



Being Strategic and Successful in Professional Publication

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Bristlecone  Pine Press

ms
manuscript success

*A Systematic Approach to Publishing
in the Professional Literature*



Leslie H. Nicoll, PhD, MBA, RN

Part One

The Manuscript Success Process for Scholarly Publication

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Why Do Editors Reject Manuscripts?

1. It's not the right "fit" for my journal. ← CONTENT
2. It's not formatted correctly. ← HYGIENE
3. Various other reasons...
 - a. Bad science
 - b. "Fatal Flaw" (ie, no IRB approval)
 - c. Out-of-date
 - d. Overdone topic
 - e. Boring
 - f. Etc....

The Manuscript Success Process in Five Letters



T-D-T-M-D

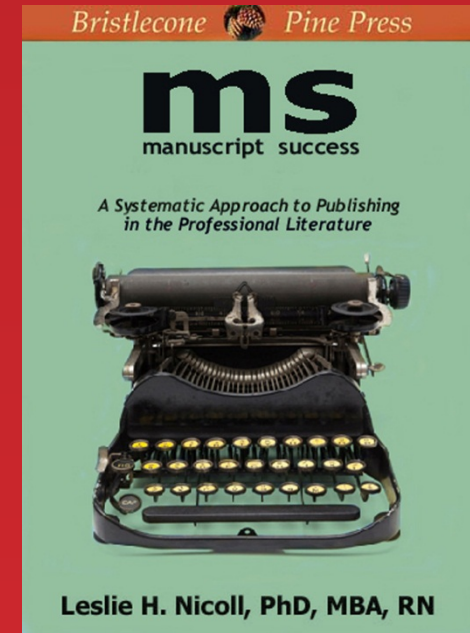
The Devil Tempts Me Daily
(not to do my writing)



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T-D-T-M-D

- T: Topic
- D: Due Diligence
- T: Template Article Analysis
- M: Manuscript Math Outline (the MMO)
- D: Draft



Topic

- Even if you feel like your topic is “obvious” (ie, a research study) keep in mind...
 - Interesting
 - Current
 - Presents new information (or old information in a new way)

A Few Common Pitfalls

- Student papers are not automatically journal articles
 - Students: demonstrate to faculty mastery of a topic, ability to synthesize, think critically, argue a point.
 - Journal articles: present new information to readers
- Research needs to meet an acceptable standard
 - Be honest with yourself on this point.

Due Diligence

- The term “due diligence” comes from banking and investment industries—it is the process of thoroughly investigating a company before investing, acquiring its assets and so on.
- For a journal, the process is the same: thoroughly investigating a journal to understand its:
 - Mission and purpose
 - Editor and editorial board
 - Audience
 - Types of articles that are published
 - What is required in a submitted manuscript
- Goal: to determine the best fit for your topic with an appropriate journal.



The Genesis of Journal Due Diligence



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Use Article Categories to Identify Potential Journals

- Topic (clinical area, policy, ethics etc)
- If research, type (qualitative, quantitative)
- Participants/focus (adults, women, children etc)
- Non-research: case study, theoretical framework, concept analysis



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How to Identify Journals

- Your own knowledge
- Use your network
 - Ask colleagues
 - Ask me!
- *Nurse Author & Editor* Directory of Nursing Journals
 - Completely updated in May-June 2017
 - Now housed at the INANE Nursing Editors Website
 - <http://nursingeditors.com/journals-directory/>
- Google is always your friend!



Nurse Author & Editor



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Directory of Nursing Journals

Welcome to the Directory of Nursing Journals, a joint service of **Nurse Author & Editor** and **INANE!** Use the sidebar menu on the right to navigate to each section of the Directory.

The Journals in this Directory are screened; only journals that are known to be authentic, reliable, and congruent with the purposes of INANE are listed.

Request a Journal Listing

Please complete this form to request a listing in the Directory of Nursing Journals, or to request an update for a current listing.

Type of Entry

New Listing Update Current Entry

Name of Person Completing This Form

ABOUT THIS DIRECTORY

The *Directory of Nursing Journals* is a joint service of **INANE** and **Nurse Author & Editor**, which is Edited by Leslie Nicoll, PhD, MBA, RN.

JOURNALS DIRECTORY

- [Request a listing](#)
- [Journals Directory "A"](#)
- [Journals Directory "B-C"](#)
- [Journals Directory "D, E, F, G"](#)
- [Journals Directory "H, I"](#)
- [Journals Directory "J"](#)
- [Journals Directory "K, L, M"](#)
- [Journals Directory "N"](#)
- [Journals Directory "O, P, Q, R"](#)
- [Journals Directory "S, T, U, V, W, X, Y, Z"](#)

Journal for Nurse Practitioners

- Editor: Marilyn W. Edmunds
- Publisher: Elsevier
- Association: American Association of Nurse Practitioners
- [Author Guidelines](#)
- Description: offers high-quality, peer-reviewed clinical articles, original research, continuing education, and departments that help practitioners excel as providers of primary and acute care across the lifespan. Each issue meets their practice needs and encourages discussion and feedback with thought-provoking articles on controversial issues and topics. JNP supports advocacy by demonstrating the role that policy plays in shaping practice and delivering outcomes.

Journal for Nurses in Professional Development (JNPD)

- Co-Editors-in-Chief: Susan L. Bindon and Kari L. Schmidt
- Publisher: Lippincott Williams & Wilkins
- Association: Association for Nurses in Professional Development
- [Author guidelines](#)
- Description: a specialized source of information for professional staff development and patient educators in all healthcare settings. The journal provides these educators with information on planning, implementing, and evaluating educational activities; administration of professional development departments; research in the specialty; technological or other innovations; and issues in professional development and patient education that may influence the field. Original articles focus on issues affecting professional staff development in hospitals and other healthcare facilities as well as the latest innovations in education, research, and technology; educating nursing and other hospital staff; competence assessment; developing, implementing, and evaluating program effectiveness; and computer-aided instruction.

As You Scan Potential Journals, Do a Quick “Macro” Assessment

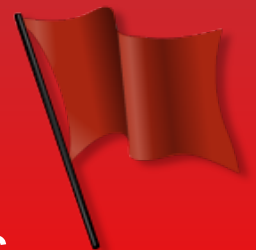
- Google the journal name or link from the Journals directory
- Go to the home page for the journal
- Find and read the mission/purpose
- Who’s the audience?
- Are they interested in nurses?
- Potential fit?
 - If yes, add to short list
 - If no, discard
- Goal: to come up with a short list of **three** possibilities

The screenshot displays the homepage of the Journal of Addictions Nursing, published by Wolters Kluwer | Lippincott Williams & Wilkins. The page features a navigation bar with options like Home, Current Issue, Previous Issues, For Authors, and Journal Info. A search bar is also present. The main content area includes a cover image of the journal, a list of journal statistics (Editor-in-Chief, ISSN, Online ISSN, Frequency, Ranking, Impact Factor), and the current issue information (April/June 2014 - Volume 25 - Issue 2). Below this, there are sections for 'Current Issue Highlights', 'Guest Editorial', 'Original Papers', 'CE Test', and 'Departments'. A 'Most Popular' section on the right lists several articles with their titles and authors. At the bottom right, there is a 'Featured Jobs' section listing various positions such as 'Health and Exercise Physiology Department: Tenure Track Position' and 'Visiting Instructor, Department of Kinesiology and Nutrition'.

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Open Access and Predatory Journals

- As you do your journal due diligence, you may come across Open Access Journals...*what is this?*
- Or perhaps you have received a flattering email invitation to publish in a journal...*they promise a quick turnaround...sounds good to me!*
- Or perhaps you have been invited to serve on the editorial board of a journal with an impressive sounding name...*maybe this is good for my resume?*
- Are these legitimate? Unfortunately, the answer is slightly complicated.



Models of Publishing and Open Access

- **Traditional Publishing:** Publisher assumes all costs; no cost to the author
 - Revenues come from subscriptions, advertising, content distribution through services such as Ovid
- **Gold Open Access:** Author pays a fee (APC) for publication – can range from \$10 to \$3000
- **Platinum Open Access:** APC is paid by someone else (foundation, grant)
- **Green Open Access:** self archiving of an article at a repository
 - Publisher may require you archive the pre-print PDF
- **Hybrid Open Access:** option exists to pay an APC for open access but journal still exists in a traditional subscription
- **Delayed Open Access:** article is made OA after some period of time (1-2 yrs); may be done to meet funder requirements (NIH)

Predatory Publishers: Taking Advantage of the **Gold Open Access** Model

- Authors pay APCs – revenue source for the publisher
- Conflict of interest: more papers published = more \$\$
- Author oriented vs. reader oriented
- Promise high quality peer review and a fast turnaround
 - High quality peer review—debatable
 - Fast turnaround—yes, because no editing (and maybe no peer review)
- Counterfeit publishers that target emerging researchers
- Often located in Asia, Africa, or India, but also in the UK, US, and Canada

Pitfalls to the Author

- Fake metrics (impact factor, etc.)
- False info on indexing: people won't find your article
- No assurance of permanent archiving (no doi). If the publisher disappears, your article probably will, too.
- Vetting by peer review, tenure committee: will the journal pass muster?
- By lending your good name and hard work to a fishy journal, you damage your own credibility and potentially contribute to bad science.





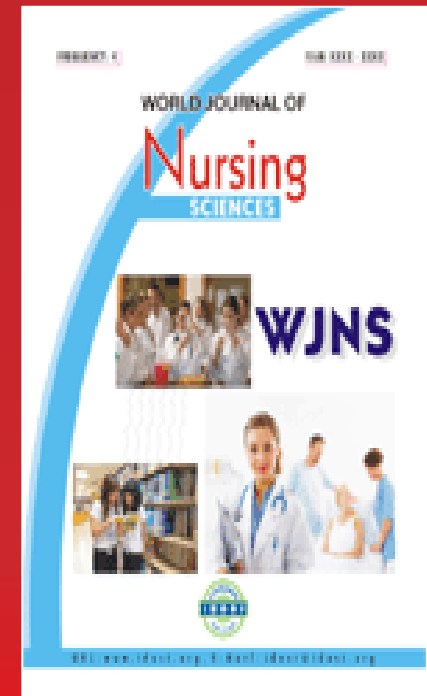
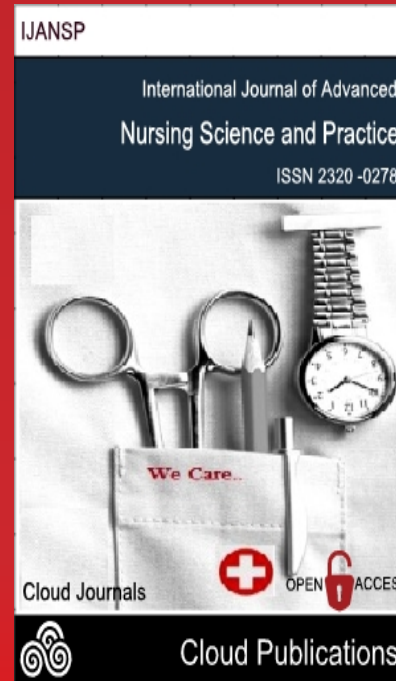
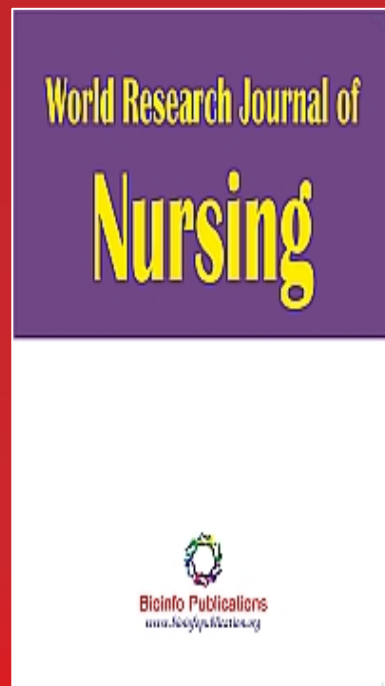
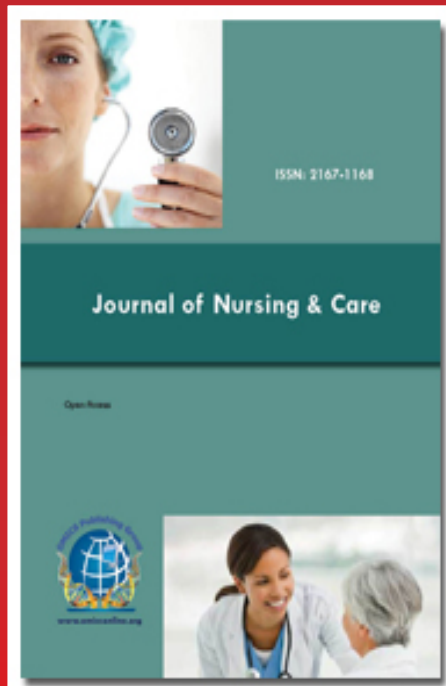
How to Identify a Predatory Journal

- ~~Check Scholarly Open Access (“Beall’s List”) to see if the publisher/journal is included~~
 - ~~www.scholarlyoa.com~~
- **Alas, no more! Beall took down the list in January 2017.**
- You can still read the list at the Internet Archive:
- <https://web.archive.org/web/20170103170903/http://scholarlyoa.com/>
- But keep in mind that it is “frozen in time” and becomes more out-of-date with every day that passes.

Be Your Own Sleuth

- Do your due diligence:
 - Fishy journal name?
 - Website that looks amateurish?
 - Full disclosure of APCs?
 - Description of peer review processes, editorial board?
- Read a few articles—what is your sense of the quality?
 - Oermann et al., 2017: 96.7% of articles in predatory journals were rated “average” or “poor.”

Some Questionable Nursing Journals



Predatory Journals – Further Antics

- Author submitted a manuscript, not realizing what a predatory journal was.
 - Manuscript accepted quickly.
 - Author received a bill for \$2000 for APC.
 - Author did research on predatory journals, realized the situation she was in, asked to withdraw the manuscript and refused to pay the fee.
 - Manuscript was published anyway and author was told it would only be taken down when the fee was paid.



Wait a Minute...Don't New/Emerging Publishers Have a Right to Establish Their Business?

- Arguments I have heard:
 - No subscription fees or advertising revenue—the money has to come from somewhere to pay for costs, salaries, etc.
 - *True—in a pure open access model, this is the case. But predatory publishers shortcut the process by not conducting proper peer review or verification of findings—the foundation upon which science is built.*
 - Meet a need for publication venues for authors from developing countries: India, Africa, Southeast Asia.
 - *If that is the case, then why to the spam authors all over the world?*
 - *Also, do we want two tiers of scientific evidence upon which to base practice – going back to the “community standard” model.*

Wait a Minute...continued

- Good researchers know the difference—focusing attention on this problem is making a mountain out of a molehill.
- *Perhaps...but then why do we hear every day about yet another publisher launching another fleet of new journals?*
- If the journals are not indexed, no one will ever find them so what's the worry?
- *OMICS Publishers are buying journals that are already indexed in Pubmed as a way to get a toehold in that database. DOAJ has already been infiltrated and has needed to go back to scratch to re-establish its database.*
- It's not my problem.
- *It's everybody's problem: authors who should not submit; peer reviewers who should not review; scholars who should not allow their names to be used as "honorary editors" or serve as conference organizers or presenters.*

Does it Really Make a Difference?

- Yes—fraudulent researchers, or researchers with an agenda—can publish their research with no (or insufficient) peer review.
- This then becomes part of the scientific record for people to cite and use as evidence.
- We have documented evidence that people can be harmed.
- On a personal level, how does it reflect on you and your resume?
- How does it reflect on your peers and the reputation of your school/college?

Once You Have Your Short List, Begin a “Micro” Assessment

- Use the Journal Due Diligence worksheet
- Take the time to fill it out...it may seem like busy work but it’s an important part of the process. You need to have the “ah-ha!” moment.
- If the drilling down shows a journal is not a good fit, discard it and select another for a more thorough assessment.
- Once three journals have been vetted, prioritize them in order of preference.



Keep In Mind...

- *Advances in Nursing Science* publishes theme issues.
Upcoming issues:
- **41:2 – Crime, Justice and Health – June 2018**
 - Manuscript Due Date: October 15, 2017
- **41:3 – ANS General – September 2018**
 - Submissions open any time
- **41:4 – Emancipatory Nursing – December 2018**
 - Manuscript due date: April 15, 2018

Once You Have Identified Your #1 Journal Choice...

- Re-review the journal at its website (or in print)
- Look at the Table of Contents for the last year or so
 - What are the topics that are being published?
 - Can you identify different types of articles and departments?
- Goal is to:
 - Make sure this is the correct journal; and
 - Identify a Template Article
- Note: If you can't identify a template article, that might be hint that the journal is not a good fit!

Template Article Analysis

- Template article: an article (or two, or three) that is similar to what you have in mind.
- “Similar”
 - Research design
 - Case study
 - Subjects
- Article identified: save the PDF, print out a copy for your analysis.
- Note: For ANS, it can be difficult to find a template article in that journal; consider one from another source to guide your writing, even if you are submitting to ANS.



Identify Major Sections and Number of Paragraphs in Each Section

THE MMO – Analysis and Outline

Template Article	# ¶	Your Planned Article	# ¶
Garcia, C. & Lindgren, S. (2009). "Life Grows Between the Rocks": Latino Adolescents' and Parents' Perspectives on Mental Health Stressors. <i>Research in Nursing and Health</i> , 32, 148-162	63		
Introduction	3		
Literature review	9		
Theoretical framework	1		
Method	14		
Results	25		
Discussion	4		
Implications for research and practice	6		

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Further break down each section by paragraph.

Template Article	# ¶
Garcia, C. & Lindgren, S. (2009). "Life Grows Between the Rocks": Latino Adolescents' and Parents' Perspectives on Mental Health Stressors. Research in Nursing and Health, 32, 148-162	63
Introduction	3
Literature review	9
Theoretical framework	1
Method <ul style="list-style-type: none">• Introduction: 1• Sample/Setting: 3• Procedures: 3• Data collection: 3• Translation: 1 (the study used Spanish speaking participants)• Data analysis: 3	14
Results	25
Discussion	4
Implications for research and practice	6

Drill all the way down to the paragraph level.



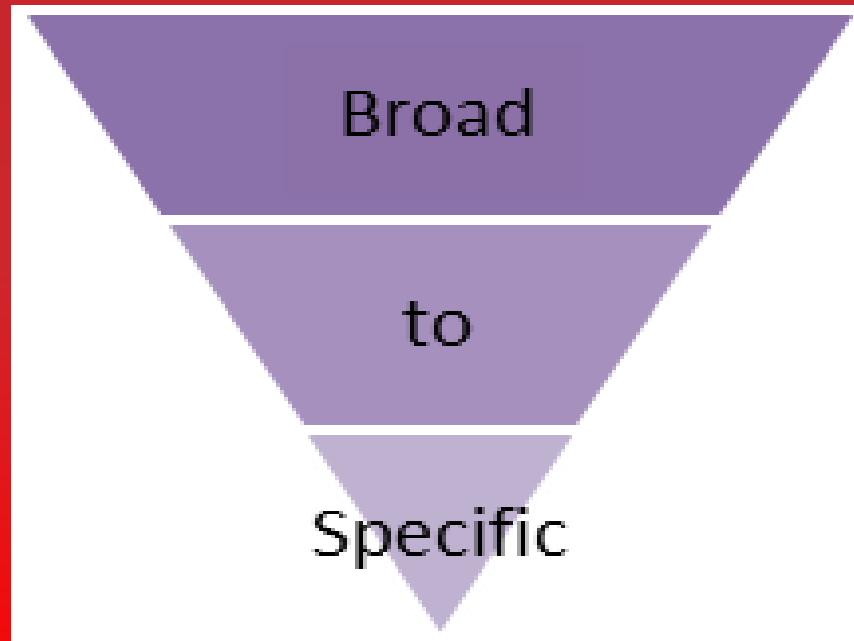
Template Article	# ¶
Garcia, C. & Lindgren, S. (2009). "Life Grows Between the Rocks": Latino Adolescents' and Parents' Perspectives on Mental Health Stressors. <i>Research in Nursing and Health</i> , 32, 148-162	63
Introduction	3
Literature review	9
Theoretical framework	1
Method	14
• Introduction: 1	
• Sample/Setting: 3	
○ 1st paragraph: description of the study recruitment sites	
○ 2nd paragraph: description of the focus groups (8)	
○ 3rd paragraph: description of the participants (53 adolescents)	
• Procedures: 3	
• Data collection: 3	
• Translation: 1 (the study used Spanish speaking participants)	
• Data analysis: 3	

Principle behind this activity:

Every paragraph contains a single idea.

Goal is to identify each paragraph and its idea, then model your article on the template.

Single Idea Paragraphs: The Building Blocks of Writing



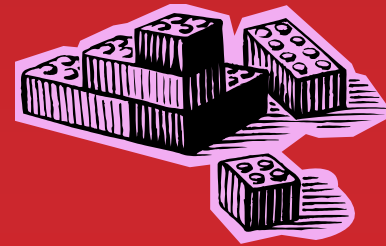
The Highlighter Exercise

- Get a handful of different colored highlighters and something you have written.
- Read the first paragraph.
 - Is only one idea in the paragraph?
 - If more than one, highlight each idea.
 - Color-code the topics.
- Continue to the next paragraph.
- Once you've finished a page, look at it critically.
 - Can you rearrange to have all the same ideas each in their own paragraph?



Go Back to Your Template Article and Analysis

- You should be able to point to each individual paragraph and its associated topic:
 - “Purpose” paragraph
 - “Ethical issues” paragraph
 - “Subjects” paragraph
 - and so on...



Your building blocks!

The Manuscript Math Outline (MMO)

- “Not formatted correctly” (as a reason for rejection) includes length.
 - CIN: We return manuscripts that are too long without peer review.
- MMO can help to prevent this problem up front—you know how many paragraphs you have to work with within the context of the journal guidelines.



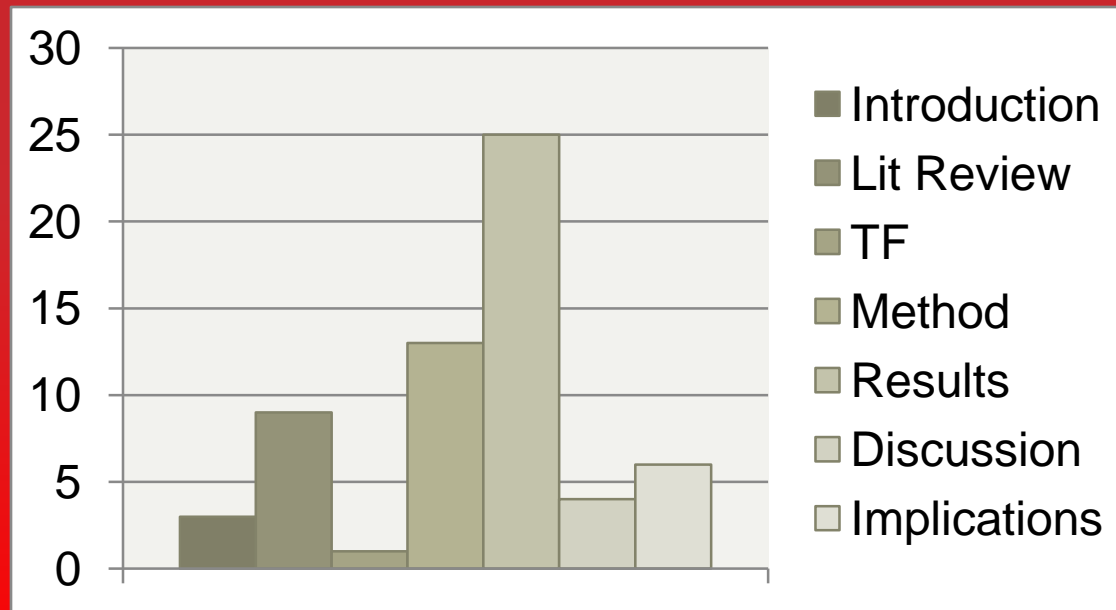
Manuscript Math

- Information for Authors usually specifies either:
 - The number of pages
 - The number of words
- In general:
 - Three paragraphs to a page
 - Three to five sentences to a paragraph
 - 450 hundred words to a page
 - 150 words to a paragraph
 - Three manuscript pages = One journal page



Template Analysis + MMO

- Total number of paragraphs in your template article.
- Total number of paragraphs in each section.
- Analyze where the emphasis is.
- Plan your article accordingly.



Common Mistakes

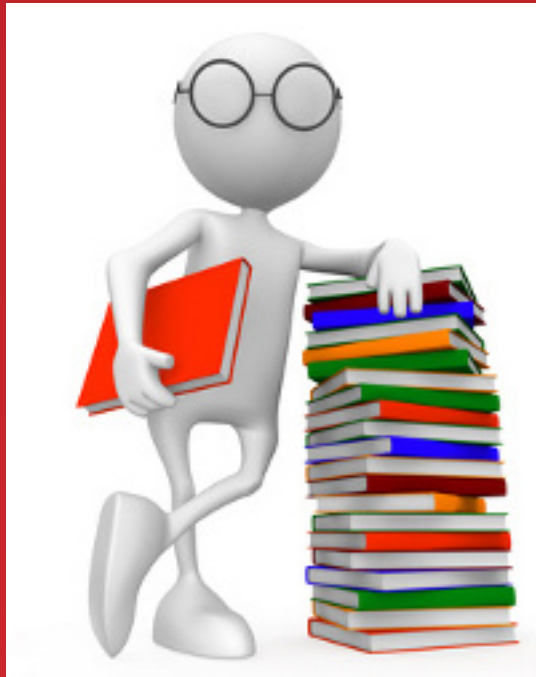
- The 171 word Discussion section
- The 12 page Introduction
- Too much detail in the Methodology
- Too many quotes (qualitative studies)



The MMO is designed
to help you avoid these problems!

When You Submit: Copyright Basics

- You will be asked to sign a copyright transfer form (CTF or CTA) at the time of submission
- This document transfers copyright to the publisher
 - Must be done so they have legal access to your content to distribute it
 - You may request to retain copyright for certain elements, such as a figure or illustration
- In the future, you will need to request permission to “use” your article—say if you wanted to make copies to hand out at a conference
 - Publishers are very agreeable to giving authors permission.
- Fiction copyright is completely opposite
- Predatory journals: say author retains copyright but then have them sign a CTF.



- **Editorial Decisions**
- **Preparing for Revision**
- **Dealing with Contradictory Comments**
- **Keeping Track of Changes**
- **Revising to Submit to Another Journal**

Part Two

The Right Way to Revise and Resubmit

Revisions

- Revise and re-submit for re-review by peer reviewers
- Revise and re-submit for review by the editor
- Tentatively accept pending revisions and approval by the editor



Preparing for Revision

- **Don't get discouraged—**
 - **Making changes is easier than writing the first draft!**
 - **Making revisions usually does not take as long as you anticipate!**
- Don't take the comments personally—they are intended to help you improve your manuscript, not make you feel like a bad person.
 - If the comments really sting, put the manuscript aside for a few days, then revisit and get to work.
- **Don't withdraw your manuscript and submit it somewhere else!**
- Meet requested deadlines.
- If not possible, ask for an extension.
 - Many times, the due date is generated automatically by the system.



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Parsing the Reviewers' Comments

- Print out manuscript and get a handful of highlighters
- Identify the “quick fix” comments vs. those that will require more time and attention to address
 - Quick fix—hygiene. “This paragraph is not clear.” “Add a sentence or two to expand this idea.”
- Across the reviews, look for comments that are:
 - Similar
 - Unique—may reflect that reviewer’s expertise
 - Contradictory
 - Not realistic or feasible, ie, “It would be interesting if the author reanalyzed the data...”
- Attend to each comment
 - Make the revision or, if not, why not?



Dealing with Contradictory Comments

- Remember, peer reviewers are people like you!
 - Selected as experts but that does not mean they are infallible or know everything.
- Compare the comments.
 - Fully agree with one but not the other?
 - Both comments have some validity?
- Determine how to address and be very specific in your response to the reviewers.

Honest Denial—when you don't do everything reviewers ask...

- While face-to-face interviews would have been desirable, the reality of my research budget and geography prevented me from doing so. I've added a sentence that clarifies this point.
- I appreciate the suggestion to re-analyze the data with subjects assigned to pre- and post-treatment groups. However, that would become a different study and is beyond the scope of what I am reporting in this paper.
- The method I used in this study is based on theoretical formulations from X, Y, and Z. I am familiar with the work of A as suggested by Reviewer 2, but I find that his approach is not philosophically congruent with the way I conceptualized and implemented my research, therefore I have not



Keep Track of Your Changes

- Keep track of what you have edited/corrected/changed
- Write a document in which you enumerate the comments and respond to each one
 - Do not include identifying information on this as it may go back to the peer reviewers
 - It's fine to say, "Thank you for this helpful comment" once or twice but not a dozen times!
- Follow journal guidelines for how to indicate you have made revisions: track changes, comments, or a separate letter
 - Some editors are not too computer savvy, I think...

Response to Reviewers:

The authors would like to thank the reviewers for their excellent suggestions to improve the article's content and structure.

Comments-Associate Editor	Response
1. Remove abbreviations from the abstract	All abbreviations are removed
2. Change "the present study" to "this study"	It was changed to "this study" in the abstract
3. Check: Kutney-Lee A, Douglas M, Aiken LH. An increase in the number of nurses with baccalaureate degrees in linked to lower rates of postsurg-seems incomplete	The reference is corrected
4. Code blue should be capitalized	Code Blue has been capitalized throughout the article
5. Check your statistics before resubmitting	A second statistics out of research team has reviewed the data and results and agreed with the statistical analysis and results
6. Nursing and Health Sciences has published similar papers to your study in the last 18 months: I suggest that you review these to assess whether including references from these any would add value to your article. They will also give you a clear idea on how to set out your paper.	Similar articles have been incorporated which supports the content of the article.
7. Include a contribution section at the end of the manuscript	A contribution section has been added to the end of the article

Summary: Game Plan for the Revision Process

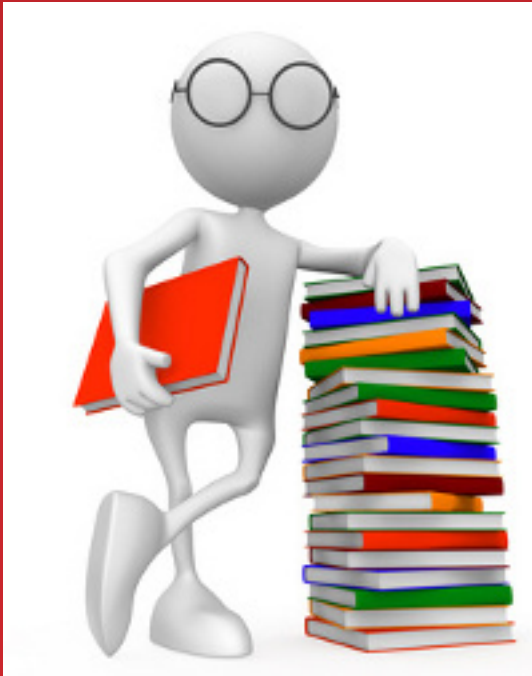
- Is there a due date to return the revised manuscript?
 - If so, plan your scheduled backwards from that date.
- Address the “quick fix” comments
- For more substantive comments
 - Do you need assistance from someone else, ie, statistician?
 - Clarification from the editor?
- **Get to work!**

Revising to Submit to Another Journal

- If your manuscript is rejected by Journal #1, plan on revising for Journal #2
- Revisit your Journal Due Diligence
 - Assess *why* it was rejected:
 - *Not a good fit?* Changed during the writing process?
 - *Research not up to par?*
 - *Too much of a stretch?*
 - Determine what will be needed for a revision, then...
 - **GET TO WORK!**



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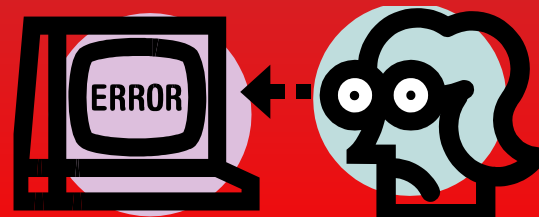
- Authorship
- Plagiarism and Self-Plagiarism – “Text Recycling”
- Errors in published manuscripts
- The Retraction Process
- Resources

Part Three

Ethical Issues and Authorship

For this Session

- I am going to make the assumption that everyone is honest and wants to adhere to a high standard of ethical integrity in writing and publishing.
- Quote from a blog comment: “A few errors over a career can be attributed to honest human error. But many and repeated errors are a sign that something is wrong. Whether it is intentional fraud or outrageous carelessness and sad incompetence, it should not be allowed to continue.”



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Authorship: From the ICMJE

- Substantial contribution to conception and design, or acquisition of data, or analysis and interpretation of data;
- Drafting the article or revising it critically for important intellectual content; and
- Final approval of the version to be published.
- These conditions must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship.

Unfortunately, it doesn't always work that way...

- “What editors want is not what authors do.”
- Pressure to “publish or perish.”
- ICMJE and COPE believe that authorship misrepresentation is a form of research misconduct.
- iThenticate considers it a form of plagiarism.
- Editors are working to change the culture of authorship to comply with the guidelines.

Two Sides to the Problem – Too Many or Too Few Authors

- Adding names of people who took little or no part in the research
 - Gift authorship
 - Coercion authorship
 - Honorary authorship
- Leaving out names of people who did take part
 - Ghost authorship
- Misleading attribution
 - Inaccurate or insufficient list of authors
 - Authors are denied credit for partial or significant contributions or...
 - (The opposite): authors are cited when no contributions were made

Gift, Honorary, and Coercion

- Dissertation Chair and Committee
 - “It is a policy to list the chair and committee as co-authors.”
 - “It is tradition to ...”
 - “It is a courtesy to...”
 - “My advisor was so supportive to me, I want to list her...”
- Leadership positions: Dean, Department Chair
 - May be coercive
 - Know when to pick your battles
- How to handle?
 - Ask to see the policy or evidence of the tradition
 - Refer to the ICMJE guidelines



Making the Authorship Process Smooth from the Start

- Start discussing authorship from the outset—when you plan your research study or project.
 - Even before a study is finished, you should have an idea of papers that will be generated.
 - Face-to-face conversations are best (if possible).
 - Document discussions and decisions in writing.
- Decide on order of authorship before you start an article.
 - This should be a joint decision of all involved.
 - First author, corresponding author, last author.
 - Alphabetical order if all contribute equally might be an option.

Key Concepts

- Acknowledgements
 - For those who contributed to the work but do not merit authorship.
 - What they did should be described.
 - Those listed should be aware of the listing.
- Corresponding Author
 - The person who corresponds with the editorial office.
 - Discuss with co-authors early on to decide who will have this role.
 - Ideally, choose someone whose contact details are not likely to change in the near future.

Key Concepts (cont.)

- Group Authors
 - Some journals permit the use of group names, such as “The Diabetes Outcome Support Project.”
- Number of Authors
 - Depends on the journal; may be no limit.
 - Remember, the more authors you have, the longer it will take to prepare, review, and finalize the manuscript.
- Guarantor
 - One or more authors who take responsibility for the integrity of the work **as a whole**, from inception to published article.

A Special Case: Faculty/Student Author Partnerships

- Students may have interesting projects to publish but need guidance and mentorship from faculty.
- Faculty investment of time and effort might be beyond what is expected in normal teaching role.
- “Sea change” in writing for students—they are not used to the revision process. Rather, they hand in a paper and receive a grade.
 - Need to mentor them that the process may be lengthy and may extend beyond the course or their program.
- Need to have a clear **conscious, committed, and contracted** relationship.
- Alternative to a contract, Memorandum of Understanding (MOU)

Partnership Contract and Covenant

- **Contract:** document that identifies wishes, fears, and concerns of each partner. Allows them to express their individual goals, worries, and reservations.
 - Example of faculty fear: student will not be a committed and responsible writing partner.
 - Student fear: Vulnerability—faculty can mentor and guide but also hold a power differential
- **Covenant:** conscientious agreement to safeguard the fears and concerns of each partner.

MOU:

(Memorandum of Understanding)

- Defines authorship order
- Work each member of the partnership is expected to complete
- Timeline for completion
- Changes can only be made with input from all authors
- Establish a review process for making changes

Appendix F – Continue

Student-Faculty Authorship Policy

School of Nursing and Dental Hygiene
Department of Nursing



UNIVERSITY
of HAWAII
MĀNOA

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE TEAM MEMBERS OF THE

Title of Project: _____

Date: _____

The purpose of this agreement is to clearly delineate authorship and contribution to project.
The authors agree as follows:

This Agreement will be reviewed and updated at least annually by the authors until all dissemination products are completed.

Amendment

No amendment or addition to this Agreement shall be binding unless it is in writing and signed by all authors.

Authorship: Authorship is designated as follows in accordance with ICJME

First Author: _____

Second Author: _____

Third Author: _____

Fourth Author: _____

Specific project activities are agreed upon as follows:

First Author: _____

Second Author: _____

Third Author: _____

Fourth Author: _____

The student involved in this project has received a copy of the Student-Faculty Publication policy from the project's most senior faculty member and has informed her/his faculty advisor about the proposed manuscript development and submission:

Senior Faculty Member signature: _____

Student signature: _____

Student's Advisor: _____

Entire Agreement.

This agreement constitutes the entire agreement of the team members with respect to the subject matter of this Agreement and supersedes all previous contracts of agreements, whether written or oral, with respect to the subject matter hereof. In witness whereof, the team members have executed this Memorandum of Understanding on _____ (date).

Signatures:

First Author: _____ Date: _____

Second Author: _____ Date: _____

Third Author: _____ Date: _____

Fourth Author: _____ Date: _____

Power Differential: How to Address?

- Not make the faculty/student writing partnership a required part of a course.
 - It is a option outside of all course requirements.
 - It is an option that may be elected in lieu of another assignment (ie, writing a reflective journal)
 - If this option is selected, may want to consider the assignment as pass/fail, rather than a letter grade.

Resources

- MOU:
 - <http://bit.ly/11EgX88> - page 65, Appendix F
- Hawkins, J. (2015). Student Partners: The Write Idea for Scholarly Collaboration. *Nurse Author & Editor*, 25(2), 5.
- <http://naepub.com/student-authorship/2015-25-2-5/>
- Nishikawa, J., Codier, E., Mark, D., & Shannon, M. (2014). Student Faculty Authorship: Challenges and Solutions. *Nurse Author & Editor*, 24(4).
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- Owens, J. K., Stidham, A. W., & Owens, E. L. (2017). Student-Dedicated Publication Venues and Guidelines: A Content Analysis. *Nurse Author & Editor*, 27(2), 1.
- <http://naepub.com/wp-content/uploads/2017/03/NAE-2017-27-2-1-Owens.pdf>
- Pierson, C. A., & Cowell, J. M. (2016). Helping Students Get Published: Tips from Journal Editors. *Nurse Author & Editor*, 26(4), 6.
- <http://naepub.com/wp-content/uploads/2016/12/NAE-2016-26-6-4-Cowell-Pierson.pdf>

Condom Use Rates in a National Probability Sample of Males and Females Ages 14 to 94 in the United States

Michael Reece, PhD, MPH,* Debby Herbenick, PhD, MPH,* Vanessa Schick, PhD,*
Stephanie A. Sanders, PhD,*†‡ Brian Dodge, PhD,* and J. Dennis Fortenberry, MD, MS*§

*Center for Sexual Health Promotion, Indiana University, Bloomington, IN, USA; †The Kinsey Institute for Research in Sex, Gender, and Reproduction, Indiana University, Bloomington, IN, USA; ‡Department of Gender Studies, Indiana University, Bloomington, IN, USA; §Department of Pediatrics, School of Medicine, Indiana University, Indianapolis, IN, USA

DOI: 10.1111/j.1743-6109.2010.02017.x

Statement of Authorship

Category 1

(a) Conception and Design

Michael Reece; Debby Herbenick; Brian Dodge;
Stephanie A. Sanders; J. Dennis Fortenberry

(b) Acquisition of Data

Michael Reece; Debby Herbenick; Brian Dodge;
Stephanie A. Sanders; J. Dennis Fortenberry

(c) Analysis and Interpretation of Data

Michael Reece; Vanessa Schick

Category 2

(a) Drafting the Article

Michael Reece; Debby Herbenick

(b) Revising It for Intellectual Content

Michael Reece; Debby Herbenick; Vanessa Schick;
Brian Dodge; Stephanie A. Sanders; J. Dennis
Fortenberry



Category 3

(a) Final Approval of the Completed Article

Michael Reece; Debby Herbenick; Vanessa Schick;
Brian Dodge; Stephanie A. Sanders; J. Dennis
Fortenberry



Plagiarism

- An act of fraud. It involves stealing someone else's work (not giving credit to the source) and then lying about it afterward.
- “I didn't know” is not an acceptable excuse.
- Keep track of your sources, your authors, and your resources and cite them properly.

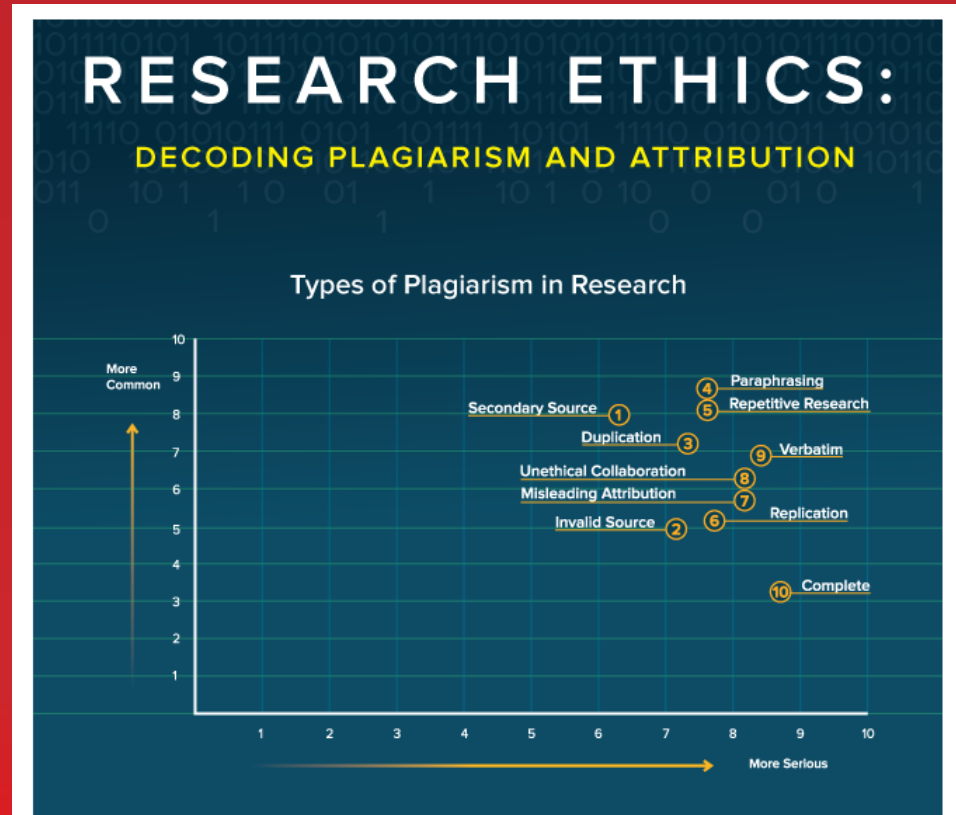


Decoding Plagiarism and Attribution



- Secondary Source
 - Inaccurate citation
- Invalid Source
 - Misleading citation, fabrication, falsification
- Duplication
 - Self-plagiarism, text recycling, reuse
- Paraphrasing
 - Plagiarism, intellectual theft
- Repetitive Research
 - Self-plagiarism, reuse
- Replication
 - Submitting to multiple journals
- Misleading attribution
 - Inaccurate authorship
- Unethical collaboration
 - Inaccurate authorship
- Verbatim plagiarism
 - Copy and paste, intellectual theft
- Complete plagiarism
 - Intellectual theft, stealing

Decoding Plagiarism



- Research Ethics Infographic:
ithenticate.com/resources/infographics/types-of-plagiarism-research
 - To order a copy: ask@ithenticate.com



“Traditional” Plagiarism

- Duplication
 - Self-plagiarism, reuse – reusing work without attribution
- Repetitive Research
 - Citing data/results from a similar/previous study without citing the study.
- Verbatim
 - Copying another’s words and ideas without attribution
- Complete
 - Taking a study, manuscript, or other work from another researcher and submitting it as his/her own work



Plagiarism Related to Sources



- Secondary
 - Quoting primary sources from a secondary source (such as a meta-analysis).
 - Misleading as to what the author read
 - Does not give credit to the authors of the meta-analysis
- Invalid
 - Reference an incorrect or non-existent source
 - Sloppy research or an intent to deceive?
- Paraphrasing
 - Rewriting in your own words and not giving credit to the original source



Plagiarism Related to Author Issues



- Replication
 - Submission of the same manuscript to multiple publications
- Misleading Attribution
 - Inaccurate or insufficient list of authors who contributed to a manuscript.
 - Authors are denied credit for contributions OR
 - Authors are cited/noted even if no contribution has been made
- Unethical Collaboration
 - People working together violate a code of conduct.
 - Working together, not all contributors are recognized.
 - Using others' work (work of the team) without acknowledging their contribution.



Me04574 · a month ago

I appreciate your comments, Editors. For me, it served as another reminder to always know the source. It's surprisingly easy for people to get inside our heads.

1 ^ | v · Reply · Share ›



LHN · a month ago

A "cut and paste" article that ran in 35 papers is duplicate publication, a form a plagiarism. This is an ethical violation. I am glad you realized your error and published this acknowledgment. I just wish there was a process in place to prevent it from happening at all.

^ | v · Reply · Share ›



anotheropinion → LHN · a month ago

Ever heard of the Associated Press? the same story is run in a multitude of publications daily.

^ | v · Reply · Share ›



Michael A. Smith → LHN · a month ago

Plagiarism? Hardly. Look up the word in Webster's. Using one's own thoughts 35 times hardly counts. One might chastise the author for the cut-and-paste job, but it is highly doubtful that the author's work would have seen the light of day in the Maine press had he simply written the article once as a national issue, as appeared on the Op-Ed page of the Wall Street Journal (written by another author). "Personalizing" the subject to various localities brought the issue home, did it not?

How is plagiarized material detected?

- Editors and reviewers may recognize material as coming from another source that they are familiar with.
 - In my journal, large portions of a manuscript were copied from a white paper that the reviewer had written!
 - When people have expertise in a particular area, they will be familiar with the literature.
- Programs such as iThenticate and CrossCheck can be used to evaluate the originality of a paper.
 - Some editors use for all manuscripts; others on a case-by-case basis.
- After publication, a reader may recognize plagiarized material.
 - Most editors try to stop before it gets to this point!
- Note that this primarily addresses “traditional” plagiarism

Identified Text Recycling: What to Do?

- In a manuscript that has not been published (still under review)
 - What part of the manuscript is affected?
 - Have authors been transparent, ie, citing their previous publications?
 - Are they willing to edit/make changes based on editor feedback?
- If yes to these questions, should be able to resolve the problem.
- If the manuscript has been published, then the editor should follow COPE guidelines for a correction or retraction.

Some



- **Materials and Methods** – there may be limited ways to describe a common method.
- **Introduction** – duplication of background ideas may be acceptable.
- **Discussion** - new results will always require new text in the discussion. If not, the paper is probably not novel enough to warrant publication.

Zero



Results

The most important issue is to prevent data duplication.
Note that “tolerance” may vary widely among editors.

Errors After Publication and Brought to the Editor's Attention

By You

- A mistake that “crept in” during the production process.
 - Very important to review and sign off on page proofs!
- Evaluate the gravity of the error.
- Identify the source of the error (author, editor, production).
- Correct with an erratum
 - Online can change the actual manuscript.

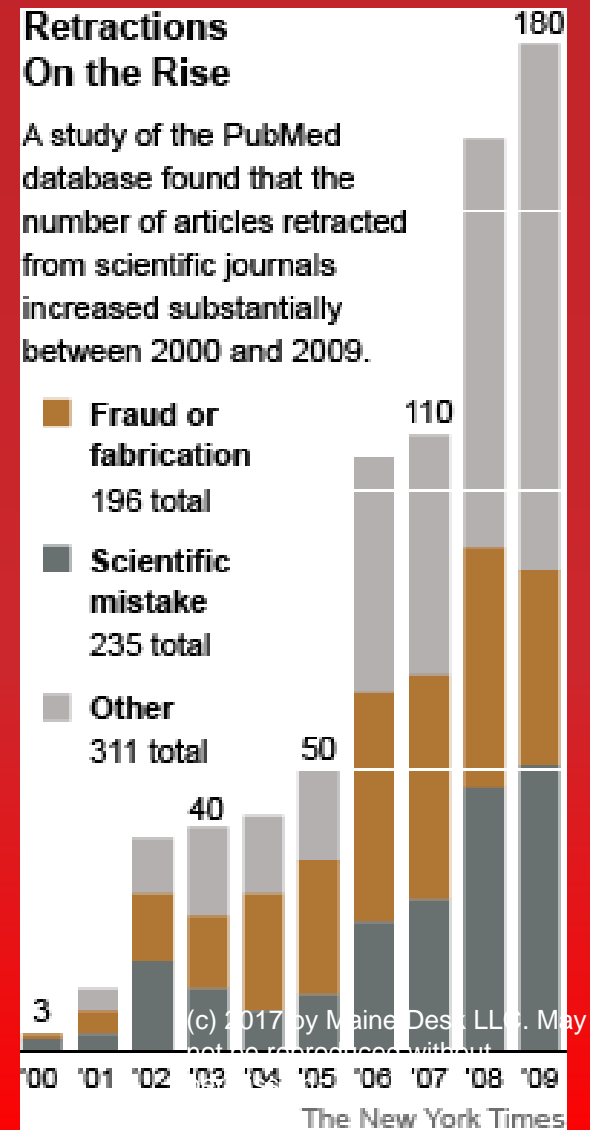
By Someone Else

- Plagiarism.
- Errors in data.
 - Statistics in a table
- Falsification of data; fraud; errors in references.
- Evaluate the gravity of the error.
- Is an erratum sufficient or does it warrant consideration for retraction?

A Rise in Retractions: New York Times, April 16, 2012



- <http://nyti.ms/HIIVPk>
- <http://www.nytimes.com/2012/04/17/science/rise-in-scientific-journal-retractions-prompts-calls-for-reform.html?ref=science>



Follow-Up: After Mistakes, Scientists Try to Explain Themselves

- After Mistakes, Scientists Try to Explain Themselves
- <http://www.nytimes.com/2012/04/17/science/after-retractions-scientists-try-to-explain-themselves.html?ref=science>
- Some deny they did anything wrong
- Some admit guilt but don't want to talk about it
- Some can't talk about it because of legal proceedings
- And some “seem to vanish from the face of the earth”

Andrew Wakefield, MMR, and Autism

- Study published in the Lancet in 1998.
- Found to be fraudulent and retracted in 2010 (12 years).
- Wakefield lost his medical license in the UK and was found guilty of serious medical misconduct.
- At present, he is living in Texas and speaks to audiences about the link between the MMR vaccine, bowel disease, and autism.
- He is also suing the BMJ for defamation.
- His discredited research has caused real harm: from the Associated Press: “Immunization rates in Britain dropped from 92 percent to 73 percent, and were as low as 50 percent in some parts of London.”
- Disneyland Measles Outbreak - 2014

Is Nursing Immune? Unfortunately, No.

- Has had 7 papers retracted from 3 journals.
- Lost his jobs at the University of Pittsburgh and Walden University.
- He has been as been banned for three years from various federal research activities, including serving as an adviser to the Public Health Service and from “contracting or subcontracting with any agency of the United States Government.”
- Plagiarized content, fabricated references, changed references (dates, volume and page numbers).









Scott Weber, EdD,
MSN, APRN

MANAGE WITH CARE

The Moral Compass of Nursing

By Scott Weber, EdD, MSN, APRN

 [View Comments \(0\)](#)  [Print Article](#)  [Email Article](#)  [Share](#)    ...

I frequently am asked business-related questions that fall in the gray area between ethics and legality. Although ethics and law are separate domains, the issues we face in healthcare often intersect these areas. While the American Nurses Association Code of Ethics is the standard of ethical conduct, often nurses are confronted with issues that go beyond these principles.

Historically, healthcare ethics concerned patients' rights, including the right to be part of their healthcare decision-making. As nurses expand their scope of responsibility, we find ourselves faced with ethical decisions not involving only patients' rights and professional issues, but also issues relating to business and economic factors. Many ethical dilemmas involve the potential conflict of interest between the needs and interests of the patient and the desire of the practitioner to make more money.

Ethical vs. Legal Conduct



Retraction is a serious business...

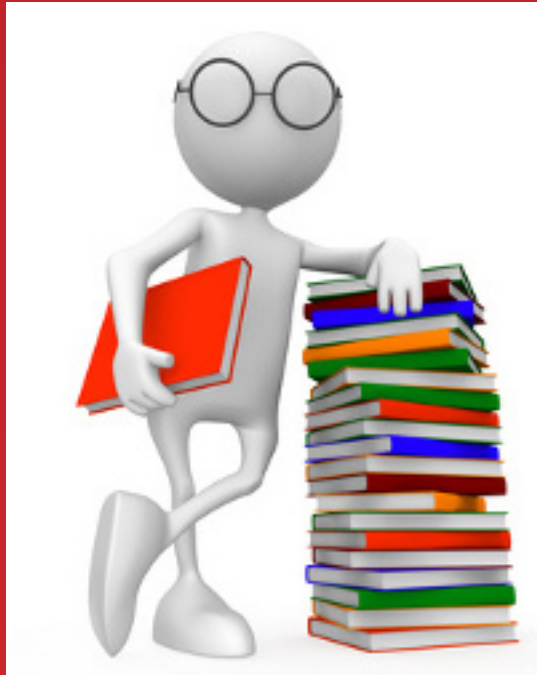
- And not undertaken lightly.
- I have never had to retract an article in 20+ years.
 - I have had errors and corrections that have been published.
- I know two of the editors involved in Scott Weber retractions—took over two years to resolve the issue.
- If you bring concerns to an editor's attention, be sure to clearly state the issue and provide evidence to substantiate your claim.

Resources

- Retraction Watch
 - www.retractionwatch.com
- COPE: Committee on Publication Ethics
 - www.publicationethics.org
- ICMJE: International Committee of Medical Journal Editors
 - <http://www.icmje.org/>

Sources

- Albert, T., & Wager, E. (2003). How to handle authorship disputes: a guide for new researchers. *The COPE Report*.
<http://publicationethics.org/files/u2/2003pdf12.pdf>
- COPE. What to do if you suspect redundant (duplicate) publication. Flowchart.
http://publicationethics.org/files/u2/02A_Plagiarism_Submitted.pdf
- COPE. (2013). Text recycling guidelines.
<http://publicationethics.org/text-recycling-guidelines>
- ICMJE. (2001). Authorship and contributorship.
http://icmje.org/ethical_1author.html



- Electronic Resources
- Human Resources

Part Four

Using Resources Effectively



Pithy Quotes

- Every job is easier with the right tools!
- Don't put off until tomorrow, what you can learn today!
- Make it your goal to work smarter, not harder!
- It's not a problem, it's an opportunity!

Remember Typewriters?




Typing on a typewriter is not the same thing as using a computer.



Electronic Resources: Word Processor

- Manuscripts for journals **should not** be overly formatted but even so...
- At a minimum you **must** know how to:
 - Use the tab key to indent paragraphs
 - Set line spacing
 - Create a hanging indent (for citations on a reference list)
 - Format a table properly
 - Create headers and footers and insert page numbers



If you don't know how to do something...here's your chance to learn!

- Ask a colleague
- Search Google
- Watch a YouTube
- Don't give up until you have figured it out!



Leslie's Recent Learnings

- How to create a check box in Word
- How to reuse slides in Powerpoint
- How to use sections in Powerpoint
- How to create meta-data in Wordpress
- How to view notes in Powerpoint while showing a slide show to the audience.
- How to review two versions of a file and make changes.



With Writing: Be Organized!

- Come up with a file naming convention to know which version is which.
- Consider cloud based storage (Google Drive, Dropbox, Box, etc) to save documents—don't email back and forth. Make co-authors update on the drive.
- Google Docs allows you to write collaboratively (which is very cool).



Other Organizers/Time Savers



- Toodledo (to do lists)
- Evernote (filing cabinet)
- Trello (boards, lists, and cards for overall organization)
 - Integrates with Dropbox, Evernote and many other programs
- HelloSign (signing documents; integrates with Dropbox)
- Full Contact (contact management)
- Scanner Pro (scanner; integrates with Dropbox)



Electronic Resources: Bibliography Managers

- There was a time when you could format references “by hand” but those days are gone
 - Dozens of reference types and citations—not just article, book, chapter in an edited book anymore
- “Legacy” BDMs – Endnote, Reference Manager
 - Expensive, steep learning curve, not good for collaborative projects
 - Work well when you learn them
- More modern options: Paperpile, Zotero, Mendeley, RefME
 - Free or inexpensive; cloud based
 - Still requires some time to learn
- **My advice: Pick one and use it consistently!**

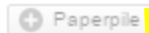
Items: 15

[Ringing in the Changes.](#)

1. Nicoll LH.

Comput Inform Nurs. 2016 Jan;34(1):1-2. doi: 10.1097/CIN.0000000000000212. No abstract available.

PMID: 26693919



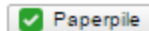
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2. Nicoll LH.

Comput Inform Nurs. 2015 Nov;33(11):473-7. doi: 10.1097/CIN.0000000000000202. No abstract available.

PMID: 26584312



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Ringing in the Changes ★

Nicoll LH

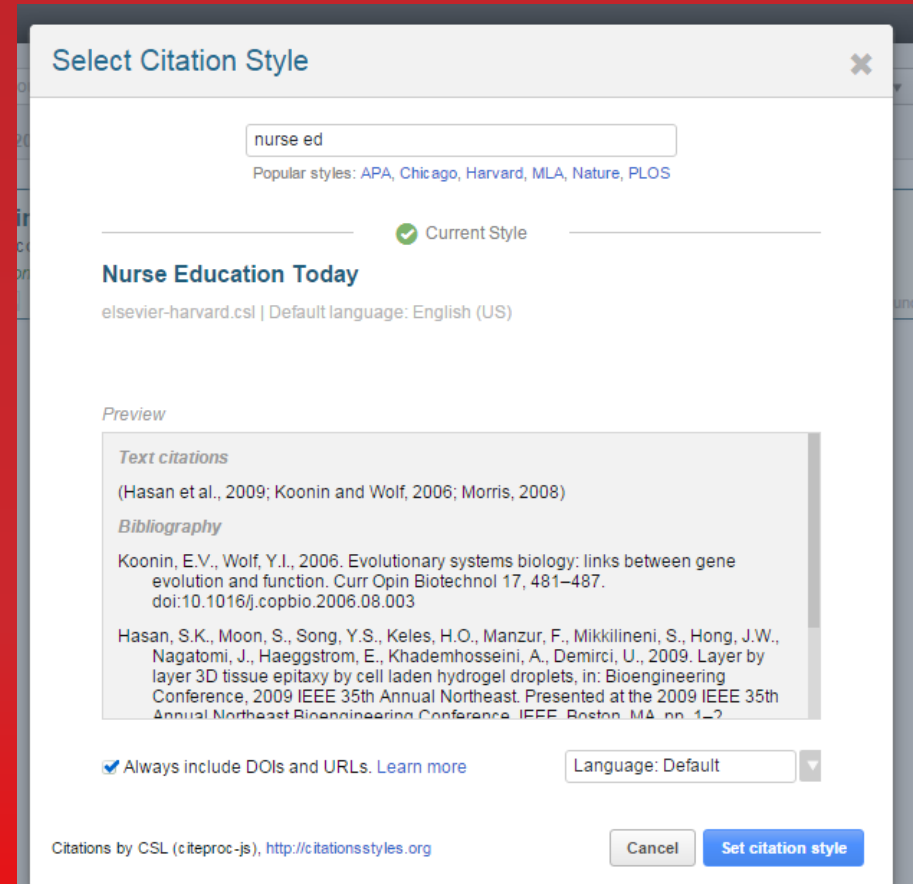
Comput Inform Nurs, 2016 – Journal Article ...

Website | PubMed | Cited By

permission.

No Matter Which BDM You Pick

- Use it consistently to import references from websites, databases
- Always double-check-- remember the old adage: GIGO
- Use the BDM to add references to your paper and format them correctly
 - Can easily switch between APA, AMA or select a style specific to a journal



Human Resources in Your Local Network

- Colleagues
 - Solicit input for peer review
 - Rozella Schlotfeldt at CWRU
- Co-Authors
 - Usually selected because you have worked on a project together, but think a little more broadly in terms of skill sets
 - Who is the word processor expert?
 - Who is the BDM expert?
 - Who is the detail person who will review the final draft with a fine-toothed comb?

A Professional Editor – Like Me!

- How to find? Right now, networking as don't have a union!
- Access resources at INANE.
- Be specific in describing what you need.
- Ask clearly about what you will receive as a product.
- Ask about fees/costs upfront.
 - Be clear if you have a budget and maximum amount.
 - Is a deposit required?
 - Can you pay with a credit card?



- Have a Realistic Timeline
- Strategies for Successful Writing
- Hints for Dissertation Transformers

Part Five

Being Strategic!

A Guaranteed Mismatch and Waste of Time

- Number one mistake authors make:
**“I’ll write my first draft,
then decide where to send manuscript.”**
- Number one reason manuscripts are rejected:
“It is not the right fit for my journal.”



Guess who has the upper hand?

When the First Draft is Done

- Set it aside for 24 hours, then re-read.
- Do a “first round” edit. Look for awkward phrasing, spelling errors, grammar (tense in particular).
- When you feel like you have a good, solid first draft, have someone else read it.
 - Colleague
 - Me!
- Make one more round of revisions.
- Final polish, then submit.

Angela McBride and the 94% Rule

- In general, I believe two rounds of edits/revisions should be sufficient prior to submission.
- You don't want to "worry" the manuscript to death.
- Reviewers will have comments no matter how perfect you try to make it!



Publishing Process Takes Time

- Writing retreats: 2 weeks to 11³/₄ months until acceptance
- Revise and resubmit: 2, 3, 4 times
- Bottlenecks can occur at every step of the process:
 - Initial editorial review
 - Peer review
 - Revisions by author
 - Author not completing submission correctly (6 months wasted!)



A Realistic Plan for Peer Reviewed Articles

- One article per year in strategically selected journals
- Keep the process moving: always have something in the pipeline
- Know when to ask for help
 - An editor, digital tools, co-authors for expertise
 - Consider an outside workshop to jump start your writing career—which you obviously have done!

Know When to Cut Your Losses

- While everything can be published somewhere, is that necessarily a worthy goal?
 - Pendulum phenomenon leads to predatory journals.
 - If you are sick of a topic (or if the project wasn't very good), it may be time to move on.
- Co-authors who are not helping the process.

In the Meantime...

- Work to create a pattern of publishing...
- Writing is a skill that gets better with practice, so use every opportunity to practice and also get the word out.
 - State Nurses Associations, STTI chapter, Society newsletters—always on the lookout for articles
 - Letters to the Editor/Op-Eds in local paper
 - Self-created vehicles—blog, Facebook page

Quick and Easy versus long and hard...

- Some articles just write themselves
 - Corollary to a “teachable moment” is the “writeable moment.”
- Not every manuscript has to be 18 pages with a lengthy reference list.
- Book chapters: the ultimate “long and hard.”

Getting the Writing Done: Some Hints

- Personal assessment of your writing style
 - Don't use “I need a big block of time” as an excuse not to write every day!
- Focus on paragraphs to make it manageable—anyone can write one paragraph a day!
- The MMO means you don't have to write in a linear fashion—dive in and write the paragraph that is in your mind, even if it is in the middle of the article.

“Chunk” It

- “Chunk” various tasks—working on references, creating a table.
 - The “Pomodoro” technique
 - 25 minute chunks
- Write one paragraph every day.



Your Scholarship “To Do” List

- Make dates with yourself and don't cancel.
 - Close your office door.
 - Turn off your phone.
- Treat yourself: tea, chocolate, 20 minutes to read the newspaper.
- Determine if co-authors are assets or distractions.



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Dissertation Transformers



- You did a research study
 - The dissertation is a report of the research, written according to the guidelines of the university.
 - A published article is also a report of the research, written according to the guidelines of the journal.
 - **They are completely different products!**
- With this in mind: Put your dissertation away! Don't even look at it until the MMO is written.
- Once you have your paper structured, then you can look at your dissertation—but please, don't cut and paste.
- Watch out for repetition—dissertation writing style is typically very different from a journal article.