

Ethical guidelines for authorship and how to respond to editors and reviewers

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10 July 2018

Outline

- 1) Basic publishing ethics– double publishing, plagiarism and guidelines of authorship
- 2) How to respond to editors and reviewers...-cover letters and response letters

Ethical conduct for international publication

- Double-publishing
 - What is it? And how to avoid it.
 - Double publishing doesn't only mean 100% duplication (changing a few words around is not sufficient!)
 - The rain in Spain falls mainly on the plain..
 - The plain in Spain receives most of the rainfall..

Plagiarism

- Serious! (damaging to career, result in blacklisting etc.)
- Software and websites available to catch plagiarism...,
- Learn to appropriately paraphrase and explain main points without copying and be sure to cite the original reference

- Who should be a co-author and who should only receive acknowledgements...?
- First, be clear about your authorship criteria!

Table 1. Format and example of a worksheet for determining the relative contributions of participants in a research project. Values listed are percent relative contributions. In this example, a natural cutoff for authorship status would be between Technicians C and D. Authorship ranking should be Leader A, Leader B, and Technician C. The number in parentheses is a multiplier (see text for details).

Investigator	Conception (1.0)	Design (1.0)	Data collection (1.0)	Data analysis (1.0)	Writing (1.0)	Total
Leader A	50	90	0	70	40	250
Leader B	50	10	20	0	30	110
Technician C	0	0	40	30	30	100
Technician D	0	0	40	0	0	40
Column totals	100	100	100	100	100	500

From
Bulletin of the Ecological Society of America

Communicate with your potential co-authors

- Once authorship has been decided, be absolutely sure all authors have been contacted and agree to the authorship you have set up.
- Never submit a paper without the permission from all authors!!
- Agree on the order of authors, remember the corresponding author is the author that corresponds with the journal, it does not always = senior author

- Communicate clearly with the journal and follow the ethical guidelines of the journal that you are submitting to

20 November 2016

Dr. Frank XXXX,
Managing editor of XXXXX,

Dear Dr. XXXXX,

Please find the enclosed manuscript titled: “Determinants of smooth-coated otter occupancy in a rapidly urbanizing coastal landscape in Southeast Asia”. The manuscript has not been published elsewhere, accepted for publication elsewhere or under editorial review for publication elsewhere; and that my Institute’s representatives and my co-authors are fully aware of this submission. This study was conducted following the legal requirements of Thailand. The objective of the research was to explore the impacts of landscape environmental variables on the distribution of wild, smooth-coated otter in the heavily urbanized environs of the city of Bangkok.

We hope that the editorial board will consider our submission.

Sincerely yours,

XXXX

- What to expect from an editor and reviewers:
- Reviewer's evaluate the details of the manuscript and submit their recommendations to the editor
- Editors normally summarize the reviewer's comments and make the final decision as to whether your paper will be accepted by the journal

How to respond to editors and reviewers...to increase the chances your paper is accepted..

- 1) Don't get angry!...don't take it personally , maybe put it down for a while if it upsets you..
- 2) Be kind to the editor, When you revise, make it as easy as possible for the editor to see how you responded (don't make her hunt around to understand how and where you responded to the editor
- 3) Be thorough and detailed in your responses, be sure the editor (and reviewers) know you took their comments seriously and that you tried to respond to the comments in your *revised manuscript*.

- Example response letter...

Conclusions

- Plagiarism , double publishing and informing co-authors
- Communicate with all authors before submission
- Communicate that you have followed the ethical guidelines of the journal, take reviewer's comments seriously, be sure to address them all in the revised manuscript except on rare occasions when you have strong evidence to refute a particular comment