also create better feelings among countries (Smith, 2020).

# Summary – 28 Words

- People communicate through language; however, having different languages creates communication barriers. A universal language could bring countries together culturally and economically as well as increase good feelings among them (Smith, 2020).

# Practicing Summarising & Paraphrasing

- Your turn to try summarising and paraphrasing
- Let us start with summarising as that is probably more useful, as summarising can be done more often, given the large amounts we will read
- To start to summarise, we need to identify main ideas

# Part of Content Is Word Choice

- Two tools for word choice
  - <https://www.onelook.com> - looks up words in more than 1000 online dictionaries; also has thesaurus
  - [www.thesaurus.com](http://www.thesaurus.com) - lots of features beyond synonyms
  - Try onelook.com and thesaurus.com.
  - Share your results with your partner.
  - Would those sites be useful to your students?



# Parts of an Article

Only for research reports,  
but subheads are also useful for other types of articles

# The Beginning Elements

## **Title**

- Check journal for typical length
- Helps readers know what the article is about
- Can have a catchy beginning, but after the colon, title should be informative
- Include variables and theories, relevant issues should be stated and any relationships between them?

## **Keywords**

- Many journals want about 3-6 keywords to categorize the article

.

# Abstract

- Summary of the contents of the article
- Check journal for how many words
- Enables readers to decide if the article may be useful
- Abstracts can include
  - Purpose
  - Context – participants, theory, methods
  - Summary of findings and main points

# Introduction

- Very general and then more specific: upside-down pyramid
- Briefly
  - Questions addressed
  - Purpose
  - Importance
  - Participants
  - Methodology
  - Findings – All the above are very brief
- Preview of the structure of the entire article

# Literature Review

- What others have written
  - Theory
  - Research
  - Practical
- Can critique (strengths and limitations) and categorize what others have done
- Tells a story, and your article continues the story, including helping to close the gap

# Methods Section

- Your research design
- What you did and how you did it; some docs can be in appendices
- Reliability and validity
- Can your study be replicated?
- Who participated? How were they recruited? Notice what info on participants is provided in other articles.
- Ethics

# Results/Findings

- The data collected are presented in summary form, along with the qual/quant analysis of the data
- Methods of data collection and analysis were presented in the earlier Methods section
- Tables, figure, charts, etc. are often used
- Pay careful attention to how the journal presents these visuals
- Answers to research questions should be provided
- Discussion of results comes in the next section

# Discussion

- What do the results mean as to theory?
- How do they fit with the results of other studies?
- What if the results were not what we hypothesized?
- What are the practical implications of the findings?
- What are the limitations of the study?
- Any suggestions for future research?



# Conclusion

- Summarize the main points
- Some repetition between the introduction and conclusion
- End with a quotation or call to action
- Generalize

Writers Write



# Writing Is Fun

- The more we write, the better and more fluent our writing becomes; similar to exercising our body.
- How can you develop a writing habit?

# Journaling

- Can be writing about anything, but should be every day, even if it is only for two minutes
- Another idea – focus on a positive experience in the past 24 hours
- Or, something/someone you are grateful for – can be recently or many years in the past
- This positivity gives us more optimism and energy

# Quickwriting - A Technique for Overcoming Writers' Block

- Writers Block is when we can't think of anything to write.
- In Quickwriting, we try to forget our anxieties and let the ideas flow.
- We turn off the screen, cover it, or don't look at the screen (or we can write on paper).
- We write our topic at the top of the page.
- We write as fast as we can without pausing.
- If we can't think of anything to write, we write, "I can't think of anything to write, I can't think of anything to write" again and again until we think of something to write or time is up.

# Quickwriting (continued)

- We do not stop to pay attention to spelling, grammar, etc. We continue writing, writing, writing.
- The time allotted for a Quickwrite depends on us. Best to start small, such as 2-3 minutes, to become accustomed to Quickwriting.
- When the time is up, we read what we wrote, but just for ideas, not for mechanics. Ideas from the Quickwrite can go into our draft.
- Quickwriting can be done regularly as a kind of writing workout, similar to going to the gym to strengthen our body.
- *Trust yourself. You know more than you think you do.*

Benjamin Spock

# Benefits of Quickwriting

1. Fluency can increase.
2. Ideas can be generated for future development.
3. Students can learn that writing does not have to be perfect the first time, that revision is part of the writing process.
4. Students are encouraged to think in English rather than translating.

# Small Steps

- Some people see a big task and feel overwhelmed
- Others see a big task and divide it into small doable parts
- That build confidence and provides the A in PERMA: Achievement
- Winners build communities of positive influencers and collaborators





Cooperation

# We Sink or Swim Together

- Our outcomes are positively correlated.
- By helping others we help ourselves.
- Life is not a zero sum game: you win; I lose.
- Life can be win/win: you win; I win too.



Humans Survived,  
Neanderthals  
Didn't: Because  
of Social  
Learning?



Yuval Noah Harari

'Hugely, highly, happily recommended'

Stephen Fry

'An exceptional read'

Matt Haig



# Human kind

A Hopeful History

“Humankind”  
by Rutger  
Bregman, 2020

# How To Collaborate With Others

- Share skills and knowledge
  - Writing
  - Stats
  - Tech
  - How to collect data
  - Searching and Referencing
  - Proofread for each other
- Rotate first authorship
- Divide the work

# Hyperauthorship

- [http://archive.sciencewatch.com/newsletter/2012/201207/multiauthor\\_papers](http://archive.sciencewatch.com/newsletter/2012/201207/multiauthor_papers)
- Who will be first author, etc
- Who is in charge of which tasks, by which dates
- When and how (face-to-face or electronically) to meet
- How to communicate - hear everyone's voice
- The group can disagree in a collegial manner
- Don't forget the social element

# Proofreading for Mechanics and Format

- After we are happy with the content and organization, it is finally time to proofread.
- Use spellcheck and grammarcheck, as well as other services, such as Grammarly, but understand that they may be wrong.
- Read your work aloud to yourself.

# More Proofreading Advice

- Don't multi-task; turn off your phone so that you can concentrate
- Please proofread the earlier text about the animal sanctuary
- Be careful with frequently confused word, e.g., *its/it's*, *there/their*

<https://www.indiatoday.in/education-today/grammar-vocabulary/story/similar-sounding-words-part1-325061-2016-05-23>



- Ask someone to proofread for you; maybe you can also proofread for them.
- See if you need to follow a style sheet for grammar, punctuation, and formatting such as [https://owl.purdue.edu/owl/general\\_writing/grammar/index.html](https://owl.purdue.edu/owl/general_writing/grammar/index.html)