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The Basics of Publishing Publishing

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Teresa Ward
Global Head of Portfolio – Education Journals





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WHY PUBLISH?



Why Publish?

- Something New to Say?
- A Solution to a current or difficult problem?
- A new development on a “hot” topic in your field?
- To Exchange Ideas
- To build Reputation
- To Disseminate work on a global Scale



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*Publishing - a necessary
step in the research
process*





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What to Write?



What to Write?

A journal article is not a magazine article, a book manuscript or your PhD thesis (but you could write a book review ..)



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The stages to go through before submitting



The stages to go through *before* submitting

Idea

Choose journal

Write first draft

Use critical friend

Refine further drafts

Check Instructions for Authors

Proof-read and submit

Choose the *Right* Journal

Where to Publish?

A.) Write your article for a *specific journal*?

B.) Write your article *first* and then find a journal that's most suitable?

Where to Publish?

30% of authors write for a specific journal

70% of authors write the article and panic

Consider being in the minority!

Why read a journal's *Aims & Scope*? - for the *Who and What* !

Taylor & Francis Online Access provided by T&F Office Locations [Log in](#) | [Register](#)

Home ▶ All Journals ▶ Journal of Vocational Education & Training



Journal of Vocational Education & Training

Publish open access in this journal

Publishes research on vocational education and training, including curricular aspects of vocational and professional learning.

Enter keywords, authors, DOI, etc This Journal [Advanced search](#)

Ready to submit?

Start a new manuscript submission or continue a submission in progress

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Ready to submit? Start a submission in progress

- [Journal metrics](#)
- [Aims & scope](#)
- [Journal information](#)
- [Editorial board](#)

Submission in progress [Go to submission site](#)

- Submission information
- [▶ Instructions for authors](#)
 - [▶ Editorial policies](#)

Aims and scope

The *Journal of Vocational Education and Training* is a peer-reviewed international journal which welcomes submissions involving a critical discussion of policy and practice, as well as contributions to conceptual and theoretical developments in the field. It includes articles based on empirical research and analysis (quantitative, qualitative and mixed method) and welcomes papers from a wide range of disciplinary and inter-disciplinary perspectives. The journal embraces the broad range of settings and ways in which vocational and occupational learning takes place and, hence, is not restricted by institutional boundaries or structures in relation to national systems of education and training. It is interested in the study of curriculum, pedagogy, and assessment, as well as economic, cultural and political aspects related to the role of vocational and

Choosing a Journal: Know your Audience

Tip 1: You are joining a conversation with other contributors.

Research the journals in your field:

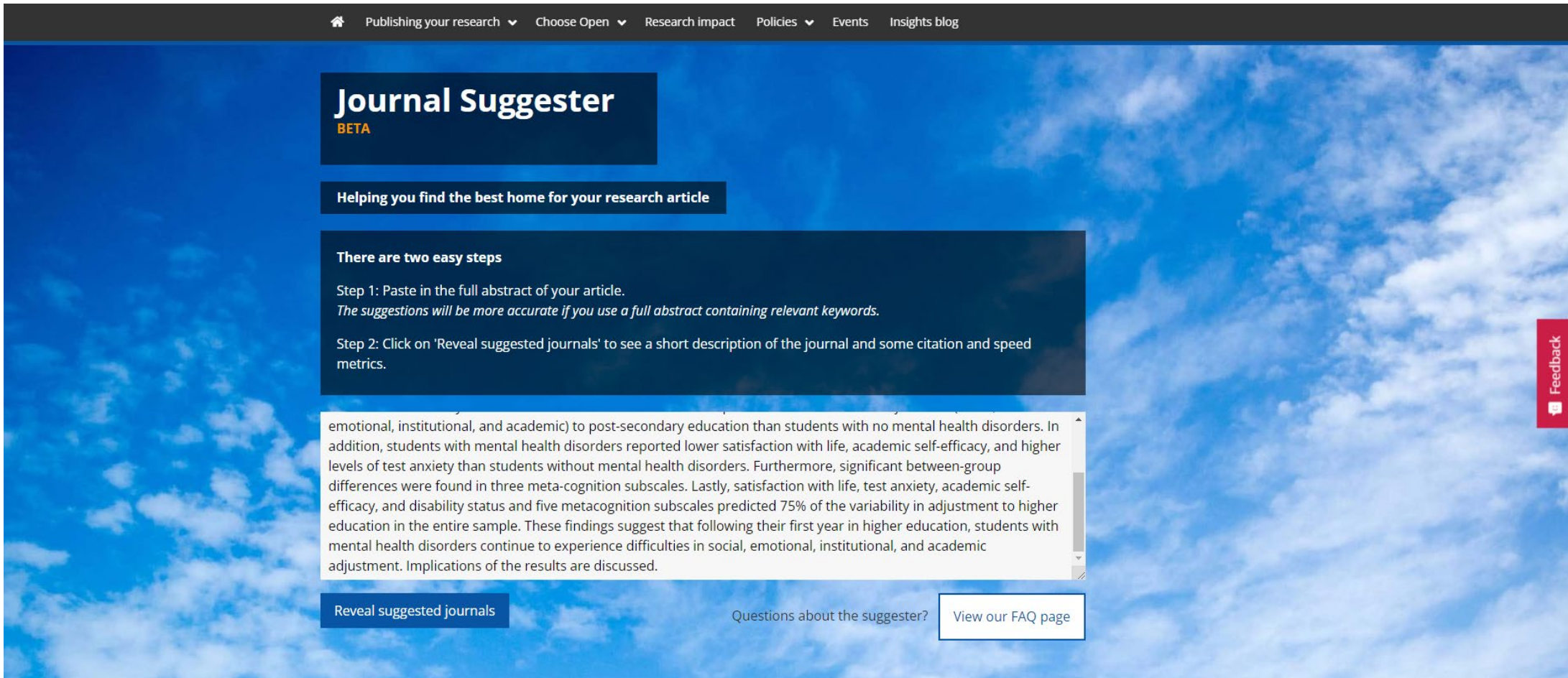
- ✓ Visit your university library
- ✓ Look at publisher and journal websites
- ✓ Talk to your peers
- ✓ Pick your type: generalist or niche, international or region specific?
- ✓ Read (and understand) the journal's Aims and Scope
- ✓ Check www.sherpa.ac.uk/romeo

Choosing a Journal: Know your Audience

Tip 2: Ask the right questions and *know* the right answers. Who, or what, is the journal's:

- Editor?
- Editorial board?
- Publisher?
- Authors?
- Society affiliation?
- Readership?
- Online/print?
- Impact Factor?
- Peer review?
- Submission process?
- Open Access policy?

Journal suggester



Home Publishing your research Choose Open Research impact Policies Events Insights blog

Journal Suggester

BETA

Helping you find the best home for your research article

There are two easy steps

Step 1: Paste in the full abstract of your article.
The suggestions will be more accurate if you use a full abstract containing relevant keywords.

Step 2: Click on 'Reveal suggested journals' to see a short description of the journal and some citation and speed metrics.

emotional, institutional, and academic) to post-secondary education than students with no mental health disorders. In addition, students with mental health disorders reported lower satisfaction with life, academic self-efficacy, and higher levels of test anxiety than students without mental health disorders. Furthermore, significant between-group differences were found in three meta-cognition subscales. Lastly, satisfaction with life, test anxiety, academic self-efficacy, and disability status and five metacognition subscales predicted 75% of the variability in adjustment to higher education in the entire sample. These findings suggest that following their first year in higher education, students with mental health disorders continue to experience difficulties in social, emotional, institutional, and academic adjustment. Implications of the results are discussed.

Reveal suggested journals

Questions about the suggester? [View our FAQ page](#)

Feedback

Writing for a Journal

Do:

- ✓ Look at published papers
- ✓ Fit the Aims & Scope
- ✓ Format your article to the journal
- ✓ Know where or who to submit to
- ✓ Check spelling and grammar
- ✓ Consider English 'polishing'
- ✓ Ask a colleague to read it

Don't:

- ✗ Overlook the title
- ✗ Rush the abstract
- ✗ Dismiss the Instructions for Authors
- ✗ Ignore the bibliography
- ✗ Leave acronyms unexplained
- ✗ Forget to clear any copyright
- ✗ Miss out attachments (figures, tables, images)
- ✗ Send the incorrect version of your paper

What is Instructions for Authors? - why this is important.



Journal of Vocational Education & Training

Publish open access in this journal

Publishes research on vocational education and training, including curriculum, pedagogy, and political aspects of vocational professional learning.

This Journal

[Advanced search](#) [Citation search](#)

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Ready to submit? Start a new submission or continue a submission in progress

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Journal overview

[Aims and scope](#)

[Journal metrics](#)

[Editorial board](#)

[Instructions for authors](#)

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[Read full aims and scope](#)

Journal of Vocational Education & Training

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Submission information

[Instructions for authors](#)

[Editorial policies](#)

Editing services

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About this journal

[Journal metrics](#)

[Aims & scope](#)

[Journal information](#)

[Editorial board](#)

[News & call for papers](#)

Instructions for authors

Thank you for choosing to submit your paper to us. These instructions will ensure we have everything required so your paper can move through peer review, production and publication smoothly. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements.

AUTHORSERVICES

Supporting Taylor & Francis authors

For general guidance on every stage of the publication process, please visit our Author Services website.

EDITINGSERVICES

Supporting Taylor & Francis authors

For editing support, including translation and language polishing, explore our Editing Services website

Contents

- About the Journal
- Open Access
- Peer Review and Ethics
- Preparing Your Paper
 - Structure
 - Word Limits
 - Style Guidelines
 - Formatting and Templates
 - References
 - Taylor & Francis Editing Services
 - Checklist: What to Include
- Using Third-Party Material
- Submitting Your Paper
- Publication Charges

Choosing a Journal: Know the Metrics

Tip 3: Learn what time may be involved

Journal of Vocational Education & Training

Publish open access in this journal

Publishes research on vocational education and training, including curriculum, pedagogy, and political professional learning.

Enter keywords, authors, DOI, etc

Submit an article ▾ About this journal ▲ Browse all articles & issues ▾ Alerts & RSS feed ▾

Journal metrics (highlighted in red)

Aims & scope

Journal information

Editorial board

News & calls for papers

Journal metrics

- Usage**
 - 249K annual downloads/views
- Citation metrics**
 - 1.9 (2022) Impact Factor
 - 2.1 (2022) 5 year IF
 - 4.6 (2022) CiteScore (Scopus)
 - Q1 CiteScore Best Quartile
 - 1.675 (2022) SNIP
 - 0.688 (2022) SJR
- Speed/acceptance**
 - 9 days avg. from submission to first decision
 - 61 days avg. from submission to first post-review decision
 - 10 days avg. from acceptance to online publication
 - 19% acceptance rate

Understanding and using journal metrics

Journal metrics can be a useful tool for readers, as well as for authors who are deciding where to submit their next manuscript for publication. However, any one metric only tells a part of the story of a journal's quality and impact. Each metric has its limitations which means that it should never be considered in isolation, and metrics should be used to support and not replace qualitative review.

We strongly recommend that you always use a number of metrics, alongside other qualitative factors such as a journal's aims & scope, its readership, and a review of past content published in the journal. In addition, a single article should always be assessed on its own merits and never based on the metrics of the journal it was

The *Journal of Vocational Education and Training* is a peer-reviewed international journal which welcomes submissions involving a critical discussion of policy and practice, as well as contributions to conceptual and theoretical developments in the field. It includes articles of empirical research and analysis (quantitative, qualitative and mixed method) and welcomes papers from a wide range of disciplinary and interdisciplinary perspectives. The journal embraces the broad range of settings and ways in which vocational and occupational learning takes place

Ethics for authors: the essentials

- Be wary of self-plagiarism.
- Don't submit a paper to more than one journal at a time.
- Don't send an incomplete paper just to get feedback.
- Always include and / or acknowledge all co-authors (and let them know you've submitted the paper to be published).
- Always mention any source of funding for your paper.
- If you are using data sets gathered by someone else, check that you have permission to use them in your article.

Information on ethics in journal publishing:

authorservices.taylorandfrancis.com/ethics-for-authors

Your submission checklist

- ✓ A **title page** file with the names of all authors and co-authors
- ✓ Main document file with **abstract, keywords, main text** and all **references**
- ✓ **Figure, image** or **table** files (with permission cleared)
- ✓ Any extra files, such as your **supplemental** material
- ✓ **Biographical** notes
- ✓ Your **cover letter**



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Peer Review



What is Peer Review?

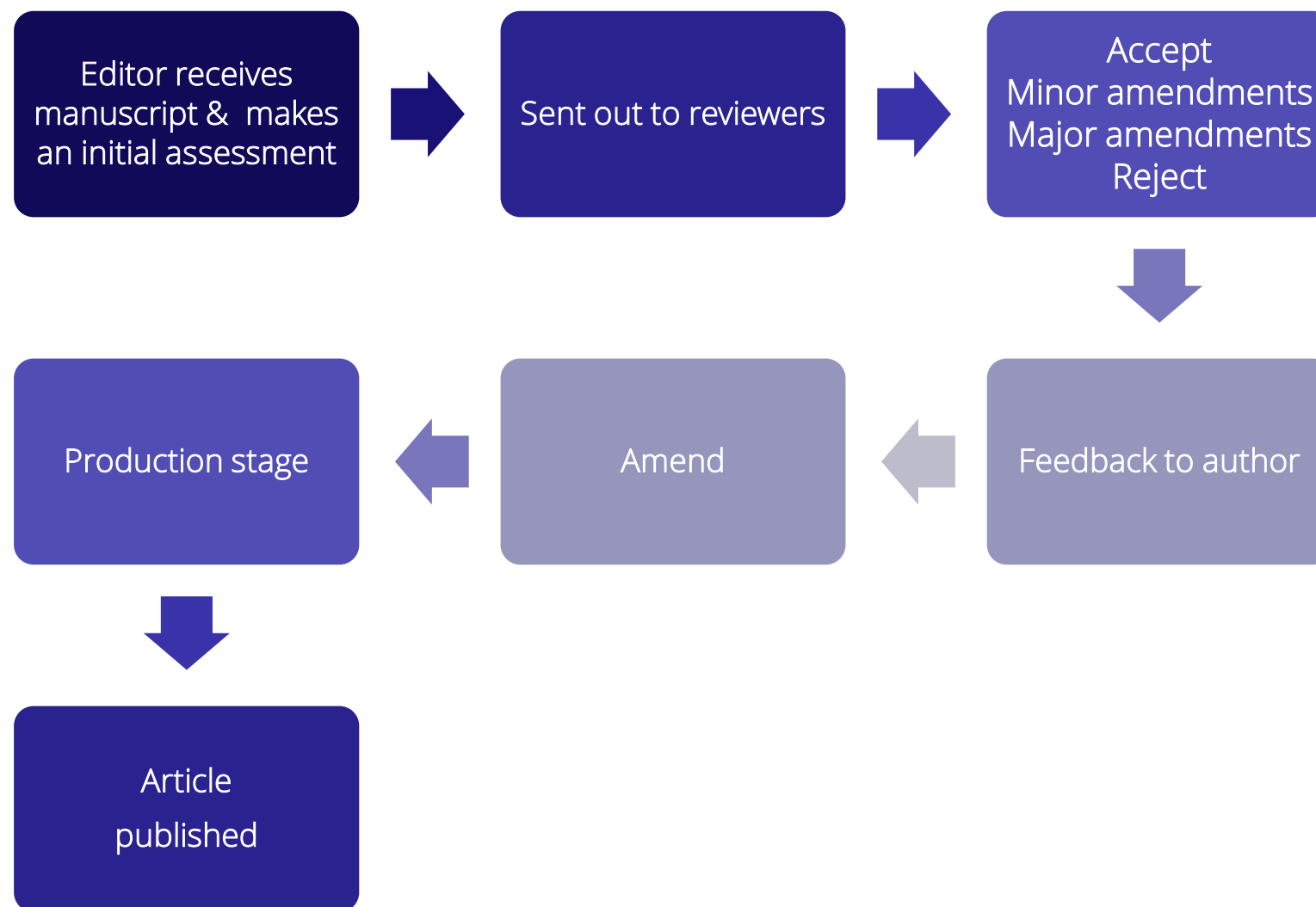
Allows an author's research to be evaluated and commented upon by independent experts.

Which can take different forms:

- ❖ **Single-anonymous review**: where the reviewer's name is hidden from the author.
- ❖ **Double-anonymous review**: where the reviewer's name is hidden from the author and the author's name is hidden from the reviewer.
- ❖ **Open review**: where no identities are concealed.
- ❖ **Post-publication review**: where comments can be made by readers and reviewers after the article has been published.

Every article published in a Taylor & Francis journal goes through rigorous peer review.

Stages of Paper - Peer Review / Production / Published?



How to handle reviewer comments?

- ❖ Don't be discouraged! Try to accept feedback
- ❖ Revise as requested
- ❖ If you can't explain why
- ❖ Turn the paper round on time
- ❖ Thank the reviewers for their time

If you're responding:

- ❖ Be specific
- ❖ Defend your position - be assertive and persuasive, not defensive or aggressive

Don't be afraid to ask the editor for guidance. A good editor will want to help.

Top 10 reasons for rejection (what to avoid)

1. Sent to the wrong journal, doesn't fit the aims and scope, or fails to engage with issues addressed by the journal.
2. Not a true journal article (i.e. too journalistic or clearly a thesis chapter or consultancy report).
3. Too long/too short.
4. Poor regard of the journal's conventions, or for academic writing generally.
5. Poor style, grammar, punctuation or English.
6. No contribution to the subject.
7. Not properly contextualised.
8. Poor theoretical framework.
9. Scrappily presented and sloppily proof-read.
10. Libellous, unethical, rude or lacks objectivity.



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Congratulations,
you are Accepted!



Acceptance!

What next?

- Production process, including checking proofs



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Congratulations,
you are Published!



Maximizing your article's impact

Tips - Seen, Read, and Cited!

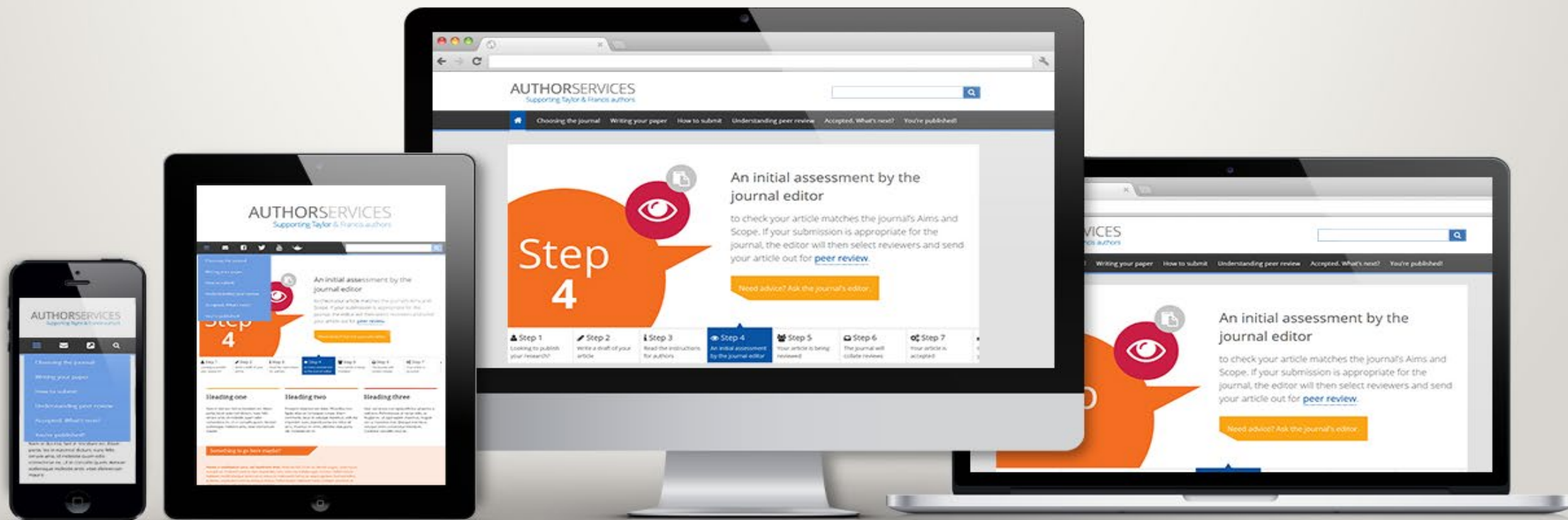
- ❖ **Post updates** and link to your article on academic and professional networking sites.
- ❖ Use social media to **post a link to your article** and **highlight key points**.
- ❖ Add a brief summary and link to your article on your **department website**. Then add it to your students' reading lists.
- ❖ Think your research is newsworthy? **Speak to your institution's press office**, provide them with a link to your article, and **include them in social media posts**.
- ❖ If you are a blogger or have a personal webpage **write about your article and link to it**. Then write about your post on social media, linking to it and the article.

“Publicizing an article is work, but it’s worth it. I have received more emails about my article in the past two months than I have about all my other work in the previous year. Another university has invited me to visit because of my work, and my students are more excited about research because they see the attention it is getting. Not every article I write will be as interesting to the public, but I will definitely be working to do what I can to rustle up some interest in my work in the future.”

Russell W arne, Assistant Professor,
Utah Valley University

AUTHORSERVICES

Supporting Taylor & Francis authors





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Copyright Guidance



What is copyright?

Copyright is a type of intellectual property right which protects original creative works, including literary works such as academic articles. Copyright laws grant a copyright owner certain exclusive rights for a designated term of copyright protection (today, typically life of the author plus 70 years). This includes the exclusive right to reproduce, create adaptations of, and distribute a work.

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- Include the article in your thesis or dissertation.
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Thank You!

