

Writing and Reviewing Papers for *Medical Physics*

Presenters:

William R. Hendee, Editor

Penny Slattery, Journal Manager

Panelists:

Andrew Karellas, Deputy Editor

David Rogers, Deputy Editor

Editorial Process Overview

- ◆ Authors submit manuscript
- ◆ Journal Manager checks manuscript format/compliance
- ◆ Editor assigns associate editor
- ◆ Associate editor assigns referees
- ◆ Referees submit reviews to associate editor
- ◆ Associate editor makes recommendation to editor
- ◆ Editor makes decision
- ◆ Decision communicated to authors
- ◆ Process may repeat through several iterations



Types of Articles in *Medical Physics*

- ◆ Research articles
- ◆ Vision 20/20 articles
- ◆ Review articles (e.g. anniversary papers)
- ◆ Task group reports
- ◆ Technical reports
- ◆ Technical notes
- ◆ *Medical Physics Letters*



Types of Articles in *Medical Physics*

- ◆ Special reports
- ◆ Correspondence
- ◆ Point-counterpoint debates
- ◆ Editorials
- ◆ PhD abstracts (on-line only)
- ◆ Errata
- ◆ Book reports



Authorship Requirements

- ◆ Substantial contribution to:
 - Conception and design
 - Acquisition of data
 - Data analysis/interpretation
- ◆ Draft/revise manuscript
- ◆ Final approval



Types of Authors



- ◆ First author
- ◆ Co-authors
- ◆ Corresponding author
- ◆ Senior author

Multimedia Submissions

- ◆ EPAPS – Electronic Physics Auxiliary Publication Service
- ◆ Electronic repository for supplemental information
- ◆ EPAPS home page at www.aip.org
- ◆ Examples
 - Movie files
 - Audio files
 - Animated .gifs
 - 3D renderings

Preparing a Manuscript for *Medical Physics*

- ◆ *Medical Physics* on-line submission site

<http://medphys.peerx-press.org/cgi-bin/main.plex>

- ◆ AIP Style Guide

<http://www.aip.org/pubservs/style/4thed/toc.html>

<http://www.aip.org/pubservs/authserv.html>

Supplemental and Multi-media Material

- ◆ EPAPS

<http://www.aip.org/pubservs/epaps.html>

- ◆ Multi-media material

http://www.aip.org/epaps/epaps_multimedia.html



Sections of the Manuscript

- ◆ Cover letter
- ◆ Article file
- ◆ Tables and Figures

References

- ◆ Should be assigned consecutive numbers
- ◆ Should then be listed in the same order on a separate sheet
- ◆ Titles of articles, complete lists of authors, and inclusive pagination must be included
- ◆ A list of standard abbreviations for journal names appears in the AIP Style Manual

Line Numbering Your Article File

- ◆ Reviewers have requested that authors insert line numbering
- ◆ Done for ease of reviewing
- ◆ Authors can use in their point-by-point response
- ◆ Guidelines for line numbering can be found at <http://www.medphys.org/NewInstructions.asp>

Helpful Hints for PeerX-Press

- ◆ For technical help, email pxphelp@aip.org
- ◆ Approve converted files
- ◆ Run Spell Check
- ◆ Check figure numbers
- ◆ Address cover letter to correct Editor
- ◆ Include correct email address
- ◆ Check and double check the presentation of the files

Manuscript Validation by the Journal Manager

- ◆ Initial QC
- ◆ Check for cover letter, manuscript file with title page and abstract included
- ◆ If revision, look for point-by-point response
- ◆ Manuscript file in Word document, single column, double spaced
- ◆ Tables included in article
- ◆ Figures in separate figure files and numbered correctly



Criteria for Associate Editors and Referees



- ◆ Expertise in topic of manuscript
- ◆ Publication experience
- ◆ Maturity in field
- ◆ No conflicts of interest
- ◆ Responsive to previous requests
- ◆ Timely responsiveness
- ◆ Thorough and courteous reviews



Guidelines for Referees



- ◆ Comments to authors and to editor
- ◆ General and specific comments and recommendations
- ◆ Critical and impersonal evaluation
- ◆ Original, unpublished work
- ◆ Accuracy, originality and completeness
- ◆ Clarity and succinctness of writing
- ◆ Grammatical and compositional errors

Guidelines for Referees

(continued)

- ◆ Quality and necessity of illustrations/tables
- ◆ Comprehensiveness of literature review
- ◆ Paper and reference format
- ◆ Relevance of title and structured abstract
- ◆ Appropriateness of subject
- ◆ Negative comments

Common Manuscript Deficiencies

- ◆ Incorrect grammar
- ◆ Illogical composition
- ◆ Obscure writing
- ◆ Verbose writing
- ◆ Deviation from AIP Style Manual
- ◆ Poor illustrations
- ◆ Mathematical errors



Common Manuscript Deficiencies



- ◆ Over-reaching of results
- ◆ Inadequate literature review
- ◆ Plagiarism and self-plagiarism
- ◆ Multiplication of papers
- ◆ Separation of supplemental material

Authors' Response to Reviews

- ◆ Courteous and fair
- ◆ Accept or challenge
- ◆ Annotated response
- ◆ Rapid response (3 month deadline)
- ◆ Decision appeal



What Follows the Decision Process



- ◆ Notification
- ◆ Acceptance letter
- ◆ Manuscript is put in production queue
- ◆ Copy-editing
- ◆ Galley Proofs
- ◆ Author Sign-off



Publication in Journal



- ◆ Accelerated On line publication
- ◆ Appearance in Print