



JOHNS HOPKINS
SCHOOL of MEDICINE

Research Skills Bootcamp: Getting the Most from Editorial Services

Rachel Walden, MS, ELS

Assistant Professor

Director, Editorial Services

Department of Orthopaedic Surgery

The Johns Hopkins University School of Medicine



Who we are

Rachel Walden, MS, ELS

MS in Biomedical Writing

Board-certified editor in the life sciences

Former editor at *Am J Epidemiol*

Teacher for undergrad, grad, and post-grad levels

Director of Editorial Services since 2014



Who we are

Denise Di Salvo, MS

MS in Kinesiology

More than 20 years as medical editor

Former exercise physiologist in the NHL

Experience in medical publishing, medical education, clinical documentation



What we do

- Elevate manuscript quality
- Offload administrative tasks
- Improve efficiency in publishing



Services we provide

- Editing for content, grammar, and conventions of scientific writing
- Advising on appropriate journals
- Formatting manuscripts per journal or publisher requirements
- Managing references and creating bibliographies
- Tracking projects through all versions and phases, through final publication
- Submitting manuscripts online
- Alerting Hopkins Media Relations to new and upcoming publications
- Ensuring compliance with funding requirements
- Requesting permission for copyrighted works



Educating trainees

- Scholarly writing education
major gap in training for almost all residents and trainees
- Learning through critical feedback
- Specific instruction in
 - available resources at Hopkins
 - reference management software
 - selecting appropriate journals
 - creating more effective tables and figures
 - improving academic writing skills



Increasing productivity

- In past 10 years, 60% of manuscripts have been accepted by first-choice journal
- Reducing rejections saves time
- Expert guidance helps you avoid common pitfalls
- Offloading administrative publishing tasks increases your time for research



What we need from you

- Manuscript in MS Word (email to Rachel or Denise or editorialservices@jhmi.edu)
 - Title page with author names, in order, with academic degrees & affiliations
 - Corresponding author designated
 - Abstract (ideally, within 10% of journal's maximum word count)
 - Tables in Word, if any
 - Figures & legends, if any
 - References in any format
 - Few if any inter-author queries/tracked changes
- Target journal, approved by senior author



The process

STEP 1: We send you an initial edit within 10-15 business days

- lots of critical feedback & queries

- revisions throughout

- formatted for target journal

- references in Zotero

- request for info needed for eventual submission



The process

STEP 2: You revise the manuscript

- use "Track Changes"

- respond to all queries

- provide all requested info

- email manuscript and any supporting files to us



The process

STEP 3: Second round of editorial review

Expect turnaround in about a week

Typically, this step is repeated more than once

Editing/revision continues until all queries are resolved



The process

STEP 4: Senior author review/approval

When all queries have been resolved, we send the manuscript to the senior author

Senior author review & provides revisions or approval



The process

STEP 5: Distribution to all authors for review/approval & required forms

- We send manuscript to all coauthors for their review

- We document their approval and/or incorporate their revisions

- We collect any required copyright transfer and/or conflict-of-interest forms



The process

STEP 6: Submission

After all authors have approved & required forms have been collected

Editorial staff submits to the target journal

We coordinate payment of any submission fees

We notify all authors of the submission and send you a PDF of submitted files



The process

STEP 7: Submission monitoring

Post-submission, we monitor project for any technical issues/requests

If no response in 3 months, we contact journal for status



The process

STEP 8: Response to journal decision

If journal rejects, we notify all authors and request new target journal

If journal requests revisions

- We notify all authors

- We send you a document for response to peer review

- We send you the submitted version of the manuscript for your revisions



The process

STEP 8: Response to journal decision

Using "Track Changes," you revise per peer review feedback

You respond to every reviewer question/comment

We edit your revisions and responses

We secure senior author approval

We ensure revisions are submitted to journal by deadline (or request extension)



The process

STEP 9: Manuscript acceptance

When the manuscript is accepted, we notify all authors & provide citation for CVs

We notify JH Media Relations & Ortho leadership

We coordinate submission of anything else the journal requires

We await article proofs



The process

STEP 10: Proof review

We review proofs and ask authors for clarification when needed

We mark proof corrections & submit to publisher



The process

STEP 11: Publication!

We notify all coauthors, Media Relations, and Department leadership of publication

We provide you with a final citation for your CV





JOHNS HOPKINS
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Thank you

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