

Date: Tue, 24 Jul 2007 02:36:44 -0500
From: San Francisco Edit <editor@sfcedit.net>
To: krishnja@apsara.barc.gov.in
Subject: Developing an Effective Title

Krishnja
25-6-07

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Fifteen Steps to Developing an Effective Title

San Francisco Edit

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The title defines the contents of your manuscript in as few words as possible. An effective title "sells" your manuscript to the reader immediately and influences whether or not a reader will read the manuscript.

The title is essential in bringing your manuscript to the readers' attention, especially where the database being searched does not include the abstract of the article. It should include all essential words in the right order so the topic of the manuscript is accurately and fully conveyed. An excellent title is the key to ensuring your article will be found. An improperly titled paper may be lost and never reach its intended audience.

Your title will be read by many more people than the rest of your manuscript. Indexing services will use the title to categorize your paper. Authors who cite your paper will include the title in their list of references, which, in turn, will be read by thousands of readers.

1. Write the title early in the writing process and critique it the same as any other section of the manuscript.
2. A title should be the fewest possible words that accurately describe the content of the paper (the recommended length is 10 - 12 words).
3. The golden rule is: Express only one idea or subject in your title.
4. Put an important word first in the title.
5. Use key words which highlight the main content of your manuscript and can be understood, indexed, and retrieved by a database search.
6. Be concise. Omit all waste words such as "A study of ...", "Investigations of ...", "Observations on ...

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- 7. Eliminate redundant words such as verbs and articles so the title functions as a label rather than a sentence.
- 8. Use simple word orders and common word combinations.
- 9. Be as descriptive as possible and use specific rather than general terms: for instance, include the spec drug name rather than just the class of drug.
- 10. Write scientific names in full, for instance Escherichia coli rather than E. coli.
- 11. Avoid using abbreviations and acronyms; they could have different meanings: for instance "Ca" for calcium could be mistaken for "CA", which means cancer.
- 12. Refer to chemicals by their common or generic name instead of their formulas.
- 13. Avoid the use of Roman numerals in the title as they can be interpreted differently: for instance, par III could be mistaken for factor III.
- 14. Do not use words such as "significant", which are considered too strong, state your conclusion too boldly, and trivialize your manuscript by reducing it to a one-liner.
- 15. Make certain that your title and abstract match the final version of your article.

If you need additional help see our other newsletters such as Twelve Steps to Developing an Effective F Draft of your Manuscript at <http://www.sfeddit.net/newsletters.htm> (<http://e2ma.net/go/668383889/559597/19216913/goto:http://www.sfeddit.net/newsletters.htm>).

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Date: Tue, 09 Oct 2007 02:42:05 -0500

From: San Francisco Edit <editor@sfedit.net>

To: krishnja@apsara.barc.gov.in

Subject: Selecting a Journal to Send Your Manuscript

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Where Should You Publish Your Manuscript?

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www.sfedit.net (<http://e2ma.net/go/759482929/651822/22968056/goto:http://www.sfedit.net>)

Choosing to which journal to send your manuscript requires careful thought.

Many people leave the decision until they have written the manuscript. That is fine if you are experienced in publishing. You probably have identified two or three potential journals where to send your manuscript. However, if you are new - or even if you are experienced - in publishing, the more certain you are about which journal you are targeting, the easier it is to write the manuscript.

As will become clear, there are numerous factors to consider when choosing a journal. It is unlikely that one journal will have all of the features you are looking for, so you may have to compromise. However, there is one essential feature you should not compromise on - manuscripts must be peer reviewed for publication if they are to be considered research articles.

Once you decide on a journal, obtain and read that journal's Instructions to Authors. This document describes the format for your article and provides information on how to submit your manuscript.

Decide early before the writing begins. That way you can write for the journal's audience and according to their guidelines.

The following will help you make a short list of potential journals and decide which is the most appropriate and suitable journal for the manuscript you are planning to write:

1. Is the journal peer reviewed? ✓
2. Does the journal currently publish papers on subjects such as yours? If you were looking for papers of your own, in which journals would you look? ✓
3. Which journals have the best reputation for publishing in your field? Ask colleagues which journals they respect. Look at recent articles and judge their importance. Is the Editorial Board composed of leaders in their fields? What is the journal's impact factor? ✓

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4. Which journals are most likely to be cited by others in your field?
5. Is the journal published by a society? Society journals are usually the most prestigious and have the largest circulation. Be wary of new journals (in print or on the internet), especially those not sponsored society.
6. Is the journal indexed in the major electronic databases such as Medline, Biological Abstracts, Chem Abstracts, Current Contents, etc.?
7. Which journals have the kind of expertise that would ensure your paper is given a "fair hearing"?
8. Are there journals whose readership you need/want to influence?
9. How often is the journal published? What is the usual time lag between receiving and publishing papers? Using the "date submitted", the "date accepted", and the date of the issue of published articles you can estimate the length of the review process as well as the time from acceptance to publication in print.
10. Is the journal published in English? English has become the language for international scientific communication. Therefore, if you are interested in communicating to the international scientific community, it is essential to publish in English. If you wish to communicate to a more localized community, you might choose a journal that permits another language.
11. What is the focus of the journal; is it broad or narrow? Which disciplines are represented? What is journal's research orientation; is it basic, theoretical, or applied?
12. Do you like the appearance of published articles - the format, typeface, and style used in citing references? If relevant, does the journal publish short and/or rapid communications?
13. Do the figures published in the journal have the resolution that you need?
14. Is speed an issue? If so, monthly journals have a shorter lag time than quarterly journals.

Once you have decided on a journal, you must obtain a copy of the most recent author guidelines. You usually obtain a copy of the journal's Instructions to Authors on their website or in the first issue of a new volume. You must follow these guidelines explicitly or you might delay the publication of your manuscript.

You should, by now, have some idea about why you want to publish, what kind of paper you will be writing, what your main message will be, who your primary readers are, and which journal you will be targeting.

You are now ready to prepare the first draft of your manuscript. See our newsletter Twelve Steps to Developing an Effective First Draft of your Manuscript at <http://www.sfeddit.net/newsletters.htm> (<http://e2ma.net/go/759482929/651822/22968057/goto:http://www.sfeddit.net/newsletters.htm>).

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Date: Mon, 28 Jan 2008 19:37:19 -0600
From: San Francisco Edit <editor@sfedit.net>
To: krishnja@apsara.barc.gov.in
Subject: Responding to Reviewers

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Responding to Reviewers

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After submitting your manuscript, you will receive a letter from the journal's edit comments from the different reviewers, whose identities are normally kept confidential either reject or provisionally accept your manuscript.

If the editor has rejected your manuscript, there will usually be reasons given for that is the case, you need to assess the reviewers' comments to determine whether you be accepted if you made certain revisions. In the majority of cases, the editor is trying to help you produce a high quality manuscript.

Do not take the reviewers' comments personally. In some instances it might be bad might have just accepted or published a similar study. You can always submit your journal. If you do, it is usually best to take the reviewers' comments into consideration. feel that the reviewers have misunderstood something in your paper, others might do editor believes that the subject of your paper falls outside the scope of the journal in challenging this. You have no choice but to submit your manuscript to another journal.

If your manuscript has been provisionally accepted, you now need to plan a strategy paper and gaining full acceptance. This will include resubmitting a revised manuscript the reviewers' comments.

The following will assist you in responding to the reviewers' comments and resubmit

1. Read all of the comments from reviewers and the editor. ✓
2. Never respond immediately. Allow yourself a few days to reflect on the comment. ✓
3. If the comments from the editor and reviewers can be used to improve your manuscript make those changes. ✓
4. If your manuscript was rejected and you still feel that your work deserves publication quickly to another journal. Some data can become less relevant if too much time passes.
5. If your manuscript has been provisionally accepted, it is a good idea to respond as possible, begin drafting a polite, thoughtful, clear, and detailed response.
6. Be polite. Avoid a defensive or confrontational tone in your response. The goal is to provide helpful information from the comments, adopt any useful suggestions to improve your manuscript, and calmly explain your point of view when you disagree. ✓
7. Respond completely to each comment in an orderly, itemized manner, and, if necessary, include into the letter any substantive changes made to the manuscript. There is no limit to your response. Most editors are willing to read a long and complete response.
8. Change and modify your manuscript where it makes sense. You are not required to accept every suggested change, but you do need to address all of the comments. If you reject a

editor will want a good reason with evidence supported by references. Just because way is not a good enough reason.

9. Reviewers do not always agree with each other, in which case you must make a ch recommendations seem more valid, and note in your response letter to the editor the conflicting advice and made what you think is the best choice.

10. If the reviewer is obviously wrong and has made a mistake, you are entitled to and provide facts that can be referenced.

11. Sometimes you are asked to reduce considerably the length of the manuscript. Y attached to your words and should shorten the manuscript.

12. Ensure that what you say you have done to the manuscript, has in fact been don you follow the journal's guidelines. Editors become irritated when they find that response letter do not match what is in the manuscript.

The process of getting a paper published in a scientific peer-reviewed journal is a rewarding one, once all your hard work finally pays off and the reprints arrive.

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It is time for you to refill the well of your soul, KRISHNAJA. So much of your life is spent in service to others, it is only natural that you will feel drained from time to time. Rather than try to push past this feeling and go on as though nothing were the matter, you should instead consider it a sign that something is amiss in your life. If you are feeling unappreciated, admit it. You have spent too much of your life putting others' happiness before your own. It is time to change your priorities.