

Writing for academic and professional journals

Sheila Payne and Cathy Payne
 on behalf of the European Association for Palliative Care



Content of the session

- Describe the process of submitting a manuscript to a journal
- Understand how to respond to editor's and reviewer's comments
- Awareness of how to cope with rejection

Submitting your paper

- Read and follow the author guidelines from the journal
- Check the format and length of each section, total length of manuscript, number of tables and figures
- Complete all required checklists
- Covering letter
- Acknowledgements
- Attributions: funding, authors contributions, data archiving, ethical approval, etc
- Proof read very carefully
- Check the language and grammar (if English is not your first language, use a native speaker to check the text)



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The Library contains a comprehensive searchable database of reporting guidelines and also links to other resources relevant to research reporting.



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Reporting guidelines under development



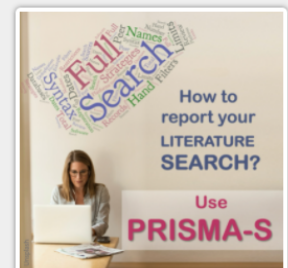
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Reporting guidelines for main study types

Randomised trials	CONSORT	Extensions
Observational studies	STROBE	Extensions
Systematic reviews	PRISMA	Extensions
Study protocols	SPIRIT	PRISMA-P
Diagnostic/prognostic studies	STARD	TRIPOD
Case reports	CARE	Extensions
Clinical practice guidelines	AGREE	RIGHT
Qualitative research	SRQR	COREQ
Animal pre-clinical studies	ARRIVE	
Quality improvement studies	SQUIRE	Extensions
Economic evaluations	CHEERS	

[See all 492 reporting guidelines](#)



**EXAMPLE: CREDES Checklist:
 Recommendations for the Conducting and REporting of DElphi Studies (CREDES)**

Items of reporting	Reported on page
Purpose and rationale. The purpose of the study should be clearly defined and demonstrate the appropriateness of the use of the Delphi technique as a method to achieve the research aim. A rationale for the choice of the Delphi technique as the most suitable method needs to be provided.	4-5
Expert panel. Criteria for the selection of experts and transparent information on recruitment of the expert panel, sociodemographic details including information on expertise regarding the topic in question, (non)response and response rates over the ongoing iterations should be reported.	5, Table 1
Description of the methods. The methods employed need to be comprehensible; this includes information on preparatory steps (How was available evidence on the topic in question synthesised?), piloting of material and survey instruments, design of the survey instrument(s), the number and design of survey rounds, methods of data analysis, processing and synthesis of experts' responses to inform the subsequent survey round and methodological decisions taken by the research team throughout the process.	5-6, limited piloting of survey as it was based on previously published survey questionnaire

PALLIATIVE MEDICINE AUTHOR SUBMISSION CHECKLIST

Please complete this checklist for all papers submitted. Please indicate, very briefly, how this has been addressed. This checklist is a mandatory upload on submission.



Item	Explanation	How this has been addressed (briefly, a sentence will suffice)
Article title	WHY: Because we want readers to find your work. Have you followed our guidelines on writing a good title that will be found by search engines? (E.g. with methods in the title, use of common words for the issue addressed, no country names, and possibly indicating findings). If your study has an acronym is it included in the title?	Used common words, included Delphi methods, no country names
Abstract	WHY: Because structured abstracts have more detail for readers and search engines. Have you followed our guidelines on writing your structured abstract? Please remember we have separate abstract structures for original research, different types of reviews and case reports/series. There should be no abbreviations in the abstract, EXCEPT a study acronym which should be included if you have one. If a trial (or other design formally registered with a database) have you included your registration details?	Followed structured abstract guidelines and headings for original research. Used one acronym - EAPC which is written in full when first used
Key statements	WHY: Because readers want to understand your paper quickly. Have you included our key statements within the body of your paper (after abstract and before the main text is a good place!) and followed our guidelines for how these are to be written? There are three main headings required, and each may have 1-3 separate bullet points. Please use clear, succinct, single sentence separate bullet points rather than complex or multiple sentences.	All three headings have single sentence bullet points.

Covering Letter: example

Dear Professor Walshe,

Revised Recommendations on Standards and Norms for Palliative Care in Europe from the European Association for Palliative Care: a Delphi study

We would like to submit the above manuscript to be considered for publication in *Palliative Medicine*. This paper reports on revisions to the EAPC recommendations on standards and norms for palliative care in Europe following an international Delphi consensus procedure. The original version was published in two parts ten years ago in the *European Journal of Palliative Care*.

We believe that the paper will be of great interest to your readers as it presents evidence that definitions and concepts remain largely unchanged although there are new areas of sub-specialisation in palliative care in neonatal, geriatric and dementia. We believe our manuscript has implications for improving palliative care and assisting with its implementation not only in Europe but throughout the world, as the earlier papers were widely translated and cited. This manuscript links well with other papers concerned with defining palliative care and may contribute to current debates.

As you will be aware, the study was commissioned by the EAPC, and we have undertaken a rigorous three round Delphi consensus procedure which underpins our revised recommendations, that have been reviewed and approved by the EAPC Board of Directors. Please note that the EAPC did not commission a scoping review.

As Table 2 presents all 122 statements that reached consensus and remain unchanged from the original version, we have not added it to the main manuscript file because it is very large. If the paper is accepted, it might be suitable for inclusion as Supplementary data online but we will be advised by the editors.

The manuscript is not under consideration by any other journals. We would be happy to provide any further information you require, and look forward to hearing from you in due course.

Write your covering letter now

Declarations (follow the journal guidelines)

• **Acknowledgements**

We are grateful to everyone who participated in the study including all respondents.

• **Author contributions**

SP, AH, TW, JL were engaged in the preparation and conduct of the study. SP, JL, CO designed the study. SP, AH, TW led the writing of the paper and participated in the analysis. SP supervised the overall study. All authors read and approved the final manuscript.

Dealing with editors and reviewers comments

- Carefully read all the comments
- Deal with your emotions!
- Craft a response to every comment
- Revise the manuscript
- Proof read
- Agree changes and responses with all authors
- Resubmit

Revisions, rejections and success!

- Revisions to a manuscript are normal
- Everyone gets rejections
- Resilience – adapt your paper to another journal, resubmit, do not give up...revise, resubmit, repeat...
- Paper accepted – success! Remember to celebrate and disseminate it before starting to write your next paper.



Burel Goodin @PainBurel · Jul 2

Sometimes it's not you, it's them 🙄😞🙄 #academia

Peer review is wild. It's like if you took your car to mechanic and one mec said: "we noticed all your doors have rusted out, you should fix those" and another said: "LOVE THE RUSTED DOORS, but have you considered adding a flame thrower?" and a third said: "it's not a horse."

Thank you for your attention



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This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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