

Criteria for Judging Manuscripts: information about the criteria that editors and reviewers use to judge the quality and suitability of a manuscript.

Editors and reviewers are interested in many aspects of your manuscript

1. Importance of the study/scientific merit
2. Conformation to journal format
 - Theme
 - Length
 - Text size
 - Etc...
3. **Overall quality of the research you conducted.**
4. **Presentation of the study itself.**

The submission and review process:

Final draft completed and submitted to journal of choice

- Paper submission
- Electronic submission

Regional editor sends manuscript to experts in the field

- Set lists
- Sometimes the author can request reviewers to include or exclude

Wait, wait, wait

Initial reviews returned with recommendation

- Accept
- Accept with minor revisions
- Accept with major revisions
- Reject, but encourage resubmission
- Reject

Complete revisions

Grammar
Rearrangements
Length alterations
New experiments

Resubmit with responses to reviewer comments

Wait, wait, wait

Final decision returned

Questions to ask yourself about the **quality of your research** before submitting a manuscript for review and publication.

Design

Have you clearly established the parameters of your research questions and overall design?

Is the central issue or problem of your research stated effectively?

Have you situated your research and ideas within pertinent literature, showing how your work builds upon the work of others?

Does your research push the boundaries of current research, and make (in your estimation) a significant contribution to the literature?

Is the data collection and analysis systematic and appropriate?

Conceptual Framework

Have you carefully designed and articulated the framework of your study?

Have you included, where appropriate, relevant sources on the topic (not necessarily listing everything that has been written by everyone)?

Questions to ask yourself regarding the **presentation of your study**:

Coherence

Is the main argument or premise clearly stated and logical?
Is the text organized to clarify your argument or premise?
In other words, can readers follow your thinking throughout the piece?

Content

Is the content connected within and among sections of your paper?
Does the abstract provide an overall representation of your manuscript?

Clarity of information

Have you presented information (tables, graphs, general analyses) with your audience in mind?
Be sure to check assumptions about readership being familiar (or not) with local issues, policies, or technical language.

Clarity of Data

Have you presented data in an understandable layout and explained findings to clearly support your argument?

Format

Does the format of your manuscript conform to the style guidelines used by the journal, (e.g., APA, Chicago)?
Have you avoided sexist language?
Have you used current terminology (e.g. participants rather than subjects)?
Have you explained abbreviations or acronyms? Demystified jargon? Avoided the overuse of metaphors? Used correct mechanics (grammar, punctuation)?