

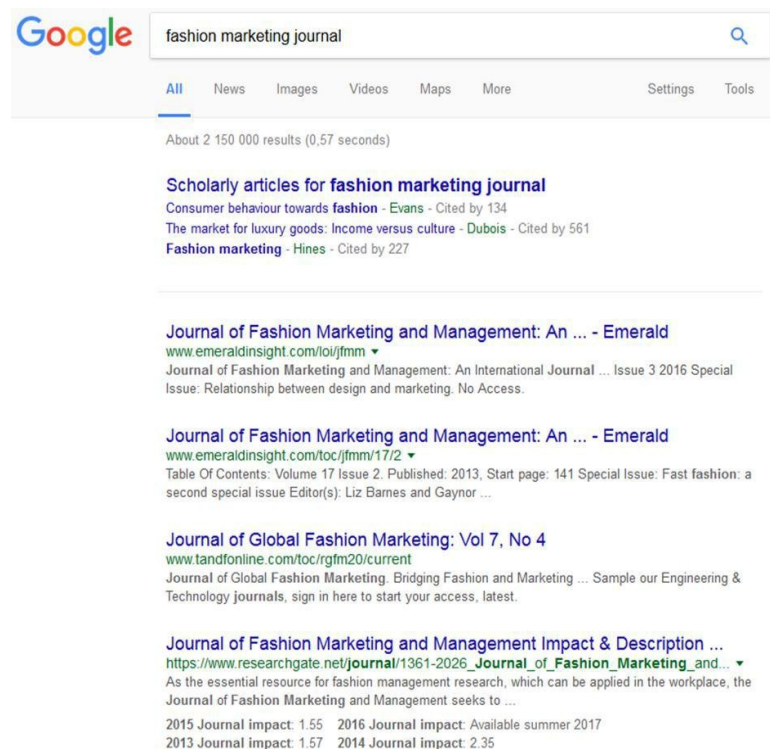
How to Publish in Academic Journals

Step 1(a): Type in the subject area of interest in Google e.g “Fashion Marketing Journal/ Politics Research Journal.”

□ A list of academic and non- academic websites will pop up.

Step 1 (b): Also type in “DHET accredited journals” in Google and download an excel file with a list of DHET accredited journals. Check if your targeted journal is on that list.

* Tip 1: The more a journal fits your paper the more likely the chances of the paper of being accepted and published.



Step 2: Click on any of the “academic websites” as shown in the picture above then search for the journal’s scope (this will inform you if your paper fits the journal well). This will also inform you on the issues that the journal covers.

Step3: Search for “Author Guidelines” (they will allow you to format the paper according to the journal requirements i.e. style of paper, page numbers/ word count, font style and size).

Step 4: Search for the editor’s email address. In some cases the journal might require you to register with it and submit your manuscript online (search for those details on the journal’s website).

* Tip 2: Remember to provide only one corresponding email address on your manuscript cover page (No identifying information must be on the actually manuscript except for the cover page) i.e. names, race or gender of author(s). Reviewers are not allowed to know any of this information with the exception of the editor who actually receives the manuscript(s) from the author(s) and sends to reviewers.

* Tip 3: Download as many papers as possible from the targeted journal so that you become familiar with the kind of papers that the journal publishes.

* Tip 4: Search for the “Journal Indexing/ accreditation tab” on the journal website. This will inform you about the databases in which the journal is indexed (good journals are indexed in IBSS and ISI/ accredited by DHET).

* Tip 5: For new authors it is advisable to start with an IBSS journal (the requirements are less challenging than that of ISI journals i.e. quality of writing is modest and turn-around time is quicker). Tough journals such (ISI indexed journals) could discourage a new author and will not provide enough practice that is needed by new authors.

* Tip 6: After writing the Manuscript never email or share with anyone who is not a co-author before it is published. This reduces the chance of being discouraged and having the manuscript high jacked (you will not be able to publish the manuscript if someone publishes it before you)! However you can make a proof editor sign a confidentiality agreement.

STEP 5: When submitting the manuscript make sure that all the guidelines are carefully followed and most importantly there are no unforced errors such as missing references or grammatical errors. This increases the chances your manuscript being rejected unnecessarily. It is advisable to send a manuscript for professional proof editing before submission.

STEP 6: Send the paper to the targeted journal using a corporate/ university email. Personal emails such as gmail and yahoo usually do not give the best impression to editors of academic journals.

* Tip 7: After sending the manuscript to the journal’s editor “**BE PATIENT**” however request an acknowledgement of receipt. If after 48 hours there still is no response send a follow up email.

STEP 7: If the paper is accepted make sure that all corrections are attended to even if you don’t agree with some of them. Also provide a report clearly indicating all changes made.

* Tip 8: Ensure that in two weeks the revised manuscript is complete and returned to the journal. Delaying the correction of the manuscript increases the risk of the paper being rejected or being left out of the upcoming issue. Some journals will ask the author(s) to re-submit the manuscript as a new submission and this could take another year and potential get rejected.

STEP 8: Never send the manuscript to more than one journal at the same time. There are legal ramifications for doing so.

STEP 9: In the case of a manuscript being rejected “**DON’T BE DISCOURAGED**” use the comments to improve that manuscript so that you can submit it to a different journal.

GENERAL STRUCTURE OF A GOOD MANUSCRIPT IS AS FOLLOWS:

1. Title

2. Authors name (s) and Affiliations (University/ Institution) (COVER PAGE ONLY)

This should be on a “separate page/ cover page” Never put your name(s) or institution’s identity on any part of the manuscript except for the cover page. This could potential lead to reviewer bias. However, editors try to ensure that reviewers do not know the identity of the authors.

3. Abstract and Key words

Good keywords help when researchers search for articles thereby increasing your chances of being cited.

4. Introduction

This section usually requires a lot of citations. This section includes the purpose of the study, motivation, research objectives and contribution of the study.

5. Literature review

This section usually requires a lot of recent citations. This also increases the chances of getting your paper cited.

6. Research Methodology

This is usually one of the most important sections of any manuscript and reviewers pay very close attention to it.

7. Data Analysis and Presentation of Results/ Findings

8. Conclusions, Recommendations/ Implications

9. Suggestions for Future Research

10. List of References

Ensure that the journal specific referencing style is consistently used throughout the manuscript and that all in-text references are found in the list. Most journals prefer sources that are less than 10 years old.

NB// Journals can be very different and all instructions from a targeted journal must be meticulously followed. You cannot use a “one-size fits all approach.”