



JOHNS HOPKINS  
SCHOOL *of* MEDICINE

# Bootcamp Writing 2: Journal Selection, Author Order, & Review Stages

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October 7, 2025

# Upcoming Welch sessions

- Literature searching & reviews
  - Oct 9: **Literature Databases** Beyond PubMed
  - Oct 23: Intro to **Covidence**
- Reference management
  - Oct 13: **Refworks** Basics
  - Oct 24: **EndNote** Desktop: an Intro
- Data handling
  - Nov 3: Protecting Human Subject **Data Privacy I**
  - Nov 4: Protecting Human Subject **Data Privacy II**

# Today's objectives

1

Choose an appropriate journal for your work

2

Prevent authorship disputes

3

Describe the stages of manuscript review



# Selecting a journal

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Beyond impact factor



# Step 1: Avoid predatory journals

- Is it indexed in PubMed/Scopus? ✓
- Does it have a legit editorial board? ✓
- Are any fees clearly described? ✓
- Is there an actual editorial office you can contact? ✓
- Did they send you a nice invitation? ✗

**Dear Esteemed Researcher,**

I hope you are doing well.

We are impressed by your research and invite you to submit a manuscript to Annals of Case Reports.

We are accepting all types of manuscripts like **Case Reports, Case Series, Clinical Images, Case Studies, Clinical Cases, Research Articles**, etc. for our upcoming issue.

**Submission Deadline: October 11 ,2025.**

**NOTE :** If the article is ready, kindly submit it to this mail. Each article will undergo a fast-track review process and publish within 3-6 days.

Awaiting your submission.

With Regards,

**Lavinia**

Editorial Assistant



## Step 2: Create an initial list of journals

- Try JANE ([jane.biosemantics.org](http://jane.biosemantics.org))
- Search your keywords on PubMed to find similar articles
- Consult with your colleagues
- Ask a librarian
- Ask Rachel or Denise

# Step 3: Shorten the list

## Step 3: Shorten the list

- Who reads the journal?
- Do they accept your article type?
- Do they have restrictions on word limit, number of tables, figures, references, number of authors?
- Have they published on your topic recently?
- How long does it take to publish there?
- What does it cost? (to submit? to publish?)
- Do you need an open access license?
- What is the Impact Factor?



# Journal selection

## What is Impact Factor?

- Mean number of times the articles published by the journal in 2 years were cited in the year that followed
- Not a measure of quality

## Example

- 500 citable articles published by Journal A in 2021 & 2022
- Those articles were cited 1000 times in 2023
- $1000 / 500 = \text{impact factor of } 2.0 \text{ for Journal A in } 2023$

## Step 4: Select your first-choice journal

- Weighing all the factors, make your top choice
- Be sure your coauthors agree
- Ensure the senior author has funds to cover any associated costs
- Have a back-up plan

[illegible]

Updated 6/11/25

**Orthopedic journals (English-language) that allow publication on a subscription basis (not open access)**

*Search: "currently indexed in Medline" AND "English language" AND "MeSH term 'orthopedics'"*  
*Minus anything that appeared only in PubMed Central (except for 3 hybrids)*

1. *Archives of Orthopaedic and Trauma Surgery*  
Abbreviation: Arch Orthop Trauma Surg.  
NLM ID: 9011043
2. *Archives of Osteoporosis*  
Abbreviation: Arch Osteoporos  
NLM ID: 101318988
3. *Bulletin of the Hospital for Joint Disease (2013)*  
Abbreviation: Bull Hosp Jt Dis (2013)  
NLM ID: 101614130
4. *Clinical Spine Surgery*  
Abbreviation: Clin Spine Surg  
NLM ID: 101675083
5. *Clinical Orthopaedics and Related Research*  
Abbreviation: Clin Orthop Relat Res  
NLM ID: 0075674



# Preventing authorship disputes

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And getting the credit  
you deserve



# Establishing authorship

## Step 1: Determine who qualifies

1. **Contributed** substantially to conception & design, acquisition of data, or analysis/interpretation of data  
**AND**
2. **Drafted** article or **revised** for important intellectual content  
**AND**
3. **Participated** sufficiently in the work to take public responsibility for appropriate portions of the content  
**AND**
4. **Approved** the version to be published



## Tasks that don't qualify

- Acquiring funding
- Providing material resources
- Collecting data on a fee-for-service basis
- Supervising the research group
- Making minor revisions to the manuscript

# Establishing authorship

## **For those who do not qualify for authorship**

- You can include them in the acknowledgments
- Be sure to obtain their permission first



## Step 2: Determine author order

- Biomedical publishing conventions
  - First author is the person who drafted the manuscript
  - Last author is the senior team member
- Middle authors: use a grid to order according to level of contributions

## Determining Authorship and Author Order

### 1. Ensure that each individual being considered for authorship

- Can answer Yes in both yellow columns
- Has contributed substantially to at least one task in the green columns
- Has contributed substantially to at least one task in the blue columns.

### 2. Estimate the contributions made by each author to each task in the grid. 1 = minimal; 2 = moderate; 3 = major

Row totals can be considered when determining author order.

### The following tasks do not qualify an individual for authorship:

- Acquired funding
- Provided a key reagent
- Collected data on fee-for-service basis
- Supervised the research group
- Made minor revisions to manuscript

If an individual has performed these functions or otherwise assisted with the study but does not meet the criteria in the grid below, the individual should be listed in the Acknowledgments section of the manuscript, **with the individual's consent**.

Author Initials	Public responsibility <sup>a</sup>	Final approval <sup>b</sup>	Study genesis		Data			Writing		Totals
			Conceived	Designed	Acquired	Analyzed	Interpreted	Drafted	Critically revised <sup>c</sup>	
ABC	Y/N	Y/N	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	
DEF	Y/N	Y/N	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	
GHI	Y/N	Y/N	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	
JKL	Y/N	Y/N	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	
MNO	Y/N	Y/N	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	
PQR	Y/N	Y/N	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	
STU	Y/N	Y/N	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	
VWX	Y/N	Y/N	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	

<sup>a</sup>Participated sufficiently in the study to enable the individual to take public responsibility for appropriate portions of the content.

<sup>b</sup>Gave written approval of the final manuscript to be submitted for publication to appropriate party/parties (e.g., corresponding author, first author, Editorial Services group, publisher).

<sup>c</sup>Revised the manuscript critically for important intellectual content.

# Tips

- There is only **one** first author
- Some journals don't allow the statement of joint first-authorship
- Decide on a first author **at the start**
- If 2 authors are contributing equally, suggest alternating first authorship from project to project
- Be sure all authors will be available to approve the final version
- Avoid making author changes (especially subtractions) after submission; they will require a signature from the authors

# Stages of manuscript review

What to expect when  
you hit “submit”

# Internal review

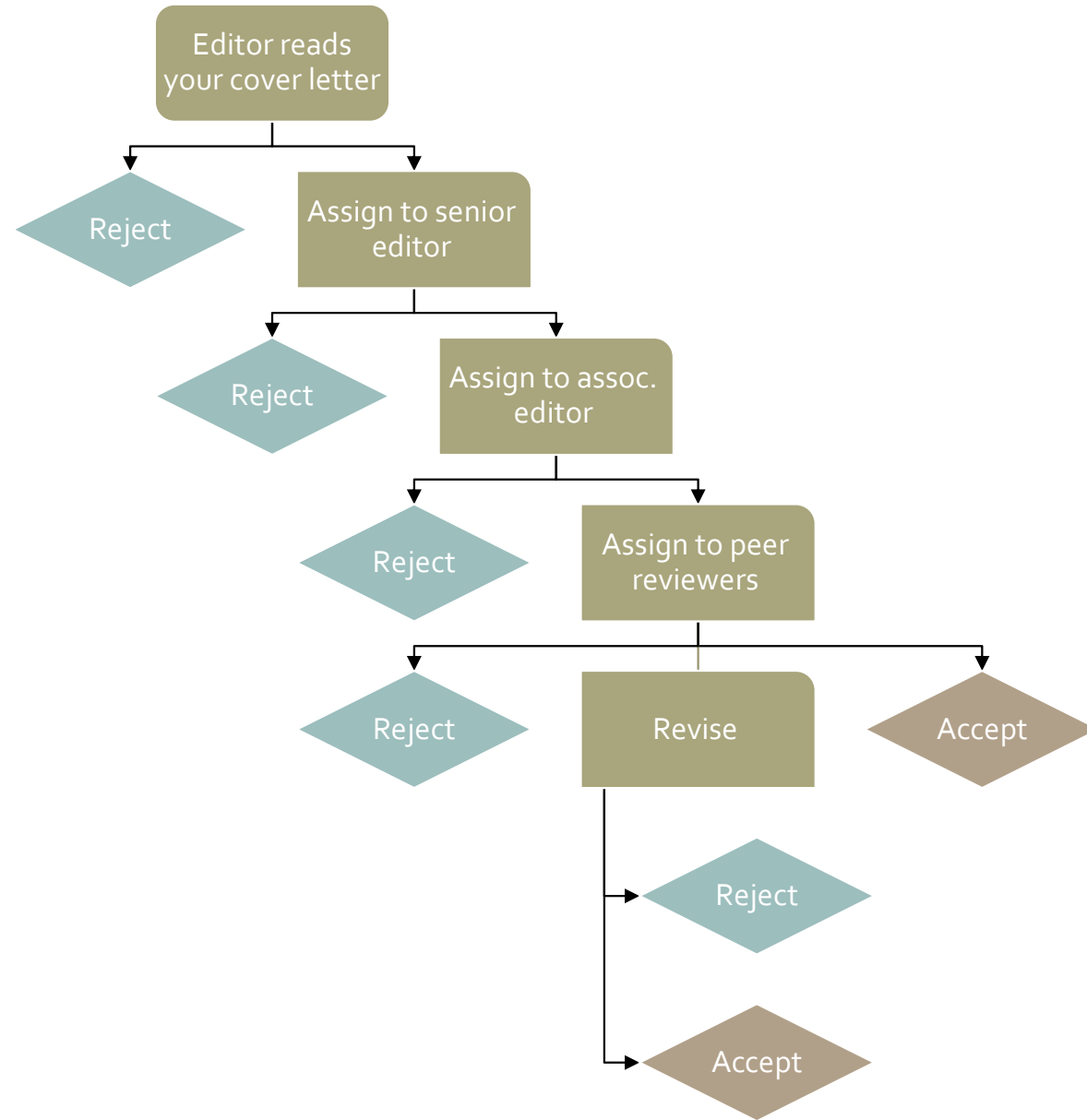
## Within your institution

- You (and your coauthors) draft the manuscript
- Senior author provides input & you incorporate
- Editorial services reviews & edits
- All authors approve final version



**Submit**

# External review process



# Peer review

## **Most common types of peer review**

- Single-blind (reviewers know authors)
- Double-blind (reviewers & authors both blinded)
- Open (identities known)

# Notes on the peer review process

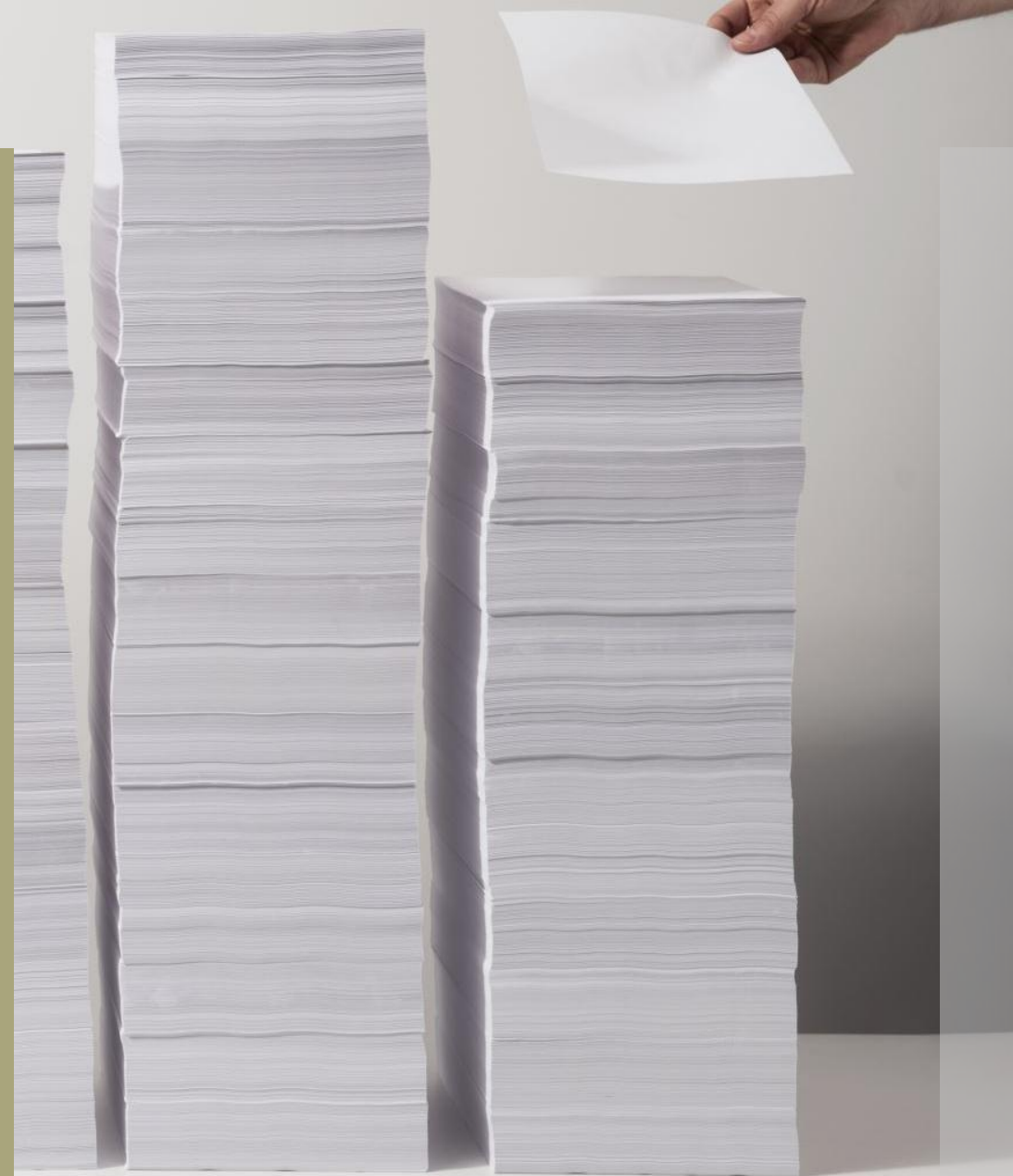
It can be lengthy; often >2 months for the first review

If journal requests revisions, you will have a deadline

Senior author must approve revisions & responses to reviewers

Occasionally, paper is subject to a second round of review

Some papers are also reviewed by a specialty editor (e.g., biostats)





## Post-acceptance

- Journal copyedits the manuscript
  - Ensures it confirms to “house style”
  - Catches anything the authors have missed
- Typesetter lays out the pages
  - All elements are rendered in standard style
  - Tables, figures, text, references formatted
- You review a proof
  - Check carefully for errors
  - Typesetting can introduce mistakes
  - This is your last chance to make adjustments
  - Avoid making any substantive changes
- Journal incorporates any proof corrections

**PUBLISHED**

# Questions for me?

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