Editorial Process and Handling Reviewer Feedback

• What is the editorial process?
• Why can’t I get past the editor’s triage?
• Peer review!
• How do I respond to reviewer’s critiques?
Overwhelmed! Get the paper right the first time!

http://www.phdcomics.com/comics/archive.php?comicid=149 by Jorge Cham (with permission)
Select Article Type

- Original Research Paper
- Review
- Mini-review
- Brief Technical Note
- Rapid Communication
- Editorial, Commentary
- Meeting Report

Examples of published articles, visit www.Pharmagateway.net
Editorial Process

Author Registers

Editor Triage

Assign Associate Editor

Peer Reviews

Reject

Structure
Organization
Novelty
Plagiarism

Accept

Decision

Publication

Galley Proofs

Revision
Author Registers

• Corresponding author registers as a NEW user with Editorial Manager
  – Peer review tracking system in real time
  – http://www.editorialmanager.com/aapspt/
  – http://www.editorialmanager.com/aapsj/
  – Manuscripts created in MS Word format
  – All queries through Editorial Manager
Visit [www.PharmaGateway.net](http://www.PharmaGateway.net) today and see what's new and exciting with the Official AAPS Journals!

Editorial Manager (EM) is an electronic manuscript tracking system that allows the user to submit a manuscript online, track the progress of a manuscript in real time, serve as a reviewer, and communicate with the AAPS Editorial Office.

**First-time users:** Please click on the word "Register" in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be emailed with instructions to verify your registration. Our database will share registration information for The AAPS Journal and AAPS PharmSciTech, so you are not required to register for both journals. Assigned usernames and passwords may be changed after registration. Log in to the system and click on "Update My Information" in the navigation bar at the top of the page.

**Repeat users:** Please enter your EM username and password in the box above and login to the system as the appropriate role.
Online Publishing

• Special features, appendices and supplementary materials
  – May be submitted for review and not published; or for review and published

• May identify URL to provide reader additional information
  – YES – link to pharmaceutical manufacturers or product information
  – NO – webpages to journal articles (removed frequently when archived)
Editor Triage

- **Structure** – arrangement of the parts
- **Organization** – how effective the parts fit together; integrated; functional
- **Plagiarism** – ALL papers checked
- **Novelty and significance** of your work
- **English language usage** - mixed tenses; jargon; “weasel” words (*i.e.*, probably, appears to, seems to)
- Separate “Results” and “Discussion”
Editors Consider:

• Submit as Individual Files
  – Cover letter (highly recommended)
  – Title Page (names, affiliation)
  – Copyright Form
  – Abstract (250 words or less)
    • Research article – Introduction; Materials and Methods; Results; Discussion; Conclusion
  – Keywords (<5)
  – Introduction
  – Main Text Body
Structure and Organization

- Introduction
- Materials & Methods
- Results
- Discussion
- Conclusion
- Acknowledgements

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<th>Word Count Limit</th>
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<td>Brief Technical Notes, Meeting Reports and Rapid Communications</td>
<td>1200 words</td>
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Maximum Count

**Figures**
Online – color is free!
Number with Arabic numerals
Captions captured in “Legend to Figures” (separated from text)

**Tables**
Create in Microsoft Word table format
Number with Roman numerals;
Do not duplicate information in text
Must be self-explanatory

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<tr>
<td>Brief Technical Notes and Rapid Communications</td>
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Peer Review

• Solicit up to four subject “experts”
• Unbiased reviewers and reviews
• Authors can suggest reviewers
  – No colleagues
  – Experts on your subject matter
• What if the reviewer was wrong?
  – Argue your position; editor will adjudicate
• What if the reviewer is rude or hostile?
  – Ask editor for non-hostile review
Responding to Peer Review

• Answer ALL reviewer comments
• Answer politely and professionally
• Answer with proof (evidence) in a coherent argument
Editor’s Letter

• ACCEPT WITH MINOR REVISION
  – Respond quickly

• MAJOR REVISION
  – Reply to each reviewer’s query
  – Revise and resubmit to same journal
  – Opportunity to make paper better

• REJECT
  – If comments unfair or wrong, then write editor to appeal decision
Our Paper is Published!

Instructions for Authors | Reviewer Guidelines | About the Journal | Language Editing Services | Transfer of Copyright Form | Contact Editorial Office | Frequently Asked Questions
---|---|---|---|---|---|---

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Questions ?

www.aaps.org