TIPS FOR PUBLISHING YOUR RESEARCH
from Author Services at Taylor & Francis
Some questions to think about when you’re choosing the right journal to publish your research in include:

- Is the journal peer reviewed? What is its peer review policy?
- Is it print, online or both? What’s my preference?
- Is my research international? If so, does the journal have an international audience?
- Who is the editor and who is on the editorial board?
- Who publishes in the journal?
- Who reads it?
- What’s the journal’s Impact Factor?
- Is it published by an international association or learned society?
- Is the journal Open Access, or does it have an Open Access option?
- What’s the submission process?

Once you’ve chosen a journal, read the ‘Instructions for Authors’ carefully. Each journal has its own, specific set of detailed instructions, which can be found via a link on the journal’s web page.

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We partner with researchers, scholarly societies, universities, and libraries worldwide to bring knowledge to life. As one of the world’s leading publishers of scholarly journals, books, e-books, and reference work, our content spans all areas of the Humanities, Social Sciences, Behavioral Sciences, Science, Technology and Medicine.

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<th>81%</th>
<th>of authors would rate their likelihood of publishing with Taylor &amp; Francis again as 8 or above”</th>
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<td>Taylor &amp; Francis Author Survey, 2016</td>
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"If in doubt, ask"

Still not sure if you’ve selected the right journal, or if your paper is right for it? Contact the editor who’ll be able to give you advice. You could even send them your abstract for feedback before submitting.
WHAT IS A JOURNAL ARTICLE?

A journal article has a clear structure to its argument, references other literature, offers a concise overview of methods and findings, is accurately referenced, and often bound by a tight word count. Think about the structure of your paper. It should have:

– **Introduction**: Offers a rationale for your paper and an overview to the specifics of the question.
– **Methods**: Describes the method and procedures you used to reach your conclusions.
– **Results**: Your findings should be described and commented on.
– **Discussion**: What are the implications of your findings and their impact?

WRITE FOR YOUR AUDIENCE

Read the articles published in your chosen journal so you know who you're writing for, the interests of the audience and the style of the journal. Plus, read and understand the journal’s aims and scope (on the individual journal page on Taylor & Francis Online), to make sure your research fits.

USE A CRITICAL FRIEND

Let others read your drafts, so they can give you feedback on your paper and you can revise it before you submit it. A fresh pair of eyes can spot things you might have missed.

REACHING THE RIGHT AUDIENCE

Search engine optimization is key to making your paper more discoverable. Start thinking now about these essential points, so you can get them right at this early stage.

- Choose an effective title: be concise, accurate, and informative
- Write an abstract that grabs people’s attention, and succinctly describes your article
- Choose keywords carefully to maximize search returns
- Use these in your title and abstract

PREPARING YOUR PAPER

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How to submit your article

Remember you can only submit to one journal at a time, and your article cannot be previously published, or in press. Once you’re ready, the Instructions for Authors (on every journal’s webpage on Taylor & Francis Online) will guide you through how you should submit your article. The majority of Taylor & Francis journals use online submission systems, which enable journal editorial offices to manage the submission and peer review of articles. Find guidance on how to submit artwork in the right format in the journal’s Instructions for Authors (on each journal’s page on Taylor & Francis Online).

Supplemental material can mean anything from tables to datasets, filesets to presentations, video to audio files. Including supplemental material with your article makes it more discoverable, and should be submitted at the same time as your article.

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Understand your rights as an author, your copyright options and the ethics of publication.

And finally, don’t forget your cover letter.

77% of authors would rate their overall satisfaction with their Taylor & Francis publishing experience as 8 or above* *Taylor & Francis Author Survey, 2016

*on a scale of 1 to 10, 1 being the lowest, 10 the highest.
Most papers will be reviewed by two or more independent referees and ultimately by the editor(s) before a decision is made. The reviewers are active academics or professionals who may be receiving papers to be reviewed from a number of journals. Delays will inevitably occur when reviewers are busy, particularly if the journal has a high number of submissions. Our journal editorial teams endeavor to ensure that peer review is as timely as possible, but if you have a query on the progress of your paper please contact the editor.

**HOW LONG DOES PEER REVIEW TAKE?**

Peer review allows your research to be evaluated and commented upon by independent experts who work within the same academic field. The peer review process can take different forms depending on the preference of the journal:

- **Single-blind**: the reviewer’s name is hidden from the author.
- **Double-blind**: the identity of the reviewers and the authors are hidden from each other.
- **Open review**: no identities are concealed.
- **Post-publication review**: comments can be made by readers and reviewers after the article has been published.

**What are the benefits of peer review?**

- It helps to alert you to any errors or gaps in literature you may have overlooked.
- It helps to make the work more applicable to the journal’s readership.
- It can create discussion between the author, reviewers, and editor around a research field or topic.
- You can receive detailed and constructive feedback on your work from experts in the field.

**GETTING THROUGH PEER REVIEW**

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**THE PEER REVIEW PROCESS**

1. Editor receives manuscript
2. Checks the article fits the journal’s aims and scope
3. Reviewers are selected and receive the paper
4. Reviewers provide editor with comments, suggestions and a recommendation
5. Comments and suggestions are reviewed by the editor and given to the author
6. Amendments are made
7. Proofing and production
8. Article published

**More tips on peer review at authorservices.taylorandfrancis.com/category/understanding-peer-review**

**“72%**

of authors rate their satisfaction with the refereeing process at Taylor & Francis as 8 or above**

Taylor & Francis Author Survey, 2016

*on a scale of 1 to 10, 1 being the lowest, 10 the highest.
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“72% of authors rate their likelihood of recommending Taylor & Francis to a colleague as 8 or above”*
Taylor & Francis Author Survey, 2016

*On a scale of 1 to 10, 1 being the lowest, 10 the highest.
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Taylor & Francis Author Survey, 2016
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