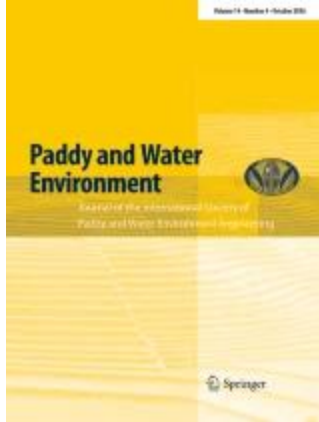




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Special lecture on peer-reviewed publications
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How to submit a paper for CTU students



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This teaching material was created by summarizing the contents of the following web page.
The contents are not my original work.

<https://compass.readable.jp/2024/07/26/post-272/#i>

Why is this lecture needed?

- For researchers and students who are about to submit a paper, there are many important points to consider, such as ensuring novelty and reliability, choosing an appropriate journal, and complying with the submission guidelines.
- It is important to know a process of submitting a paper:
 - from preparing to write your first academic paper to submission, acceptance and publication

The objective of this presentation

- The reality is that around **80% of manuscripts** submitted to scientific journals **are rejected**.
- In this presentation, I will explain in detail the process from preparing to write the paper to submitting it, getting it accepted, and having it published, so that even first-timers won't be confused.
- Let's get a grasp of **the whole process of submitting a paper** and present our research results with confidence.

Preparing to write the paper-1

- Organizing and analyzing research data
- Researching existing research and positioning it
- In-depth discussions with your supervisor
- Selecting a journal to submit to: Let's find the best place to publish

Preparing to write the paper-2

- Journal impact factor and influence
- Journal submission guidelines and writing requirements
- Writing and submitting your paper: Complete a high-quality paper
- Easy-to-understand writing and academic writing
- Cover letter writing and submission procedures
- Responding to peer review results and acceptance of your paper: Brush up your paper based on the reviewers' comments
- Understanding peer review comments and revising your paper
- The process of resubmission and acceptance
- Dissemination and utilization of your paper after publication

Organizing and analyzing research data

- Organizing and analyzing your research data is a crucial step in the process of writing a paper.
- Appropriately organized and analyzed data will enhance the credibility and persuasiveness of your paper.
- Careful preparation at this stage will make the later stages of the process run more smoothly.

(Task -1) Organize your data

- Save your raw data in electronic files
- Standardize the data types (numerical, text, date, etc.)
- Check for missing values and outliers, and process them appropriately
- Create easy-to-read graphs and charts using spreadsheet software
- Carefully select the data necessary to support the thesis's argument

(Task -2) Data analysis

- Select software appropriate for the research field (e.g. Excel, SPSS, R)
- Select appropriate statistical methods (t-test, analysis of variance, regression analysis, etc.)
- Interpretation and discussion of results

(Task -3) Literature collection and organization

- Collect a comprehensive range of literature on similar research
- Organize by theme and keyword
- Clarify the points of differentiation from your own research

(Task -4) Discussions with supervisors and colleagues

- After organizing the data and collecting literature, summarize your own thoughts
- Discuss with your supervisor and colleagues to discover new perspectives and issues
- Clarify the structure of the paper
- Through these processes, you can present the data in a way that is appropriate for each section and create a persuasive paper.

Investigating and positioning existing research

- Investigating and positioning existing research is an important process that will affect the quality of your paper.
- It is essential for clarifying the novelty and academic contribution of your own research and increasing the possibility of publication.

Collect all relevant literature

- Utilize article databases (e.g. Web of Science, Scopus)
- Check the latest research using search engines
- Search efficiently using a combination of keywords

Thoroughly read and analyze the literature

- Critically analyze the background, purpose, methods, results, and conclusions of the research
- Gain a deeper understanding of similar research and important foundational research
- Compare with existing research
- Clarify similarities and differences
- Organize using spreadsheet software to highlight originality and novelty

Clarify the position of your research

- Define your contribution to the academic world in concrete terms
- Clearly explain how you will provide new knowledge
- Through these processes, you can clarify the position of your research in existing research and reflect this in the introduction and literature review sections of your paper.
- This will enable you to effectively convey the importance and academic significance of your research to readers and reviewers.

In-depth discussions with your supervisor

- Discussions with your supervisor (or instructor) are an important process that can greatly affect the quality of your paper.
- Especially when writing your first paper, your supervisor's experience and knowledge is indispensable.

To have an effective discussion

- Report on the progress and results of your research
- Summarize your experimental data and analysis results in an easy-to-understand way
- Clarify any questions you have about your discussion and conclusions
- Discuss the structure and content of your paper
- Check the journal's submission guidelines
- Ask your supervisor's (or instructor's) opinion on the content of each chapter
- Advice on logical development and expression methods
- Obtaining feedback from an objective perspective
- Discussing points for improvement to enhance the persuasiveness of the paper
- Preparation and follow-up
- Organizing research data and preparing preliminary analysis results
- Creating a summary of related previous research
- Detailed record of discussion content
- Considering measures to address issues raised

Selecting a journal:

Find the best place to publish

- The suitability of the journal's field of expertise and the paper
- The suitability of the journal's field of expertise and the paper is an important factor that affects the impact and visibility of research results.
- By selecting the right journal, you can reach a wider audience with your research results and increase the likelihood of being evaluated correctly by reviewers.

Checkpoints when selecting a journal

- Check the purpose and scope
 - Examine the “Aims and Scope” on the journal's website
 - Check that the direction of the paper is consistent with the journal's aims
- Analyze the published papers
 - Check the titles and abstracts of the papers published in the past year or two
 - Check whether there are any papers on similar themes or research methods
- Evaluate the level of the journal
 - Check the impact factor and other indicators
 - Judge the suitability of the journal for your paper
- Techniques to improve suitability
 - Use keywords used in the latest issue of the journal
 - Citations of papers in the journal
- Adapt the structure of the paper to the journal style
 - Choosing the right journal is an important factor that can determine the fate of your paper.
 - Taking the time to carefully select the right journal can help you to disseminate your research findings most effectively and boost your career as a researcher.

Journal Impact Factor and Influence

- The journal impact factor (IF) is an important indicator when choosing where to submit your academic paper.
- The IF shows the average number of citations received by papers published in that journal in the last two years.

Advantages of Journals with a high IF

- high recognition in the research community
- increased visibility of your paper
- positive impact on your career

Other factors in addition to the IF

- suitability of the journal for your target audience and research field
- length of time required for publication and rigor of the peer review process
- availability of open access
- As there are large differences in IF depending on the research field, it is important to understand the average IF for your field.

The alternative metrics (Altmetrics) in recent years

- a broader range of impact, including social media mentions and download numbers.
- Open access journals can reach a wider audience and potentially increase the number of citations.
- Ultimately, it is important to make a comprehensive decision based on the suitability of the journal for the research content, your career stage, and the policies of your research institution, rather than just focusing on the IF.
- Choosing the right journal will lead to maximizing the results of your research and effective academic communication.

Journal Submission Guidelines and Manuscript Preparation Instructions

- Journal submission guidelines and manuscript preparation instructions are important factors that directly affect the success of your paper submission.
- **By carefully reading and strictly following these guidelines**, you can help to ensure a smooth peer review process and increase the likelihood of acceptance.

The main points to check

- Paper structure: Most papers are structured into sections such as Abstract, Introduction, Methods, Results, and Discussion.
- Character limit: Some journals have character limits for the entire paper or for sections such as the abstract.
- File format: You must submit your paper in the specified file format, such as Word (.doc, .docx) or PDF (.pdf).
- Citation style: There are rules on how to cite references and how to format the reference list.
- Figure and table format: There are rules on the size, resolution, and file format of figures and tables.
- Disclosure of conflicts of interest
- Adhering to these rules is very important for ensuring that your paper progresses smoothly through the peer review process.

Writing and submitting a paper: Complete a high-quality paper

- Structure and logical development of a paper
- A research paper is an important way of communicating your research findings to the academic community.
- For this reason, the structure and logical development of your paper are extremely important for ensuring that readers understand the content of your research correctly.

The basic structure of a research paper to help readers understand

- Title: The title should concisely express the content of the paper and arouse the interest of the reader.
- Abstract: The abstract summarizes the purpose, methods, results, and conclusions of the research.
- Introduction: This section introduces the background and purpose of the research, and shows its relationship to previous research, and is the introduction to the whole paper.
- Methods: This section describes the research methods in detail, providing information that other researchers can use to reproduce the research.
- Results: This section presents the research results based on objective data. It is also important to make effective use of charts and graphs.
- Discussion: This section interprets the research results, and discusses comparisons with previous research and future prospects.
- Conclusion: A brief summary and conclusion of the research.
- References: Accurate information on the literature cited in the paper.
- By logically connecting these components, the basis of the argument becomes clear, and the reader can smoothly understand the content of the research. It is important to ensure that each section is consistent and that the paper is structured as if telling a single story.

Clear writing and academic writing

- Academic papers are an important tool for communicating with researchers around the world.
- For this reason, the writing style of academic papers is very important for sharing specialized knowledge and deepening discussions.

To ensure that your writing is easy to understand

- Concise and clear writing: sentences of 30 words or less, avoiding adverbs and clearly stating the subject and predicate will improve readability.
- Use of logical conjunctions: Using conjunctions such as “but”, “furthermore” and “therefore” will make the connection between sentences clearer and help to convey the basis of your argument.
- Appropriate use of technical terms: Define and use technical terms when they first appear to promote common understanding.
- It is also important to keep your writing academic.
- Objective viewpoint: Try to avoid subjective opinions and emotions and stick to objective descriptions based on facts.
- Presenting accurate data: Falsifying data is out of the question, so try to draw conclusions based on accurate data.
- Appropriate citations and references: Respect previous research and existing knowledge, and increase the reliability of your paper by clearly stating appropriate citations and references.
- By being aware of these points, not only will it be easier for readers to understand the content of your paper, but it will also make your paper more convincing. Ultimately, it is also effective to ask researchers in the same field to review your paper and check the clarity and academic appropriateness of the writing.

Writing a cover letter and the submission process

- Once you have completed your paper, you will need to attach a cover letter and submit it.
- A good cover letter will succinctly convey the value of your research to the editor and increase the chances of your paper being accepted.

Structure of an effective cover letter:

- Greeting to the editor
- Clearly stating the title and type of paper
- Brief explanation of the background and importance of the research
- Summary of the main findings and conclusions
- Novelty and importance of the paper
- Explanation of the suitability of the paper for the journal
- Disclosure of conflicts of interest and mention of ethical considerations

Key points for writing a cover letter

- Keep it to one page or less
- Emphasize the novelty and significance of the paper
- Avoid technical terms and use clear language
- Maintain a polite and professional tone

Checklist for the submission process

- Check the latest submission guidelines
 - Prepare the necessary documents (main text, figures, supplementary materials, etc.)
 - Register with the online submission system
 - Confirm that all authors agree
 - Payment of submission fee (if required)
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- Submissions are generally made online.
 - You will need to create an account on the journal's website and upload your paper, figures, tables, etc. in the specified file format.
 - The submission process can be complicated, so make sure you leave plenty of time to complete it.

Responding to peer review results and acceptance of paper

- Brush up your paper based on the reviewers' comments
- Understanding the Review Comments and Revising the Paper
- The review comments are a valuable opportunity to improve your paper and increase the chances of it being accepted for publication.
- By correctly understanding the review comments and appropriately reflecting them in your paper, you will be much closer to acceptance.

Three main patterns of review comments

- Requests for minor revisions: These are relatively easy to deal with, such as fixing typos and errors in the formatting. Follow the instructions and make the necessary revisions.
- Requests for major revisions: These are things that require time and effort, such as additional experiments or revisions to the discussion. It is important to understand the reviewer's intentions and why these revisions are necessary.
- Rejection for publication: This is when the reviewer's opinion is negative and it is judged that it will be difficult to make the necessary revisions. Analyze the reasons for rejection and consider submitting to another journal.

In your response letter, for each comment

- Show your appreciation
- Explain the revisions in detail
- If you cannot make the revisions, explain the reasons carefully
- Responding to peer review comments is an important process that can affect whether or not your paper is accepted.
- By responding to the reviewers' comments in a constructive and sincere manner, you can significantly improve the quality of your paper.
- If you have any objections or questions, it is important to explain them logically, **without becoming emotional.**

The process of resubmission and acceptance

- Once you have revised your paper in response to the peer review comments, the process of resubmission can begin.
- Resubmission is an important stage that can improve the quality of your paper and lead to acceptance.

The steps for resubmission

- Prepare the revised paper
- Prepare a detailed response letter
- Update the cover letter
- Resubmit through the journal's submission system
- In the response letter, you should clearly explain how you have addressed each comment
- Specify the changes you have made (including page and line numbers)
- If you have added any new experiments or analysis results, provide details
- If you do not make the requested changes, you must explain why in detail.

After resubmission

- The editor and reviewers will evaluate the changes you have made and decide whether to accept the paper as follows
- Accept
- Minor revision
- Major revision
- Reject
- For minor revisions, a quick response will lead to acceptance.
- For major revisions, be careful and conduct additional experiments and analysis as necessary.

Once the paper has been accepted,

- The publisher will begin the editing process.
- Depending on the journal, you may be required to submit additional documents, such as a copyright transfer or permission to use figures and tables.
- The proof will be checked for any errors or omissions, and the publisher will be informed of any corrections that need to be made.
- After this process, the paper will finally be published.
- Perseverance and careful attention to detail will lead to the publication of your research results.

Publicizing and Utilizing Your Paper After Publication

- Once your paper has been accepted and published, that's not the end of the process.
- In order to make your research findings available to as many people as possible and give something back to society, it is important to publicize and make use of your paper after it has been published.

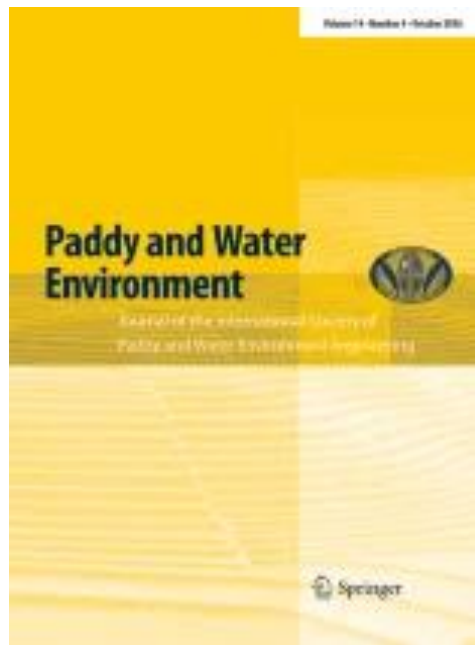
To effectively promote the content of your paper

- Registering your paper in academic databases: Registering your paper in academic databases such as J-STAGE and CINII will make it accessible to researchers around the world.
- Conference presentations: Present your research at academic conferences to get feedback from experts and expand your network of researchers.
- Use social media: Use social networking sites such as Twitter and LinkedIn to share information about your paper and make your research findings widely known to the general public.
- Press releases: If your research findings have a particularly high social impact, it can be effective to issue a press release through your university or research institution.

Ways to use your paper

- Citing the contents of the paper: Published papers can contribute to the academic development of the field by being cited by other researchers.
- Utilization in educational settings: The contents of the paper can be used as teaching materials in university and graduate school lectures and seminars.
- Policy proposals: By making policy proposals based on research results, you can contribute to solving social problems.
- Joint research with companies: If the contents of the paper have the potential to be useful for a company's technological development, there is also the possibility that it will develop into joint research.
- Let's actively promote the dissemination and utilization of research results after publication, and **give back to society!**

Submission and Editing Practices



I sincerely hope that your research results will be disseminated around the world and bring new knowledge to the academic world.
Good luck!