How to Publish in an Oxford University Press Journal

Katherine Staples
Regional Training and Implementation Manager
UK, Northern, Southern & Western Europe
Oxford University Press
Session Plan

• Introduction to OUP
• Preparing to write your article
• Submitting your Article
• Open Access
• Producing your article
• Publishing your article
• Promoting your article
OUP – A History
Oxford University Press (OUP)
Our mission

Oxford University Press is a department of the University of Oxford. It furthers the University's objective of excellence in research, scholarship, and education by publishing worldwide.
Oxford University Press (OUP)

A Brief History

- Founded in 1478
- Department of Oxford University
- Largest university press in the world
- A presence in 51 countries
- Employs 6,000 people worldwide
- Publish approximately 7,000 new books and 370 journals a year.
Who Publishes Journals?

• For-Profit
  The Big Five
  1. Elsevier
  2. Wiley-Blackwell
  3. Taylor & Francis
  4. Springer Nature
  5. SAGE

• Not-for-Profit
  University Presses
  • OUP and CUP
  • Other University Presses

• Research Societies
Why Oxford Journals

The Oxford Journals Collection has no long tail.

It is high in quality and highly used through and through.
Commitment to Quality
A closer look at Oxford Journal rankings

Over 25% of journals ranked in the top 10 titles in their category

Over 55% of journals with an Impact Factor are ranked in the top 25% of their field

Over 75% are in the top 50% of their field.

Source: 2018 Journal Impact Factor, Journal Citation Reports (Web of Science Group, 2019)
The Publishing Process
How to Publish

Overview of Publishing Process
How to Publish

Navigate to Resources > Authors
https://academic.oup.com/journals/pages/authors
Getting Published – Getting Started
Preparation
How to Publish

Preparation: Selecting a Journal
Why Publish?

- A personal ambition
- Contribute to your knowledge to your Discipline
Different Kinds of Research Articles

- Original Research
- Letters or Rapid Communications or Short Reports
- Review Articles
- Case Studies
- Methods or Methodology
How to Publish
Preparation: Selecting a Journal

What Are Authors’ Priorities?
How do I find the right Journal

- Impact Factor
- Number of downloads
- Altmetric Score
- Links to societies/associations
- Relevance of content and publishing ethos
- Speed

If you can choose your Journal before you start writing your article.

If you can’t – speak to your Librarian or others in your subject area about the best journal to publish in
How to Publish
Preparation: Selecting a Journal

Choose the right journal for your research

https://thinkchecksubmit.org/
How to Publish

Preparation: Find Author Guidelines

Consult the Individual Journal’s Website for Guidance on:

- Word limits
- Structure
- Required elements for individual manuscript types
- Points on house style and formatting
# How to Publish

**Preparation:** Preparing the Manuscript

## Articles Must Be:
- Original
- Previously unpublished
- Not under consideration for publication elsewhere
- Clear of any plagiarized material or falsified data

## Important Tip:
- **Do not** submit your paper to more than one journal at a time. Duplicate publication creates extra work for everyone involved, and, if discovered, will result in the immediate rejection of your manuscript.
How to Publish

Preparation: Language Services

General Guidelines

• Clear English

• Copyedited by OUP after acceptance

• OUP does not provide in-house language editing services
  • https://academic.oup.com/journals/pages/authors/preparing_your_manuscript/language_services

• English is not your first language
How to Publish
Preparation: Funder Requirements

Know Your Funder’s Rules

• Set requirements on the published works?
• Public access or open access to research papers?
• Open access options
• Open data requirements.
How to Publish

Preparation: Funding Acknowledgement

General Guidelines

• Funding should be cited, providing the **grant number** and the **funder name**.
• Crossref Funder Registry - https://www.crossref.org/services/funder-registry/
• Mark specific grants
• Separate Document Required?
How to Publish
Preparation: Rights and Permissions

General Guidelines


• Adding an image or table in your article?
• Get Permission first
• It may take up to 6 months
• Obtain the broadest rights possible – electronic and print
• Questions about permissions – speak to you OUP Production Editor.
How to Publish

Preparation: Supplementary Material

General Guidelines

• Only include if necessary
• Supplementary material should
  • enhance understanding
  • Not be integral to that understanding
  • Not include anything not explained in the article
• It will not be typeset or edited.
• Check for limits on file sizes, length, format, or file-type
• Hosting on a different platform – include a Digital Object Identifier (DOI).
  https://www.doi.org/
Getting Published - Submission
How to Publish
Step 2: Submission

Online Submission
✓ Submit via the Journal website.
✓ Submission sites require you to create an account in order to submit.
How to Publish
Step 2: Submission
How to Publish
Step 2: Submission

Welcome to the submission site for Age and Ageing

To begin, log in with your user ID and password.

If you are unsure about whether or not you have an account, or have forgotten your password, go to the Reset Password screen.
How to Publish
Step 2: Submission
https://orcid.org/

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

Create an Account

ORCID®

Select the appropriate option below to associate an ORCID ID to your account.

Create an ORCID ID

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the longstanding name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit http://orcid.org/content/initiative.
How to Publish
Submission: ORCID

General Guidelines
• Add your ORCID during the submission process
• A lifelong ORCID identifier.
• Create an ORCID for free
• Some Universities connect ORCID to Institutional usernames
• More information https://academic.oup.com/journals/pages/authors/orcid
How to Publish

Step 2: Submission

**ORCID®**

Select the appropriate option below to associate an ORCID ID to your account.

- Create an ORCID ID
- Associate your existing ORCID ID

**Open Researcher and Contributor ID (ORCID)** is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit [http://orcid.org/content/initiative](http://orcid.org/content/initiative).

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Prefix:</td>
<td>Dr.</td>
<td>▼</td>
</tr>
<tr>
<td>First (Given) Name:</td>
<td>Sharon</td>
<td></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last (Family) Name:</td>
<td>Brett</td>
<td></td>
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<tr>
<td>Degree:</td>
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<tr>
<td>Primary E-Mail Address:</td>
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<tr>
<td>Primary Cc E-Mail Address:</td>
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<tr>
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[Next button]
How to Publish
Step 2: Submission

Enter your primary and secondary address information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

<table>
<thead>
<tr>
<th>Primary Address</th>
<th>Secondary Address</th>
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</thead>
<tbody>
<tr>
<td>Institution: University of Calcutta</td>
<td>Institution:</td>
</tr>
<tr>
<td>Department:</td>
<td>Department:</td>
</tr>
<tr>
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<td>Address:</td>
</tr>
<tr>
<td>Country / Region: India</td>
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<td>State/Province:</td>
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<td>Fax:</td>
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</tbody>
</table>

[Previous] [Next]
How to Publish

Step 2: Submission

Enter your desired User ID and Password into the boxes below. You will be asked to enter your User ID and Password each time you log in. Your User ID cannot contain any spaces; your password must be at least 8 characters in length. If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. When you are finished, click "Finish."
How to Publish
Step 2: Submission

Unavailable Dates
If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

From:  
To:  

Signature. The journal can choose to use the text you enter in this field in e-mail correspondence.

Please do NOT upload your manuscript in this area. Once you have finished creating your account, you may enter your Author Center to submit a new manuscript.

Choose File  No file chosen

Attach

Files attached
No files have been uploaded.

Privacy Acknowledgement
To ensure you are properly informed of your privacy rights while using this website, we ask that you review and acknowledge the relevant privacy policies linked below.

Oxford University Press global privacy policy
Clarivate Analytics – ScholarOne Privacy Notice

Yes, I have read and now acknowledge the linked privacy policies.
How to Publish
Step 2: Submission

Step 1: Type, Title, & Abstract
- Select your manuscript category
- Enter your title and abstract into the appropriate boxes below
- Clinical reminders, Letters and Editorials do not require an abstract. Please write "not applicable" in the abstract box.
- Please do not upload a cover letter. There is a section provided in the next stages for you to make any (optional) comments to the Editor.
- When you are finished, click "Save and Continue." Read More ...

* = Required Fields

Type:

<table>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Research Paper</td>
<td>Should report original findings and include a structured abstract using appropriate headings. Those including original data may be sent for peer review. Max 2500 words of text, 250-word abstract, 30 references, 3 tables/figures.</td>
</tr>
<tr>
<td></td>
<td>Review</td>
<td>We are particularly interested in reviews of any whole field or aspect of geriatric</td>
</tr>
</tbody>
</table>
How to Publish

Step 2: Submission

Submission

- Step 1: Type, Title, & Abstract
- Step 2: File Upload
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Reviewers
- Step 6: Details & Comments
- Step 7: Review & Submit

Title

* Abstract

Write or Paste Abstract

Save & Continue
How to Publish

Step 2: Submission

Step 2: File Upload

- Upload a Title Page which includes the title, the names and institutions of all contributing authors.
- Please ensure that the manuscript files are anonymous, with no author details whatsoever. We use a double-blind peer review process and will return papers which contain author details in the manuscript files.
- If you have acknowledgements or declarations which are not anonymous, please include these in the Title Page and not the manuscript files.
- Turn off page and line numbering.
- Upload tables, figures and appendices as separate or integral files as you prefer.
- When you are finished, click “Save and Continue.” Read More...

* = Required Fields
How to Publish

Step 2: Submission

Submit your manuscript through the submission portal. Ensure that you follow the guidelines provided by the journal. This may include formatting your manuscript according to specific requirements, such as word count limits and reference styles.

Step 3: Attributes

- **Keywords**: Provide 3-5 key words that capture the main theme of your paper. These should be single words or phrases.
- **Key Points**: Include 3-5 key points that summarize the main arguments or findings of your paper.

Please make sure to enter these attributes before submitting your manuscript. This will help reviewers and readers find your work more easily.
How to Publish

Step 2: Submission
How to Publish

Step 2: Submission

Step 5: Reviewers

- This section is optional.
- If you wish to indicate preferred or non-preferred reviewers, enter the reviewer's information into the text boxes below and click the appropriate designation button.
- When you are finished, click “Save and Continue.”

<table>
<thead>
<tr>
<th>Action</th>
<th>Preference</th>
<th>Reviewer</th>
<th>Institution</th>
</tr>
</thead>
</table>

Add Referees

[Previous Step] [Save & Continue]
How to Publish

Step 2: Submission

Step 6: Details & Comments

- Answer any remaining questions appropriately.
- When you are finished, click "Save and Continue".

* = Required Fields

Cover Letter

Write Cover Letter

Funding

* Is there funding to report for this submission?
  - Yes
  - No

Funders

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>FINDER</th>
<th>GRANT / AWARD NUMBER</th>
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Add Funder
How to Publish

Step 2: Submission

Step 7: Review & Submit

- Please review the information below for completeness and make changes as needed.
- After reviewing the manuscript proofs at the foot of this page, you must click 'SUBMIT' to complete your submission.

* Verify Step Information

** Step 1: Type, Title, & Abstract **

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RESPONSE</th>
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** Step 2: File Upload **

- File size must not exceed 2 MB.
How to Publish
Submission: Uploading Files

General Guidelines
• The online submission system will automatically create a single pdf file containing your main text and reduced-resolution versions of figures.
• Enter figure captions/legends
• Check the pdf file prior to final submission.
• Anonymise the manuscript if required
• Include author details, funding details and acknowledgements in a separate document.
• Upon submission, your manuscript will be assigned a unique manuscript ID.
Getting Published: Open Access
Developing Countries Program

• We offer a number of products and journals to not-for-profit institutions in developing countries.
• Free rate for publication in fully OA journals

• Countries are selected based on Human Development Index, World Bank GNI data and input from regional sales managers

• Reviewed on an annual basis (calendar year).
Open Access Models

Making a paper freely available online immediately on a publisher’s website and published under a licence which grants re-use rights to users. Often involves payment of an APC.

Authors deposit a version of their manuscript in their institutional repository or on any other website.

All content is open access and made immediately available – authors usually pay an APC.

Hybrid open access journals provide Gold OA only for articles for which their authors (or their author's institution or funder) pay an APC.
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http://creativecommons.org/licenses/
OUP’s Open Access Program

- Publishing OA since 2004
- 62 fully OA journals
- >300 hybrid journals
- 9,644 OA articles in 2018
- Self-archiving policies for green OA
- Subject relevant OA content is deposited in PMC
OUP’s OA Strategy

- Sustainable, high quality publishing
- Experiment and share
- Engagement with communities
- Fair and sustainable prices
- Efficient administration
OA Growth at OUP

Number of open access papers (2004-2018)

Year

Number of open access papers

0 1000 2000 3000 4000 5000 6000 7000 8000 9000 10000

No. of Fully OA OUP Journals, 2005-2018
Getting Published: Production
How to Publish
Steps 3 and 4: Production and Publication

After Acceptance

✓ 6-character unique ID will be assigned to your paper, forming the end of your article’s DOI (Digital Object Identifier).
✓ Sent link to Author Services site
✓ Create a new account for the Author Services site
How to Publish
Production: Proofing

General Guidelines

• Copyediting
• Proofs sent to author
• We use Adobe Reader https://get.adobe.com/uk/reader/
• New or additional material will need approval
• Address any queries at this point
How to Publish

Publication: Publication Fees and Offprints

General Guidelines

• Fees
  • Most have no fees
  • Open access does incur fees – but these may be paid by your institution or funder
  • Open Access publishing occurs fees for colour reproduction of figures
  • There may be additional page charges
• Payments can be made online via the Author Services site
• Developing country - https://academic.oup.com/journals/pages/librarians/developing_countries
• Hard-copy off-prints may be available for purchase
Getting Published: Being Published
How to Publish
Publication: Publication & Embargo Policy

General Guidelines

• Upon publication
  • Corresponding author sent a free-access link to the online version of their paper.
  • Share with co-authors and colleagues
  • Posted on the author’s personal or institutional webpage.
• Paper Content is embargoed until time and date of publication
• Content should not be discussed or publicized to the media before the official publication date.
• If there is a reason why the research cannot be published until a specific time – let your production team know and include the information in your cover letter.
How to Publish
Publication: Post-Publication Changes

General Guidelines

• Corrections
• Erratum or corrigendum published with its own DOI.
• Authors' corrections to Supplementary Data
• New data requires a new article
Getting Published: Promoting Your Article
## How to Publish

### Step 5: Promotion

<table>
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<tr>
<th>Article Metrics and Social Media</th>
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<tr>
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</tbody>
</table>
Any Questions?

Katherine Staples
Regional Training and Implementation Manager
Oxford University Press