Writing for Publication Level 3

Publishing Your Dissertation – Preparing and Editing Your Work

Top Tip

Your research is more than likely lengthy in some parts, has a high word count and will include lots of theories. For your research to be published, it is better to cut down the word count to make your research concise and straight to the point. Consider how much detail is needed by looking at your sentence structure and phrasing.

Managing citations

Keywords are used to help others find your work, therefore, it is important these are linked to the main topic of your research.

Choosing effective keywords

Keywords are used to help others find your work, so it is important for them to be related to the main topic of your research.

Top Tip

To select potentially effective keywords, consider using Discover@Bolton or Google Scholar to search for words or phrases that are closely related to your own research topic.

Proofreading your research

After you have edited your work, swap with others that are aiming to publish too. Asking someone else to proofread a draft is a great way to improve your work. Not only will this help develop your perspective, but it will also increase your understanding of academic writing.

Before submitting:

Revisit the journal guidelines and make sure that you have systematically checked your work against these guidelines. Ask a peer to check your work against the journal guidelines and for typing errors.

Top tip: when you have completed your final draft, completely step back from the work and do not look at it for at least a week. Go back to your work and re-read it again. You may spot changes that need to be made that you did not notice previously.

Journals may also require cover letters. Cover letters are important as they may increase the editor's interest in your research. Consider, why will my work be interesting/important to others? Similarly, you may be asked to select individuals to review your work. Therefore, it might be a good idea to choose researchers, who understand your field of research, that can give you an objective assessment of your work.

Before you submit, ask yourself:	
Format: does your work follow all of the journal requirements? Remember word count, page specifics (numbering), spacing, citations, references, script format	☐
Structure: title, keywords, abstract, introduction, method, results, discussion, conclusion, references, appendices	☐
Language and flow: is your work written well? Make sure to check spelling, punctuation and grammar	☐
Graphics: are your tables in the correct format? Is there any requirements to graph titles and captions? Are they clear? Have you used the correct statistics?	☐
Author information: Have you included all of the relevant details? Check the author guidelines for your discipline to make sure	☐
Acknowledgements: did you receive any funding, and have you included the information? Did you need to get permission to reproduce any graphics/ information? Have you used any copyright information or pictures? If so, make sure these are referenced appropriately	☐
Conflicts: have you disclosed all conflicts of interest?	☐
Ethics: have you followed the requirements for ethical guidance?	☐
Cover letter: if the journal requires a cover letter have you included author details? Make sure your cover letter is clear and includes relevance/ impact.	☐

Make sure to include if you have published your work elsewhere if the journal allows this. Have you included any supplementary information that is required?	

To submit:

In order to submit your work for publication, you will need to create an account with the journal. Once you have created an account, you will be provided with specific guidance and the steps to upload all relevant documents for consideration.

Summary

Preparing your work for publication is an important part of the publication process. Most importantly, it is essential to be aware of the author guidelines for information about style and formatting. But in addition to this, to make use of resources at the university such as Student Liaison Officers and Discover@Bolton.

Access LEAP Online at: www.bolton.ac.uk/leaponline