



Preparing and Submitting the Manuscript




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

JF Lapeña Jr. M.A., M.D., F.P.C.S.
lapeñajf@upm.edu.ph



University of the Philippines Manila
 THE HEALTH SCIENCES CENTER


Preparing and Submitting the Manuscript



At the end of this session, you will learn:


- The qualities of a good manuscript
- How to prepare a good manuscript
- The process of manuscript submission

OBJECTIVES



University of the Philippines Manila
 THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript




A good manuscript

- is potentially publishable
- is able to communicate a clear and useful message to the readers of a particular journal
- should also be exciting and have an impact on clinical practice.


Peh WCG, Ng KH. Effective medical writing (Pointers to getting your article published): Preparing the Manuscript for Submission. *Singapore Med J* 2009; 50(8): 759-762

INTRODUCTION



University of the Philippines Manila
 THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript




Editor's viewpoint: publication enhances standing and reputation of journal.

Author's viewpoint: publication marks endpoint of scientific project.


Peh WCG, Ng KH. Effective medical writing (Pointers to getting your article published): Preparing the Manuscript for Submission. *Singapore Med J* 2009; 50(8): 759-762

INTRODUCTION



University of the Philippines Manila
 THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript




Producing a bad manuscript will only delay or prevent publication of good scientific material.

Points to consider in preparing a manuscript for submission to a scientific journal include:

- organizing material into appropriate scientific format
- writing clearly, concisely and simply.
- where and how to submit the manuscript.


Peh WCG, Ng KH. Effective medical writing (Pointers to getting your article published): Preparing the Manuscript for Submission. *Singapore Med J* 2009; 50(8): 759-762

INTRODUCTION



University of the Philippines Manila
 THE HEALTH SCIENCES CENTER


Preparing and Submitting the Manuscript



General principles for a good writing style:


- K.I.S.S.
- Write short and simple sentences.
- Use short words instead of long words.
- Avoid redundancy.
- Avoid figures of speech, idiom or jargon.
- Avoid passive sentences.
- Take care with abbreviations.
- Take care with modifying words and phrases

Peh WCG, Ng KH. Effective medical writing (Pointers to getting your article published): Preparing the Manuscript for Submission. *Singapore Med J* 2009; 50(8): 759-762.



University of the Philippines Manila
 THE HEALTH SCIENCES CENTER


Preparing and Submitting the Manuscript



Exercise


"To put it bluntly, the medical profession and its suzerain health system can no longer plan and operate as an amorphous farrago of services in splendid isolation from society's imprimatur"
(AMA Gazette 1978)

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>



University of the Philippines Manila
THE HEALTH SCIENCES CENTER


Preparing and Submitting the Manuscript



Exercise


- *Suzerain* = feudal lord; nation that controls another nation but allows domestic sovereignty
- *Amorphous* = shapeless, ill-organized
- *Farrago* = medley, hodge podge, conglomeration
- *Imprimatur* = official approval, license to publish

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>



University of the Philippines Manila
THE HEALTH SCIENCES CENTER


Preparing and Submitting the Manuscript



Exercise


"to put it bluntly, the medical profession and its feudal health system can no longer plan and operate as an ill-organized hodge podge of services in splendid isolation from society's approval"

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>



University of the Philippines Manila
THE HEALTH SCIENCES CENTER


Preparing and Submitting the Manuscript



Finding your voice


- Grammar is not everything - but without it you risk obscurity
- Find the right word to convey your meaning
- Focus on correctness and consistency of language
- *Don't* be afraid of flair and individuality - but *do* read the guidelines to authors

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>



University of the Philippines Manila
THE HEALTH SCIENCES CENTER


Preparing and Submitting the Manuscript



Tips for better writing


- Try to create visual images with words
- "structure is everything" (Easton)
- Organize your ideas to lead the reader through your argument
- In a sentence move from the 'known' to the 'unknown'
- Mix up sentence length
- Keep one idea per paragraph

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>



University of the Philippines Manila
THE HEALTH SCIENCES CENTER


Preparing and Submitting the Manuscript



Writing Tips


- Use strong verbs rather than adding adverbs
Eg : instead of 'look into deeply' try '**delve**' or '**probe**'
- Avoid using intensifiers
Eg : for '**extremely** thirsty' use '**parched**'; '**awfully** hot' could become '**scorched**'
- Strong words are robbed of their impact by intensifying them
Eg : **really** exhausted; **truly** exceptional
- Look for redundancy of expression and delete
Eg : **more** equal; **most** unique

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>



University of the Philippines Manila
THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript



Exercise

- Avoid the possibility of Another way this can be expressed is by saying that
- All results presented in this study Provides a detailed account of
- Due to the fact that


Avoid In other words

All our results Describes Because

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>

University of the Philippines Manila
THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript



More Tips


- Avoid cliches
- Active versus passive voice
- Use similes, metaphors, analogies to add interest and aid clarity
- Avoid acronyms and abbreviations wherever possible

"like the plague"
"the patient passed a specimen"
Similes use 'like' or 'as'; metaphors state that item A is item B
"the patient with SOBOE had an ECHO which showed she had PPH, not an AMI"

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>

University of the Philippines Manila
THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript




EXERCISE: Edit your work

This observer believes that, the most common criticism made presently by older practioners are that young graduates have been taught a great deal of information about the mechanism of disease but little relative to the practice of medicine - or to put it in a more blunt fashion, they are too "scientific" and not know how to take appropriate care of patients'.

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>

University of the Philippines Manila
THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript




EXERCISE: Edit your work

This observer believes that, (*wordiness, inappropriate punctuation*) the most common criticism made presently (*misuse*) by older practioners (*misspelling*) are (*misuse*) that young graduates have been taught a great deal of information (*wordiness*) about the mechanism of disease but little relative to (*wordiness*) the practice of medicine - or to put it in a more blunt fashion (*wordiness*), they are too "scientific" and not (*misuse*) know how to take appropriate (*wordiness*) care of patients' (*inappropriate*)

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>

University of the Philippines Manila
THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript




EXERCISE: Edit your work

The most common criticism made at present by older practitioners is that young graduates have been taught a great deal about the mechanism of disease but little about the practice of medicine – or, to put it bluntly, they are too 'scientific' and do not know how to take care of patients.

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>

University of the Philippines Manila
THE HEALTH SCIENCES CENTER

Paper Rater®, [PR10]



Home About Features Pricing Contact

- Grammar & Spelling Check
- Free Online Proofreading
- No Downloads

Use Now FREE!

Grammar Checking
By using Grammarly, you can check your writing for grammar and spelling errors. Grammarly will find and correct these errors before you hit the "Publish" button.

Plagiarism Detection
Originality Check: Find out if your paper contains plagiarized text before you publish. Score: 100% (No sign of plagiarism)

Writing Suggestions
WordChoice: Our proofreading system alerts you to opportunities to improve your writing.

WriteCheck™, [WC10], ©



Did you cite your sources?
WriteCheck presents users with easy to interpret results showing which sections of a paper appear to be original and that the writer should verify as properly cited, summarized or paraphrased.

Sign up Now!

Trust the leader
WriteCheck (powered by Turnitin) was developed by the creators of Turnitin, the world's #1 most popular, most effective and most trusted solution for originality checking and plagiarism prevention. WriteCheck (powered by Turnitin) was developed at the urging of high school and college writing teachers and instructors from every discipline. They saw a large, unmet need for students to learn to check their own work for proper citations. We saw WriteCheck as the essential "first check" for any paper - first spelling check, second grammar check, and, third, originality check.

The Most Effective
WriteCheck compares every paper to a massive database of content from over 80,000 major newspapers, magazines, scholarly journals and books as well as a database of over 12 billion current and archived pages of web content, and 100 million previously-submitted student papers (as of end of October 2010).

Testimonials
"I thought I wrote a great paper until my submission was seen I submitted after my submission I felt very good about turning in my paper to my Prof. I wish I had known WriteCheck before now. It was well worth the fee for the service. I will be back!"
- Anonymous student

Viper©.[V10]



Viper, the plagiarism checker that's accurate, easy and free...

Why do I need to check my essay for plagiarism?

Plagiarism is defined as the use or close imitation of another author's work, which has been claimed as your own. Be warned, if your university accuses you of plagiarism, you could face losing your place or suffer reduced marks.

To avoid plagiarism, you should always reference correctly according to your institution's guidelines and use Viper. Viper is fast becoming the plagiarism checker of choice with over 70 billion resources scanned and an easy interface which highlights potential areas of plagiarism in your work. Best of all, it's free!

Got an essay ready to hand in but need it checked over first?

FREE DOWNLOAD
For Microsoft Windows only

So, what's great about Viper?

It's the anti-venom to plagiarism...

Universities have ever tightening rules on plagiarism, and Viper is all about giving you a free service that guarantees your peace of mind.

[Take a look at the features >](#)

VIPER vs TURNITIN	Viper	WriteCheck
Q: Over 10bn resources scanned?	✓	✓
Q: Unlimited document length?	✓	✗
Q: Unlimited resubmitting?	✓	✗
Q: Side by side comparison?	✓	✗
Q: Links to plagiarised work?	✓	✗
Q: Free?	✓	✗

Preparing and Submitting the Manuscript

Stepping in the Scholarly Stream

Manuscript Format and Submission

- Submit to one journal at a time
- Follow the journal's instructions for authors
- Have a colleague review your manuscript
- Write an effective cover letter
- Review the manuscript checklist to make sure you have covered all the details

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

University of the Philippines Manila
THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript

Stepping in the Scholarly Stream

Manuscript Format and Submission

- Keep copies of text, original data, figures, references
- Package to avoid damage (if not electronic)
- Send by reliable means
- Expect acknowledgement

Peh WCG, Ng KH. Effective medical writing (Pointers to getting your article published): Preparing the Manuscript for Submission. *Singapore Med J* 2009; 50(8): 759-762.

University of the Philippines Manila
THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript

Where to Submit


Targeting the right journal

- Every journal has a target readership - does it match your target readership (audience)?
- Match the message to the medium
- Make sure your article has the right format

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>

University of the Philippines Manila
THE HEALTH SCIENCES CENTER

Preparing and Submitting the Manuscript




Stepping in the Scholarly Stream

Manuscript Format and Submission

What can authors do to ensure the publication process goes as smoothly as possible?


Work very hard, and send a polished article in that is very well-written. It also helps to meet editors at meetings, and do presentations of working papers and get feedback before submitting and become known in the field.

[Elizabeth Cooperman, peer reviewer and author](#)



University of the Philippines Manila
THE HEALTH SCIENCES CENTER


Preparing and Submitting the Manuscript



Take home points:


1. If you want to write well, read good writing
2. Revise and proof read your work
3. Read it out loud for sense
4. Remember: Clarity, Brevity, Simplicity
5. Get the basics right!.

Clearihan Lyn. Writing for Publication. Monash University, Melbourne. Available from: <http://www.phcris.org.au/conference/2005/workshops/clearihan.pdf>



University of the Philippines Manila
THE HEALTH SCIENCES CENTER


Preparing and Submitting the Manuscript



Take home points:

1. Structure your material into a scientific format.
2. Organize your material according to the appropriate article category.
3. Aim for clarity in transmitting your message to the audience.
4. Match your material to the audience (i.e. journal).
5. Follow exactly the journal's "Instructions to Authors".

Peh WCG, Ng KH. Effective medical writing (Pointers to getting your article published): Preparing the Manuscript for Submission. *Singapore Med J* 2009; 50(8): 759-762



University of the Philippines Manila
THE HEALTH SCIENCES CENTER