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Preparing a Manuscript and Selecting a Journal

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Abstract

This paper looks at critical areas one must consider while preparing a manuscript and selecting a Journal. A good paper may be rejected if the author fails to take note of certain conditions given by the end journal. The paper briefly, highlight those conditions. Author are advised to always carefully proofread their manuscripts and make appropriate corrections before determing whether it is good enough to be published or not.

Introduction/ Discussion

The general rules for preparing an article manuscript for publications are very simple: type neatly on 20-1b, white 8.5 by 11 inch bond (not erasable bond) paper, double space (text notes, and bibliography), and leave ample margins on all four sides (at least 1 inch). If you use a computer, print the article on a letter-quality printer if possible, butat least make sure that the print is dark enough to photocopy well. it is usually all right to send a photocopy if it is good quality and on ordinary paper. Carbon copies are ot acceptable. some people argue that sending the original assures the editor that you are not submitting the article elsewhere. The fallacy of this argument is obvious, particularly in the are of word processing.

Beyond these commonsense requirements, be sure to follow the instructions provided by the journal to which you are submitting the paper. Specifically, if the format includes notes in a particular style, comply with these conventions. Confroming to a given

footnotes style can be a nuisance if journals in your field do not agree on which style to use. if you have access to a computer, however, it is not that difficult to change from one footnote to another, some word-processing programs have the basis style built in. if the editor wants two copies of your manuscript, send two copes. f the journal publishes abstracts, prepare one. If quotations must be in English, provide translations. if the Journal follows the style book of the Modern language Association American Psychological, Council of Biology Editor, or some other professional organizations, or it has its own style sheet, get the style guide and follow it.

Proofread the manuscript carefully and correct it neatly. Make sure you have a printed copy of your own, even if the manuscript is also on a computer disk. If you send your manuscript on a disk, keep a backup disk as well as a printout.

Unless you are told otherwise, be sure to provide a title page with your name, address, and article title. Repeat only the title on the first page of the text. Do not put your name on each page, since this makes it difficult to implement blind reviewing, in which the referee is not told the author's identity. Mail the manuscript flat and not folded, and enclose both a self-addressed enveloped of appropriate size and return postage. Send it first class. If you want reassurance that the manuscript arrived safely, send it by certified mail with a return receipt or enclose a self-addressed, Stamped postcard, Journals should automatically acknowledge receipt of submissions, nut not all of them do. The Africa Journal of information and Knowledge Management and the Nigerian Journal of Library, Archival and Information science published by information and knowledge Management consults acknowledge all receipts promptly.

You need not enclose a cover letter unless you have something specific to tell the editor. For example, if you have sent photocopy of artwork might want to let the editor know that have the originals and will obtain permission to used them.

Some Journals do not accept printed text. In that case, manuscript are sent online, other wise they are rejected without any further explanations. Author are advised to adhere strictly on (by) the Journal's polcy.

Few journal tolerate multiple submissions, because you can send your work to only one journal at a time, you shold choose carefully, the best way to decide where to submit an article is to look through the journals you read regularly. As long as you are writing in the the mainstream of your own discipline. If, however, you have ventured into new territory, you will have to do some exploring. Investigate journals cited in your manuscript first. Many field-specific guides to journals are published and you should first, many field –specific guids to journals are published and you should consult them. This rooting around will produce a list of journals that cover your subject area. The guides will often further information, such as maximum length of articles, usual time for review, preferred styles, and percentages of submissions accepted. Because journals frequently change editors and addresses, however, and because

policies change, you should always consult the latest issue of the journal to verify its current location and staff. Most journal (s) editors do not welcome query letters, so it is up to you to decide whether a journal is appropriate or not. If a journal regularly publishes articles in your field of the same length and scope as yours, the it is appropriate. Do not , for example, submit a bibliographical review to a journal that never includes such reviews, even if it does include other sorts of articles in the the same field. When you have a list of journals, look at the current issue of each. Many journals include a description of editorial requirements; all provide an address to write to if such information is not published. You may have to eliminate some journals from your list, because your articles is too long or short or because your article is illustrated and they do not accept artwork. Perusing a few issues may also disclose an ideological or theoretical bias that renders the journal unsuitable. You may decide to eliminate others because they seem sloppily produced or edited. Take a look at the date schedule. If, contrary to the norm, the journal's note to contributors or directory listing indicates that the editor does expect a query letter, composed a brief one that includes the subject of your articles, why you believe it is suitable for the journal, and why it is worth publishing. Also include a physical description (length, illustrated or not, how many others, and so forth). If your manuscript is on a computer disk, say so. You may send such query letters simultaneously to as many journals as you like; the single-submission rule applies only to the full manuscript.

In deciding where to submit, you first may want to figure out whether to choose a less prestigious journal that you thing will probably accept your article or begin by trying for one of the big names. The decision will depend on your own impression of how administrators evaluate publications, on how much of a hurry you are in, and of course on how much you yourself value publication in a major journal represents your best bet. Journals are quirky, and you may find your work rejected in the minor leagues and accepted in the majors. Whenever possible, choose a referred journal that is, a journal whose submissions are reviewed by outside readers in addition to the editor. Most universities distinguish between articles in referred and non-referred journals when awarding tenure and raises, but many do not distinguish among referred journal. Out can find this out from your colleagues and chair.

Your colleagues are also a good source of information on how prompt a journal is about refereeing, how quickly articles are put into prints, and how well promises are kept, you should take much of this information with a grain or two of salt, since horror stories abound. If you get consistent accounts of mistreatment by a journal, put it low on your list.

You also may want to ask one or two colleagues to read your articles before you send it off. You probably know who is likely to be helpful in providing suggestions on content, organization and writing. If you do this, however, be prepared for criticism

and accept it graciously. If you just want a pat on the back or uncritical encouragement, read the articles to your dog. After reading the manuscript, your colleagues may suggest a journal that you had not thought of. Do not take the suggestion without checking the journals yourself for appropriateness and editorial requirement.
Another way to get criticism of you work is to present the paper at a national meeting or at a less formal colloquium. Some writers regard such public presentation as insurance against plagiarism by referees. Such dishonesty is too rare, however, to make this a genuine concern.

Conclusion

Authors need not to be in a hurry in preparing a manuscript for publishing. They have to give their work careful attention and quality time. Proofreading one's work several times is necessary. After doing a thorough paper, selecting appropriate journal is another important decision to take because a good paper my be rejected by a journal if this paper does not meet it requirement.

Further Reading

Utor, J.K (2016). writing strategies. Eagles prints, Makurdi, Nigeri.
Yuksel, A (2007). Writing publishable papers, Tourism management Journal, 24, 437-446.
This short articles is a guide to those who intend to write publishable papers.