

# Writing and Reviewing Papers for *Medical Physics*

Presenters:

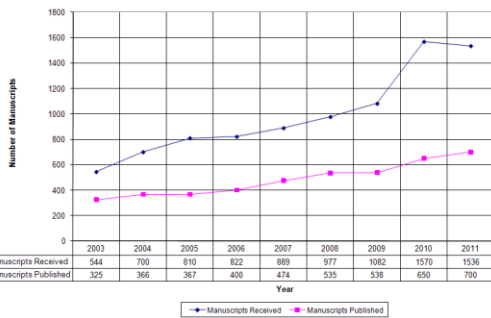
William R. Hendee, Editor  
Penny Slattery, Journal Manager

Panelists:

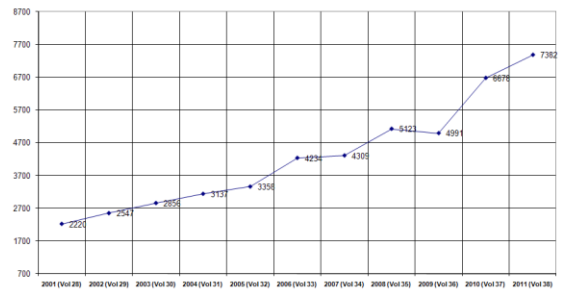
Andrew Karellas, Deputy Editor  
David Rogers, Deputy Editor

The screenshot shows the homepage of the *Medical Physics* journal website. The header includes the journal title and navigation links such as Home, About, Contact, and Archives. The main content area features several news items, including announcements about the 2011 Special Issue of Medical Physics, the 2011 Annual Meeting of the Canadian Association of Medical Physicists and the Canadian College of Physicists in Medicine, and the American Association of Physicists in Medicine 2011 Annual Meeting and Technical Exhibition. There are also sections for 'New web platform for Medical Physics' and 'Editor's Picks'.

Medical Physics Manuscripts (by year of receipt) and Manuscripts published (by volume)  
2003-2010; 2011 pro-rated as of July 1, 2011

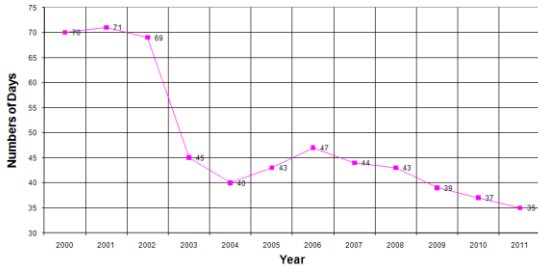


Total Number of Article Pages Published (by Volume)  
2001 to 2010; 2011 pro-rated as of June 30th

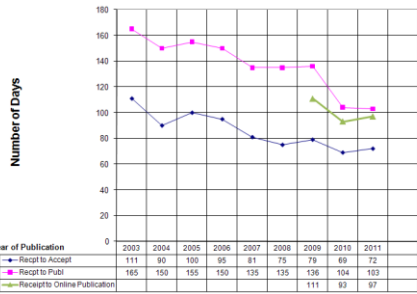


### 1st Cycle Review Times

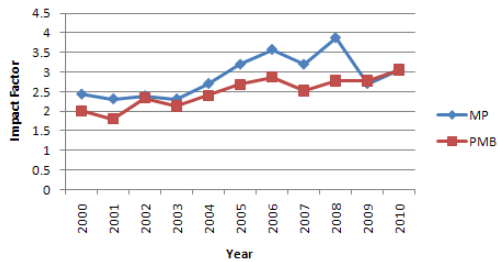
Time from when the Associate Editor is identified to completion of reviews



### Analysis of Receipt to Acceptance and Receipt to Publication for Manuscripts Published 2003-2010; 2011 pro-rated as of June 30th



### Citation Impact Factors



## 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](http://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](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](mailto: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