

# How to prepare and publish a scientific paper



Mgr inż. Beata Tokarczuk

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The most important goal of any scientist is not only to carry out research, but also to implement the resulting concepts and methodological solutions into the international circulation so that others may become acquainted with them.

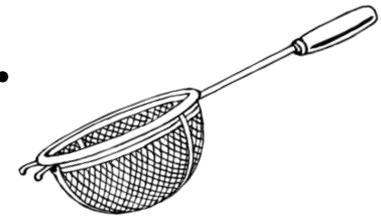


Success in research activity depends on the fact that published papers are read and the results are used creatively by other researchers (citations).

Therefore, the author should not only care about the fact that his or her paper is published, but also that it has a chance to reach people who might be interested in the published content.



The number of journals is growing constantly, so you need sources to find publications on a given topic. They must also act as a sieve to collect only good publications.



This is the role of **bibliographic databases.**



**We'll check it out on our  
Library homepage during  
the hands-on activities.**



In the past, databases were those which were fighting to include journals in their resources.

**Around the year 2012**, in the Ministry's communication, the concept of **reference bases** appeared as one of the evaluation criteria.

So it started with **points**, but soon it became clear that being in databases had other advantages too.

**Above all, it makes scientific work visible.**



# What can good bibliographic databases offer?

- a) they enable searching scientific literature;
- b) they ensure the evaluation of the journal and its recommendation;
- c) they ensure the reliability of data;
- d) they allow to search for citations;
- e) they collect extensive bibliographic records;
- f) they include full texts of publications and information about the journal;
- h) they ensure the online presence of the journal, giving it better visibility;

Moreover, the databases contain various types of statistical data, provide promotion of authors and institutions, mutual recommendation of authors, enable multidimensional analyses and often include scores of scientific journals.



# *A few words on work organisation*



This ability applies to both doctoral students and academics.

For a doctoral student, the first year of study is crucial.

It is good to carry out a thorough analysis of your own resources, as well as the tools offered by the university.

This will make it much easier to go through the first stage of work.

It is about not wasting your first year  
and how to make the most of it,  
based on the administrative basis  
of the university,  
which is often completely  
"unknown land".



The second extremely important  
issue is the statement:

*a good doctor  
is a good manager.*

Knowledge of rights and obligations  
is connected with skilful planning  
and managing not only your own  
work but also that of others,  
in order not to get lost  
in the maze of tasks  
and not fall into chaos.



The key to success is having  
**good relations**  
**with the promoter/manager**  
and with the scientific community.

**Funding** is also essential.

And this applies to both groups,  
doctoral students and staff.



So, we have gathered papers for the bibliography  
and the resources to do the research.  
Experiments were conducted, we also have collected  
and statistically processed results.

It's time to write your own paper.

**And this is where  
the plot thickens...**



# *Briefly on writing a scientific paper*



One of the most common reasons of not accepting a scientific article for publication is **incorrect text structure.**

However, the structure alone does not guarantee anything.

You need good research and clear text written in correct language.



Many journals have guidelines for authors on their websites. However, just as many journals do not specify what structure they expect from authors, assuming that it is self-evident and self-explanatory.

**And very often this is not the case, especially among young scientists.**

In doctoral studies little time is devoted to the development of the so-called academic and workshop competences that would enable to achieve the intended scientific goals.

# Scientific paper structure

The classic set up of a scientific text is the **IMRaD** structure, the name of which comes from the first letters of parts of the paper:

Introduction

Methods

Results

and Discussion



Additionally, the paper also contains a bibliography, tables, as well as additional materials. Numerous features can make the work "dense" and unreadable.

**Therefore, ability to construct a paper is a matter of practice.**

In brief, [by dr E. Kulczycki, Researcher's workshop (in Polish *Warsztat badacza*)] it looks like this:

Part of the research process	Section of the paper
What was done and achieved	Abstract
What the research problem was, what the interpretative framework was	Introduction
How the problem was solved, which data were analysed	Material and methods
Which is the result	Results
What this even means, how the results relate to previous studies	Discussion
Who helped and who funded the research	Acknowledgements
Who was cited	References

Introduction



WHY?

Literature review

Materials & Methods



HOW?

Results



WHAT?

Discussion



WHAT  
FOLLOWS?

Conclusion



# *WHAT IS WORTH FOLLOWING*



- ❖ lists of ranked journals issued by the Ministry of Science and Higher Education and *Journal Citation Reports*;
- ❖ papers appearing regularly on the Internet,
- ❖ Web of Science on-line training (*Clarivate Analytics*).

# *WHAT YOU SHOULD HAVE*

- ✓ GOOD RESEARCH AND CORRECT LANGUAGE;
  - ✓ *ResearcherID* profile (*Web of Science*);
  - ✓ *ResearchGate* account for promoting papers and finding collaborators;
- 

# How to submit work to an editor/publisher?



**For a good start –  
from the Guidelines for Authors  
(website of the Publishing House of the University of Krakow):**

**Extract from the 'Code of Good Practice for scientific publications'  
issued by UNESCO for authors and editors of scientific papers:**

*The primary purpose of a scientific article is  
to convey thoughts and information  
in a clear, concise and reliable manner.*

*Both authors and chief editors [editors of series]  
should attach particular importance to the achievement  
of this objective. Most of the individual recommendations  
in this guidance are based on this assumption.*

# How do the articles get into databases? Can I submit my article to them?

The procedure applies to journals.

The databases index journals on the basis of an application. The process takes a long time.

**The more prestigious and scrupulous  
the base, the more thorough  
and therefore longer the time  
of this process.**



# How to choose a good journal for publication?



Choosing a scientific journal for publication is a very important and (initially) difficult decision. It depends on who reads our article and with what interest it will meet. And how large a target group will be reached at all.



Of course, it would be best to publish from the beginning in the best possible places. But let's be realistic: if you work in a place where there are no good role models and you have to learn everything yourself, the road will be winding and bumpy - there will be failures at the beginning, but also, and perhaps above all bad choices.

The choice of journal is crucial – especially at a time when scientific work is also judged by where it is published and the publishing market is full of **predatory journals**, in which it is not worth publishing your valuable results.

**More on that later**



Let's assume that we have very interesting research results and a good text.

**So the basic question is:  
where it is worth to publish them.**

Certainly – where the best scientists publish and the best ones read it. **Where specifically, then?**

Every active researcher is able to identify **3 to 5 journals** that are the best in their "field", i.e. that everyone reads and the best authors publish there.

However, it is also obvious,  
that not all texts can immediately apply  
so highly (although there's a saying:  
*if you got accepted the first time,  
it means you were aiming too low*).

**So how to choose a journal?**



There is no universal rule that matches every discipline. But there are some basic guidelines that have been compiled within the framework of the initiative

*Think. Check. Submit*

(the initiative's guidelines are published under licence [CC BY](#)).

These tips and questions,  
which we have to answer ourselves,  
are great signposts and starting points.

<https://thinkchecksubmit.org/>



Sharing research results with the world is key to the progress of your discipline and career. But with so many publications, how can you be sure you can trust a particular journal? Follow this check list to make sure you choose trusted journals for your research.



Are you submitting your research to a trusted journal?  
Is it the right journal for your work?



Use our [check list](#) to assess the journal



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**First: THINK**



**Are you submitting your research to a trusted journal?  
Is it the right journal for your work?**

More research is being published worldwide.

New journals are launched each week.

Many researchers have concerns about **predatory publishing**.

It can be challenging to find up-to-date guidance when choosing where to publish.

**How can you be sure the journal  
you are considering is right for your research?**

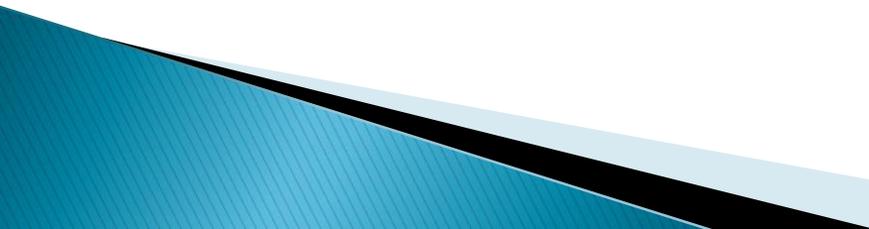


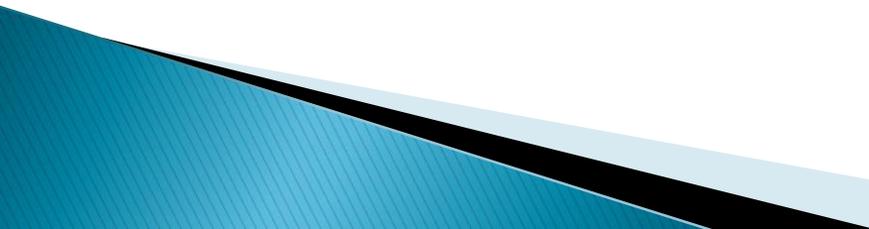
# Second: CHECK

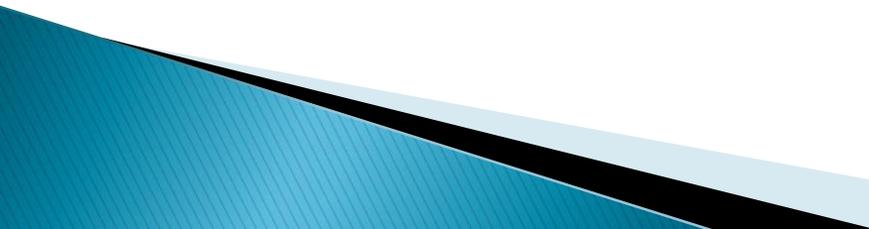


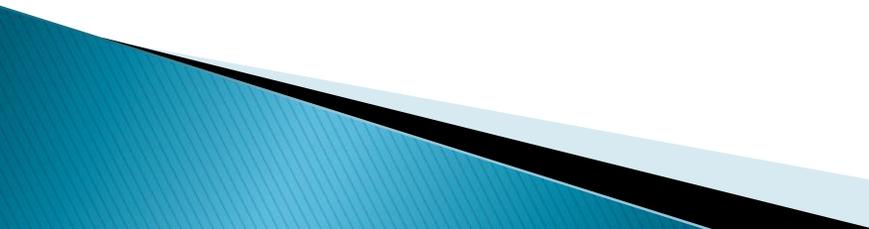
**Reference this list for your  
chosen journal to check  
if it is trusted.**

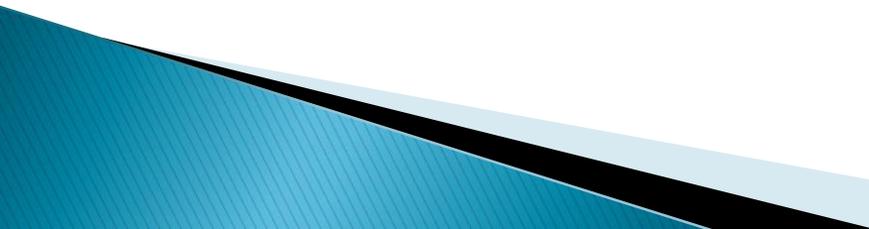


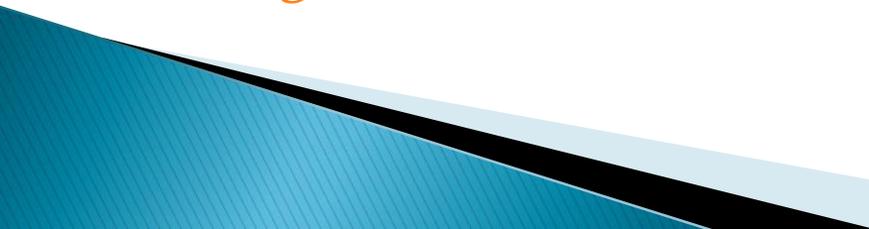
- ▶ Do you or your colleagues know the journal?
  - ▶ Have you read any articles in the journal before?
  - ▶ Is it easy to discover the latest papers in the journal?
  - ▶ Is the journal name the same as or easily confused with that of another?
  - ▶ Can you cross check with information about the journal in the [ISSN portal](#)?
- 

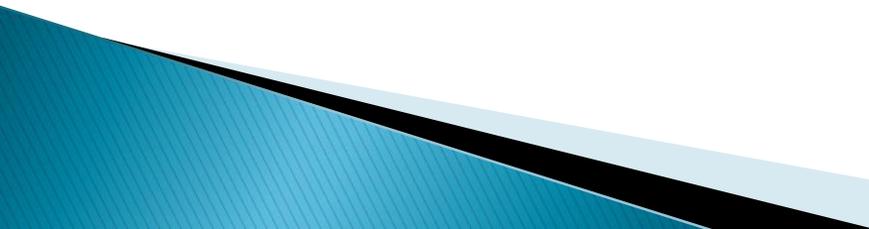
- ▶ Can you easily identify and contact the publisher?
  - ▶ Is the publisher name clearly displayed on the journal website?
  - ▶ Can you contact the publisher by telephone, email, and post?
- 

- ▶ Is the journal clear about the type of peer review it uses?
  - ▶ Does the website mention whether the process involves independent/external reviewers, how many reviewers per paper?
  - ▶ Is the publisher offering a review by an expert editorial board or by researchers in your subject area?
  - ▶ Does the journal guarantee acceptance or a very short peer review time?
- 

- ▶ Are articles indexed and/or archived in dedicated services?
  - ▶ Will your work be indexed/archived in an easily discoverable database?
  - ▶ Does the publisher ensure long term archiving and preservation of digital publications?
  - ▶ Does the publisher use permanent digital identifiers?
- 

- ▶ Is it clear what **fees** will be charged?
  - ▶ Does the journal site explain what these fees are for and when they will be charged?
  - ▶ Does the publisher explain on their website how they are financially supported?
  - ▶ Do they mention the currency and amount of any fees?
  - ▶ Does the publisher website explain whether or not waivers are available?
- 

- ▶ Are guidelines provided for authors on the publisher website?
  - ▶ For open access journals, does the publisher have a clear license policy? Are there preferred licenses? Are there exceptions permitted depending on the needs of the author? Are license details included on all publications?
  - ▶ Does the publisher allow you to retain copyright of your work? Can you share your work via, for example, an institutional repository, and under what terms?
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- ▶ Is the publisher a member of a recognized industry initiative?
  - ▶ Do they belong to the [Committee on Publication Ethics \(COPE\)](#)?
  - ▶ If the journal is open access, is it listed in the [Directory of Open Access Journals \(DOAJ\)](#)?
  - ▶ If the journal is open access, does the publisher belong to the [Open Access Scholarly Publishers' Association \(OASPA\)](#)?
  - ▶ Is the journal hosted on one of INASP's [Journals Online](#) platforms (for journals published in Bangladesh, Nepal, Sri Lanka, Central America and Mongolia) or on [African Journals Online](#) (AJOL, for African journals)?
  - ▶ Is the publisher a member of another trade association?
- 

# Third: SUBMIT



**If you can answer 'yes' to most or all of the questions on the list complete the check list and submit your article, but**

**REMEMBER:**



You need to be sure that the journal you have chosen is properly perceived by colleagues in your discipline.

This is a condition for this publication to work on your reputation and have a chance of being cited.

Publishing your research  
in good journals will improve  
your professional CV  
and help you  
accelerate your career.



Your article should be indexed and archived, so that it can be easily found.



**Only if you meet  
these conditions  
you can send your paper  
to the journal of your choice.**



I wish you only good choices  
and fruitful cooperation  
with the publishers.

*Thank you for your  
attention.*

