

PA EDitorial's Author Tips

Pre-submission

- Research the journal to ensure it's the best fit for your article. Take a look at pre-published articles to familiarise yourself with the journal's content and style.
- If it is important for your article to be included in PubMed, Scopus, or any other indexing service, check before you submit that those services cover the journal – this will avoid disappointment at a later stage.
- Before submission, check for any open access charges required by the journal you are thinking of submitting to. Occasionally, discounts may be possible under certain circumstances.
- If you are not a native English speaker, consider using an English language-editing service before you submit your article, e.g. [T&F Language Editing](#) or [OUP Language Editing](#).

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Submission

- Follow the preparation and submission guidelines on the website to ensure your manuscript meets all the journal requirements, e.g. house style, citation methods, the inclusion of identifying author information, selection of the appropriate article type.
- Pay attention to word count limits and what they can include. If your article goes above the word count, consider making some of the material supplementary information or an appendix – if permitted by the journal.
- If there is a limit for figures and tables, think carefully before squeezing too many panels into figures to get around the limit.
- Make sure all the text and figure content are legible when shown at journal page size. There may be the option to submit large tables as supplementary files, with a shorter version in the main article. Have a look at some pre-published manuscripts to get an idea of the types of figures that work well.
- Check the submission system's generated PDF before you press submit. This ensures you haven't missed anything and that everything is legible. This is the document that will be sent to reviewers.
- Provide suggested reviewers to assist the editorial team with sourcing reviewers for your manuscript.



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Revised Submission

- For revised articles, ensure you have provided a point-by-point response to reviewers and a tracked changes version of the manuscript (if appropriate) to help editors easily view the changes you have made to your article. Try to be as specific as possible in your responses and include an explanation for any points that you choose not to respond to.
- Line and page numbers can assist reviewers when they are commenting on your article, so consider adding these (this is a requirement for some journals).

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Post Submission

Keep in touch with the editorial office; our team are always happy to assist with progress requests.

We appreciate that a submission system's generic nature doesn't give as much detail as authors would like to see.

