Workshop on Writing & Publishing

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1 Interrogating Online Publishing- 28th August 2019

Esther Obachi– Digital Content Manager UoN

1.1 Introduction

1.1.1 Reasons for learning publishing

Education policy - PhD students must publish 2 papers before graduation, Masters 1 paper

Too many academic authors against few journal titles -

Genuine publishers – which ones? Hight Impact journals?

Con publishers – Predatory publishing. Based on ignorance

1.2 Interrogating online publishing platforms

- Look for ISBN Number
- Google for predatory sites
- References – Start from papers you have referenced in your paper.
- Supervisor
- Peers
- Google
- Some sites may guide.
- Quality – is it indexed in Web of Science; PubMed: AJOL- African Journals Online (quality journal); PLOS – registered by platform
- Currency – How current is it?
- Transparency – talks about the copyright. Who owns the copyright?
- Validity – credentials of publishers and editors – fictitious authors
- Coverage – depth/level of coverage ownership
- Relevancy – is it in the journal in the topic of interest?
- Ownership/maintenance – quacks..

1.3 Publishing Platforms Examples

- IOSR – International Organisation of Scientific Journal
- International Journal of Innovative research and knowledge
- Full – thesis as it is in the content page – see fonts are they similar or different (red flag)
- Genuine names - Fictitious names (red flag) i.e. Prof. Dr. Muthomi Munyua (2 titles is such as Dr. and Prof. also a red flag): Doctors with PhD should write their names then followed by the name *PhD* i.e. Dr. Muthomi Munyua, PhD
- Grammatical mistakes
- Spelling mistakes
- Quick to publish
- A lot of guidance on how to make the payment.

1.4 Helpful sites in addressing scammers

- Con publishers
- Writer beware
- Science Fiction & Fantasy Writers of America
- Just Publishing Advice

1.5 Good sites

- DOAJ – Directory of Open Access Journals
- OASPA – open access scholarly publishers association
- WAME – World Association of Medical Editors
- STM (Internal Association of Scientific, Technical & Medical Publishers)

1.6 Hands on

- Look at the editors – final decision makers on the articles
- Search the editors and google them – see if they are the same people
- Predatory publishers usually have very many topics that they are publishing i.e. IOSR Journal publish very many topics i.e. Medicine, Physics, Civil Engineering, Dentistry.
- SABINET – list of journals sponsored by the government of South Africa
- Check AJOL for African Journals
- AJOL has its articles listed in DOAJ
- Beall's List – List of Predatory Journals
- Stop Predatory Publishing
- Predatory conferences, predatory publisher, predatory journals

Deputy Director – Administration, Library & Information Systems, UoN – Harun Mugo

Welcome Note

2 Publish or perish – Afternoon Session

Evolution of academia

Publish, Publish or Perish, Publish in High Impact Briefs or Perish, Publish in High Impact Journals and maybe you won't perish.

Media

2.1 Choosing a Journal

Springer, Elsevier, Scimago

3 Introduction to Scholarly Communication – Prof. Kwanya

Publish research findings so that they are available to the wider academic community.

System through which research and other scholarly writings are created, evaluated for quality, disseminated to the scholarly community.

Parties: researchers (not lectures, not students), funders/sponsors, peer reviewers, editors, publishers, libraries, academic institutions, professional associations. Research is a scientific investigation. Peer review – quality assessment (blind peer review, double-blind peer review, open)

Publishers give visibility.

Professional associations contribute peer reviewers or fund the publishers.

3.1 Purpose of scholarly communication

- Dissemination of research output
- Diffusion of new knowledge
- Preservation of research output
- Validation of research output
- Enhance research process
- Improved quality of research
- Increased wellbeing of society

3.2 Scholarly Communication process

- Discovery & Dissemination
- Research, Data Collection & Analysis
- Authoring
- Peer review
- Publication
- Discovery & Dissemination

3.3 Scholarly Communication Channels

- Peer reviewed journals
- Academic Conferences
- Academic monographs (edited books)
- Theses/dissertations (you may site even though they are not published)
- Institutional repositories
- Social networking sites
- Patents – commercialisation (challenge driven research)
- Working papers (Works in process)
- Sentiment (pure blue-sky research)

3.4 Scholarly Communication Articles

- Research papers – most important in Kenya in terms of promotions
- Review papers – get more citations
- Feature papers
- Opinion or commentary
- Book review
- Editorial
- Perspectives or insights
- Posters – work in procession (graphical presentation)

4 Publishing

4.1 Process

- Author submits manuscripts
- Journal editor screens manuscript – Some manuscripts are rejected before peer review
- Manuscript is peer reviewed (not gospel truth – suggestions)
- Journal editor/ editorial board decides whether to publish
- Author is informed of decision

4.2 Find the right journal

Aims and scope of the journal?

- Has the journal published articles that are similar to yours? (see past publications)
- What are the journal's restrictions?
- What is the journal's impact Factor?

- Is the journal read by your target audience?
- How many times a year is the journal published?
- What is the turnaround time for articles submitted to the journal?

4.3 Prepare your paper

- Obtain "instructions to authors"
- Format the paper according to the guidelines in the instructions.
- Register on the online submission platform (if applicable)
- Remove all personal information from the review copy.
- Prepare associated files (tables, figures, etc)

4.4 Submitting manuscript

- Use the method stated by the publishers
- Submit all the required details
- If required, prepare a cover letter in advance
- Submit all the required files
- Do not beg to be published.
- Wait for the response of the publishers; do not pester them
- Withdraw formally before submitting the paper elsewhere

4.5 Handling Peer Review

- Take reviewers' comments positively; do not be defensive
- Treat reviewers' comments as suggestions to improve the paper
- Make a list of the comments which need your action
- Attend to the comments; record the actions taken
- Submit revised paper within allowable time

4.6 Preparing the Final Manuscript

- If the revised paper is accepted, then prepare camera copy using the guideline
- Provide correct affiliation details; use your institutional email address – OECID number
- Take time to read and correct the proofs
- Keep a copy of the proofs; you may be allowed to upload this version in your repository
- Sign the warranties accordingly

4.7 Promote and Monitor your Work

Enhance the visibility of your published paper using any of the following strategies:

- Blogging and other social networks
- Personal web sites
- Reading lists
- Press articles
- Lectures and other academic talks
- Share (within the law) with persons who request full text copies (proof before publication)
- Publishing in Open Access

5 Demystifying High Impact Journals

Prof. Tom Kwanya

5.1 Journal Impact Factor

The impact factor of an academic journal is a scientometric index that reflect the yearly average no. of citations that recent articles published in a given journal received.

The higher the IF, the more highly ranked the journal.

One tool to compare journals in a subject category.

5.2 Characteristics of High Impact Journals

- Eminent editorial members
- Quality of papers (original, cutting edge)
- Regularity
- Coverage
- Multinational presence
- Language of publication (English, Chinese, etc)
- Name of journal
- Visibility

5.3 Publishing in High Impact Journals

- Conduct original research
- Focus on your specialisation
- Focus on geographical area/setting
- Collaborative research
- Multi-disciplinary research
- Quality of writing
- Innovation and creativity
- Community orientation
- Align with current issues i.e Big 4 or Vision 2030

6 Elements of Academic Writing – 29th August 2019

Prof. Tom Kwanya – Director, Information Science, TUK

6.1 Structure of Academic Papers

- Title Page – Good practice to have your details here.
- Title – very important, Unfortunately, we judge books by their covers. Concise. (15 words). Key words should be there. Include variables. Write in action/active tense. Usually one line. If it is two lines, break it with a semi-colon.
- Affiliations – You may have up to 3 affiliations
- Abstract
- Keywords – Minimum of 3 key words (use words that people may use to search your work)
- Body
- References
- Appendices – attach research instrument

6.2 Academic Writing Language

- Formal language
- Every assertion must be substantiated by offering citation. Cite references.
- Explain any unique vocabulary used
- Spell out the acronyms and abbreviations the first time they are used. – You may separate acronyms and abbreviations. Once you have defined it,
- Write in active tense – the noun comes before the subject. Use 'the researcher…' or '… in the context of this study, the specimen….' Proposal usually has future tense
- When making assertions, you may use continuous tense i.e. '… this study, recommends….' Not '…. This study recommended. 'Concludes',
- Italicise 'foreign' words and explain their meanings
- Use appropriate tenses

6.3 Writing Effective Abstracts

- An abstract is a summary of the whole paper; should have all sections
- Size matters
- Do not include citations
- Structure according to instructions
- Be exact – especially with the findings
- Do not copy directly from the main document
- Write it last
- Population of the study, how the sampling was done.
- Have your conclusion and recommendations 'The findings will be used…' use 'The findings of this study **may** be used…'
- Abstract is not just a summary; it is a synthesis and a concise presentation. It does not have to be picked from the part of the paper. (250 – 300 words for a journal). (500 words for a conference).
- There are no citations in the abstract.

6.4 Writing and Introduction

- An introduction provides context. (A journal should not be between 4000 and 6000 words) Conference papers maybe 3000 words are they are usually shorter.
- An introduction plays the following roles;
- Introduces topic
- Review literature of your topic
- States the hypotheses or research questions
- Typically has 3 components; opening paragraph, review of literature, summary paragraph
- Keep it short, typically one page.
- Introduction should be about a quarter of your writing.
- You may combine literature review with the problem. (You may avoid literature review since it already there)
- Literature review is not a mere reproduction of literature, it is a critical analysis of existing knowledge

When do you use hypotheses? Quantitative study

When do you use Research questions? Qualitative study

When do you research questions and research objectives.?

What is the difference between significance of the study and the justification of the study?

6.5 Writing rationale of study?

- State the problem of the study investigated
- Justify your study – why did you conduct the study?
- State the knowledge gap the study is seeking to bridge
- State the objectives and research; not necessarily in a list (write in prose)
- Summarise with how your study bridges the gap. (Topics of study should not be too narrow or too broad)

PhD some words to avoid: effects, factor, study,

Juja Area may be too small for a PhD topic.

Theoretical framework? – theory that underpins your study. Theories have constructs or postulates – major assumptions of the theory i.e. By stander theory – people do not act proactively in a problematic situation i.e. because of lack of confidence. Postulates must be indicated and captured in the variables. How are you using your theories to solve your research problem?

Conceptual framework? – relationship between the variables and the study. Draw conceptual framework. That theory should always be seen.

6.6 Reporting Methodology

- Your theses is not a text book of your research methodology
- Explain the methodology clearly
- Methodology could include:
    - Research design
    - Population and sampling
    - Data Collection techniques and tools
    - Data collection procedure
    - Data analysis
- Provide justifications for each

(Masters theses should be around 20 000 words)

Questionable approach - 'Delphi' approach, say why, justify,

Methodology should have about 300 words for a journal.

Tools – questionnaire, survey, interview, self-administered questionnaire, inferential

6.7 Reporting Findings

- Present the findings according to the objectives or research questions
- Present, interpret and discuss the data (For papers, present the results and discuss them in the same chapter)
- Do not use unnecessary figures and table (i.e. table for gender whereas it is insignificant in the study)
- All figures and tables should be referenced (in the table) Table headings at the top. Figures headings at the bottom. If a table flows to the next table it should be in the appendix.
- Do not use percentages blindly, i.e. in a qualitative study use 3 of 5, not 60%
- Indicate sources of data (multiple techniques)
- Compare findings with available literature

6.8 Writing conclusions

- Restate the topic of the paper
- Synthesis the main findings (don't summarise)
- Indicate how your study has bridged the gap
- Indicate opportunities for future research
- Do not merely repeat the findings
- Call to action
- Avoid clichés (e.g. in conclusion, in summary)
- Size matters

6.9 Making Recommendations

- Impact of research on theory, policy & practice
- Make concise recommendations, size matters
- Indicate who should implement the recommendations and when.
- Avoid being prescriptive (recommendations are not mandatory) – do not use 'should' or 'will. Try use 'may'…. '… consider using…', '…. in conjunction with….', '…. alongside with….'.
- Use a list to enhance readability
- Make realistic recommendations

For a PhD thesis, recommendations may be broken into long-term and short-term recommendations.

You may not disclose subjects' confidential information, especially at defence level.

6.10 Referencing and Citations

- Use the recommended referencing style
- Include all cited works
- Use references or appropriate age (timeliness)
- Cite primary sources (… as cited by…)
- Do not use too many citations
- Avoid plagiarism
- Provide evidence for each key point
- Cite references in context, cite authoritatively
- Rule of thumb, use citations not longer than 5 years.
- Avoid a sentence with many citations. Unless many people (max. 3 people) say the same thing.
- Avoid definitions from language dictionaries in Masters and PhD Level.
- Wikipedia citations. Look for the actual reference in the citations at the end of the Wikipedia article.

6.11 Writing Author Profile

- Research experience
- Work experience
- Research interests
- Educational qualifications
- Current position and affiliation
- Be truthful
- Do not exaggerate
- Size matters
- Should be around 100 words.

6.12 Scholarly Writing Challenges

- Structure
- Originality of thought- (do not write as if you are talking)
- Objectivity
- Citation and reference management
- Vocabulary
- Authorial Voice (use 3rd person)
- Commitment (do not rush, avoid last minute, percentages not adding up to 100%)
- Context

6.13 Scholarly Publishing Challenges

- Where to publish
- Publishing fees
- Marketing and promotion
- Publishing timelines
- Preservation of published works
- Peer review
- Biases by publishers
- Lack of transparency by publishers
- Print journals usually have longevity – Online journals should have a DOI – Digital Object Identifier

SLR – Systematic Literature Review

Pre-writing

Avoid procrastinations

If you do not think you cannot be creative. Create time to think.

7 Common Writing & Publishing Mistakes

Afternoon session – Prof. Tom Kwanya

7.1 Common Writing Mistakes

- Research topics – too broad/too narrow
- Using inappropriate research title
- Selecting over-researched areas (Aristotle 'Knowledge is never new – only discovered')
- Grammar and typographical errors
- Ambiguity (lack of clarity)
- Complexity – writing to impress
- Failure to use templates/guidelines
- Size matters
- Convention: Avoid punctuation marks in the title (around 15 words)
- Context
- Citations and reference management
- Methodology
- Lack of interpretation of findings
- Poor use of punctuations (commas are most abused)
- Plagiarism – read it reproduce it in your own words - rephrase
- Incoherence
- Sentence sprawl (long, complicated, overloaded)
- Cooking data
- Abbreviations and acronyms (etc., i.e. – to be avoided use 'include' instead 'etc')
- Use of short forms (I've, that's, etc.)
- Exaggeration
- Marketing, promotional language
- Use of clichés
- Facts, statistics
- Passive voice

7.2 Common Publishing Mistakes

- Selection of channel
- Author's guidelines
- Taking peer review comments personal
- Co-authorship challenges
- Not reading the publishing policy
- Acknowledgements
- Impatience (publishing is a long process)
- Motivation for publishing

8 Scholarly Writing & Publishing Process

Prof. Tom Kwanya - Handout

8.1 Scholarly writing process

Scholarly writing is a process of expressing knowledge of the writer in a way that other people can access and use it. Therefore, scholarly writing process begins with the production of knowledge,

typically, through research. For experienced scholars, writing is a natural and effortless process. However, for upcoming scholars, it can be a tortuous phenomenon. One way of helping new scholars to understand scholarly writing is explaining the steps involved in the process. It is important to emphasize that scholarly writing is conventional. Therefore, it involves specific, logical steps. Whereas it is possible that some people may undertake all or some of the steps concurrently, new scholars are advised to get involved with one step at a time until they are able to write effortlessly. Scholarly writing process can be divided into four steps: pre-writing, drafting, reviewing, and revising or rewriting.

- Pre-writing – encompasses all the steps including determining the topic of interest, understanding the interests of the potential audiences of the publication, limiting the scope of the subject, brainstorming, free-writing, gathering materials, and developing a thesis for the piece. Pre-writing may involve asking questions, undertaking background reading,
- Drafting – putting together the data and information gathered in a language and structure which communicates the knowledge. The writer expresses the knowledge using words, sentences and paragraphs as well as illustrations in a way which explains and supports it fully. Drafting is centred on the author telling the readers about the knowledge breaking it one idea at a time. Do not get concerned about perfection yet at this stage but diversify the words and phrases using synonyms, descriptive or figurative language. As you write ensure that you collect all the references of other people's works used.
- Reviewing – putting oneself in the place of the intended reader and identifying the discrepancies and weaknesses with the drafted piece. In this stage, assess whether the purpose of the scholarly work has been achieved fully. Have you answered the questions fully, clearly and logically? Are your arguments logical, balanced and coherent? Are arguments supported adequately? Are the examples cited relevant? Confirm the correctness of facts, grammar, spellings and punctuations. Importantly, ensure that the draft is within the stipulated word count limits. Depending on the audience you are writing for, check that you have used the correct form of English – either US or UK. If you are writing for a Kenyan audience, please, use British English. Also check the citations and references used to ensure that all cited works are listed using a specified referencing style consistently.
- Revising and rewriting – this involves editing and rewriting the piece to eliminate factual, contextual, structural and grammatical errors. This is aimed at enhancing the coherence, readability and comprehensibility of the piece. Use the correct punctuation marks. Do not use a comma where a semi-colon would have been more appropriate. Edit text mechanics to ensure you have used the correct capitalisation, text formats and abbreviations. Once the work has been revised, proofread it to remove any minor errors, such as typos, which may have escaped your notice.

8.2 Scholarly publishing process

Scholarly publishing is different from other forms of publishing. The most significant part of scholarly publishing is peer review to assess the quality and suitability of text for publishing. Scholarly works are published in journals, books, conference proceedings, theses and dissertations. Scholarly publishing is achieved through the following processes:

- Submission of manuscript – most of the publishers in this era accept manuscripts in soft copy. While a large number currently use specialised online submission platforms, several others accept manuscript submissions as e-mail attachments. Authors are advised to use the submission method stipulated by the publishers.
- Screening by editor – once the manuscript has been submitted, the editor screens it for relevance, timeliness, form and editorial quality. If it meets the threshold set by the publishing house, then it is subjected to peer-review. Otherwise, it is rejected at this stage and the author(s) advised accordingly.
- Peer review – this is one of the most important and time-consuming steps in scholarly publishing. It is a quality control mechanism through which the suitability of the manuscripts is

assessed to confirm that they are worth publishing. The quality of peer review depends on the calibre of the reviewers involved and their willingness to spare time for comprehensive reviews. Peer review is ordinarily voluntary and is offered free of charge.

- Decision – although the peer reviewers play a critical role in assessing the quality of scholarly work, the decision to publish rests with the editors of the journal or book. To this extent, the views of peer reviewers are only considered as advice. The decisions can either be to accept the manuscript 'as is', with minor corrections, with major corrections or reject it. The decision is communicated to the author by the editors. Typically, there are no appeals against editorial decisions and peer review.
- Revision and resubmission – the authors are expected to attend to the comments of the peer reviewers in improving the manuscript. They are ordinarily given a time-frame with which this should be done. Authors are advised to attend to all comments. This does not mean that they have to agree with all the comments. However, they need to explain or clarify comments they may not agree with. All responses to peer review comments should be documented or tracked in the manuscript or ease of identification. Once completed, revised manuscripts are resubmitted. Most publishers receive revised manuscripts through the same submission platforms or methods – either online or through email.
- Copy editing – resubmitted manuscripts are assessed by the editors to ensure that all peer-review comments have been attended to adequately. If satisfied, then the manuscript is subjected to copy editing. Through this process, manuscripts is assessed for corrections directly on manuscripts. They may also seek clarifications from authors on issues which are not clear to them. Importantly, copy-editors also check for legal liabilities and correct the manuscript to ensure it is free of libel, plagiarism or copyright violations which may lead to litigations. Copy-editors also oversee the layout of the manuscript. A dummy of the 'print-ready' publication is sent to the author(s) for a final review and confirmation before it is published.
- Publishing – this is the process of making the manuscript 'public'. Publications are disseminated either digitally or through print. Once published, the author(s) are notified accordingly and given complementary copies or allowed to download the same in digital contexts. To ensure that scholarly works reach the widest audiences possible, publishers use strategic forms of marketing which may be executed online or physically. Publishers also manage the selling of the publication and where applicable pays royalty to the author(s). A growing number of publications are now published through open access and are available free of charge.

9 ORCID

Timothy Nzioki - Library

Get an ORCID ID – Alpha-Numeric Key – Persistent Digital Identifier

Some publishers require ORCID ID when publishing

Free service used to link researcher under various names and abbreviations

Google Scholar

Scival Bench Marking Process based from their Scopus Database

Referencing tools: Zotero and Mendeley