

WRITING A JOURNAL ARTICLE:

Journal of Intellectual & Developmental Disability
 Editor's Workshop




Roger J. Stancliffe
 (Editor JIDD)

TYPES OF SUBMISSIONS

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

* New section as of March 2003

EDITORIAL: Occasional piece by JIDD Editor or invited Guest Editor

In my editorial for March 2003 I set out my approach to JIDD

- **Open enquiry** - variety of viewpoints and methodologies; data sharing policy
- **International focus**
- **Fairness** - dealing with conflict of interest; transparency regarding editorial responsibility
- **Two new sections**
- **Electronic editorial process** (in the future)

Editorial or Introduction to a Special Issue

Special issues on:

- Ageing [Vol. 27(4)]
- *Forensic research on offenders with intellectual disability* (vol. 32 (2), June 2007)
- *Communication: Access to inclusion* (vol. 32 (4), December 2007)

■ Forthcoming special issues on:

- *Active Support* (announcement in vol. 31[2])

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	✗

DATA BRIEFS New section from March 2003

CONTENT:

- Succinct summaries of significant current data (usually national data) on trends in demographics, service provision, expenditure and other issues.

OPINIONS & PERSPECTIVES*

CONTENT:

- A forum for lively, thought-provoking discussion and debate about important current issues, innovations and policy perspectives in the form of short, well-reasoned, clearly written commentaries.

BOOK REVIEWS

Book Review Editor

Tim Griffin

University of Western Sydney

email: <t.griffin@uws.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'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, acknowledgments / author note etc.), so it can be sent to referees for blind peer review.

JIDD: Submission Procedure

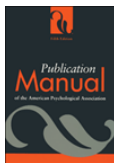
- JIDD's **web-based manuscript submission and review site**. Please submit your article to:
<http://mc.manuscriptcentral.com/cjid>

INSTRUCTIONS TO AUTHORS

- Avoid most abbreviations
- Use people first language e.g., "person with a disability"
- Retain raw data for 5 years after publication
- Data sharing
- Prepare figures and tables as directed on *separate sheets*

Publication Manual of the American Psychological Association -- 5th ed. (2001)

- This is the **essential** style guide for most non-medical disability journals such as:
 - JIDD (ASSID)
 - Intellectual and Developmental Disabilities (formerly *Mental Retardation*) (AAIDD)
 - American Journal on Mental Retardation (AAIDD)
- For additional information on APA style see
www.apastyle.org
<http://apastyle.apa.org/>



Publication Manual of the American Psychological Association -- 5th ed. (2001)

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



Examples of APA Conventions

- 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

Use of passive voice

- "Prefer the active voice.
- Poor*
The survey was conducted in a controlled setting.
- Better*
We conducted the survey in a controlled setting." (p. 41)



**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.

Journal of Intellectual & Developmental Disability



- the official journal of the *Australasian Society for the Study of Intellectual Disability (ASSID)*
- Volume 32 in 2007
- Rising impact factor
- Medline 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 Associate Editors are from:
 - Australia
 - UK
 - Canada
 - New Zealand
 - Norway.
- JIDD's Editorial Consultants are from:
 - Australia
 - UK
 - USA
 - Canada
 - New Zealand
 - Israel
 - Ireland
 - Singapore
 - Taiwan.

JIDD is an international journal
(so write for an international readership)

<p>Content</p> <ul style="list-style-type: none"> ■ In 2005 articles came from 9 countries: <ul style="list-style-type: none"> □ Australia (45%) □ Canada (10%) □ UK (10%) □ USA (10%) □ China (5%) □ Israel (5%) □ New Zealand (5%) □ Spain (5%) □ Taiwan (5%). 	<p>Readership</p> <ul style="list-style-type: none"> ■ The printed version of JIDD has subscribers in 31 countries. ■ JIDD is available on-line around the world and has a substantial hit rate.
---	--

JIDD is a multidisciplinary journal
Contributors' affiliations include:

<p>University Departments of:</p> <ul style="list-style-type: none"> ■ medicine, ■ nursing, ■ community health, ■ public health, ■ social work/social welfare, ■ education and special education, ■ psychology, human development and family studies, ■ occupation and leisure sciences 	<p>Practitioners & clinicians from</p> <ul style="list-style-type: none"> ■ hospitals, ■ rehabilitation departments, ■ health departments, ■ intellectual disability departments, ■ residential centres, ■ rehabilitation centres, ■ community health services, ■ health centres, and ■ a communication outreach project.
--	---

Writing an Article

- There are many types of article:
 - Quantitative research
 - Qualitative research
 - Case studies or N=1 designs
 - Reviews
 - Conceptual articles

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.

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.
- State clearly the conclusions that are supported **directly** by your data. Do not go beyond your data.
- If you choose to speculate about wider implications, state clearly that your study did **not** directly test this idea and so it is somewhat speculative, although consistent with your findings (and the findings of others).

Writing an Article

- **Write clearly**
 - Use short sentences and straightforward words (avoid jargon and *arcane terminology*)
 - Present your ideas in a logical order with clearly stated links.
 - Use concrete examples, avoid most abbreviations.
 - Avoid overuse of the passive voice ("It was found that"). It is acceptable to write in the first person ("We found that").

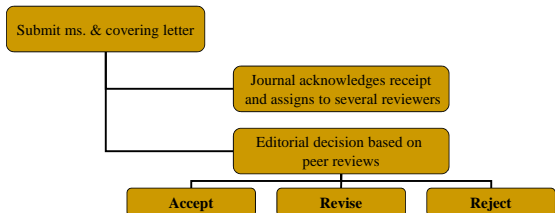
Writing an Article

- **Revise – Proofread – Revise – Proofread**
 - First impressions count (e.g., "data" and "criteria" are *plurals*)
 - Check for adherence to journal guidelines and style (e.g., APA style)
 - Thoroughly check your references
 - Ask an experienced colleague to (proof) read your article

Submitting an Article

- Send the appropriate number of copies in the requested way (paper copies / electronic submission)
- Include a **cover letter** stating:
 - that the article has not been published previously and is not under review by any other journal
 - Dealing with any other issues required by the journal's guidelines (e.g., ethics approval, informed consent)

The Peer Review Process:
4 months (stage 1)



Feedback from the Editor

- A emailed letter stating the editorial decision reached about publication of your ms.
- A copy of each reviewer's comments on your ms.
- If the editor asks for revision, the editor's letter usually (not always) gives guidance about the most important aspects to revise.

Types of Editorial Decisions

- **Accept.** (can involve minor editorial revisions) – **very rare.**
- **Revise.** 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's Acceptance Rate

- JIDD currently received 86 manuscripts in 2006.
- JIDD published 35 articles in 2006, indicating a **nominal acceptance rate of 41%**. Final acceptance almost always is achieved only after one or more rounds of revision following review.
- The remaining 50-60% of articles are made up of either outright rejections or failure to resubmit an article for which major revisions were requested.

Responding to Reviewers' Comments

- If you are given the opportunity to revise, **TAKE IT.** Conscientiously revised papers are mostly accepted (eventually).
- Take the reviews seriously and respond point by point to issues raised by each reviewer and by the editor in his/her letter.
- Write a covering letter explaining, in some detail, how you responded to each issue. 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 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.
- 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.

You Do Not Have to Agree with Everything Reviewers Suggest

- It is okay 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 page no.)
 - 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.
- 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.

From Acceptance to Print

- Following acceptance, your article will normally be published in the next *available* issue.
- Successful journals usually have a backlog of accepted papers to be published. A number of journals now 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, *Taylor & Francis / informa healthcare*, will notify the article's corresponding author by e-mail that proofs of the article are available for review through the Taylor & Francis *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.

Publishing in Other Journals

- Read their guidelines and follow them.
- Think carefully about the kind of material the journal usually publishes and how well its readership fits your topic and target audience.
- More prestigious journals have higher rejection rates.

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. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington DC: Author.

Contact Details

Roger J. Stancliffe PhD
Editor, JIDD
Tel & voicemail: +61-2-9351 9984
Email: rogerst@med.usyd.edu.au

JIDD Editorial Office
Centre for Developmental Disability Studies
PO Box 6, Ryde NSW 1680
AUSTRALIA

Web site: <http://www.informaworld.com/JIDD>
Manuscript submission: <http://mc.manuscriptcentral.com/cjid>

Contact Details

Ian Dempsey PhD
Tel 02 49216282
ian.dempsey@newcastle.edu.au

Susan Balandin PhD
susan.balandin@hiMolde.no

JIDD Editorial Office
Special Education Centre
University of Newcastle NSW 2308
AUSTRALIA

Web site: <http://www.informaworld.com/JIDD>
Manuscript submission: <http://mc.manuscriptcentral.com/cjid>