



Authorship - Order & Abuses



General principles for who is listed first

- First Author
 - Conducts and/or supervises the data generation and analysis and the proper presentation and interpretation of the results
 - Puts paper together and submits the paper to journal
- Corresponding author
 - . The first author or a senior author from the institution
 - Particularly when the first author is a PhD student or postdoc, and may move to another institution soon.

Avoid

Ghost Authorship

- leaving out authors who should be included

Gift Authorship

- including authors who did not contribute significantly



Author names: common problems



- Different Spellings
 - Järvinen / Jaervinen / Jarvinen
 - Lueßen / Lueben / Luessen
 - van Harten / Vanharten / Van
- First/Last Names
 - Asian names often difficult for Europeans or Americans
- What in case of marriage/divorce?

Be consistent!

If you are not, how can others be?



Title



- A good title should contain the fewest possible words that adequately describe the content of a paper.
- Effective titles
 - Identify the main issue of the paper
 - Begin with the subject of the paper
 - Are accurate, unambiguous, specific, and complete
 - Are as short as possible
- Articles with short, catchy titles are often better cited
- · Do not contain rarely-used abbreviations
- Attract readers



Keywords



*

- In an "electronic world, keywords determine whether your article is found or not!
- Avoid to make them
 - $-\,$ too general ("pharmacology", "mouse", "disease", etc.)
 - too narrow (so that nobody will ever search for it)
- Effective approach:
 - Look at the keywords of articles relevant to your manuscript
 - Play with these keywords, and see whether they return relevant papers, neither too many nor too few



Abstract



- Is freely available in electronic abstracting & indexing services
 - PubMed, Medline, Embase, Scopus, ...
- Provides a short description of perspective and purpose of the paper.
 - But does not overemphasize the perspective by providing a literature review
- Gives key results
 - But minimal experimental details.
- Includes a short description of the interpretation & conclusions

Introduction

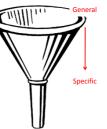
The place to convince readers that you



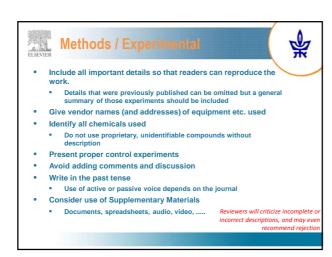
know why your work is relevant,

Answer a series of questions:

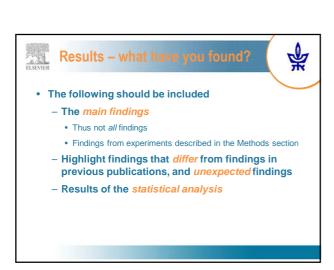
- What is the problem?
- Are there any existing solutions?
- Which one is the best?
- What is its main limitation?
- What do you hope to achieve?

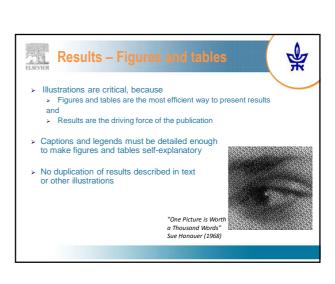


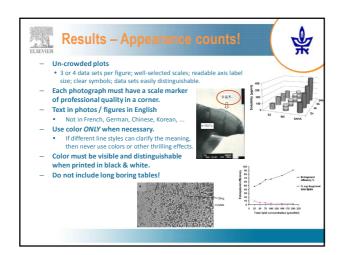
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Conclusions



- · Present global and specific conclusions
- Indicate uses and extensions if appropriate
- Suggest future experiments and indicate whether they are underway
- Do not summarize the paper
 - The abstract is for that purpose
- Avoid bold judgments about impact



References: get them right!



- Adhere to the Guide for Authors of the journal
 - It is your responsibility, not of the Editors, to format references correctly!
- Check
 - Referencing style of the journal
 - The spelling of author names, the year of publication

 - Punctuation use
 Use of "et al.": "et al." = "and others"
- Avoid citing the following if possible:
 - Personal communications, unpublished observations, manuscripts not yet accepted for publication
 - Editors may ask for such documents for evaluation of the manuscripts
 - Articles published only in the local language, which are difficult to find for international readers





Supplementary Material



- · Data of secondary importance for the main scientific thrust of the article
 - e.g. individual curves, when a representative curve or a mean curve is given in the article itself
- · Or data that do not fit into the main body of the article
 - e.g. audio, video, ...
- Not part of the printed article
 - Will be available online with the published paper
- . Must relate to, and support the article



Typical length of a full article



- · Not the same for all journals, even in the same field
- "...25- 30 pages is the typical length for a submitted manuscript, including ESSENTIAL data only."
 - Title page
 - 1 paragraph 1.5-2 manuscript pages (double-spaced, 12pt) Abstract - Introduction
 - Methods 2-4 manuscript pages
 - Results and DiscussionConclusions 10-12 manuscript pages 1-2 manuscript pages
 - Figures 6-8 - References 20-50
- Letters or short communications have a stricter size limitation
 - e.g. 3,000 words and no more than 5 figures/tables



Abbreviations



- Abbreviations must be defined on the first use
 - In abstract as well as main text
 - Some journals do not allow the use of abbreviations in the abstract
- Abbreviations that are firmly established in the field do not need to be defined
 - e.g. DNA
- Never define an abbreviation of a term that is only used
- Avoid acronyms, if possible
 - Abbreviations that consist of the initial letters of a series of words
 - Can be typical "lab jargon", incomprehensible to outsiders

Cover letter



Your chance to speak to the Editor directly

- View it as a job application letter
 - You want to give your work the best possible shot
- WHY did you submit the manuscript to THIS journal?
 - · Do not summarize your manuscript, or repeat the abstract
- Suggest suitable reviewers

 - Not from your own inner circle
 You can also mention who should not review your paper, and why
- Mention and explain conflicts of interest, if applicable





