



CHOOSING THE RIGHT JOURNAL FOR YOU

Choosing the right journal for you could be a long and tedious process. More often than not, researchers feel lost and confused and are usually unsure about how to begin their search. Here are a few tips you may need when narrowing down your focus to avoid submitting a paper to the wrong journal.

1. Ask your fellow researchers, university advisors, professors, or any experts in your field of study. Having someone refer a journal could ease the submission process because you will have someone to ask if any of the guidelines seem daunting or confusing.
2. You need to decide whether you want a general interest journal that encompasses a wide array of topics and, therefore, reaches a large number of people or if you prefer to publish in a journal that is focused on a certain niche.
3. It's also important to determine if you prefer publishing open-access or closed-access. The main difference between the two is the visibility of the journal itself. Open-access journals publish content that is widely available to the masses free of charge leading to a larger number of citations, views, and downloads. Closed-access journals publish content that can only be viewed by subscribers who pay to view the content.
4. Make sure you are comfortable with the type of peer-review that each journal performs.

In order to do the aforementioned and make an informed decision, you should check the aims and scope of each journal. The aims and scope of a journal is a brief introduction of the journal that states what it focuses on and what kind of peer – review it performs. If you have determined that the aims and scope of the journal matches your needs, go ahead and check the featured articles in every journal. Finally, do not submit a research paper to any journal without reading the journal's guide for authors.



PEER-REVIEW

First, you need to be aware of all the different types of peer-review. Here's a list of the 3 most common types of peer-review along with their advantages and disadvantages.

- 1. Single blind:** The author does not know who the reviewers are but the reviewers know who the author is.

Pros:

- The reviewer could give their honest feedback because they know that the author does not know who he/she is.
- The reviewer could consult the author's previous publications when making his/her final decision

Cons:

- Knowledge of the author could overshadow the reviewer's decision for the current paper
- Cases of discrimination against a certain country, for example, could occur

- 2. Double blind:** The author does not know who the reviewers are and the reviewers do not know who the author is.

Pros:

- The paper is fairly judged.

Cons:

- The reviewer cannot consult the author's previous publications when making a decision.

- 3. Open peer-review:** The author and the reviewers know each other's identities.

Pros:

- Reviewers are more thorough with their reviews because their names are on the line.

Cons:

- Cases of discrimination may occur.

Before submitting to a journal, find out the type of peer-review that journal employs and determine whether you are comfortable with that particular process or not.



PUBLISHING ETHICS

During the process of conducting research and publishing it, it is of great importance for an author, alongside all parties involved, to strictly adhere to codes of conduct relevant to existing regulatory bodies. As the quality and integrity of the work displayed directly mirrors that of the institution/author associated with it, publishing ethically is one thing to consider throughout the process.

Authorship and Contributor-ship

Authors or co-authors should only be listed in the study submitted if they made a significant contribution to the manuscript. In other words, authors should avoid “gift” or “ghost” authorship; the addition of an individual to the list of authors without having contributed in any way to the writing of the study. That being said, an author, alongside co-authors involved, shares the responsibility for the content and results of the submitted article. Co-authors, specifically, must have contributed the work reported by: having taken part in the research concept/design, written/revised the work, and agreed on the journal where the article is submitted. If the article has been found to breach the codes of conduct, responsibility will then be equally shared by the named authors and corresponding authors.

Changes to Authorship

Before the submission of a manuscript, the author and corresponding authors of the article are expected to be in agreement and provide definitive information accordingly. Changes in the authorship of a submitted article are acceptable **ONLY** before its publication and upon the approval of the Journal Editor(s). For changes to be considered:

- (a) The exact changes requested should be clearly stated in an email to the Editor
- (b) Reasons as to why the changes are necessary should be communicated in the same e-mail.
- (c) Confirmation in an e-mail from all involved parties (Authors and corresponding authors) must be sent to the Editor.

Conflict of Interest

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As part of the journal submission requirements, and during the process of an author’s submission of his/her article, they will be asked to provide ticks for statements that apply. The statement(s) are designed to ensure that all there is no financial or personal interest that could



affect their impartiality. If otherwise, authors are expected to contact the editor stating the source and nature of the potential conflict.

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Originality and Plagiarism

One of the most common and frequently occurring types of misconduct cases is plagiarism. Plagiarism is defined as the use of others' work as if it were the author's own and without any sort of acknowledgement or reference to the original work or owner. Referring to work that is not the author's own must be

- clearly emphasized through the use of quotation marks (“
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into an entirely new paper as a reproduction. Most authors assume that self-plagiarism is acceptable as long as the work is his/her own. However, in such cases, proper use of quotation marks and citation of previously discussed/published work is still required.

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Submission Checklist

Before you submit, make sure that:

- You've read the journal's instructions for authors.
- You've closely followed the [writing template\(s\)](#) provided.
- All authors have been named on the paper, and the online submission form.
- All material has been referenced in the text and in the References List clearly and thoroughly, even if it is your own.
- You've obtained permission to reuse any figures, tables, and data sets if needed.
- You have not submitted work that has been previously, or partly, published before.
- You've only submitted the paper to one journal at a time.
- The article has been checked for proper grammar and spelling.
- You've notified all the co-authors that the paper has been submitted.

For more instructions on how to submit your manuscript onto our system, easily read through and follow our [journal submission instructions](#).



ABSTRACT AND TITLE

Title/Headline

People, most certainly, judge your paper by its cover. If your headline is not attractive, readers will not show any interest in your paper. Your paper's title shapes peoples' decision to either read or skip your work and that is why it is one of the most important parts of your research.

First, you need to understand the functions of a title. It is a concise description of the whole paper and it's the aspect of it that grabs the most attention. Here are some tips to help you write an effective title.

1. Keep it simple, concise, and catchy
 - Make sure your title is only 10 – 12 words long
 - Make sure you use active verbs
2. Use descriptive words
 - Use keywords that you think other readers would use to search for the particular topic you focusing on
3. Do not use abbreviations
 - Try to avoid using abbreviations unless they are very well-known and you are certain that any reader would understand them

Abstract

Your abstract is your selling pitch so make sure you state what your paper is about, what methods you employed and explain your results. Your abstract should range from 100 to 350 words. It's also important to focus on your keywords because they help readers discover your paper. You should also avoid using abbreviations and footnotes in your abstract.

WRITING YOUR PAPER

Every scientific researcher holds the responsibility of transferring the results of his or her research to a broader scientific community by publishing his or her scientific paper. This transfer helps in achieving better results in the field of research, examining new theories and criticizing old results and approaches. Many researchers may find it difficult to write their research in a well-constructed scientific manuscript, but the rule is to follow the general order of writing scientific papers.

What is a Scientific Paper?

Robert Day (1983) defines a scientific paper as “a written and published report describing original research results”. This means that written scientific papers must meet certain requirements concerning the writing process and later, the publishing process. Day stressed that the process leading to publication is equally important as the content, style, and organization of the published paper.

Why do researchers write scientific Paper?

There are several reasons that motivate authors to write their research in a formal manner including:

- Scientific communication.
- Ideal and legal protection of intellectual property.
- Gaining Reputation.
- Obtaining a better understanding of one’s own ideas and results.
- Adding progress to the scientific research.
- Career progress.

What is the best Structure of scientific papers?

Scientific paper must begin with a specific research question, which results in a well-designed research protocol that plans the overall approach. Many journals require the following sections in the submitted in the order listed.

- Title Page
- Abstract
- Introduction
- Methods
- Results
- Discussion
- Conclusions
- Acknowledgements
- References

1-Title Page

This is the first and most readable page in your research. This page must include the research title, name(s) and address of all authors, and the submission date.

Research Title is defined as “the fewest possible words that adequately describe the contents of the paper”.

Types of Titles



- Descriptive: describe what the paper is about.
- Declarative: make a statement about the results presented in the paper.
- Interrogative: pose a question.
- Compound titles: combine several of the above separated by colons or question marks.

Tips to write an effective title

- The title helps in identifying the main issue of the paper.
- Not too long or too short.
- Begin with the subject of the paper.
- Make sure of accuracy.
- Do not add abbreviations unless they are well known by the target audience.

2-Abstract

Types of abstracts

Abstract is a short description of (a research paper, a thesis, research report, etc.) to help the reader clearly understand the purpose, problem, methods, results, and conclusion of the research.

There are three types of abstracts (Descriptive – Informative – Critical).

3-Introduction

The main purpose of the introduction is to guide the reader from a general subject area to a particular field of research. It places your work in a theoretical context and enables the reader to understand and appreciate your objectives. In addition, it should bring out the importance of the subject and present an overview of current research on the subject.

The introduction usually starts with a paragraph that introduces the reader to the general field of study. Then the subsequent paragraphs should provide answers to the following question in a maximum of two pages:

- What is the problem?
- Why was the research worth doing?
- Are there any existing solutions?
- Why did you use this particular Model or Theory?
- What are its advantages?
- What were your objectives from doing this research?

4-Methodology

This part should be a direct and simple description of the methods used in your study. Each method should be described in a separate section.

The methodology Section differs from one research to another depending on the type of research paper.

Empirical papers

The Methodology section includes the studied material, the area descriptions, methods, techniques and the applied theories.



Case study papers

The Methodology section includes application of existing methods, theory or tools and the special settings in this piece of work.

- Methodology papers: The Methodology section includes materials, the detailed procedure of a novel experimentation, scheme, flow, and performance analysis of a new algorithm.
- Theory papers: The Methodology section includes principles, concepts, models, major framework, and derivation.

You can adopt the following sequence:

- Begin, in a single section, with a statement of the materials used in the study.
- Describe each key procedure and technique used in the study.
- Describe the design of any experiments used in the research.
- Similarly, if a theoretical or modeling component is utilized, it should also be incorporated in the initial portion of the Methods
- Finally, you should describe the statistical analysis methods that were utilized to analyze the results, most likely in the final section of the Methods section.

Remember:

- Do not use the passive voice in the Methods Section.
- Keep explanations brief and concise.

5-Results

The Results section should present and illustrate your findings without discussion or interpretation. It also should include any statistical analysis that was performed during the research. The findings should be presented in tables and figures.

The result section should include the following, according to Elsevier:

- Main findings listed in association with the methods.
- Highlighted differences between your results and the previous publications (especially in case of study papers).
- Results of statistical analysis.
- Results of performance analysis (especially in the methodology, or algorithm papers)
- A set of principal equations or theorems supporting the assumptions after a long chain of inferences (especially in the theory papers).

Useful Tips

- Use past tense when you refer to your results.
- A figure is worth a thousand words, so you have to use it to illustrate your data findings.
- The captions of figures and tables should contain sufficient information to make the figures self-explanatory.
- No illustrations should duplicate the information described elsewhere in the manuscript.
- Illustrations should be used only for essential data.



- Use color ONLY when necessary.
- Remember to avoid
- Long and boring sentences
- Repetitive writing
- Discussing or explaining your results
- Including raw data or intermediate calculations

6-Discussion

The discussion section should interpret your results and support all of your conclusions with evidence.

- Start with a short paragraph that gives an overview of the work.
- Summarize the most important findings and, if applicable, accept or reject the proposed hypothesis.
- Identify the most interesting, significant, remarkable findings of your research.
- Refer to the other works in the literature that address this topic and how this work contributes to the overall field of study.

Remember to:

- Make the discussion concise and informative.
- Put follow-up research questions.

Avoid:

- Making statements that go beyond what the results can support.
- Introducing new terms or ideas in the discussion section.

7-Conclusion

The conclusion should highlight how your research contributes to the current knowledge in the field, refer to your next steps in the research field, and suggest future experiments and point out those that are underway.

Avoid:

- Summarizing the paper (the abstract is for that purpose)
- Making a list of trivial statements of your results
- Making judgments about impact
- Using uncertain words such as “might”, “probably”

8-Acknowledgements

This section gives you the chance to thank the people who have helped you, funding organizations, affiliation to projects and programs, reviewers and editors.

9-References

In the References section, you have to include all references that have been cited in the text, in alphabetical order, by the first author.



Avoid:

- Citing personal communications, unpublished observations, manuscripts submitted but not yet accepted for publication
- Articles published only in the local language, which is difficult for international readers to find.

Originality

Plagiarism is a massive violation in the research field, so you have to be certain of the sources of all data and text.

Follow the instructions

If you are writing for a journal with a specific style guide, follow the instructions.

Revision

After finishing the paper, you should revise it several times and remove any redundant words.