Professional Development and Skills Workshop:
Introduction to Scientific Publication

Dates:
Tuesdays from 12-1pm, November 6 – December 11

Involved persons (lead and co-supervisor) & affiliation:
Lead: Prof. Dr. Christina Warinner
Co-instructors: Alexander Hübner, Dr. Irina Velsko
Max-Planck-Institute for the Science of Human History, Department for Archaeogenetics

Involved subjects:
- Selecting a journal
- Writing an abstract
- Preprint servers
- Writing a letter to the editor
- Submission to a journal
- Handling the revision process
- Licensing and open access
- Media and outreach

Number of positions requested:
Limit to 18 participants

ECTS:
Category: Skills / Professional Development
Points: 1

Abstract:
Publishing the results of research studies in scientific, peer-reviewed journals is one of the pillars of academia. Successfully publishing in well-regarded journals has a strong impact on a researcher's career, as publication record is often used as a key metric to evaluate the researcher's academic merit. Beyond the research itself, the process of publishing scientific research typically includes a number of formalized steps, such as preparing a cover letter to the editor, writing a point-by-point response to reviewers, and correcting proofs. These steps are often not taught in post-graduate education programs, but they are highly influential regarding whether or not a research paper will be reviewed by a journal and further accepted for publication. In this course, we will introduce these important steps of scientific publishing, discuss journal selection, manuscript preparation, and submission, and give valuable insights into how to publish successfully. Assignments covering each of these steps will help the participants to become trained and competent in the tasks related to scientific publishing in peer-reviewed journals.

Describe how the project fits the interdisciplinary concept of IMPRS-SHH:
Publishing research results in scientific, peer-reviewed journals is a key aspect of all scientific fields. While there are formatting and content differences between different journals, the process of peer-review itself—which involves an editor and a panel of reviewers—is universal. Therefore, in this course, we will set aside the aspects of publishing that are specific to only certain scientific fields, and instead focus on the general process of submitting a manuscript to and publishing in a peer-reviewed journal.

Syllabus:

1. **Selecting a journal, 6 November**
   a. Introduction and welcome
   b. Assign groups and distribute manuscripts
   c. Scope
   d. Audience
   e. Guide to authors
   f. Word limits, page limits, figure resolution, oh my!
   • *Assignment 1: Manuscript formatting. Due 13 November*

2. **Writing a title and abstract, 13 November**
   a. Evaluation and discussion of manuscript formatting
   b. Choosing a title
   c. What is a running title?
   d. The art of abstract writing
   e. Significance statement: what is the difference?
   f. Selecting your keywords
   • *Assignment 2: Write a title and abstract. Due 20 November*

3. **Cover letter and reviewers, 20 November**
   a. Evaluation and discussion of titles and abstracts
   b. Preprint server – is it right for your manuscript?
   c. Editor selection
   d. Reviewer selection
   e. Cover letter to the editor – the art of persuasion
   • *Assignment 3: Cover letter to the editor. Due 27 November*

4. **Submission and reviews, 27 November**
   a. Evaluation and discussion of the cover letter
   b. Peer review
   c. Editorial decisions: rejection or revision
   d. Rejected: plan B
   e. Revision: Point-by Point
   f. Resubmission
   g. *Assignment 4: Point-by-point (PBP) response and revised cover letter. Due 4 December*

5. **Proofs, 4 December**
   a. Evaluation and discussion of the PBP and cover letter
   b. Submitted, in review, accepted, in press
   c. Proofs
   d. Embargo
   e. Press release
   f. Journalists
   • *Assignment 5: Proofs. Due 11 December*

6. **Publication, 11 December**
   a. Evaluation and discussion of proofs
   b. Licensing – subscription or open access
   c. Creative commons
   d. Article Processing Charge (APC)
   • *Assignment 6: As a team, look up APCs and discuss (in class)*
   • *Have everyone sign up for an ORCID if they don't have one already*