

Careers focus

# A STEP-BY-STEP GUIDE TO ARTICLE SUBMISSION



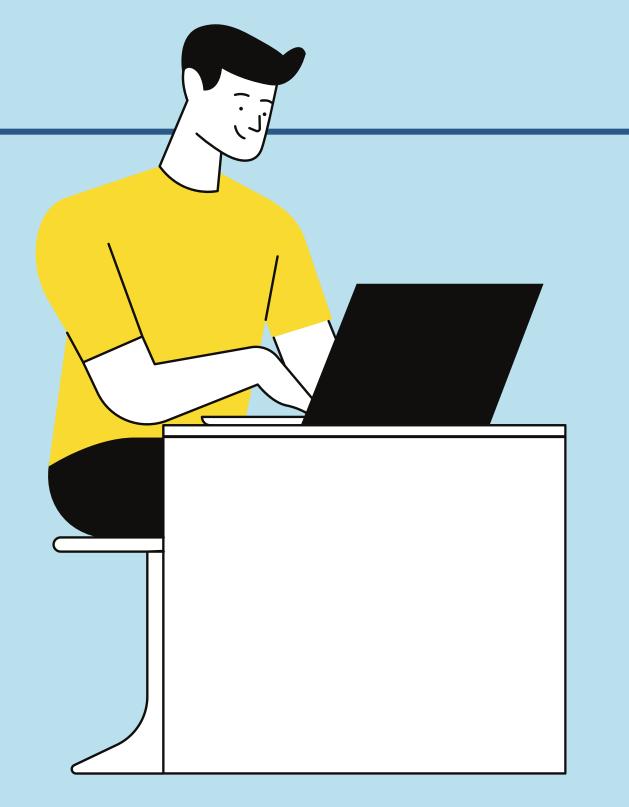
## 1) FIND THE RIGHT JOURNAL

Make sure to find the right journal best suited to the research you want to publish. Read the journal's aims and scope to make sure they match your work.



# 2) PREPARE YOUR PAPER

Your paper must follow your selected journal's specifications, usually found in the 'author guidelines' on the journal's website. You can find out more information on how to prepare your article in the <u>'Preparing your</u> <u>article'</u> guide from Future Science.



# 3) SUBMIT, SCREEN AND REVISE

The submission system used will differ from journal to journal, however, the most common ones include: ScholarOne, Editorial Manager and Evise®. Once submitted to the system, your paper will be considered by an Editor.

Alternatively, if you have been invited to submit to a journal, follow the instructions provided to you.

After an initial screening check, the paper will either be rejected or accepted to move forward to peer review. Peer review involves relevant subject matter experts reviewing the article and providing their respective comments. Most journals use double-blind review, where the identities of both the reviewer or author are hidden from each other, to avoid any bias.

After peer review, a decision is made by the editor



handling your paper based on the recommendation of the reviewers. If accepted, the Editor handling your paper may discuss further how your paper will progress and what work may need to be done going forward.

### 4) PRODUCTION - TRACK YOUR PAPER



Once your paper has been accepted, it then goes through the production process. This starts with the Publisher making sure it meets their standards and fits layout standards.

These changes will be sent back to you, the author, to review and make any corrections and approve the final proof.

You can track these changes using the same system you used to submit, you just need your reference number.

### 5) PUBLICATION!

Once all changes have been made and everything has been approved by both parties (the author and the publisher) then the article will be published online for others to access.

This can be via many modes of access such as open access, free access and those behind a paywall.





## 6) PUBLISH AND SHARE

Your article has been published...now what? For your research to have a larger impact and better outreach, sharing your research, accomplishments and aspirations with a wider audience will make you more visible in your respective field.

This will aid your career progression as you will gain wider recognition and increased citations, which help strengthen your reputation!

To find out more about article submission and further your professional development, check out more via <u>Bioanalysis Zone</u>

If you would like to publish with Bioanalysis, please contact: <u>bio1@future-</u> <u>science.com</u> for more information