

Submitting paper and responding to reviews

Send full draft for review to your colleagues.

1. Members of your research group
2. All authors (OF COURSE)
3. To a colleague outside of your direct field
4. Possibly someone who can edit style and grammar

Ready? How do I submit?

Look at the **Instructions for authors**



Submission instructions (website)

- What to include in submission
- Look for submission checklist
- Sometimes need to choose a specific editor for your submission

Usually need to create account to submit

Home > Journals > Vaccine



ISSN: 0264-410X

Submit Your Paper

Enter your login details below. If you do not already have an account you will need to [register here](#).

Username

Password

Log in

Vaccine

The official journal of: [The Edward Jenner Society](#) and [The Japanese Society for Vaccinology](#).

Editor-in-Chief: [Gregory A. Poland](#)

[View Editorial Board](#) [Supports Open Access](#)

Vaccine is the pre-eminent journal for those interested in **vaccines** and **vaccination**. [Submissions](#) to the following categories are welcomed:

- **Human Vaccines** - infectious diseases
- Human Vaccines - non-infectious diseases
- **Veterinary Vaccines**
- **Immunology** and Animal Models
- Vectors, Adjuvants and Delivery Systems
- Production...

[Read more](#)

Most Downloaded Articles



What to include in submission

Use their checklist (or create your own)

- **Submission checklist**

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded, and contain:

- Keywords
- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been 'spell-checked' and 'grammar-checked'
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)

Printed version of figures (if applicable) in color or black-and-white

- Indicate clearly whether or not color or black-and-white in print is required.

For any further information please visit our [Support Center](#).

What to include in submission

- Cover letter --must include corresponding author address, email, phone number, and fax
- Electronic copy of article as pdf
- Email addresses of all authors

The cover letter

The cover letters helps clarify the importance of your work to the editor

- States your main point and why it is important
- States that the work is novel and not published elsewhere
- Says who will be the corresponding author

The cover letter: details

- Identify the journal name
- You can suggest the names of possible reviewers

You can also request specific competing scientists that you do not want to have as reviewers.

Final copy: Title page

- Include title and authors
- Include contact information for the corresponding author
- Include affiliation and addresses for each author

Final copy: Figures

- Each on its own separate slide in powerpoint or separate jpeg or tiff file
- Just label the figure by its #, for example “Figure 1”
-
- Normally figure legends are submitted separately at end of manuscript

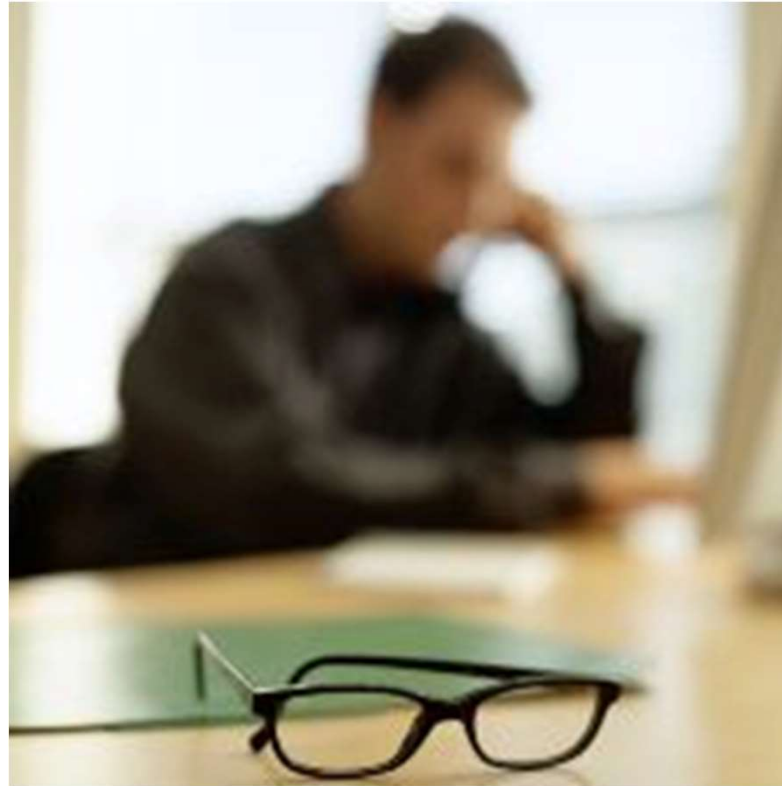
Final copy: Tables

- Each table on its own separate page
- In footnote, explain all abbreviations
- Check size of table, font size
- Table heading included above the table

Final copy: Text

- Use spell-check
- Figure out your total words
“Word count” in Microsoft Word
- Check your references
Do the references in the text match the reference list?
- Check margins and spacing

The Scientific Journal Peer Review Process



After submission, your manuscript will be sent to “peer” reviewers.

Who reviews the manuscripts?

- Peer reviewers are selected by the editors. Most journals send off multiple requests to find two reviewers.
- Theoretically a “peer” reviewer is someone who is in your field but sometimes the manuscript has two scientific areas

Note* Many scientists will have a junior person do the review and edit their comments. In many cases this means ONLY the junior person will actually read the manuscript.

Who makes the decision to accept
or reject a manuscript?

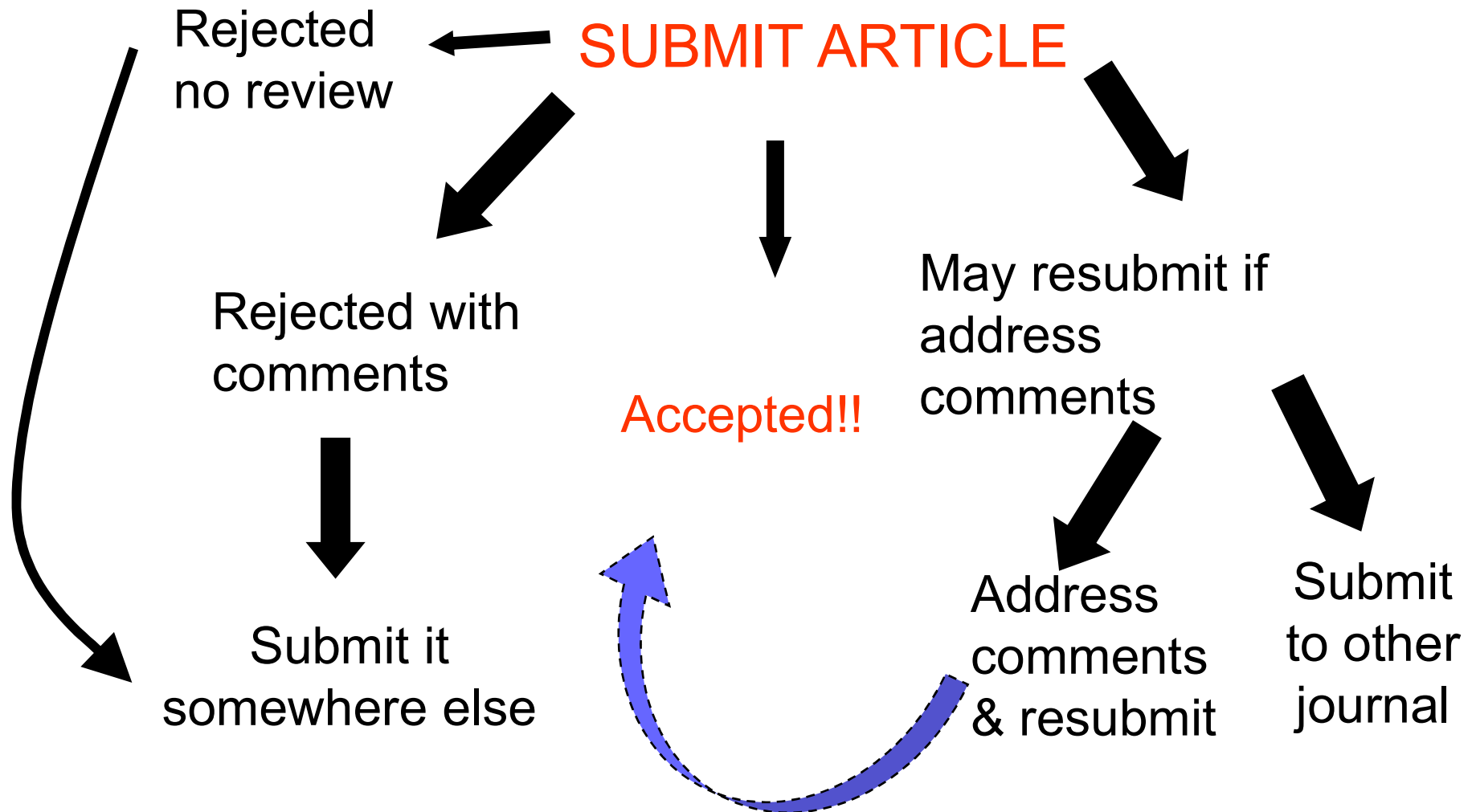
The Editors

Most editors that receive and review your manuscript are unpaid scientists in the field.

The advantage of this is that they know the science and should have more current knowledge.

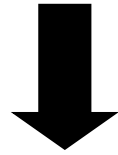
The disadvantages are that they are busy, they may have their own scientific bias and geographical bias.

Possible outcome after submission

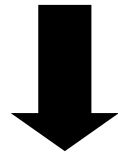


How to Respond To Reviews

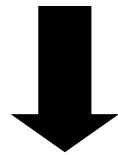
Read the comments



Think about how to address the comments



Do any experiments as soon as possible



Resubmit a revised the manuscript

When you receive your reviews

- **Be thankful** to receive comments and recognize the importance of addressing criticisms.
- Try to think that comments = Improvements to your manuscript
- The letter from the editor will give you a **30-90 day period** for responding to reviews and sending in a revised manuscript.

Types of reviewer comments

1. Valid criticisms that are **easy to address**
2. Valid criticisms that are **difficult to address**
3. Invalid criticisms that you can show are invalid (respectfully!)
4. Matters of opinion (invalid as they can not be proven)

Valid criticisms that are easy to address

Reviewer' s Comment:

When discussing the prevalence of drug use, there was no mention of the prevalence of drug use in males versus females in the 18-22 year old adults. I think this would be useful information.

Find the information and include it!

Valid criticisms that are difficult to address

Reviewer's Comment:

“HIV antiretroviral treatment was tested in 65 men and only 28 women with HIV and HCV co-infection in one city. The study should have included equal numbers of men and women in different locations.”

Try to address the limitation

“We acknowledge this limitation, however we believe the study population is representative of the total HIV/HCV population in California. The study was only able to be carried out in one city.”

Invalid criticisms that you can show are invalid

Sometimes the reviewer has obviously misunderstood something

“Maybe some of the subjects had lower amounts of HCV viral load because these subjects drank less alcohol?”

Tactfully answer:

*“Alcohol consumption was monitored throughout the study. We have further **clarified** this statement in the methods section.”*

Be specific where you answer this question in manuscript

Matters of opinion

- Not a valid criticism.

“People infected with both HIV and HCV are not an important population to study.”

- TACTFULLY, acknowledge the reviewer’s opinion but put forth an alternative opinion

Make sure your answer is backed up with references if needed.

Do you need to do more experiments do further analysis?

- If the reviewers' requests are valid:

Do the additional analysis as soon as possible!

So you can resubmit quickly

- BUT if you cannot do the experiments or analysis.

You can try to persuade the editor that the current collection of data is sufficient.

You can try to say:

One paper can not answer every question.

The next paper will address further questions.

Detailed response to reviewers

- List each reviewer's comments
- Point out the page and section of the manuscript that is being discussed.
- Address **each point**.
 - If you made a change:
 - Show it
 - Include the new text in your response
 - If you did not make a change, say why not.

Resubmissions

Make sure you include:

- Cover letter
 - Clarify if this is a resubmission
 - State that the reviewers 'comments were addressed
- Detailed response to reviewers
- New version of the manuscript usually with tracked changes

Resubmit and wait

- If it is rejected after you have addressed the reviewers' comments:
 - DO NOT GIVE UP! Maybe you need to do a few more experiments. Maybe not!
 - **Try another journal**
 - **Learn** from the reviewers' comments
- Do not give up until you successfully publish your article!
 - It is important to share your results with the international health community
 - Have patience and persevere

Proofs are the visual version of the article in the journal

Read your proofs **VERY** carefully

- This is what will be printed!
 - Check spelling
 - Check fonts (μg vs. mg)
 - Check if meaning has been changed after editing
- You can **NOT**
 - Change/add data
 - Change contents of text
- You **MUST** review the proofs during the limited time window (24-72 hours).