



## How the Manuscript is Processed: The Editor's Role




Philippine Council for Health Research and Development  
Philippine Association of Medical Journal Editors  
Asia Pacific Association of Medical Journal Editors  
**National Medical Writing and Review Workshop**  
Marriott Hotel, Cebu City, January 19-20, 2012

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## How the Manuscript is Processed: The Editor's Role



**At the end of this session, you will learn:**


- The typical linear flow of the editing and review process
- The role of the editor and copy editor

**OBJECTIVES**

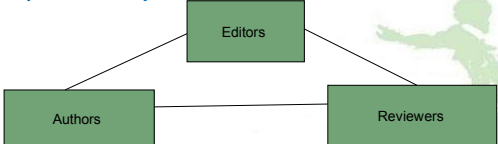


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## How the Manuscript is Processed: The Editor's Role




**From Start to Finish:**  
Important partners in the scientific process and publication system




```

graph TD
    A[Authors] --> E[Editors]
    E --> R[Reviewers]
  
```



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## How the Manuscript is Processed: The Editor's Role




**From Start to Finish:**  
Typical Linear Flow of the Scholarly Publishing Process

Author submits manuscript\* to academic journal editor  
Editor determines whether manuscript has sufficient merit to be reviewed by editorial board or selected external reviewers  
Manuscript sent back to the author with a rejection letter or on to reviewers


\*after complying with institutional /ethical review boards, etc

Publish, Not Perish: The Art and Craft of Publishing in Scholarly Journals.  
University of Colorado 2006. Available from <http://www.publishnotperish.org>



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## How the Manuscript is Processed: The Editor's Role



**From Start to Finish:**  
Typical Linear Flow of the Scholarly Publishing Process


Reviewers return the manuscript to the editor with comments and recommendations (depending on peer review model)  
Editor sends manuscript back to the author with either a rejection letter or a request for revisions  
Author revises manuscript and resubmits to editor  
Editor (sometimes) sends revised manuscript back to external reviewers

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University of Colorado 2006. Available from <http://www.publishnotperish.org>



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## How the Manuscript is Processed: The Editor's Role



**From Start to Finish:**  
Typical Linear Flow of the Scholarly Publishing Process


Editor accepts or rejects manuscript  
Copy Editor edits the manuscript and galley proofs are laid out  
Author provides editing or proofing of final copy before publication  
Paper is eventually published in journal  
Journal is disseminated in print and electronic forms

Publish, Not Perish: The Art and Craft of Publishing in Scholarly Journals. University of Colorado 2006. Available from <http://www.publishnotperish.org>



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## How the Manuscript is Processed: The Editor's Role



### The Editor's Role


#### General

- Responsible
  - for all contents of journals
  - for journal to be published on time
- Nominates distinguished peers to the editorial board

Peh WCG, Ng KH. Effective medical writing (Pointers to getting your article published): How a Submitted Manuscript is Processed. *Singapore Med J* 2009; 50(9): 853-855

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## How the Manuscript is Processed: The Editor's Role



### The Editor's Role


#### General

- Determines nature of contents
  - Types of articles and number
  - Order of appearance of articles
  - Overall journal style
- Invites or solicits contributions

Peh WCG, Ng KH. Effective medical writing (Pointers to getting your article published): How a Submitted Manuscript is Processed. *Singapore Med J* 2009; 50(9): 853-855

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## How the Manuscript is Processed: The Editor's Role



### The Editor's Role


#### Also ...

- Manages editorial office
- Appoints and assigns reviewers
- Makes editorial decisions about fate of manuscripts

Peh WCG, Ng KH. Effective medical writing (Pointers to getting your article published): How a Submitted Manuscript is Processed. *Singapore Med J* 2009; 50(9): 853-855

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## How the Manuscript is Processed: The Editor's Role



### The Editor's Role

#### Manuscript Format and Submission

- Form and copy-editing and revision(s)
- 2 reviewers with reviewer guidelines
- Referee Reports and revision(s)
- Editor assesses reviews and review quality
- Conflicts – 3<sup>rd</sup> Reviewer or Editor

Peh WCG, Ng KH. Effective medical writing (Pointers to getting your article published): How a Submitted Manuscript is Processed. *Singapore Med J* 2009; 50(9): 853-855

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**Philippine Journal of Otolaryngology Head and Neck Surgery**

Home > User > Editor > Submissions > #1690 > Review

### #1690 Review

Summary | Review | Editors | History | References

**Submission**

Author: Infrapatellar Facial Nerve  
 Title: Infrapatellar Facial Nerve  
 Section: Case Reports  
 Editor: Jose Florencio Lazena, Jr., M.A., M.D., FRCG

Review Version: 1690-3720-3-ED-DOC 2011-03-06  
 Uploaded a revised Review Version [Review] [Upload]

Supp. files: None

**Peer Review** Round 1

**Reviewer A**

Review Form: None / Free Form Review  
 REQUEST: 2010-10-17 UNDERWAY: 2010-11-15 DUE: 2010-11-13 ACKNOWLEDGE: [ ]

Recommendation: See Comments 2010-11-16 [ ]  
 Review: [ ] 2010-11-16  
 Uploaded files: None

**Reviewer B**

Review Form: None / Free Form Review  
 REQUEST: 2011-03-05 UNDERWAY: 2011-04-21 DUE: 2011-04-02 ACKNOWLEDGE: 2011-07-18

Revisions Required: 2011-07-18 [ ]  
 Revisions Required: 2011-07-18 [ ]  
 No Comments [ ]

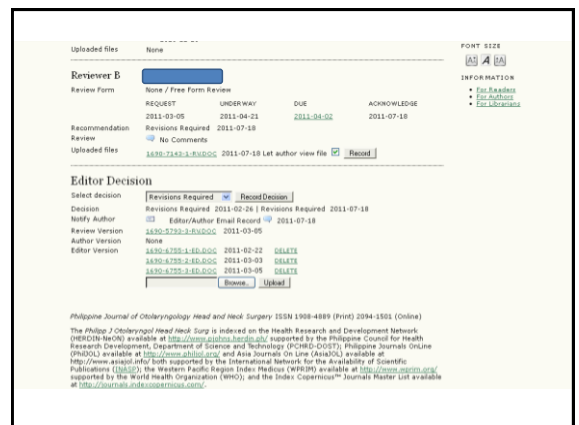
Uploaded files: 1690-3720-3-ED-DOC 2011-07-18 Let author view file [ ] [Reveal]

**Editor Decision**

Select decision: [ ]  
 Revisions Required: [ ] [Revised Decision]  
 Decision: [ ] Revisions Required: 2011-07-26 | Revisions Required: 2011-07-18  
 Notify Author: [ ] Editor/Author Email Record [ ] 2011-07-18

Review Version: 1690-3720-3-ED-DOC 2011-03-05  
 Author version: 1690-3720-1-ED-DOC 2011-02-02 [DELETE]  
 Editor version: 1690-3720-3-ED-DOC 2011-03-03 [DELETE]  
 1690-3720-3-ED-DOC 2011-03-06 [DELETE]

PHILIPPINE JOURNAL OF OTOLARYNGOLOGY HEAD AND NECK SURGERY ISSN 1908-4889 (Print) 2094-1301 (Online)  
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Uploaded files: None

**Reviewer B**

Review Form: None / Free Form Review  
 REQUEST: 2011-03-05 UNDERWAY: 2011-04-21 DUE: 2011-04-02 ACKNOWLEDGE: 2011-07-18

Revisions Required: 2011-07-18 [ ]  
 Revisions Required: 2011-07-18 [ ]  
 No Comments [ ]

Uploaded files: 1690-3720-3-ED-DOC 2011-07-18 Let author view file [ ] [Reveal]


**Editor Decision**

Select decision: [ ]  
 Revisions Required: [ ] [Revised Decision]  
 Decision: [ ] Revisions Required: 2011-07-26 | Revisions Required: 2011-07-18  
 Notify Author: [ ] Editor/Author Email Record [ ] 2011-07-18

Review Version: 1690-3720-3-ED-DOC 2011-03-05  
 Author version: 1690-3720-1-ED-DOC 2011-02-02 [DELETE]  
 Editor version: 1690-3720-3-ED-DOC 2011-03-03 [DELETE]  
 1690-3720-3-ED-DOC 2011-03-06 [DELETE]

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## How the Manuscript is Processed: The Editor's Role




### The Editor's Role

Possible editorial decisions:


- Accept
- Accept subject to minor revisions
- Revision
- Reject with opportunity to resubmit
- Reject (without further consideration)





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Philippine Journal of Otolaryngology Head and Neck Surgery

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES AUTHOR
ISSN: 0096-8538

Home > User > Editor > Submissions > #1828 > Editing

#1828 Editing

SUMMARY REVIEW EDITING HISTORY REFERENCES

#### Submission

Authors: [redacted]

Title: Case Reports

Editor: [redacted]

EDITOR

Submissions

- Unassigned (0)
- In Progress (1)
- In Review (1)
- Pending (0)

#### Copyediting

REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit	INITIATE	N/A	2011-07-23
2. Author Copyedit	--	--	--
3. Final Copyedit	N/A	COMPLETE	N/A

#### Scheduling

Schedule for publication = [To Be Assigned] [Record]

**Layout**

Layout Editor: [ASSIGN LAYOUT EDITOR](#)

**INFORMATION**

- File Uploads
- File Uploads
- File Uploads


REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author	--	--	--
2. Proofreader	INITIATE	N/A	N/A
3. Layout Editor	--	--	--

Proofreading Corrections: [No Comments] [PROOFERS INSTRUCTIONS](#)

*Philippine Journal of Otolaryngology Head and Neck Surgery* ISSN 1908-4889 (Print) 2094-1501 (Online)


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## How the Manuscript is Processed: The Editor's Role



### Take home points:

1. Processing a submitted manuscript is complex and time-consuming.
2. Authors should aim to submit the manuscript exactly according to the journal requirements.
3. The journal editors and reviewers are an essential part of the manuscript processing system.





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