REPESEA

Co-funded by the Erasmus+ Programme of the European Union

This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein

ISBN 978-80-973221-1-3

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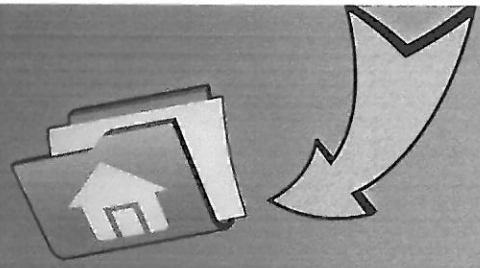

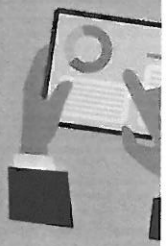

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Edited by:

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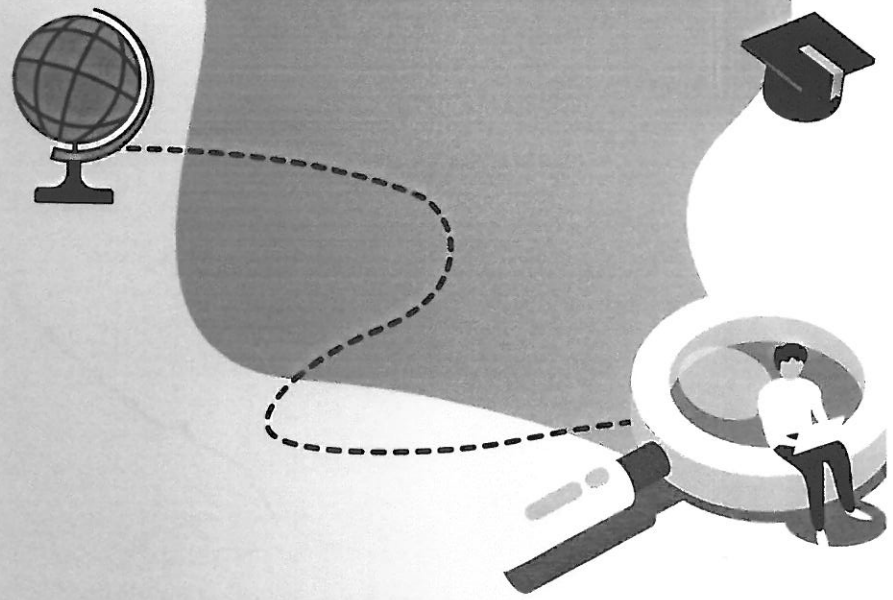
Marta Orviská

Rosmimah Mohd Roslin



DOLIS GOEN, s.r.o.

2020

Developing Transferable Skills for Research

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Study materials prepared in the framework of the project "Assessing and Improving Research Performance at South East Asian Universities" (REPESEA) Implemented in the framework of ERASMUS+ Program, Capacity-Building projects in the field of Higher Education

The text was not language edited. The ideas expressed in this publication are those of the authors and any remaining mistakes are their sole responsibility. In case of any comments, a reader is requested to contact the editors.

This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein

Published by: DOLIS GOEN, s.r.o., Stará Vajnorská 11, 831 04 Bratislava, 2020
First edition in 500 prints.
Printed by: DOLIS GOEN, s.r.o., Stará Vajnorská 11, 831 04 Bratislava

ISBN 978-80-973221-1-3

List of Authors

Anetta Caplanova, University of Economics in Bratislava, Slovakia
Agnieszka McCaleb, SGW School of Economics, Warsaw, Poland
Anna Dzienis, SGH Warsaw School of Economics, Poland
Arkadiusz Michał Kowalski, SGH Warsaw School of Economics, Poland
Aweewan Panyagometh, ICO NIDA, Bangkok, Thailand
Catur Sugiyanto, University Gadjah Mada, Jogjakarta, Indonesia
Cheah Jun Hwa, Universiti Teknologi Malaysia
Choirunnisa Arifa, University Gadjah Mada, Jogjakarta, Indonesia
Eva Muchova, University of Economics in Bratislava, Slovakia
Fathul Wahid, Universitas Islam Indonesia, Jogjakarta, Indonesia
Haliyana Khalid, Universiti Teknologi Malaysia
Hangga Fathana, Universitas Islam Indonesia
Hugo Lee, ICO NIDA, Bangkok, Thailand
Irma Windy Astuti, Universitas Islam Indonesia
Is Fatimah, Universitas Islam Indonesia, Jogjakarta, Indonesia
Ivan Sedliačik, Matej Bel University, Banská Bystrica, Slovakia
Ján Huňady, Matej Bel University, Banská Bystrica, Slovakia
Jogiyanto H.Mustakini, University Gadjah Mada, Jogjakarta, Indonesia
John Hudson, University of Bath, United Kingdom
Juraj Nemec, Matej Bel University, Banská Bystrica, Slovakia
Maizaitulaidawati M.Husin, Universiti Teknologi Malaysia
Marek Kalovec, University of Economics in Bratislava, Slovakia
Marta Mackiewicz, SGH Warsaw School of Economics, Poland
Marta Orviská, Matej Bel University, Banská Bystrica, Slovakia
Noormala Amir Ishak, Universiti Teknologi MARA, Malaysia
Nor Aiza Mohd Zamil, Universiti Teknologi Malaysia
Nurul Indarti, Universitas Gadjah Mada, Jogjakarta, Indonesia
Rizki Farani, Universitas Islam Indonesia

Rohaida Basiruddin, Universiti Teknologi Malaysia
Roman Klimko , University of Economics in Bratislava, Slovakia
Rosmimah Mohd Roslin, Universiti Teknologi MARA, Malaysia
Rosmini Omar, Universiti Teknologi Malaysia
Rungnapha Khamung, Burapha University, International College, Thailand
Sid Suntrayuth., ICO NIDA, Bangkok, Thailand
Suzilawati Kamaruddin, Universiti Teknologi Malaysia
Tan Peck Leong, Universiti Teknologi MARA, Malaysia
Tur Nastiti, Universitas Gadjah Mada, Jogjakarta, Indonesia
Wiryono Raharjo, Universitas Islam Indonesia

Reviewers:

Michaela Bednarová, University Pablo de Olavide, Spain
Jegatheesan Rajadurai, Universiti Tenaga Nasional, Malaysia

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Foreword by the Editors

This monograph includes study materials prepared in the project "Assessing and Improving Research Performance at South East Asian Universities" (REPESEA) implemented in the framework of ERASMUS+ Program, Capacity-Building projects in the field of Higher Education (E+CBHE). It covers six modules that are developed with the young scholars in mind especially those embarking on new research projects requiring good understanding of research process, publication and communication and presentation demands.

Module 1 focuses on presenting the research idea using proper academic writing style. Defining research problems and presenting the arguments that can support the problem statement are crucial aspects of an academic paper. Many researchers spend too long on this aspect hence producing ineffective and very long manuscripts. Consequently, they have to spend unnecessary additional time to cut and revise the text after being reviewed by editors. This chapter provides guidance, particularly for new academic writers and researchers, on how to write the main ideas of research, which can effectively cover all necessary arguments to define the research problems, to scrutinize existing literature, to find research gaps and to formulate research questions and research objectives. By providing sound arguments when developing the research idea, the researchers can communicate well the significance of their research to other academics and to contribute adequately to the existing body of literature review.

Additionally, in this module, the conceptual framework is discussed. It is explained as a commanding mind-mapping and graphical thinking skill which serves as the driving force of the writing as well as the device for innovative communication among writers. This technique can be used for writing the whole paper as well as the substructure of every segment of the paper. The goal is to provide a clear and systematic path in integrating conceptual frameworks with the paper-writing structure. The module focuses on the conceptual framework and writing structure in an effort to empower the students, faculty members, and researchers to collaborate among their peers and enhance their abilities in paper writing, submission and journal publication. The presented templates and methods may allow

experienced academics and new researchers alike to improve self-cognition, develop conversation and group collaboration. The use of the conceptual framework allows researchers to think proactively and helps them in planning the scope of their research.

This module also touches on how to structure a research article effectively to help young, or novice researchers to understand and learn how to develop good articles. It explains the effectiveness of the structure of a research article, which is based on the Introduction, Materials and Methods, Results and Discussion (IMRAD) format. The IMRAD structure has proved to be one of the most effective formats in academic writing due to its many advantages. One of the advantages is that this format allows the audience to quickly navigate the research article as well as to locate the part relevant for their purpose. The IMRAD structure effectively supports a systematic process that eliminates unnecessary details, and allows the reader to develop a well-structured and noise-free presentation. It allows relevant information to be presented clearly and logically by summarizing the research process in an ideal sequence. IMRAD is suitable to present the research results, when the experimental method is used, and they fit the frame of method-results-discussion.

In addition, Module 1 also focuses on the literature review as an integral component of the research process. It describes basic rules and strategies for an effective search and those for further processing. The literature review discussion is structured into seven parts. The first part explains the relevance of the literature review and its tasks and purpose. The fundamental process in the literature "mining" is described to distinguish between popular and scholarly sources. Significant library resources and databases such as Web of Science, Scopus, Proquest, JSTOR and EconLit are identified. The third part describes effective strategies of searching for information – browsing and keyword search followed by the recommendations, how to proceed in the analysis, summary and synthesis of the literature. The last section provides some essential guidelines for writing the literature.

In a research paper, a well-developed research methodology section is probably the most crucial section to show the credibility of research. A credible research paper must show that the research was conducted using the state-of-the-art research methodology and the researcher(s) need to demonstrate that the paper has achieved set goals. This module also focuses

on improving the ability of researchers to prepare a well written methodology section that demonstrates the credibility of the research paper. Specifically, the emphasis is on how to describe and explain the research methods and how to link them with defined research questions and/or hypotheses. Further, it also focuses on improving the abilities of researchers in presenting the research arguments and the research rationale, which are necessary to justify chosen methods.

Drafting a paper with a high degree of clarity, coherence and conciseness is very important to deliver the main idea embodied in the manuscript. This chapter also focuses on how to improve the ability of researchers to draft a manuscript that fulfils all criteria required of an academic paper for publication purposes. The criteria is defined, which constitute good writing in academic publications and the ways, in which researchers should shape and streamline the whole story in their papers, and then turn the outline into a full-text manuscript through a consistent flow of sentences. Further, emphasis is placed on how to prepare a draft following and conforming with the standard academic writing style. Particularly, the draft revision process is given some emphasis to ensure that the paper is developed in a high degree of clarity, that it is coherent and concise.

Researchers may carefully focus on the academic paper writing and its structure as the means towards attaining quality of publication, but the need for clear and accurate resource referencing style is also of utmost importance for academic publications in general. The basic rule, when referencing sources used is that citations and references must be accurate, complete and should be consistently applied. This module also provide insightful understanding of the standards, guidelines and resources commonly used in citation and the reference styles in social sciences and beyond; it also provides information on how to enter New Source with MS Word and keep the sources well managed. The discussion provides firm guidelines for readers, when faced with the requirement of managing sources and researching databases, while avoiding plagiarism.

Academic writing differs from other types of writing such as journalistic or creative writing. In most forms of academic writing a detached and objective approach is required. An academic argument appeals to logic and provides evidence in support of an intellectual position. It is important to present the research arguments in logical order and to arrive at conclusions. It is also

very important to note that many leading academic journals require authors or contributors to write in the English language. To most native English speakers, this does not present much trouble in comparison to non-native English speakers. Therefore, it is very important for researchers to pay paramount attention to the use of the English language in academic writing. This module deals with major areas regarding the use of English language in academic writing including: word order, agreement between the subject and the verb, types of abbreviations, adjectives, nouns and verbs and formality in verbs.

Module 2 relates to publishing in academic outlets which is recognised as being rather complex. The first important step immediately after the preparation of the manuscript is the selection of appropriate journals for publishing. This step is very important to achieve a high probability of publishing the article. Several characteristics should be taken into account when choosing the journals. First, the scope of the journal should be in line with the topic of the paper. Secondly, the ranking and impact of the journal have to be taken into account. Of course, the higher impact is always more desirable, but this is not always easy to secure publication. The success or failure rate could be useful indicators of this probability. Furthermore, the review process, length of review process and length of the publication process can be important in the final decision. Additionally, publishing in predatory journals is not in accordance with publishing ethics and should be avoided.

Submitting the paper to an appropriate journal includes more sub-steps and is mainly based on analysing the journal web page and communicating with other peers about publishing possibilities. It is especially important for an author to decide on the scope of the journal, the ranking, impact and visibility of the journal, the type of review process, the length of the review process, the length of the publishing process, the success/failure rate of submission for the journal, and the philosophical and ethical concerns connected with the journal.

The next step after preparing good quality paper for publication and choosing appropriate academic journal is the submission to the journal. The submission procedure is divided into two stages. Firstly, it is important to read journal's instruction for authors and learn the requirements for submission. Secondly, the submission process itself can be a challenging

issue. Despite some common procedures, there are still many differences between journals with respect to submission. Based on the examples of different journals this module shows the differences and similarities and point out the most common problems. However, it is still necessary for authors to read carefully the guidelines of the journal which could be unique. When using the submission system it is necessary to choose appropriate type of submission and follow the steps of submission.

There is no successful researcher who never experienced rejection. Receiving a rejection is part of a healthy peer-review process and from the author's point of view rejection of the first version of a paper often leads to significant improvements of the manuscript. The most typical reasons for the rejection are that the manuscript does not fall within the aim and scope of the journal (reaction – resubmit to more suitable journals), the manuscript contains elements that are suspected to be against the publication ethics (try to prevent, corrections are necessary), incomplete manuscript (prevent), poor use of English (prevent), references are inconsistent, incomplete, or very old (prevent), the quality of research lacks novelty (prevent or explain better why duplication occurs), the manuscript is below the journal's standards, data is poorly presented (prevent), the procedures and/or analysis of the data are seen as defective (prevent, improve), inappropriate method (prevent, improve, but if you feel that your method is feasible, submit to other journals).

Module 3 focuses on the topic of research projects and different phases of their implementation. It starts with the presentation of preparatory works that need to be done in order to successfully conduct research projects. It starts with general overview of research projects, differentiating between various types of research, and explanation of the importance of good research project proposal. Then, the instructions on selecting the topic and title of the research project are provided, followed by the directions related to formulating good research objectives, and research questions. Next, a research project timetable concept was prepared, together with a very popular tool used in project management, Gantt chart, used to diagram resources or tasks over a specific amount of time. This part is followed by a section on identifying priority areas for collaborative research projects. In particular, the collaborative research projects within the Southeast Asia region is discussed where it is identified that setting priority research areas

involving collaborative efforts can be a complex and dynamic process of ascertaining the needs of all those involved, especially when this involved diverse nations. Therefore, balancing the needs of different countries with different social and economic background are indeed essential.

Next section presents the topic of building alliances and selecting foreign partners, discussing the ways of establishing and maintaining partnerships with researchers from external institutions, with special focus on developing relationships with foreign researchers. It is highlighted that the most important ways to establish and maintain relationships include "real life" and "online" activities such as taking part in conferences, becoming a member of an academic society, participating in research and teaching exchanges as well as establishing a profile on academic online social networking sites, running a blog, posting on social media. It is also explained that factors to consider when selecting a foreign partner for collaboration mainly include: understanding the reasons for having a partner, characteristics and especially compatibility of a partner, defining members' accountabilities within the project, and determining form of collaboration.

Next section focuses on the problem of finding financing needed to implement research projects. As knowledge is increasingly recognised as the key driver of competitiveness, governments and other types of organisations prepare different programmes supporting research. Key sources of financing research projects are identified and presented, starting from public funding offered by governments, which through strengthening scientific base attempt to increase innovativeness of the country. Next possible source of financing research is private industry, which is often interested in contributing to R&D efforts of scientists, especially in the areas where possible commercialisation of research results may take place. As finding research funding is becoming increasingly competitive, there are also different non-profit organizations that sponsor research presented in this section. Final source of financing research projects discussed in this section are professional organizations or societies.

Next section focuses on the construction of project budget. The basic cost categories that should be taken into account when calculating the amount needed for research are discussed, like: personnel salary of persons involved in the implementation of the project, external services or subcontracting, purchase of materials and supplies necessary for conducting research,

purchase of major instrumentation and devices, indirect costs, usually associated with the administrative costs and costs related to the dissemination of research results. General budget construction rules are examined, without details specific to various sources of financing as donors usually have specific budget requirements and templates for submitting budgets.

Next section focuses on managing international collaborative research projects, discussing the importance of managerial skills and knowledge necessary for carrying out research projects, especially international research projects. The key factors influencing success of collaborative research projects are presented, like: building of trust and respect, clearly defined objectives of a project, planning skills, and conflict management skills. Next, project cycle management is introduced with five phases characterizing any typical project, the importance of managing people and developing project's organizational culture. Moreover, the specifics of managing international collaborative research projects are analysed that comprise of forming the research consortium, developing objectives of the project and applied methodologies, data collection, interpretation of results and dissemination of results. An important dimension that needs to be taken into account in the planning and execution of research projects is risk. Hence, risk management in research should be a proactive effort thus, anticipating and planning in the event of crisis is crucial in ensuring a smooth flow of research executions. Monitoring activities should be done throughout the whole project process, starting with the point when the risks were recognized until the point of closure, where the whole project is summarized and the project's objectives, benefits and deliverables are evaluated. Next section deepens the analysis of monitoring progress of research project, thanks to which the implementing institution and the financing institution know whether it is possible to achieve the project's goals and whether the project will be completed on time.

The project should finish with successful delivery of research outcomes, where criteria for success need to be thought of and agreed upon by all parties as early as at the stage of planning a project. This requires effective communication with stakeholders, which is discussed in the next section. It is stressed that there are many individuals that must be communicated in each project and every project requires another way of communication, depending on its character, stage, team diversity etc. However, regardless of such project-

specific features, communication must be effective and efficient to accomplish a designed plan with success. Although nowadays connecting with people is more and more challenging, the use of communication methods provided by technology facilitates the information exchange process.

The module finishes with the highlighting the importance of stakeholders' engagement for future collaborations. It has been acknowledged that establishing and maintaining relationships with stakeholders can be an important element for facilitating the translation of research into programs, policies, and practice.

Module 4 focuses on presentation and communication skills especially for researchers or young scholars who need to communicate and present their research proposals or research progress and outcomes. The module is broken down into seven sub-modules including 1) fundamentals of an effective presentation 2) best practices in written and oral communication 3) managing stress during presentation 4) non-verbal communication 5) essential media skills for researchers 6) rhetorical and 7) audience interaction. Basic principles of communicating and presenting is discussed at length to enhance the researchers' ability to convey effective skills of presenting and communicating.

The first submodule introduces the audience to the fundamentals of effective presentation. From the initial stage of preparation, activities, and procedures during the presentation, presentation of slides, and presentation conclusions are well discussed. The second submodule introduces the audience to the best practice in written and oral communication. The submodule opens with the process of academic communication from having the research idea to the publication of the research materials. Then it moves on with the process of initiating the research ideas to the writing of rubrics which should help novice researchers or Ph.D. students to form or plan the writing process.

The next submodule deals with the issue of stress during the presentation. The content begins with the definition of stress then examines the different factors causing stress and how to deal with different types of stress. The content offers practical implication of how stress should be dealt with during the presentation. The module concludes some activities which should help the audience to deal with stress.

The following discussion is on non-verbal communication. The module provides details on the soft side of communication which predominantly relates to the 'action' of the speakers. It discusses significant physical aspects of the presentation including the ability to make the audience remember the speaker and his/her contents as well as using the speaker's action as the tools to add meaning. The non-verbal communication module offers a different mode to make your body speak effectively. It also includes actions to avoid during the presentation which can cause ineffective or even inappropriate behaviours.

The next submodule deals with essential media skills for researchers. This is considered to be the most important aspect of research presentation. The purpose of the module is to aid the understanding of various types of communication media and clarify the importance and strategies to use. This submodule should help the audience to understand different techniques to develop presentation slides. The content of this submodule incorporates the designer's concept of thinking which should be incorporated when preparing presentation slides.

Additionally, the oratorical aspect of the presentation and communication is discussed. The module revisits the structure of research based on the IMRAD structure. The module begins with the importance of knowing the audience, then it introduces the aspects of commencing the speech and different types of speech openings. More importantly, the module also discusses ways to close the speech which can be considered as equally important as the opening.

The final module discussion is on the audience interaction where the module discusses different aspects of audience interaction including communication strategy, communication principle, understanding the audience's power of delivery and measuring the impact of research presentations. This should help the audience to understand different types of communication strategies, different types of senders and different ways to build audience interaction.

Module 5 is specifically developed to assess research output and impact and is designed to create an awareness of research performance and convey the idea that excellence in research is the root that forms the basis of quality. At its core, the module offers critical elements to assess research performance at the level of individuals, academia and institutions. To assess performance in

research, faculties and institutions should consider the significance of the research environment, the importance of the agenda, and address output and impact of research. Research environment and agenda are critical in determining researchers' performance. Both the internal and external environments necessitate research ideas to grow along a robust research agenda. Both research environment and agenda also precipitate the process of nurturing researchers among the young academics and doctoral students. Consistently linked to impact, research performance should also contribute to both research and non-research significance. Academic impact from research comes from two sources, the quality of the publishing outlets and the number of citations. The quality of the journal/publisher is important for both. The module will create awareness amongst the researchers on how to judge the quality of a journal and for administrators this will be useful in terms of rewarding the academics. Non-academic impact is about the research having specific effects on society or the economy. This should be important for academics as well. To a larger extent, it is increasingly becoming important for universities to demonstrate how they create value for society, not just through their teaching, but also from the research and other related tasks.

It is vital for academics to produce research outputs that are meaningful. This is to mark their scholarly distinctions and milestones as they progress towards maturity in their academic career. As we see the rise of prolific academics and stringent requirements to publish by institutions, it is crucial to measure the quality and impact of publications because the concern of higher education worldwide is finding the balance between quantity and quality of such research outputs. Currently, the quality of the outputs can be measured qualitatively and quantitatively. Qualitatively, publications can be assessed through the evaluation of experts. Quantitatively, publications can be evaluated through bibliometric where the sources of academic impact is assess through the quality of the publishing outlets and number of citations. Besides focusing on the journal ranking, this module also discusses various other mechanisms that could be considered as one of the tools in measuring quality such as discounting by the numbers of authors as well as ranking of publications, books, journal lists and citations. There is also a discussion on current issues such as the trends toward multi authored papers, the altmetric approach for evaluation, the rationale of having journal ranking that suits individual country or region as well as an open discussion on how to allow a fair evaluation of quality in terms of research output.

Academic impact concerning citations, as well as stories of impact such as in the form of case studies are also discussed. Beyond academic impact in the form of publications, researchers' performances are also evaluated based on the social or non-academic impact. Stakeholders, grant funders as well as special groups within specific eco-systems have concerns on how studies done by university researchers could be translated into innovation and transformation that benefit respective parties. Hence, issues of social impact of research within the perspectives of community, cultural and heritage, business and industry as well as the overall environment is given specific attention.

Module 6 is intended to assist students and researchers in their quest to enhance their skills in using technology to support their writing and research assignments. Specifically, the objectives of this module are to build and enhance the capacity of researchers in developing their critical thinking by means of argumentative analysis. It is also meant to develop the skills of the researcher in using technology to enhance their data collection and preparation of analysis whilst also scaling and expanding the researcher's capabilities on effective teaching methods. This module also improves the researcher's skills in developing the instructional technology for teaching and learning. The module is designed to cover three sub-areas, namely developing critical thinking, making the most of technology in research, and effective teaching. Each of these areas are broken down into sections where Section 1 discusses how to develop critical thinking ability; Section 2 delivers the training on the optimum utilisation of digital technology in research; while Section 3 deals with effective teaching.

All the modules are developed with the researchers in mind. Understanding their needs and with capacity building as the main objective, their research abilities are honed and further extended in the quest to become knowledgeable and astute researchers.

Arkadiusz Michal Kowalski
Marta Orviská
Rosmimah Mohd Roslin

Editors

2.3 Correct Submission Procedures

Marta Orviská, Juraj Nemec, Ján Hunady and Ivan Sedliačik

Introduction

Academic outlets have numerous similarities but in certain aspects they differ from each other. In the following text we focus on types of potential publications, its structure and formal requirements by providing three examples so researchers can make comparison. Two of them are the journals covered by the most important publishing houses – Elsevier and Springer – and the last one is Prague Economic Papers, independent journal published by University of Economics in Prague. Firstly, here is a brief introduction of the journals:

Research Policy (Elsevier Journal)

Research Policy (RP) is a multi-disciplinary journal devoted to analyzing, understanding and effectively responding to the economic, policy, management, organizational, environmental and other challenges posed by innovation, technology, R&D and science. RP is generally acknowledged to be the leading journal in the field of innovation studies, with its academic status and influence being reflected in a remarkably high 'Impact Factor' for a multidisciplinary social science journal. More information about the journal is available at the web page: *https://www.elsevier.com/journals/research-policy/0048-7333?generatepdf=tru*

Economia Politica (Springer Journal)

The journal publishes peer-reviewed articles that link theory and analysis in political economy, promoting a deeper understanding of economic realities and more effective courses of policy action. Established in 1984, the journal has kept pace with the times in disseminating high-quality and influential research aimed at establishing fruitful links between theories, approaches and institutions. With this re-launch (which combines Springer's worldwide scientific scope with the Italian cultural roots of il Mulino and Fondazione Edison, whose research has been published by the two mentioned publishers for many years), the journal further reinforces its position in the European and international economic debate and scientific community. Furthermore, this move increases its pluralistic attention to the role that – at the micro,

sectoral, and macro level – institutions and innovation play in the unfolding of economic change at different stages of development. Additional information about the journal is available at the web page: *https://www.springer.com/economics/policy/journal/40888.*

Prague Economic Papers (Journal of the University of Economics, Prague)

Prague Economic Papers (PEP) is a representative scientific journal dealing with economic and financial theory, modelling and empirical analysis. The journal focuses mainly on publishing of articles that bring new original insights into economic and financial theory and modelling, the innovative approaches in the econometric modelling, and the results of empirical analyses that can be generalized or that can be inspiring for empirical analyses in other economic spaces. It presents information about scientific life and new interesting economic literature published. The main aim of the Prague Economic Papers is to publish articles that will be interesting to both theoretically and practically directed readers. As a reviewed scientific journal it has been published since 1992 by the University of Economics, Prague.

Academic outlets are not limited only to publishing of empirical or theoretical research articles, but provide also a platform for other publications like research notes, discussion papers, consultations, survey articles, annotations, book reviews, etc. Some journals provide also special issues and special sections on a particular theme, where editors put an integrated collection of articles. In the following text, we bring a brief overview of different types of publications that trainee can submit for a review process in selected journals.

In general we can distinguish several types of publication in economic journals:

- *Research Articles* - full-length papers (up to 8,000-10,000 words in Research Policy journal and up to 30000 in *Economia Politica*).
- *Research Notes* - typically of 3,000-5,000 words. This category is a vehicle for specific types of material that merit publication, but do not require all the 'normal' components of a full research article. This might cover, for example, specific aspects of methodology or short reports about specific sets or types of data (and their access and use) that merit publication without the full set of requirements for a normal article.

- *Discussion Papers* - occasionally published on important topical issues where views differ;
- *Book Reviews* – should have commonly up to 3500 or 5000 characters.
- Research Articles in Special Issues and Special Sections.

More information about the journal is available at the web page: https://www.vse.cz/pep/text-information-for-authors.php.

2.3.1 Before the submission

2.3.1.1 Manuscript structure

In the following text we cover different requirements for the structure and formal requirements of our "example" academic outlets. Manuscripts' structure of the research articles is generally very similar. Some of the academic outlets are more specific or strict; others are more relaxed to authors.

a) Structure of the manuscript in Research Policy (Elsevier journal)

Each article published in Research Policy journal *(https://www.elsevier.com/journals/research-policy/0048-7333?generatepdf=true)* should be divided into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (while the abstract is not included in section numbering). Any subsection may be given a brief heading. Each heading should appear on its own separate line. 'Acknowledgements' section at the end should not be included in the section number either. A typical article might include the following main sections.

Introduction. The objectives of the work should be stated and provide an adequate background, avoiding detailed literature survey or a summary of the results. The introduction should also justify why the topic of the paper is important and that the content is original. The summary of results should have been dealt with in the abstract.

Literature review, conceptual framework, hypotheses etc. This section should extend (but not repeat) the background to the article already dealt with in the Introduction and lay the foundation for the work being reported. It should identify the most relevant previous literature on the topic (but not in

excessive detail) in order to position the paper and demonstrate how it will make a significant contribution. It (or a separate section) should set out (and justify) the theoretical or conceptual framework adopted in the paper. It may identify a number of hypotheses to be tested or research questions to be explored. In short, this section (or sections) should explain what the motivation for the paper is and why its contribution is original and significant.

Material and methods. Sufficient details should be provided to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, quotation marks should be used and the source should be cited. Any modifications to existing methods should also be described. The reader needs to know that the empirical data and/or other material are relevant, reliable and capable of supporting robust conclusions, and that the methodology is appropriate, systematic and rigorous.

Results should be clear and concise.

Discussion. This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Extensive citations and discussion of published literature should be avoided.

Conclusions. The main conclusions of the study may be presented in a short Conclusion section, which may stand alone or form a subsection of a Discussion or Results and Discussion section. This section should also make clear what is the original contribution of the paper, discuss the policy or management implications of the findings, provide a critical assessment of the limitations of study, and outline possible fruitful lines for further research.

Appendices. If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq., (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

b) Structure of the manuscript in Economia Politica (Springer journal)

Submissions to *Economia Politica (https://www.springer.com/economics/policy/journal/40888)* are considered for publication on the verified condition they

are original scholarships, bearing upon issues relevant to its editorial aims in the form of research papers. Submitted manuscripts should be up to 15,000 words in length, including all references, notes and appendices

c) Structure of the manuscript in Prague Economic Papers (Journal of the University of Economics, Prague)

There is no recommended structure for articles published in *Prague Economic Papers (https://www.vse.cz/pep/text-information-for-authors.php)*, authors should follow general structures. The *pages* of the manuscript should be numbered as well as the *chapters* of the text (max. two levels). *Abstract* (max. 1,000 characters), *Keywords* (3–6) and JEL Classification (3–6) have to be included. *Length of title of paper* is maximum 80 characters

2.3.1.2 Formal requirements

Each paper published requires adherence to formal requirements of a specific academic outlet. Researchers would be interested in formal requirements at later stages of the publishing process, but it is strongly recommended to read and follow those before preparing the manuscript. The reason is simple: size of a paper required by the academic outlet. Word counts, format, styles, tables, figures and literature formatting – all of those have impact on paper's size.

a) **Formal requirements in Research Policy** (http://www.elsevier.com/journals/research-policy/0048-7333?generatepdf=true)

Research Policy journal has a strong preference for articles to be no more than 8,000-10,000 words. In exceptional circumstances, however, the *Research Policy* (RP) Editor handling the paper may be willing to give some latitude here for the author. *Research Policy* differentiates between the requirements for new and revised submissions.

New submissions. When processing *new submission*, authors may choose the option of a single Word or PDF file to be used in the refereeing process (called "Your Paper Your Way service"). Only when the paper is at the *revision stage*, author is requested to put the paper in to a 'correct format' for acceptance and provide the items required for the publication of the article. There are no strict requirements on *reference formatting* at submission. References can be in any style or format as long as the style is consistent.

Where applicable, author(s) name(s), journal title/ book title, chapter title/ article title, year of publication, volume number/book chapter and the article number or pagination must be present. Use of DOI is highly encouraged. *The reference style* used by the journal is being applied to the accepted article by Elsevier at the proof stage. There are no strict *formatting requirements* but all manuscripts must contain the essential elements needed to convey the manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Artwork and Tables with Captions. If the article includes any Videos and/or other Supplementary material, this should be included in the initial submission for peer review purposes. Articles should be divided into clearly defined sections. *Figures and tables* should be placed either next to the relevant text in the article or on separate pages(s) at the end (not a mixture of both).

Revised submissions. The Editors may request that text should be left-aligned and double-spaced (or at least 1.5 spacing), with margins of 1 inch or 2.5 cm all round. In addition, authors should make sure that they have 'accepted' all changes previously listed in earlier versions under 'track changes', and that all embedded comments or highlighting of the text has likewise been removed. To avoid unnecessary errors authors are strongly advised to use the "spell-check" and "grammar-check" functions of the word-processor. Authors for whom English is not their first language should also seek help from colleagues or professional editors if this is necessary to bring the standard of the written English up to an acceptable standard. Regardless of the file format of the original submission, at revision, authors must provide the journal with an editable file of the entire article. The layout of the text should be kept as simple as possible. Most formatting codes will be removed and replaced on processing the article. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the *Guide to Publishing* with Elsevier). To avoid unnecessary errors, authors are strongly advised to use the 'spell-check' and 'grammar-check' functions.

b) **Formal requirements based on example of Economia Politica** *(https://www.springer.com/economics/policy/journal/40888)*

Since this journal follows a double-blind reviewing procedure, authors are therefore requested to submit *a blinded manuscript* without any author names and affiliations in the text or on the title page. Self-identifying citations and references in the article text should be avoided. A second document to be

submitted is a separate title page, containing title, all author names, affiliations, and the contact information of the corresponding author. Any acknowledgements, disclosures, or funding information should also be included on this page.

Abstract (maximum 150 to 250 words) should not contain any undefined abbreviations or unspecified references.

Keywords are limited to 4 to 6 words which can be used for indexing purposes.

Text Formatting. Manuscripts should be submitted in Word in docx format (Word 2007 or higher) or doc format (older Word versions). Authors should use a normal, plain font (e.g., 10-point Times Roman) for text, italics for emphasis, and the automatic page numbering function to number the pages. Further, authors are requested not to use field functions, should use tab stops or other commands for indents, not the space bar. To make tables, a table function should be used, not spreadsheets. For equations, equation editor or MathType should be used. Manuscripts with mathematical content can also be submitted in LaTeX.

Headings. Authors should use the decimal system of headings with no more than three levels.

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Acknowledgments of people, grants, funds, etc., should be placed in a separate section on the title page. The names of funding organizations should be written in full.

Citation. References in the text should be cited by name and year in parentheses.

Reference list should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. Reference list entries should be alphabetized by the last names of the first author of each work.

Tables. All tables are to be numbered using Arabic numerals. Tables should always be cited in text in consecutive numerical order. For each table, a table caption (title) should be supplied explaining the components of the table.

c) Formal requirements based on example of Prague Economic Papers *(https://www.vse.cz/pep/text-information-for-authors.php)*

A minimum of formatting is required in *Prague Economic Papers*. Editors encourage only bold and italics fonts when appropriate (*e.g.* variables *italic*, constants not italic, *etc.*).

Tables are written by Word tool (not pasted as pictures). Data sources need to be included. Any less frequent concepts and *abbreviations* should be explained in the text. *Footnotes* should be written at the bottom of a page and numbered consecutively. *Figures*, schemas, *etc.* are placed in Word with title, note and source only for orientation purpose (not editable). All Figures, *etc.* need to be enclosed in separate editable files (format of original programme – xls, tif, eps; min. 300 dpi, 128 mm). Arial, 8. Figures in Word need to be identical to figures in separate editable files. Authors should note that the included coloured figures and graphs are printed in black and white; thus consider whether they will not lose their lucidity. *Equations* must be uniformly formatted. Equations should be created using the tools integrated in Word editor or in the *MathType* (Times New Roman, 10) software preferably. Easy equations write as Word symbols, *e.g.* ($\beta = a - 1$). (how to write). *References* within the text should contain only the first item of the cited document (usually the author's surname) and the year of its publication – *e.g.*, Samuelson (1989); if a citation is included, indicate the respective page. At the end of the manuscript a list of references in alphabetical order according to the References Style standard have to be included. Write all *DOI numbers* to references (use *e.g.* https://www.crossref.org/ to find them). Any manuscript which is not conforming to those requirements is returned to the author(s).

2.3.2 Submission process

In this section we describe the whole submission process step by step. It will be predominantly focused on submission of research manuscript, but there are only small differences, when submitting for example literature review, book review or other types of submissions.

Despite the fact, that we try to be as concrete as possible when describing the submission process, there are still many different ways on how to submit manuscript. In general we can classify the submission techniques as follows:

1. Submission via standard online submission system of publisher – the same for most of the journals,
2. Submission via own unique online submission system of the journal,
3. Submission via uploading directly on the website or into data storage,
4. Submission via e-mail communication with editors.

In recent years, the first two techniques have become very popular. Online submission systems are less time consuming and more effective for editors, reviewers and could be also beneficial for authors. Most of the highly rated journals currently use this submission technique. However, it is still always necessary to keep track with submission guidelines on the website of certain journal. They can be mostly found in the sections entitled "Guide for authors" or on the page of the submission system itself.

In the text, we focus on two different journals mentioned before. Both are published by two largest publishing houses Elsevier and Springer (*Research Policy* and *Economia Politica*). Hence, we can say that the submission will be very similar for all submissions that are published under Elsevier or Springer brand.

These two publishers as well as most of the others are using their own standardized online submission systems for almost all journals published by them.

Approximately twice a year, *Research Policy* may publish a Special Issue (or a somewhat shorter Special Section) on a particular theme, where an integrated collection of articles has been put together and edited by two or three Guest Editors.

2.3.2.1 Login into the online submission system

Journals have usually their own pages where authors can login directly to submit the article. For example, in the case of Elsevier journals this page can be accessed through the journal's homepage and the main domain is ees.elsevier.com followed by the abbreviation of the journal (for *Research Policy* the page is *https://ees.elsevier.com/respol/*). For the Springer journals the page for submission is on the domain www.editorialmanager.com (for *Economia Politica* the page is *www.editorialmanager.com/epol/default.aspx)*. The page for login into the submission system is of course also accessible from the home page of every Springer journal as well.

In general, when submitting for the first time to selected journals, authors have to do the registration first. This is often necessary in order to get the login name and password into the submission system. Authors have to enter the name and email address in order to get login and passwords, which will be sent to their e-mails.

However, there is sometimes a possibility to have same consolidated login and password for every journal published by the same publisher. Furthermore, many journals support the login via ORCID. An ORCID is a non-proprietary alphanumeric code that uniquely identifies an academic author. It is a 16-digit code, in the format: 0000-0000-0000-000X. Publishers use it to unambiguously attribute any published work to the correct authors.

After successful registration and/or login into the system, the main page of submission system can be seen. Firstly, it is often necessary to fill in details about affiliation and research specialization of the submitter. Often, there will be a question on whether the submitter is available to be a potential reviewer for this journal. If the main focus of the journal is complementary this could be beneficial for authors.

2.3.2.2 Choosing the type of the submission

After initial formalities, the submitter can proceed directly to manuscript submission. This could be usually done by clicking on "Submit new manuscript" or "New submission". The online submission system guides the submitter stepwise through the process of entering the article details and uploading all files.

Firstly, it is important to select the type of the submission as shown in the examples in Table 2.3.1 below.

Table 2.3.1. Types of the submission

	Research Policy (2018) (Choose Article Type)	**Economia Politica (2018)** (Select an article type)
Types of the submission	1. Research note	1. Original research paper
	2.Research paper	2. Editorial
	3. Special issue: "Academic misconduct"	3. Book review
	4. Special issue: "Policy makers"	4. Special issue: "R&D and firms' internationalisation
	5. Special issue: "Innovative start-ups"	5. Special issue: "Small businesses in the aftermath of the Great Recession":
	Book review	

Source: Authors based on Research Policy – online submission system (2018) and *Economia Politica* – Editorial manager. (2018).

It is upon the authors whether they want to submit to some of journals' special issue, but the review process often is faster in this case. When the topic of the submitted manuscript falls within the scope of the special issue it is recommended to submit to special issue rather than standard issue. If the paper is for special issue authors should make sure that they select the correct special issue article type using the drop-down menu, because journals often have several special issues in preparation. Not selecting the correct special issue type for the article topic means that the paper is not included in the special issue at all, if accepted. Several journals allow authors also to include interactive plots with the online article. In order to apply this feature there is a need to upload a file in a CSV (comma-separated values) format as supplementary materials at the end of the submission process.

All steps of the submission process are often shown in the submission system. They can be also seen in the left menu in the next figure. However, the order as well as the content of the each step could be different from journal to journal.

Table 2.3.2. Steps in the submission process according to the journal *Research Policy*

Submission process options according to Research policy (2018) :
1. Select article type (type of the submission – required for starting the submission)
2. Enter title (Entering a full title - required for starting the submission process)
3. Add/edit/remove Authors
4. Submit Abstract
5. Enter Keywords
6. Additional Information
7. Enter Comments
8. Request Editor
9.Attach Files

Source: Authors based on *Research Policy* (2018) – online submission system.

2.3.2.3 Entering the title and further details of the manuscript

The system also requires the title of the manuscript. This is an important step because often you are not able to proceed further without entering the title. It will be one of the main distinguishing marks of the submission (together with the code of the submission). At the same time authors should also enter the abstract and keywords. Authors can also copy and paste the abstract from the manuscript in the word processing software. References should be avoided in the abstract. The length of the abstract that could be entered into the system is often limited by certain number of characters, but the exact length depends on the journal. The required number of keywords is usually in the interval from 4 to 7. Among other things, keywords will also help Editors select appropriate referees to review the submission. Mostly the keywords should be separated by semicolons.

2.3.2.4 Adding and editing authors of the manuscript

After entering the title and other parts of the manuscript, authors are able to proceed in the submission process. In the next step the system usually requires names and details about the authors of the manuscript. In this section of the submission it is important to enter the names of everyone who contributed to the manuscript. The presentation of authorship is highly important for researchers and academics. Hence, following the submission process, it can be confirmed that all authors' details are correctly added and that all co-authors agreed to the authorship and the order of authorships in the manuscript. Authors have to agree with the submission itself. Authors' names should be already entered in the system, but it is necessary to enter the names of each co-author together with their institutions and e-mails.

It is also important to double check all details entered especially contact e-mails, because after successful submission all co-authors will be automatically informed about this fact through e-mails. In order to add another author it usually necessary to click on the plus sign "add another co-author". The example of the form used for entering the details about Authors is shown in Table 2.3.3.

Table 2.3.3. Entering details about the author into the system

Title
Given /First Name
Middle Name
Family Name
Academic Degree(s)
E-mail address
Institution
Country or Region

Source: Authors based on Economia politica – Editorial manager. (2018).

Authors have to choose corresponding authors for the manuscript. Corresponding authors will be primarily informed about all changes and procedures during the review process as well as about the final decision. The order of authors can be also changed by dragging and dropping them in the list of authors. Importantly, it is necessary to have the consent of all authors when submitting the manuscript. It is not only the ethical standard but it is also important for technical reasons. Once the submission is completed it is not allowed to add or remove any of the authors. Name of the authors will be visible only to Editors. In line with the double-blind peer review policy, reviewers will get blinded manuscripts. This is more or less the standard for good quality scientific journals.

2.3.2.5 Additional information about the manuscript

In the next step of the submission process, authors have to enter other important information regarding the manuscript. First authors are asked to enter funding details of the research if applicable as it can be seen in the example below. When the submitted paper is the output of any funded research project it has to be mentioned here. Authors have to provide funder name, grant number and the grant recipient. After the first three letters, the system will offer a selectable list of best matches for the funder name. Most journals provide this opportunity to find a founder in their database. However, many local institutions could not be listed in the text. Thus sometimes it is necessary to enter funder name manually. You have to fill the funding institution, award number and recipient of the grant. Make sure to select or enter the correct funder as well as award number. In the case that there is more than one funders it is often available to click on the plus sign to add another funder and the details. All information about the funding has to be deleted from the manuscript itself to ensure anonymity during review process. After this step is finished it is necessary to click on the "Next" button.

There are still several other additional information which are often needed during submission. As can be seen in Table 2.3.4, authors are often asked to ensure that submitted paper has not previously been published either in whole or in part. Moreover, it also should not be under consideration by another journal at the same time. It is very important to be aware of this fact and do not submit the same paper to other journals until the final decision about publication or final rejection is made.

Table 2.3.4. Additional information during the submission

Additional information needed Please respond to questions or statements below (instruction are mostly available):	Answer required with limited number of characters (e.g. 20000)
Can you assure us that this paper has not been previously published (in whole or in a part), that it or a part of it is not currently under consideration by another journal and that it will not be submitted for publication elsewhere until a decision has been made by this journal.	
Have you read and do you fully accept the Ethical Guidelines of the publisher for journal publication in particular the responsibilities set out in the section headed Duties of Authors and can you confirm that your paper contains no element of data fabrication, data falsification or plagiarism (including unacknowledged self-plagiarism).	

Source: Authors based on *Research Policy* – online submission system. (2018)

Authors are also often requested to fully accept the ethical standards of the publisher. It is recommended to read carefully the ethical guidelines of the journal before submission. It is obvious, that the manuscript considered for publication must meet high ethical standards and contains no element of data fabrication, data falsification or plagiarism (including unacknowledged self-plagiarism).

When submitting to economic journals, articles are also often required to indicate 3 JEL codes, with categories relevant to the journal. All categories can be found on the webpage of *American Economic Association* (https://www.aeaweb.org/jel/guide/jel.php). It is important to choose three most suitable categories based on the topic of the paper as well as the focus of the journal. Any necessary comments for Editors could be also sent via the system. These comments do not appear in the final submission but are available for the editor's office.

2.3.2.6 Requesting editor and suggesting potential reviewers

Several journals provide an opportunity to choose preferred editor. This usually applies for journals with large editorial board and those with wide focus on different research areas. This enables authors to choose the best suited Editor in the light of the content of the paper. They can usefully choose the name of the Editor from the drop-down menu. The name surname and also the affiliation of each editor can be mostly seen there. For example, *Research Policy* provides in the year 2018 the opportunity to choose from nine different Editors. They encourage authors to choose the Editor who is best suited in the light of the content of the paper. Of course it is very useful to find out important information about the research focus and publications of Editors before choosing. Authors should not choose an Editor working in the same institution. Nor should they choose an Editor with whom they have co-authored, collaborated or had some professional or personal relationship over the last five years. In some cases, Editor-in-chief may still reallocate the paper internally to another Editor based on their availability and appropriateness.

Authors are sometimes also asked to mention potential reviewers of their manuscript. It is mostly mandatory to enter their names, institutions and e-mail. However, it is obvious that this is used only as recommendation which could be accepted or rejected by the Editor.

2.3.2.7 Uploading the manuscript and other items into the submission system

Finally it is necessary to attach and upload the files into the system. This is often the most time consuming step and may significantly differ from journal to journal. However, in most cases the procedure is somewhat similar. There are several items which could be uploaded. These items are mentioned in the list as it can be seen as examples in Table 2.3.5.

Table 2.3.5. Common items included in the submission in economic journals

Item description:	Required/ Voluntary item
Page containing Authors names and contact details/ Title page with names	Required item
Manuscript (without authors names and contact details – double blind policy)	Required item
Cover Letter/ Letter to the Editor	Mostly voluntary item but in some journals required
Tables (included separately)	Voluntary item
Figures (included separately)	Voluntary item
Research highlights	Voluntary item
Graphical abstract	Voluntary item
Video	Voluntary item
LaTeX source file	Voluntary item
Data	Voluntary or required item
Supplementary interactive plot data (CSV format)	Voluntary item
Other supplementary material	Voluntary item

Source: Authors based on *Economia Politica* – Editorial manager. (2018) and *Research Policy* – online submission system. (2018).

Required items are usually marked with an asterisk *. Submitter has to upload these items in order to successfully finalize the submission. This includes the title page of the manuscript with the authors' names and details and blinded manuscript without author details. Authors could also upload the cover letter for the Editor. Figures and Tables are often uploaded separately from the text. It is necessary to label them again in the system and sort them according to their appearance in the text.

For each file that authors want to submit, they have to adhere to these steps:

1. Select appropriate item from scroll down menu.
2. Enter a description in the text box.

3. Click "Browse" or "Choose files" and in the opened window, select the file on the computer and click "Open".
4. Click "Attach This File". Attached items will be visible in the list.

These steps should be repeated to attach the next submission item. When all items have been attached submitter can proceed to finalize the submission.

2.3.2.8 Sending the final submission

In this final step of submission process, all uploaded items are bind together into one .pdf file. This procedure usually takes a few minutes, depending on the number and size of the items. Authors also get email notification when the final manuscript file is built. After this announcement authors are able to double-check the final .pdf file again. We need to do it carefully to make sure that it has all necessary items. This is the last opportunity to change the submission. After approving and sending the manuscript, it will be sent to the editor's office. It will also get a unique submission code which is important in the case of further communication with the editor. Submitters and all other authors of the paper will get e-mail notification about successful submissions. The current status of the submissions could be always seen in the submission system after login. Initially it will probably indicate that the current status is "submitted". This status will change after the manuscript is assigned to one of the Editors.

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2.4 Dealing with Rejected Papers

Fathul Wahid and Is Fatimah

2.4.1 Causes of Manuscript Rejection

It is frequently said that there is no successful researcher who never experienced rejection. Although the correlation between the quality of a journal (measured by impact factor) and the rejection percentage is debatable, the majority of high impact journals have a rejection rate of 50–80%. Based on the journal that is targeted, having the manuscript accepted or rejected is a natural process. As such, receiving a rejection is part of a healthy peer-review process to publish in a journal. From the author's point of view, being rejected will often lead to the improvement of the manuscript as there are often multiple rejection points involved that can improve its quality. This is a view that should be taken rather than the assumption that rejection is just for a journal's credibility. Therefore, understanding the reasons for rejection is extremely important to help authors improve their future work.

Authors must be well aware that submitting a manuscript to a journal is a process of scientific communication between them and the readers of a journal. This is a communication that aims to convey scientific content such as the results of a research or literature study.

All manuscript submissions will normally undergo the reviewing process (see the scheme presented in Figure 2.4.1) before final decisions regarding publication are made by the journal.

1. **Editorial office checking:** The editorial officer checks the completeness of the manuscript submission and identifies whether it is an original submission or not. When the manuscript is identified as an incomplete submission or unoriginal, its status will be returned to the authors as "unsubmitted." However, when the manuscript is evaluated as complete, it will be forwarded to the editor in chief (EC) so that an associate editor (AE) can be selected for the next steps.

2. **AE assignment:** The EC selects an AE to handle the submitted manuscript. Usually, AEs are selected based on their expertise and