

Quick recap

This document provides a summary of all the tips and pointers Prof. Caven covered in this course. Feel free to download a copy of this for future reference.

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Being asked to revise and resubmit is a good thing!

- Often authors feel that being asked to revise and resubmit is a bad thing and that more comments indicate reviewers’ dissatisfaction with their manuscripts. This is not the case.
- A chance to revise and resubmit indicates that the journal editor and reviewer feel that your paper has some merit.
- View it as an opportunity to improve the quality of your paper. Not everybody gets a second chance. Make the most of it.
- Learn to accept criticism. Don’t take reviewer comments personally or respond to them emotionally.
- Remember that even the smallest change can lead to a great manuscript.

Things to remember BEFORE responding to reviewers and revising your paper

- Separate the methodological comments from the content ones.
- Identify the kind of comments you would like to address first (methodological, content related, organizational).
- Next, separate the big concerns from the mundane ones.
- Chop long reviewer comments into separate points.
- Take a break before responding to peer review comments.

Things to remember while responding to reviewers’ comments

- Address each issue systematically. You have already classified them as methodological/content related and broken them up as individual points.
- Ensure you pay attention to every small detail.
- Stay focused.
- Devote large chunks of time to revising your paper; spending 20-30 minutes each time won’t help. And once you begin, don’t take too many breaks; it might disrupt your thinking process.
- Evaluate each comment for its merit; don’t mindlessly agree to everything.
- Incorporate all reasonable requests.
- Be critical, not defensive about feedback you get. Focus on review content not style.

- ☑ If you have received conflicting reviewer comments, it is up to you as an author to decide, with integrity, which suggestion will add value to your manuscript.
- ☑ Frame your responses politely; remember that the reviewers do not stand to gain from your paper. They have volunteered their time and expertise to evaluate the quality of your research.

Things to remember while revising your paper

- ☑ Revisit the title of your research paper. Does it convey everything about your work effectively?
- ☑ Check the abstract. Does it communicate the gist of your work within the journal's expected word limit?
- ☑ Check for content duplication. Have you reproduced any content from another publication without attributing the source?
- ☑ Follow ALL journal instructions.
- ☑ Update your literature review if needed.
- ☑ Add DOIs to your references and ensure that they are accurate.
- ☑ Ensure your references and citations match.
- ☑ Ensure the size, shape, and resolution are in line with what the journal expects.
- ☑ Ensure the data in your manuscript are accurate.
- ☑ Get a statistician to check your data, if needed.
- ☑ Follow all instructions for creating tables, figures, graphs, and data objects.
- ☑ Make sure your paper is well-written, without any major language or grammatical errors.
- ☑ Ensure consistent use of tense and continuity of voice throughout your revised manuscript.
- ☑ Write simple and clearly; avoid making grand, sweeping statements.
- ☑ Create a table of amendments documenting each comment, how you've addressed it, and where the revision can be found in the revised manuscript.
- ☑ Follow the golden rules: respond completely, respond politely, and respond with evidence.

Things to remember while writing your resubmission letter

- Inform the editor about any suggestions you did not incorporate and why.
- If you have received conflicting reviewer comments, point them out to the editor and clarify which comment you chose to incorporate and why.
- If any author information (affiliation, email, etc.) has changed, ensure that this is mentioned.
- Mention any conflicts of interest that may have come up during/after the revision.
- Include the table of revisions which clearly indicates what you have done and where the revisions could be found.
- Include relevant information about study approvals, if applicable.
- Include details of any additional data you have included, and point the editor to where the data can be found in the revised manuscript.
- Clearly indicate whether all of your co-authors have seen and approved the version you are submitting. Show your correspondence with them about their approval.

Who should the corresponding author of a manuscript be?

The role of a corresponding author is one that involves a high-liability. A corresponding author is someone who:

- Can take responsibility for all communication with contributors and journal
- Can ensure transparency in this communication
- Is willing to take the responsibility on behalf of the team in case of a dispute
- Is a skilled writer who can patch the contributions of the other authors into one cohesive and error-free manuscript
- Is detail oriented
- Remember to stay on top of any changes to authorship details (affiliations, email addresses, etc.) and updates them as required
- Is diplomatic enough to manage communication with the journal
- Is senior enough to push junior researchers to get the work done
- Has sufficient experience with the publication process
- Has enough stability to be able to safeguard all research files for at least six years

A table to help you track your revisions during resubmission

At the time of submitting your revised manuscript to the journal, remember to submit this table, too. This will help the journal editor and reviewers understand the extent to which revisions have been incorporated and know where they can be found in the revised paper.

Reviewer comments	How the comments were addressed in the manuscript	Where can the revision be accessed in the revised manuscript
Point 1	Added a clarification	Page 2, para 3
Point 2	Included a citation	Page 7, last line