

# Scientific Writing and Editing Seminar

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Willows End scientific editing and writing

## Steps to Writing a Good Journal Article

1. Ask whether the work is ready to publish. What is your central message?
2. Prepare complete tables and figures with titles, captions, and notes.
3. Decide on coauthors.
4. Consider the ethics of publication.
5. Relate your conclusions to existing knowledge on the problem.
6. Write a working title and abstract.
7. Choose the journal, read instructions to authors, note important journal requirements.
8. Construct an organizational scheme; make files for the main sections.
9. Begin adding content, ideas, notes to each section file.
10. Arrange notes within each section in logical order.
11. Review table and figure checklists; finalize the design and content of tables and figures.
12. Write topic outline; consider writing a sentence outline.
13. Write first draft at one sitting, collect references in proper format. Let draft sit.
14. Read draft after rest, review for major changes needed. Revise structure, style.
15. Cut any unneeded illustrations, prepare them in final form and size for journal.
16. Review manuscript checklists; edit, polish the text, revise word choice.
17. Rewrite title, abstract.
18. Ask coauthors and colleagues to review the paper and to write remarks.
19. Review author instructions. Obtain permissions.
20. Re-read text, check journal style/format, completeness of ideas and message, English; revise as needed and according to colleagues' remarks; wait, then read/revise again...
21. Write cover letter to editor-in-chief, submit article to journal.
22. Read editor's decision letter, analyze remarks, respond/revise as needed.
23. Read, correct proof: Tips for proofreading.