LITERATURE REVIEWING WITH RESEARCH TOOLS, Part 4: Paper submission & dissemination

Nader Ale Ebrahim
LITERATURE REVIEWING WITH RESEARCH TOOLS

Part 4: Paper submission & dissemination

Nader Ale Ebrahim, PhD
Visiting Research Fellow
Centre for Research Services
Institute of Management and Research Services
University of Malaya, Kuala Lumpur, Malaysia

aleebrahim@um.edu.my
@aleebrahim
www.researcherid.com/rid/C-2414-2009
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23rd May 2017
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Part 4: Paper submission & dissemination

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=======================================
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Abstract: “Research Tools” enable researchers to collect, organize, analyze, visualize and publicized research outputs. Dr. Nader has collected over 700 tools that enable students to follow the correct path in research and to ultimately produce high-quality research outputs with more accuracy and efficiency. It is assembled as an interactive Web-based mind map, titled “Research Tools”, which is updated periodically. “Research Tools” consists of a hierarchical set of nodes. It has four main nodes: (1) Searching the literature, (2) Writing a paper, (3) Targeting suitable journals, and (4) Enhancing visibility and impact of the research. In this workshop some tools from parts 3 & 4 (Targeting suitable journals & Enhancing visibility and impact of the research) will be described. The e-skills learned from the workshop are useful across various research disciplines and research institutions.

Keywords: Literature review, University ranking, Improve citation, Research impact, Open access, h-index, Research Visibility
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Manuscript preparation procedure

Planning stage
Identify questions to be answered, analyses to be reported and target place of publication

Set framework for document (page size, outline, headings, ...)

Outline structure, construct tables & figures

Grotty first draft

Use journal checklists and instructions to authors

Presentable second draft

Circulate to coauthors

Good third draft

Circulate to peers and coauthors

Excellent fourth draft

Final document
Submit

Polish up presentation, revisit checklists

Source: Adapted from Davis (1997)


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Manuscript submission procedure

• Read the Authors’ Guideline carefully and prepare your manuscript accordingly;
• Make sure the paper is thoroughly edited and proofread before submission;
• Manuscripts should fully conform to the word limits;
• All people who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorized by all co-authors;
• If all or parts of previously published illustrations are used, permission must be obtained from the copyright holder concerned;
• Follow online submission instructions.
Author Self Check

Is the title of the paper well described clearly and shortly?
Is the abstract addressed the summary of the manuscript?
Are the keywords selected wisely?
Is the content of the paper treated original and innovating?
Is the methodology well discussed (clear and accurate)?
Are the paper structure and all figures well designed?
Are all tables and figures in the paper useful and commented in the text?
Cheklist

Are the parameters, legends and units well described in the figures and its axis?

Is the nomenclature in the paper well described in the equations and the text?

Is the introduction of the paper dealt the relevant topics?

Are the experimental apparatus and procedure clearly described?

Are the conclusions supported by derived results of this work?

Are the references used latest and appropriate?

Is the standard language used?
Cover Letter Development

Highlight the importance of your research and its interest to readers

*W*rites the cover letter for submission to your target journal:

• *Explains the novelty and significance of your research*

• *Identifies why the research is important to the readers of the journal*

• *Conforms to the guidelines of the target journal*

• *Includes necessary acknowledgments, statements and declarations*

• *Incorporates author’s recommended reviewers*

Source: http://www.edanzediting.com/services/cover_letter
Cover letter

• Research background,
• Innovation and significance of the research,
• Latest publications
• Relationship to prior publication
Acceptance Procedure

Source: http://www.phdontrack.net/share-and-publish/submitting-articles/
Most scientists regarded the new streamlined peer-review process as ‘quite an improvement.’

Source: http://rmimr.wordpress.com/category/quality-measures/citation-impact/
We receive manuscripts with the understanding that they are not under consideration elsewhere and that the substance of the data or analysis has not been published previously. Submissions undergo a two-tiered review. They are screened initially by the editorial staff for overall quality and interest; about 70% are rejected at this stage, and the author is notified within eight weeks of submission. The surviving submissions undergo double-blind peer review by at least two experts in the field. Authors of articles sent for review can expect to receive critiques of their manuscript four months after submission, with guidance from the editors as to whether to proceed with a revision.

Source: http://www.guttmacher.org/guidelines/guidelines_ipsrh.html
Elsevier Journal publishing volume

- 1,000 new editors per year
- 20 new journals per year
- 600,000+ article submissions per year
- Organise editorial boards
- Launch new specialist journals
- 200,000 reviewers
- 1 million reviewer reports per year
- 40%-90% of articles rejected
- 11 million articles now available
- 11 million researchers
- 5,000+ institutions
- 180+ countries
- 400 million+ downloads per year
- 3 million print pages per year
- 280,000 new articles produced per year
- 190 years of back issues scanned, processed and data-tagged


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The following graphic illustrates the stages illustrates the process, together with some statistics, for Emerald's journal International Journal of Service Industry Management (kindly supplied by the editor, Robert Johnston).

Source: http://www.emeraldinsight.com/authors/guides/promote/review.htm

Review 1  (5 reviewers) = 251  12231 words  Major correction
Review 2  (5 reviewers) = 118  4286 words  Major correction
Review 3  (3 reviewers) = 67  1350 words  Minor correction
Review 4  (2 reviewer) = 64  1540 words  Minor correction
Review 5  (1 reviewer) = 19  293 words  Minor correction

Total = 519 questions!

19693 words (answer) only for a paper with 3000 words!!
Peer review process flowchart

Source: http://www.elsevier.com/reviewers/reviewer-guidelines
Acceptance Procedure

- **Editor-in-Chief** tests the manuscript according to the several criteria of subject **scope**, **style**, **apparent technical validity**, **topical importance**, **relationship to prior publication**, **conciseness**, **appropriate references**, and **length**. Papers that vary widely from the prescribed archival style (those written as speeches, ill-defined manuscripts, progress reports or news releases, or those strongly flavoured with advertising) will not be considered for publication.

- **Associate Editor (Editor)** evaluates the paper according to the same criteria and, in most cases, has the paper sent to one or more reviewers in the field (usually two) for confidential review. The Associate Editor may, however, at his or her discretion, accept the paper without review, reject it giving explicit reason, or request that the author prepare it in a different format.
The reviewing process
Each paper is reviewed by the editor and, if it is judged suitable for the publication, it is then sent to two referees for double blind peer review. Based on their recommendations, the Editor then decides whether the paper should be accepted as is, revised or rejected. The Editor may, however, vary this process in some circumstances.

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The editor may make use of iThenticate software for checking the originality of submissions received. Please see our press release for further details.
Two cancer papers retracted because authors “are unable to guarantee the accuracy of some of the figures”

UK researcher who faked data gets three months in jail

Retraction 12 appears for Alirio Melendez, this one for plagiarism
Similarity score

The similarity score indicates how similar this paper is to other papers, with values ranging from 0 (no similarities) to 100 (completely the same). High scores, e.g., above 30, may indicate that parts of the paper have been copied from elsewhere.
Check plagiarism first

- **Example 1** (Text with references)
- **Example 2** (Text without references)
- **Example 3** (Text with references-Checked with Turnitin)
Acceptance Procedure Con.

- **Reviewer** is asked to judge the technical validity of the manuscript and the extent of its advance over work previously published. The reviewer is asked also for advice as to whether the paper merits publication in the journal. However, the decision to publish, to require major revision before publication, or to reject for reasons cited lies first with the Associate Editor and ultimately with the Editor-in-Chief.

- **Editorial Decision to Accept or Reject** - The Editors will inform the author of their decision (acceptance, conditional acceptance, or rejection). In the case of rejection, the author will be given *specific reasons related to the criteria*. In the case of conditional acceptance, the required revisions will be clearly indicated. On some occasions, the Editors may anticipate a need for further reviews after revision; if so, the author will be notified.
What are the criteria by which the paper will be judged?

• Is the subject appropriate to the editorial aims and scope of the journal?
• Originality: does the article say something original, does it add to the body of knowledge, etc.? If a case study, is this its first use?
• Research methodology: most journals are concerned about this, as would be expected for an academic publisher. Is the research design, methodology, theoretical approach, critical review, etc. sound? Are the results well presented, do they correlate to the theory, and have they been correctly interpreted? Is the analysis sufficiently rigorous?
• Is the paper set in the context of the wider literature, are there sufficient relevant citings, are these well referenced and are other people's views credited?
• Is the paper accurate, is any information missing or wrong?
• Is the structure logical, is the sequence of the material appropriate, is there a good introduction and are the summary and conclusions adequate?
• Does the title of the article accurately reflect its content?
• How useful would the article be to a practitioner, is it a useful example of "good practice"? Could the study be replicated in other situations?
• Is the material clearly presented, readable? Are graphs and tables used to good effect? Is the level of detail appropriate? Is the use of terminology appropriate to the readership?
• Is the perspective appropriate for an international audience?
• Questions of format: are the abstract, keywords etc. appropriate?
• Is it an appropriate length (note: many journals will stipulate length requirements in their author guidelines)?

Source: http://www.emeraldinsight.com/authors/guides/promote/review.htm
Compatibility with the journal topics
Scientific level
The clear answers to the questions:
- What is the problem?
- What is done by other people?
- What the author did?
- What is new?
- What is the author contribution?

Organization of the paper:
- problem statements,
- application area,
- research course,
- methods used,
- results,
- further research,
- interest in cooperation,
- acknowledgements,
- references

Language:
- spelling,
- style,
- grammar
Acceptance Procedure Con.

- **Author** - If the paper has been rejected or if extensive revisions have been requested that the author believes are incorrect or unwarranted, then he or she is entitled to submit a point-by-point rebuttal to the Editor’s statement of reasons and the reviewers’ comments.

- **Editors** - The rebuttal then is analyzed by the Editors, and a decision is made. In rare cases of a complex point of dispute, the Editors, at their discretion, may mandate additional reviews. In no case shall a paper go through more than two reviewing cycles before a decision is given.

- **Editor-in-Chief** - If the dispute still remains unresolved,

then the decision of the Editor-in-Chief is final and overrides all other considerations.
Acceptance Procedure Con.

• **Rebuttal by Author (for rejected paper)** - In the confrontation between the rejection statement and the rebuttal statement, the decision goes in favour of the author if the dissenting reviewer’s case is not clearly convincing.

• **Authors** who are requested by Editors to revise their papers must make an effort to accomplish the requested revisions in the stated period, which normally is **four weeks for major revisions, two weeks for minor revisions**. If the author does not respond to the subsequent inquiries, the paper will be regarded as withdrawn. Normally, an author who has good reason to request a time extension will be granted such an extension.
• **Reviewer** who feels strongly that a particular paper should not be published may be given the opportunity, if the Editor decides nevertheless to accept it, to write the criticism as a **Technical Comment**. The author then is allowed to write a closing response for publication in the same issue as the Comment.

• **Formal acceptance** will not occur until the author has complied with all of the revision requests (if any) made by the Associate Editor or the Associate Editor has accepted the author’s rebuttal, and the author has prepared the paper in the Journal Manuscript Style and Format.
Acceptance Procedure Con.

• When a paper is formally accepted, it will be scheduled for publication in a forthcoming issue, and the author will be so informed. Depending upon the number of papers awaiting publication and the projected size of issues, this may require that papers be scheduled several issues ahead. Editor-in-Chief also may designate certain special-category papers for immediate publication.

• Page proofs will be made available to authors for correction and release prior to scheduled publication. Authors should inform the Journal department of any anticipated change of postal or e-mail address between acceptance and page proof time. Authors are expected to read and release their proofs in seven days or less.
• **Overscheduled** - To allow for late or non-release of proofs by authors and to provide the flexibility to meet issue-length and topic-mix constraints, issues will be overscheduled by about 25%. Thus, there will always be a certain number of papers held over for the next issue. Papers not published in the issue for which they were originally scheduled will have first priority for publication in the following issue.
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3. Go through the entire text. Please ensure that your corrections, if any, are kept to a minimum.
4. On completion, you can save and submit the document. Once you have submitted your corrections, no further changes are allowed.

Our 4 Step Process for faster Publication

1. Check Surnames
2. Answer Queries
3. Proofread Text
4. Submit Correction
Example - Proofing Instructions

The proofreading stage is intended to catch any errors in the galley's spelling, grammar, and formatting. More **substantial changes** cannot be made at this stage, unless discussed with the Section Editor. In Layout, click on VIEW PROOF to see the HTML, PDF and other available file formats used in publishing this item.

**For Spelling and Grammar Errors**

Copy the problem word or groups of words and paste them into the Proofreading Corrections box with "CHANGE-TO" instructions to the editor as follows...

1. CHANGE...
then the others
TO...
than the others

2. CHANGE...
Malinowsky
TO...
Malinowski

**For Formatting Errors**

Describe the location and nature of the problem in the Proofreading Corrections box after typing in the title "FORMATTING" as follows...

3. FORMATTING
The numbers in Table 3 are not aligned in the third column.

4. FORMATTING
The paragraph that begins "This last topic..." is not indented.
Referee's Report Form

Please kindly complete the following form and submit. Referee report received after ten days from the date shown above will not affect the decision of acceptance or rejection of the article. An average rating of 6 is required for the acceptance of the article.

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<th>Review Comments</th>
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</table>

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Reviewer Guidelines

1. A general rule is "Don't spend more time reviewing the submission than the author spent writing it." If you find that a submission has so many problems that it would require a complete rewrite to save it, make a reasonable number of comments and reject the submission.

2. If you review a submission that is excessively similar to previously published submissions (or you have reason to believe that the submission has previously been published), please note this to Editor.

3. Editorial comments are helpful to authors. However, readability is a factor in a good submission. If the use of language is so poor that it makes reading difficult, please note this in your comments and reflect it in your ranking.
Reviewer comments

- Reviewer’s Evaluation Report (Reject)
- Reject - does not comply with the aims and scope
- Reject with helpful comments-1
- Reject with helpful comments-2
- Reject with helpful comments-3
- Requires Major Revision
- Moderate Revision
• Some suggestions
• The manuscript needs a substantial improvement
• Acceptable for publication
• Not acceptable for publication
• Cannot accept your manuscript
• Major correction—References (not already cited in the paper)
Revised version

- **Step by step corrections** (with minor modification)
- **Step by step corrections base on reviewer's comments**
- **Compare the old and the new version of paper** (with major modification)
- **Response to the editorial issues**
Henson’s Tips to Writers

• do not fear rejection--it is part of the writing process
• do not be preoccupied with telling readers everything you know--instead help readers discover insights
• target your articles to journals that have an acceptance rate of at least 20%
• do not be afraid to call the editor of the journal
• stay within the preferred article length of the target journal
• write what you have to say and then edit your manuscript several times, eliminating everything that's unnecessary
• always say yes to rewriting parts of the manuscript if requested to do so
• avoid jargon
• follow the journal's guidelines
• do not make technical and grammatical errors
Target suitable journal
Where to publish?

Visibility
- In Web of Science/Scopus?
- Google/Google Scholar visibility
- Does funder require open access publishing?

Subject coverage
- In Ulrich's/DOAJ journal catalog?
- ISSN number?
- Copyright policies?

Publisher
- Are researchers in your field publishing in the journal and do they follow the journal?
- Is it aimed at the audience you want to write for?

Editorial board
- Language
- Peer review
- Impact factors
- Publication Forum level


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**Paper abstract**

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Simply insert your title and abstract and select the appropriate field-of-research for the best results.

Paper title
Enter your paper title here

Paper abstract
Copy and paste your paper abstract here.

Fields of research
Optional: refine your search by selecting up to three research fields

- Agriculture
- Economics
- Materials Science and Engineering
- GeoSciences
- Humanities and Arts
- Life and Health Sciences
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### Journal Selector

Learn more about our Journal Selector

#### Edanz Journal Selector beta

**Your target journal in minutes not days**

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## Springer Journal Selector Beta

Choose the Springer journal that's right for you!

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Perfect Match: EndNote’s latest feature matches article drafts with publications

Find the Best Fit Journals for your Manuscript

Enter your Manuscript Details:

*Title:
Type your title here

*Abstract:
Type your abstract here

*required

References:
Select Group

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Perfect Match: EndNote’s latest feature matches article drafts with publications
Where should I submit my publication?

If you want your article to …

- Publish in most influential or highly cited journal
  - Use Impact Factor or
  - 5 Year Impact Factor (for subjects need longer citation period, e.g. GEOLOGY or MANAGEMENT or SOCIOLOGY, etc)

- To reach out to readers and be read immediately
  - Use Immediacy Index

- Stay active in journal collection
  - Use Cited Half Life

Note: The above only serves as general guidelines, deeper understanding of JCR, the subjects and dynamic publication cycles are crucial when deciding where to publish your paper.
<table>
<thead>
<tr>
<th>Factor</th>
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<tbody>
<tr>
<td>Journal impact factor</td>
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<tr>
<td>Journal prestige</td>
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<tr>
<td>Relevance of research topics</td>
</tr>
<tr>
<td>Acceptance/rejection rates</td>
</tr>
<tr>
<td>Size of print circulation</td>
</tr>
<tr>
<td>Manuscript turnaround time</td>
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<tr>
<td>Editors characteristics</td>
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<tr>
<td>Quality of reviewer comments</td>
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<tr>
<td>Previous experience with publishing in the journal</td>
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<tr>
<td>Colleagues' recommendations</td>
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<tr>
<td>International status</td>
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<tr>
<td>Open access</td>
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<tr>
<td>Publication charges</td>
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<tr>
<td>Promotion at social platforms (eg Facebook, Twitter)</td>
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<td>Press attention to the journal</td>
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Identifying Key Journals in the field: Search keywords on WoS
Identifying Key Journals in the field: Check the highest “Record Count”

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<tr>
<th>Source Titles</th>
<th>Record Count</th>
<th>% of 768</th>
</tr>
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<td>2.214 %</td>
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<td>PROCEEDINGS OF THE INTERNATIONAL CONFERENCE ON SCIENTOMETRICS AND INFORMATICS</td>
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<td>1.563 %</td>
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Identifying Key Journals in the field: Select the JCR “Categories By Rank”
Identifying Key Journals in the field: Select the JCR Category

BIOLOGY
The Biology category includes resources having a broad or interdisciplinary approach to biology. In addition, it includes materials that cover a specific area of biology not covered in other categories such as theoretical biology, mathematical biology, thermal biology, cryobiology, and biological rhythm research.

<table>
<thead>
<tr>
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Identifying Key Journals in the field: Ranked by Impact Factor
Identifying Key Journals in the field: Search keywords on SCOPUS
Identifying Key Journals in the field: Check the “Source Title”

<table>
<thead>
<tr>
<th>Source Title</th>
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<tbody>
<tr>
<td>Scientometrics</td>
</tr>
<tr>
<td>ENR Engineering News Record</td>
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<tr>
<td>Journal of the American Society for Information Science and Technology</td>
</tr>
<tr>
<td>Journal of Informetrics</td>
</tr>
<tr>
<td>Modern Healthcare</td>
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</table>
CiteScore 2015 methodology

CiteScore 2015 counts the citations received in 2015 to documents published in 2012, 2013 or 2014, and divides this by the number of documents published in 2012, 2013 and 2014.

3-year publication window
The 3-year CiteScore time window was chosen as a best fit for all subject areas. Research shows that a 3-year publication window is long enough to capture the citation peak of the majority of disciplines.

<table>
<thead>
<tr>
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</table>

**Frequency**

<table>
<thead>
<tr>
<th></th>
<th>CiteScore</th>
<th>CiteScore Tracker (on Scopus.com)</th>
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<tbody>
<tr>
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<tr>
<td>Updates</td>
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<td>Monthly</td>
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</table>

**Document types**

All types of documents (research articles, review articles, conference proceedings, editorials errata, letters, notes, and short surveys) are included in the CiteScore calculation. Although articles in press are included in Scopus they are not included in the calculation.

Source: https://journalmetrics.scopus.com/
Identifying Key Journals in the field
Select the Subject Area on **Scimago Journal & Country Rank**

Subject Area: Biochemistry, Genetics and Molecular Biology.
Subject Category: Cell Biology.
Year: 2014.

**Related product**

<table>
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<tr>
<th>Title</th>
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<th>Total Docs. (3 years)</th>
<th>Total Refs.</th>
<th>Total Cites (2years)</th>
<th>Citable Docs. (2years)</th>
<th>Cites / Doc. (2years)</th>
<th>Ref. / Doc.</th>
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<td>Nature Reviews Molecular Cell Biology</td>
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</tbody>
</table>
Improve the impact of your paper
1. Preparing an article

Source: Building a professional identity: from research to impact | April 16, 2015. Manon Burger Project Manager Marketing Communications Elsevier Journals
33 Tips to Maximize Articles’ Citation Frequency

- Self-archive articles
- Keep your professional web pages and published lists up to date
- Make your research easy to find, especially for online searchers
- Deposit paper in Open Access repository
- Contribute to Wikipedia
- Start blogging

33 Tips to Maximize Articles’ Citation Frequency

- Join academic social networking sites
- Link your latest published article to your email signature
- Create a podcast describing the research project and submit the podcast to YouTube or Vimeo
- Make an online CV.

My recent publications
Questions?

E-mail: aleebrahim@um.edu.my

Twitter: @aleebrahim

www.researcherid.com/rid/C-2414-2009
http://scholar.google.com/citations

Nader Ale Ebrahim, PhD

Centre for Research Services
Institute of Management and Research Services
University of Malaya, Kuala Lumpur, Malaysia

www.researcherid.com/rid/C-2414-2009
http://scholar.google.com/citations
References


3. Building a professional identity: from research to impact | April 16, 2015. Manon Burger Project Manager Marketing Communications Elsevier Journals


My recent publication:

My recent presentations:
5. Ale Ebrahim, Nader (2017): Citation Tracking for Future Collaboration and Improving H-index. https://doi.org/10.6084/m9.figshare.4982114.v1

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