



Publishing Scholarly Articles: From Manuscript to Publication

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Abstract

Publishing in prestigious peer-reviewed academic journals is a pivotal pursuit for researchers and scholars, yet writing, submitting, and publishing a manuscript can be complicated and demanding. This study endeavors to guide researchers through transforming a conceptual manuscript into a successfully published work. It draws upon a thorough synthesis of existing literature and insights from experts to illuminate a holistic perspective on critical aspects, including effective manuscript preparation, journal selection, rigorous peer-review gauntlet, upholding ethical imperatives, and skillfully managing the post-submission process. Furthermore, the study offers strategies for amplifying the resonance of published research articles through various channels, such as social media, academic conferences, and institutional repositories. By elucidating the complexities inherent in academic publishing, this study stands as an indispensable beacon for researchers seeking to elevate the impact and visibility of their scholarly endeavors.

Keywords: Journal Article; Manuscript Preparation; Peer Review Process; Submission Process; Academic Promotion.

نشر مقاله‌های علمی: از پیش‌نویس تا چاپ

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چکیده

نشر مقالات علمی در ژورنال‌های معتبر با داوری هم‌تا، یک امر مهم برای محققان در عرصه علمی به شمار می‌رود. با این حال، مراحل نگارش، ارسال و در نهایت چاپ یک مقاله ممکن است دشوار و چالش برانگیز باشد. تحقیق حاضر سعی می‌نماید تا محققان را در تبدیل یک پیش‌نویس مقاله به یک اثری چاپ شده و تاثیرگذار، راهنمایی نماید. بدین منظور، با تلفیق دقیق منابع موجود و نظرات صاحب‌نظران، این تحقیق دیدگاهی فراگیر از جنبه‌های کلیدی، از جمله نگارش اثری تاثیرگذار، انتخاب ژورنال مناسب، گذر از مرحله دشوار داوری هم‌تا، پایبندی به اصول اخلاقی در تحقیق، و مدیریت شایسته پروسه پس از ارسال مقاله را ارائه می‌دهد. علاوه بر این، این تحقیق راهکارهای ارزشمندی را برای افزایش انعکاس و تاثیرگذاری مقالات علمی چاپ شده، از طریق کانال‌های گوناگون چون رسانه‌های اجتماعی، کنفرانس‌های علمی و مخازن موسسه‌ای ارائه می‌دهد. با شرح نمودن پیچیدگی‌های ذاتی در حوزه نشر مقالات علمی، این تحقیق راهنمایی برای محققانی است که در پی ارتقای جایگاه و تاثیرگذاری دستاوردهای علمی خویش می‌باشند.

اصطلاحات کلیدی: مقاله ژورنالی؛ تهیه پیش‌نویس؛ پروسه داوری هم‌تا؛ پروسه ارسال؛ ترفیع علمی

Introduction

Publishing high-quality, peer-reviewed academic journals is crucial for researchers, as it is the primary means of communicating new knowledge, theories, and findings within the scholarly community. These publications undergo rigorous reviews to ensure validity, significance, and originality, contributing to their respective fields' ongoing discourse and advancement (Cargill, 2013). However, the path to publishing in reputable journals is arduous due to the fierce competition for limited space in top-tier outlets.

The acceptance rates for prestigious journals can be meager, with many accepting fewer than 10% of submissions (Ware et al., 2015). This highly competitive landscape is further compounded by the ever-increasing number of researchers vying for publication. Moreover, authors must navigate the intricate journal guidelines, formatting requirements, and the demanding peer-review process (Cargill, 2013). Consequently, the relentless pressure to publish, often referred to as the "publish or perish" culture, can lead some researchers to engage in questionable practices, such as data manipulation, plagiarism, or fragmentation of research into multiple publications, in an attempt to inflate their publication records artificially (Rawat & Meena, 2014).

In light of these challenges, several scholars have underscored the importance of producing high-quality manuscripts and have offered valuable guidance on preparation and submission. The article, *Strategies for Publishing in Scholarly HRD Journals* (Chisholin, 2007) emphasizes attention to detail throughout the manuscript preparation process, from conducting rigorous research and analysis to ensuring clear and concise writing, adherence to journal guidelines, and proper formatting. They argue that a well-crafted manuscript that follows established academic conventions and demonstrates a solid understanding of the relevant literature is more likely to be well-received by peer reviewers and editors.

Additionally, (Beall, 2016) cautions authors about the growing prevalence of predatory publishers, which claim to offer legitimate peer-review and publishing services but engage in unethical practices, such as charging excessive fees, lacking proper editorial oversight, and failing to maintain high scholarly standards. Beall stresses the importance of

thoroughly researching potential publication outlets' reputations, editorial policies, and indexing status to avoid falling victim to predatory practices.

Complementing these insights, (Thyer, 1994) provides a comprehensive guide to successful publishing, covering various aspects of the process, from selecting the appropriate journal for one's research to effective manuscript preparation and post-acceptance strategies. Thyer highlights the importance of aligning one's work with the scope and aims of the target journal, carefully adhering to submission guidelines, and developing resilience to handle the inevitable rejections and revisions that are part of the publishing journey. Furthermore, Thyer, the author, offers insights into navigating the post-acceptance phase, including responding to editor and reviewer comments, proofreading, and promoting one's published work through various channels.

Objectives of the Study

In light of the challenges and importance of academic publishing, this article aims to provide a comprehensive and practical guide to assist novice researchers in understanding the complexities of publishing their work in reputable scholarly journals. Specifically, this study seeks to demystify the publication process by offering insights and strategies on various aspects, including:

1. Preparing a compelling and well-structured manuscript that adheres to the journal's guidelines and effectively communicates the research findings.
2. Selecting the most appropriate journal for research considers factors such as scope, readership, impact factor, and publication policies.
3. Understanding the peer-review process, including common pitfalls to avoid and strategies for addressing reviewer feedback and revisions.
4. Exploring ethical considerations in academic publishing, such as plagiarism, authorship disputes, and conflicts of interest.
5. Discussing strategies for promoting and disseminating published research through various channels, such as social media, conferences, and institutional repositories.

Research Methodology

This study employed a systematic review, synthesizing and critically analyzing existing literature on writing and publishing scholarly research articles. The data collection process involved conducting comprehensive searches across various online databases, electronic journal repositories, and digital libraries to identify relevant sources and incorporate expert perspectives.

Data Collection and Search Strategy

The data collection phase began with defining appropriate keywords and search terms related to the research topic. These keywords were used to query academic databases such as Google Scholar, Web of Science, Scopus, and JSTOR, as well as subject-specific databases relevant to the field of study. Additionally, internet searches were conducted using popular search engines (e.g., Google, Bing) to locate relevant books, reports, and other scholarly materials not indexed in academic databases.

The search strategy involved combining relevant keywords using Boolean operators (AND, OR, NOT) to refine and broaden the search results as needed. Truncation and wildcard symbols were also employed to capture variations of the search terms. The initial search yielded many potential sources, then filtered based on relevance, publication date, and quality criteria.

Inclusion and Exclusion Criteria

Specific inclusion and exclusion criteria were applied to ensure the quality and relevance of the reviewed literature. Only peer-reviewed journal articles, books, and reputable reports published within the last 20 years were considered for inclusion. Sources deemed low quality, such as non-peer-reviewed articles, blog posts, or unreliable websites, were excluded from the review.

Additionally, the literature search was restricted to sources written in the English language to ensure accurate interpretation and analysis. Sources focusing on publishing scholarly research articles in reputable journals were prioritized, while those deviating significantly from the research topic were excluded.

Data Analysis and Synthesis

The selected literature sources were carefully reviewed, and relevant information was extracted and synthesized. A thematic analysis approach was employed to identify recurring themes, patterns, and insights across the literature. Similarities, differences, and contradictions between various sources were critically examined to understand the research topic comprehensively.

The synthesis process involved organizing the extracted data into coherent themes and sub-themes, facilitating the identification of gaps, limitations, and areas for further exploration. The findings from the reviewed literature were then integrated and presented in a structured manner, providing a comprehensive overview of the current state of knowledge on the research topic.

Ethical Considerations

As this study relied solely on publicly available literature sources, no specific ethical concerns or approvals were required. However, appropriate citation practices were followed to ensure proper attribution and avoid plagiarism.

Findings

The process of writing and publishing a scholarly article is an endeavor that requires careful planning, execution, and adherence to established academic standards. This intricate journey can be categorized into five main stages: topic selection and research, manuscript preparation, choosing the appropriate journal, submission, and post-submission processes. The following sections elaborate on each of these stages in detail.

Topic Selection and Research

The journey to publishing in a reputable academic journal begins with the critical step of selecting a research topic and thoroughly reviewing the existing literature. Choosing a topic that aligns with the interests, expertise, and the current state of the field is paramount, as it not only ensures that the authors remain engaged and motivated throughout the research process but also increases the likelihood of making a meaningful contribution to the discipline (Krathwohl & Smith, 2005).

When selecting a research topic, it is essential to consider the potential for novelty and significance. While building upon existing work is common and often necessary, the research should aim to address gaps, challenge assumptions, or provide new perspectives that advance the current understanding of the subject matter. Engaging with the latest research in the field, attending conferences, and consulting with experts can help identify underexplored areas or emerging trends that could serve as fertile ground for the research.

Once the authors have identified a promising topic, conducting a thorough review of the relevant literature is crucial. This process involves systematically searching for, evaluating, and synthesizing existing research on the chosen subject (Webster & Watson, 2002). Comprehensive literature reviews help contextualize the research within the broader academic discourse and ensure that the authors are aware of the most recent developments, methodologies, and findings in the study area.

Utilizing reputable academic databases and search engines, such as Google Scholar, Web of Science, Scopus, and discipline-specific repositories, is essential for locating relevant literature (Borrego et al., 2014). Additionally, consulting reference lists from key publications and employing citation-tracking tools can uncover influential works and identify research trajectories within the field. As the authors explore the literature, it is essential to critically evaluate the quality, validity, and reliability of the sources the authors encounter. Peer-reviewed journal articles, books, and conference proceedings from reputable publishers and institutions are generally considered more authoritative than non-peer-reviewed sources (Pautasso, 2013). However, it is also essential to consider the timeliness of the information, as rapidly evolving fields may require consulting preprints, working papers, or other non-traditional sources to access the latest research (Norris et al., 2008).

Effective literature reviews often involve organizing and synthesizing the collected information in a structured manner, such as by creating concept maps, annotated bibliographies, or literature review matrices (Machi & McEvoy, 2024). This process can help identify patterns, conflicts, and gaps within the existing body of knowledge, informing the development of the research questions, hypotheses, and methodological approaches.

Preparing the Manuscript

Once the authors have selected the research topic and conducted a thorough literature search, the next crucial step is preparing the manuscript. Most academic journals provide detailed author guidelines that outline their expectations for manuscript structure, formatting, style, and referencing conventions. These guidelines should be treated as strict requirements, not mere suggestions. Authors should carefully review and follow these instructions to the letter, as deviations can signal a lack of attention to detail and disregard for the journal's standards (Belcher, 2009).

Manuscripts should be structured with a clear and logical organization. While the specific sections may vary across disciplines, most journals expect a rational and well-organized structure that guides the reader through the research process. This may include an introduction, literature review, research methods, findings, discussion and conclusion, recommendations, and references. In the following, each section is detailed to help researchers understand each section sufficiently.

Introduction. The introduction section of a research manuscript is a critical component that sets the stage for the entire study. It should provide a clear and concise overview that establishes the study's context, significance, and objectives. A well-crafted introduction helps readers understand the broader research domain in which the work is situated and highlights the topic's importance or relevance (Annesley, 2010).

One of the most crucial elements of the introduction is clearly stating the research problem, knowledge gap, or question the study seeks to address (Bem, 1995). This problem statement should be precise and compelling and demonstrate the necessity of the research. It should explicitly outline why the research is needed and what gap or issue it aims to address within the existing body of knowledge. A well-articulated research problem provides justification for the study and helps readers understand the motivations and rationale behind the research.

Additionally, the authors should explicitly outline the research objectives or aims, providing readers with a roadmap of the intended achievements or investigations. These objectives must be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) (Doran, 1981) and directly aligned with the research questions or hypotheses. Clearly defined

objectives ensure that the study has a focused direction and that the researchers clearly understand what they aim to accomplish or investigate. Furthermore, SMART objectives help measure the success or failure of the study and evaluate its overall effectiveness.

Moreover, the introduction should present the research questions or hypotheses that guide the study, adhering to the FINER criteria (Feasible, Interesting, Novel, Ethical, and Relevant) (Hulley et al., 2013). Research questions or hypotheses serve as the backbone of the study, providing a framework for the investigation and guiding the methodology and data analysis. By ensuring that these questions or hypotheses meet the FINER criteria, researchers can increase the likelihood of their study being feasible, interesting, novel, ethical, and relevant to the broader research community.

The introduction should also explain the findings' potential contributions, implications, or significance. This section describes why the research is valuable and merits publication in an academic journal (Creswell & Creswell, 2017). The significance of the study can be highlighted by discussing its potential impact on the existing body of knowledge, theoretical or practical applications, or its ability to address critical issues or challenges in the field (Locke et al., 2007). Authors should clearly articulate their research's potential benefits or implications, whether it be advancing theoretical understanding, informing policy or practice, or contributing to the resolution of real-world problems.

A well-crafted introduction typically weaves together background information, problem statements, research objectives, questions or hypotheses, and the significance of the study in a coherent and compelling narrative. It should provide enough context to orient readers without delving too deeply into the literature review or methodological details, which will be covered in subsequent sections. By crafting a well-structured and informative introduction, the authors establish a solid foundation for the manuscript and pique the reader's interest in the research, setting the stage for the subsequent sections to follow. Table 1 below summarizes the key features of a well-crafted introduction and provides examples for each feature.

Table 1: Summary of the main features of the Introduction section with examples

Key Feature	Practice Example
Establish the context and background	In recent years, the field of X has gained significant attention due to its potential applications in Y and Z. Previous studies have explored...
Clearly articulate the research problem or knowledge gap	However, there remains a lack of understanding regarding... or Despite its importance, little is known about...
State the research objectives or aims	The present study aims to investigate... or The purpose of this research is to examine...
Highlight the potential contributions or significance	The findings of this study have important implications for... or This research contributes to the existing literature by...
Provide a coherent narrative flow	To address this gap, we conducted a study to... Our approach involved... The results of our analysis revealed...

Literature Review. The literature review section is another crucial component of the research manuscript, as it demonstrates in-depth field knowledge and situates the work within the broader scholarly discourse (Ridley, 2012). In this section, the authors should comprehensively review and synthesize the existing body of relevant literature, critically analyzing and evaluating previous research, theories, and concepts related to the topic.

An effective literature review typically begins with an overview of the key theories, concepts, and previous studies that provide the foundational knowledge for the research (Machi & McEvoy, 2024). This overview should not merely summarize existing works but critically analyze their strengths, limitations, and gaps (Torraco, 2016). By identifying areas where the current literature falls short or where there are conflicting findings or perspectives, the authors can establish the need for the research and highlight its potential contributions (Creswell & Creswell, 2017).

As the authors delve deeper into the literature review, they should identify specific areas where their research can contribute new knowledge or offer novel perspectives. This may involve addressing unexplored questions, testing alternative methodologies, or examining the topic from a different theoretical lens (Randolph, 2009). By critically evaluating the existing literature, the authors can position the study as valuable to the scholarly discourse and justify its significance within the broader research landscape.

Throughout the literature review, it is essential to maintain a critical and analytical approach. Avoid simply describing or summarizing previous works; discuss their strengths, weaknesses, and relevance to the research (Ridley, 2012). This critical analysis demonstrates the mastery of the subject matter and sets the stage for the study's unique contributions.

Ultimately, the literature review should justify the study based on the gaps, inconsistencies, or unexplored areas identified in the reviewed literature (Randolph, 2009). Table 2 below summarizes the key features of the literature review section and provides examples for each feature.

Table 2: Summary of the main features of the Literature Review section with examples

Key Feature	Practice Example
Provide an overview of key theories and concepts	Theories of X have evolved over time, with early work by [Author] proposing... More recent studies have built upon this by...
Critically analyze existing literature	While these studies have contributed significantly to our understanding of X, notable limitations... or Conflicting findings have emerged regarding...
Identify gaps or unexplored areas	However, little research has been explored, and the literature has a major gap.
Position the study within the literature	The present study aims to address this gap by... or Our research extends previous work by...

Methodology. The methodology of the research manuscript provides a detailed and replicable account of the study's research design, data collection methods, and analytical procedures (Creswell & Creswell, 2017). This section should be structured to allow readers to understand and potentially replicate the research approach, ensuring transparency and accountability in the scientific process (Yin, 2018).

A well-structured methodology section typically begins by outlining the overall approach or paradigm the authors have adopted, such as quantitative, qualitative, or mixed methods research (Johnson & Christensen, 2019). This should be followed by clearly describing the research design utilized, such as experimental, survey, case study, or ethnographic approaches. It is also recommended that the authors provide a rationale for the chosen research design and its suitability for addressing the research objectives (Creswell & Creswell, 2017).

One of the critical components of the methodology section is the description of the sampling strategy and participant recruitment process (Etikan et al., 2016). This should include details about the target population, sample size, sampling techniques (e.g., random, purposive, or convenience sampling), and any relevant demographic or contextual information about the participants.

The data collection section is equally important, as it should provide a comprehensive account of the instruments, procedures, and techniques used to gather data (Dillman et al., 2014). This may include details about survey instruments, interview protocols, observational methods, or other data collection tools. If applicable, the authors should also describe any pilot testing or validation processes undertaken to ensure the reliability and validity of the data collection methods (Rossi, 2013).

The data analysis section should describe the statistical or analytical methods employed to analyze the collected data (Pallant, 2013). This may involve detailing the tests, models, and any software or analytical tools. It would be best to outline qualitative studies' coding and thematic analysis procedures (Braun & Clarke, 2006).

In the meantime, the methodology section should address relevant ethical considerations during the research process (Resnik, 2018). This may include procedures for obtaining informed consent, ensuring participant confidentiality and data privacy, navigating potential conflicts of interest, or adhering to institutional or regulatory guidelines.

Finally, for review articles, the methodology section would focus on describing the literature search and screening process undertaken to identify and synthesize relevant studies. Authors should clearly outline the databases and search engines used, the specific search terms and strategies employed, as well as any inclusion and exclusion criteria applied during the screening process (Balon, 2022). Details regarding the time frame of the literature search, language restrictions, and the types of studies considered (e.g., empirical studies, theoretical papers, grey literature) should also be provided. Additionally, authors may describe any quality assessment or risk of bias evaluation tools utilized to critically appraise the included studies and ensure the toughness of the review findings (Higgins et al., 2019). If a meta-analysis is performed, the methodology section should elaborate on the statistical models and techniques employed for quantitative data synthesis and moderator analyses (Borenstein et al., 2009). For qualitative or mixed studies reviews, authors should describe the methods used for data extraction, coding, and thematic synthesis (Thomas & Harden, 2008). Table 3 below summarizes the key features of the research methodology section and provides examples for each feature.

Table 3: Summary of the main features of the Research Methodology section with examples

Key Feature	Practice Example
Outline research approach/paradigm	This study employed a quantitative approach... or A qualitative, ethnographic design was utilized...
Describe research design	An experimental design with random assignment was used... or A case study methodology was adopted to investigate...
Detail sampling and participant recruitment	Participants were recruited using purposive sampling from... or A random sample of X was obtained from...
Explain data collection methods	Data were collected via semi-structured interviews... or An online survey instrument was administered to...
Describe data analysis procedures	Thematic analysis was conducted following the steps outlined by... or Multiple regression analysis was performed using...
Address ethical considerations	The study received approval from the institutional review board, and informed consent was obtained from all participants.

Results. In the research manuscript, in the results section, the authors objectively present the study's key findings and outcomes without interpretation or discussion. This section should be structured clearly and concisely, guiding the reader through essential data and analyses.

One of the primary components of the results section is the presentation of descriptive statistics (Urdan, 2005). These may include measures of central tendency (e.g., means, medians), variability (e.g., standard deviations, ranges), and frequencies or percentages that characterize the data. Providing relevant descriptive statistics helps readers understand the nature of the sample or dataset and sets the stage for more complex analyses (Aron et al., 2008). For studies involving inferential statistical analyses, it is essential to report the results of these analyses transparently and

comprehensively (Rossi, 2013). This may include reporting test statistics (e.g., t-values, F-values, chi-square values), p-values, effect sizes, and confidence intervals, as appropriate for the analytical methods employed. Specifying the statistical tests or models used and any assumptions or transformations applied to the data is crucial for ensuring the reproducibility and interpretability of the findings (Field, 2013).

Visual representations, such as tables, figures, or other graphical aids, can be invaluable in effectively communicating complex data or relationships (Fry, 2007). These visual aids should be clearly labeled, well-organized, and accompanied by concise explanations or captions that guide the reader through the most salient information. In addition to presenting the quantitative or qualitative data, a concise narrative summary is recommended to highlight the most important results. This summary should guide the reader through the key findings, emphasizing the most significant or unexpected outcomes without delving into interpretation or discussion.

Throughout the results section, it is crucial to maintain an objective and impartial tone, presenting the findings as they are without attempting to explain or justify them (Rossi, 2013). Any interpretation, discussion, or contextualization of the results should be reserved for the subsequent discussion section. Table 4 below summarizes the key features of the findings section and provides examples for each feature.

Table 4: Summary of the main features of the Results section with examples

Key Feature		Practice Example
Present statistics	descriptive	The sample consisted of X participants (Y% female, mean age = Z)... Descriptive statistics are reported in Table 1...
Report statistical analyses.	inferential	The t-test results indicated a significant difference... or The multiple regression model was significant, $F(X, Y) = Z, p < .05...$
Provide representations	visual	Figure 1 displays the interaction effect between... or The distribution of scores is shown in the histogram (Figure 2)...
Summarize key findings objectively		The primary findings of the study were... or Notably, the data revealed that...

Discussion and Conclusion. The discussion section of a research manuscript allows authors to interpret and contextualize their findings within the broader scholarly landscape. This section serves as a platform for the authors to critically analyze and evaluate the study's implications, limitations, and potential impact while also suggesting directions for future research studies hypotheses (Rudestam & Newton, 2015). A well-structured discussion section typically begins with a concise restatement of the most significant results from the study (Creswell & Creswell, 2017). This synopsis acts as a foundation for the subsequent interpretation and discussion, reminding readers of the key findings that will be analyzed and contextualized. However, it is crucial to avoid verbatim repetition of the results; the authors should focus on synthesizing and highlighting the most salient and relevant outcomes.

The core of the discussion section revolves around interpreting and analyzing the findings in the context of existing literature, theoretical frameworks, and the initial research objectives or hypotheses (Rudestam & Newton, 2015). This is where the authors have the opportunity to critically evaluate how their results align with, contradict, or extend previous research in the field. Considering how the findings contribute to the broader scholarly discourse, offering new insights, perspectives, or alternative explanations is essential (Creswell & Creswell, 2017). Authors should engage in a critical dialogue with the existing body of knowledge, highlighting the unique contributions of their study and situating their work within the broader research landscape. This analysis should be supported by a comprehensive review and citation of relevant literature, drawing connections and contrasts between the study's findings and previous scholarly work.

Furthermore, it is crucial to critically evaluate the study's limitations and strengths in the discussion section (Wargo, 2015). This involves acknowledging potential weaknesses, sources of bias, or methodological constraints that may have influenced the results. By discussing these limitations, the authors demonstrate objectivity and create opportunities for future research to build upon and refine their work. Conversely, articulating the study's strengths and distinctive features can reinforce the validity and significance of the findings. Authors should strike a balanced tone, neither

overstating nor understating the limitations and strengths and provide reasoned arguments for their evaluations.

The discussion section should also suggest avenues for future research based on the findings and hypotheses (Rudestam & Newton, 2015). This may involve identifying gaps in the existing literature uncovered during the study, proposing alternative methodological approaches that could yield different or complementary insights, or recommending the application of the findings to different contexts or populations. By offering these future directions, the authors contribute to advancing knowledge within the field and provide a roadmap for subsequent scholarly activities. These suggestions should be grounded in the study's findings and limitations and demonstrate a clear understanding of the broader research landscape.

Additionally, the authors may discuss their findings' practical implications or applications in the discussion section. This could involve exploring how the results may inform policy, practice, or decision-making in relevant domains or translate them into tangible benefits for stakeholders or end-users. Such discussions can highlight the research's real-world relevance and potential impact beyond its theoretical contributions.

Finally, the discussion section should conclude in a concise and well-supported conclusion that summarizes the research's key takeaways and contributions (Creswell & Creswell, 2017). This conclusion should be grounded in the evidence presented throughout the manuscript and highlight the work's broader significance and impact. It should also reinforce the study's unique contributions to the existing body of knowledge and emphasize its importance within the broader scholarly discourse. The conclusion should leave readers with a clear understanding of the study's overall implications and the potential directions for future exploration. Table 5 below summarizes the key features of the discussion and conclusion section and provides examples for each feature.

Table 5: Summary of the main features of the Discussion and Conclusion sections with examples

Key Feature	Practice Example
Restate significant results	The key findings of this study were consistent with our hypotheses, and the results indicated that...
Interpret findings in the context of literature	These findings align with previous research by... or Our results contradict the conclusions of [Author], suggesting...
Discuss limitations and strengths	A potential limitation of this study was... or A strength of our approach was...
Suggest future research directions	Future studies could explore... or Additional research is needed to investigate...
Summarize conclusions and impact	In conclusion, this study contributes to the literature by... or The findings have important implications for...

References. The reference section is a critical component of a research manuscript, as it provides an inclusive list of the sources cited throughout the paper, enabling readers to locate and verify the information presented. Proper citation and referencing practices are essential for upholding academic integrity, acknowledging the work of others, and facilitating the dissemination of knowledge (Mellon, 2015). When compiling the reference section, following the specific style guide prescribed by the journal or publication outlet is crucial. Common referencing styles include the American Psychological Association (APA), Modern Language Association (MLA), and Chicago Manual of Style. Adhering to the chosen style guide ensures consistency and standardization in presenting references (American Psychological Association, 2020).

Each reference entry should include complete and accurate information about the cited source, such as the author(s) or editor(s) names, publication year, title, publisher, and other relevant details. The order and formatting of

these elements vary depending on the referencing style but typically follow a specific structure (Lipson, 2011). It is essential to double-check the accuracy of each reference entry to ensure that readers can quickly locate the cited sources. This may involve cross-referencing the information against the sources or using reference management software to maintain consistency and minimize errors (Lipson, 2011).

In addition to listing the sources cited directly within the manuscript, some referencing styles require a separate bibliography section that lists additional relevant sources consulted during the research process but not explicitly cited in the text (American Psychological Association, 2020).

Abstract. While the abstract is often one of the last components written for a research manuscript, it plays a crucial role in introducing the work to potential readers and facilitating its discoverability. An effective abstract should concisely summarize the key elements of the study, including the research objectives, methodology, main findings, and conclusions (Andrade, 2011). The abstract should begin with a clear statement of the research problem or issue addressed by the study. This should be followed by a brief overview of the methodological approach, including the research design, sample or data sources, and analytical techniques (Hartley, 2012). The primary focus of the abstract should be on presenting the core findings and results of the research. These should be stated precisely and objectively, without interpretation or discussion. It is essential to highlight the work's most significant and novel contributions (Andrade, 2011).

Finally, the abstract should summarize the study's implications, conclusions, or recommendations. This final section should emphasize the research findings' broader significance and potential impact (Hartley, 2012). Depending on the journal or publication guidelines, abstracts are typically limited to a specific word count, ranging from 150 to 250 words. Therefore, crafting a concise and informative abstract that captures the essence of the research while adhering to the prescribed length restrictions is crucial.

In addition to the abstract, most journals require the inclusion of a set of keywords or key phrases that accurately reflect the central topics, concepts, or methodologies addressed in the manuscript. These keywords facilitate indexing and discoverability by helping readers and search engines quickly identify relevant publications (Andrade, 2011). Table 7 below summarizes

the key features of a good abstract, along with practical examples. Table 6 below summarizes the key features of the abstract and provides examples for each feature.

Table 6: Summary of the main features of the Abstract, with examples.

Key Feature	Practice Example
Concise statement about the research topic	The present study investigates the impact of mindfulness-based interventions on stress reduction among college students.
Research gap	However, there is a lack of research exploring the efficacy of such interventions, specifically within the college student population, which faces unique stressors...
Research objective	This randomized controlled trial aimed to evaluate...
Research Methodology	A randomized controlled trial design was employed. One hundred college students were randomly assigned to either a mindfulness intervention group or a control group...
Findings	The results revealed a statistically significant decrease in self-reported stress levels for the mindfulness group compared to controls, $t(98) = 2.56, p < .05, d = 0.51...$
Summary of implications	The findings indicate that mindfulness interventions may be beneficial for reducing stress and improving well-being in college students. Thus, incorporating such programs into university services could potentially benefit student mental health.

Choosing the Right Journal

Selecting the most appropriate journal for the manuscript is a critical step in publication. It can significantly impact the research's visibility, reach, and potential impact. Choosing the right journal requires a thorough understanding of several key factors.

First, the authors should clearly define the scope and aims of the research. Articulate the study's central focus, goals, and key contributions precisely. This will help the authors identify journals that align with their work's subject matter, methodological approach, and intended audience

(Belcher, 2009; Cargill, 2013). Consider the specific sub-discipline or niche within the broader field and the findings' theoretical or practical implications. Ensuring a close match between the research and the journal's scope increases the likelihood of acceptance and reaching the most relevant readership.

Second, investigate the research journal rankings, impact factors, and acceptance rates. While not the sole determinant, these metrics can provide valuable insights into a publication's reputation, influence, and selectivity within the academic community. Impact factors, calculated based on the frequency with which a journal's articles are cited, offer a measure of its prestige and reach (Bornmann & Marx, 2013). However, it's essential to consider these metrics in the field context, as different disciplines may have varying norms and expectations. For example, high-impact journals in the natural sciences may have lower acceptance rates than those in the humanities (Björk & Solomon, 2013).

Third, the recent issues of the prospective journals must be thoroughly reviewed. Read some published articles to assess the fit between the work and the types of articles they typically publish. Examine the research topics, methodologies, theoretical frameworks, and writing styles to ensure the manuscript aligns with the journal's scope and editorial preferences (Belcher, 2009; Cargill & O'Connor, 2009). This step can also help the authors identify potential gaps or areas of contribution that the research can address, increasing its novelty and significance.

Fourth, consider factors such as the journal's target audience, publication frequency, and turnaround times for reviews and decisions. Open access policies, indexing in major databases, and the credibility and reputation of the editorial board and publisher can also influence the decision (Cargill & O'Connor, 2009; Björk & Solomon, 2013). These factors can affect the accessibility, visibility, and potential impact of the published work.

Additionally, explore the journal's author guidelines and submission requirements. Ensure the manuscript adheres to the specified formatting, referencing style, and word count limits. Some journals may also require specific components, such as structured abstracts, keywords, or supplementary materials (Belcher, 2009). Carefully following these

guidelines can streamline the review process and increase the chances of acceptance.

Finally, consider seeking guidance from experienced colleagues, mentors, or subject librarians. They can provide valuable insights into reputable journals in the field and advice on navigating the selection process (Björk & Solomon, 2013; Cargill, 2013). Networking with researchers published in the target journals can also yield valuable information about their experiences and recommendations. Table 7 below summarizes the critical criteria for choosing the right journal.

Table 7: Summarizing the key criteria for choosing the right journal

Criteria		Explanation
Scope and aims		Ensure close alignment between the research topic, goals, and the journal's scope and focus.
Rankings and impact	and	Consider impact factors, acceptance rates, and rankings within the field while weighing their relevance.
Content fit		Review recent issues to assess if the manuscript aligns with the types of articles typically published.
Audience accessibility	and	Consider the journal's target audience, publication frequency, indexing, and open-access policies.
Author Guidelines		Adhere to specific requirements for formatting, referencing style, word count, and components.
Reputation and credibility	and	Evaluate the journal's reputation, publisher credibility, and the editorial board's expertise.
Expert Guidance		Seek advice from experienced colleagues, mentors, or subject librarians in the field.

The Submission Process

After preparing the manuscript and choosing the right journal for publication, the next crucial step is navigating the submission process. Most academic journals now operate online submission and peer-review systems,

which streamline the process and introduce specific requirements and procedures that authors must follow diligently.

First, register on the journal's online submission site and submit all required files and information. Before submitting the manuscript, the authors will typically need to create an account on the journal's online submission platform. This process may require providing personal information, institutional affiliations, and potential disclosures related to funding sources or conflicts of interest (Belcher, 2009; Cargill, 2013). Once registered, carefully follow the instructions for uploading the manuscript file(s), cover letter, and any other required supplementary materials, such as figures, tables, or datasets.

Second, revisit and adjust the manuscript's length according to the journal's specific requirements. Many journals have strict word or page limits for different manuscript sections, such as the abstract, main text, and references. Ensure that the submission adheres to these length requirements, as exceeding the limits can result in automatic rejection or requests for revisions before the peer-review process begins (Belcher, 2009; Cargill, 2013). Some journals may also have specific formatting guidelines for elements like line spacing, font size, and reference styles, which the authors should follow meticulously.

Third, carefully proofread all submission materials, including supplementary documents. Before finalizing the submission, thoroughly proofread the manuscript and any accompanying materials, such as the cover letter, author biographies, and responses to journal-specific questions. These supplementary documents contribute to the overall impression of the submission and should be treated with the same level of care and attention as the manuscript (Belcher, 2009; Cargill, 2013). Errors or inconsistencies in these materials can signal a lack of attention to detail and potentially undermine the work's credibility.

Fourth, familiarize yourself with the journal's specific submission guidelines and requirements. Many journals have unique instructions for authors, including guidelines for formatting citations, presenting figures and tables, and disclosing potential conflicts of interest or ethical considerations.

Adhering to these guidelines demonstrates the commitment to the journal's standards and can streamline the review process.

Additionally, some journals may require authors to suggest potential reviewers or provide a list of individuals who should be excluded from the review process due to possible conflicts of interest (Cargill, 2013). If requested, approach this task thoughtfully and provide justifications for the recommendations or exclusions.

Following these submission guidelines precisely, providing all required information and files, and ensuring the accuracy and completeness of the submission package, the authors demonstrate professionalism and increase the likelihood that the manuscript will be processed smoothly and efficiently without delays or requests for revisions before peer review.

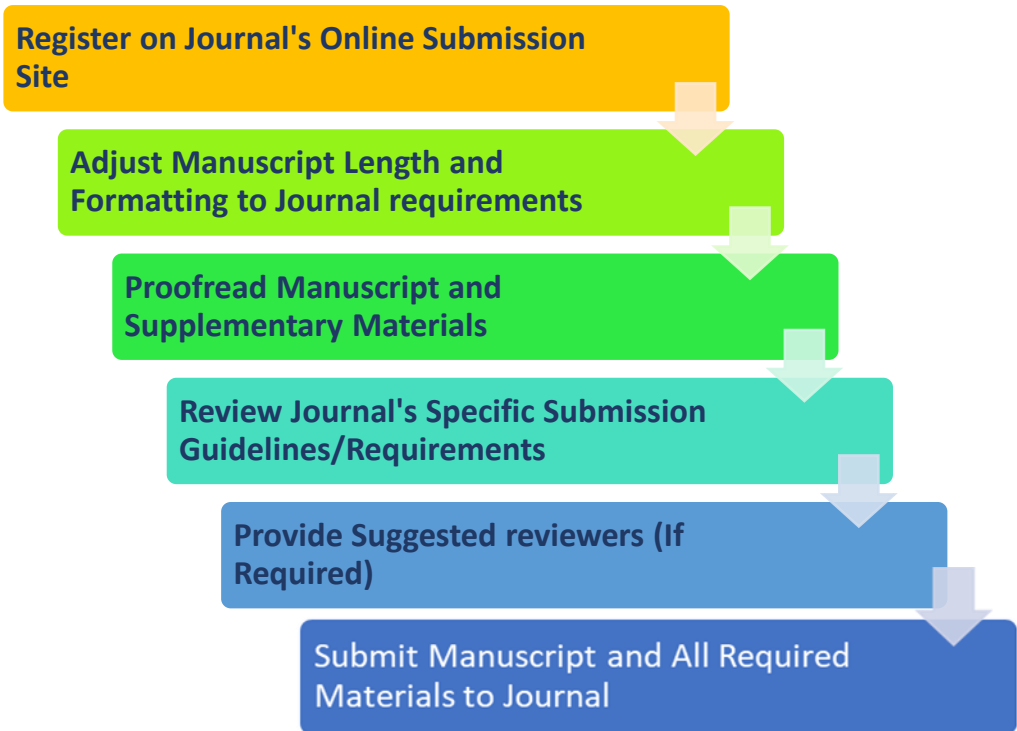


Figure 1: The key steps in the submission process for academic journals

Post-Submission Process

The process is far from over once the authors have successfully submitted the manuscript. Depending on the journal's policies and procedures, several

additional steps and interactions may be required before a final decision is made regarding publication. This post-submission stage is crucial, as it involves open and professional communication with editors and reviewers, thoughtfully addressing feedback and revisions, and closely monitoring the manuscript's status throughout the peer-review process.

During the peer-review process, the authors may receive requests for clarification, additional information, or revisions from the journal's editors or reviewers. It is essential to respond promptly and professionally to these communications, addressing all concerns and queries respectfully and thoroughly. Maintaining a collegial and cooperative tone throughout this exchange is paramount, even if the authors disagree with certain feedback or critiques (Belcher, 2009; Cargill, 2013). If revisions are requested, carefully consider and incorporate the feedback the reviewers and editors provided. This may involve modifying the manuscript's structure, clarifying or expanding certain sections, addressing methodological or theoretical concerns, or updating the literature review (Cargill, 2013). When resubmitting the revised manuscript, include a detailed response letter outlining how each comment and suggestion has been addressed or provide a respectful justification if specific revisions were not implemented.

Sometimes, the reviewers' comments may conflict, or the authors disagree with specific critiques or suggestions. In such instances, it is essential to respond diplomatically, acknowledging the reviewers' perspectives while presenting a reasoned argument for the approach or decisions (Belcher, 2009). Seek guidance from experienced colleagues or mentors if the authors are unsure how to navigate particularly challenging or conflicting feedback.

Suppose the manuscript is ultimately accepted for publication. In that case, the authors may be required to complete additional tasks, such as finalizing formatting requirements, obtaining permissions for copyrighted materials, or providing supplementary files or data. Promptly addressing these requests and adhering to the journal's guidelines is essential to ensuring a smooth publication process. Conversely, if the manuscript is rejected, carefully review the feedback provided and consider whether revising and resubmitting to the same or a different journal is appropriate. Rejections are common in academic publishing, and a well-reasoned,

constructive response can enhance the chances of success in future submissions (Belcher, 2009).

By maintaining open communication, addressing feedback professionally, and closely monitoring the manuscript's progress, the authors increase the likelihood of a positive outcome and demonstrate the commitment to the scholarly publication process.

Here are some examples of potential communications and appropriate responses:

Request for clarification from a reviewer. *"The methodology section lacks clarity regarding the sampling procedure used. Could the authors provide additional details on how participants were recruited and the rationale behind the sampling strategy?"*

Appropriate response

"Thank the authors for the feedback. We appreciate the opportunity to clarify the sampling procedure used in our study. Participants were recruited using a stratified random sampling method to ensure representativeness across different age groups and socioeconomic backgrounds. This approach was chosen to increase the generalizability of our findings to the broader population of interest. Specifically, we first divided the target population into strata based on age (18-30, 31-45, 46-60, and 61+) and socioeconomic status (low, middle, and high income). We then randomly selected participants from each stratum in proportion to their representation in the overall population..."

Request for revisions from the editor

"The reviewers have raised several concerns regarding the study's theoretical framework and the interpretation of the results. Please carefully address these concerns and submit a revised manuscript along with a point-by-point response detailing how the authors have addressed each comment."

Appropriate response

"Thank the authors for the reviewer feedback and the opportunity to revise our manuscript. We have carefully considered all comments and suggestions, and we believe the revised manuscript addresses

the concerns raised. In the revised version, we have expanded the theoretical framework section to provide a more comprehensive discussion of the relevant theories and how they inform our research questions and hypotheses. Additionally, we have modified the interpretation of our results to better align with the theoretical perspectives discussed..."

Address reviewer feedback constructively in any revision. If the manuscript is accepted with revisions, it is crucial to consider and address each reviewer's comments and suggestions carefully. Provide a point-by-point response detailing how the authors have incorporated their feedback or respectfully justifying any instances where the authors have disagreed. Approach revisions as an opportunity to strengthen the work rather than a personal criticism (Belcher, 2009).

Here is an example of a point-by-point response to reviewer comments:

Reviewer 1:

Comment 1: The introduction section lacks a clear statement of the research objectives and hypotheses.

Response: We have revised the introduction section to include a concise statement of the research objectives and hypotheses (see lines 45-51).

Comment 2: The discussion section does not adequately address the study's limitations.

Response: We have added a new subsection in the discussion section titled "Limitations and Future Directions" (lines 275-290), where we critically evaluate the limitations of our study, such as the potential for self-selection bias in our sample and the cross-sectional nature of our data.

Reviewer 2:

Comment 1: The statistical analyses are appropriate, but the authors should provide more justification for the choice of analytical methods.

Response: We have expanded the methodology section to include a more detailed rationale for choosing analytical methods (see lines

120-130). *Specifically, we have explained why multiple regression analysis was the most suitable approach given our research questions and the nature of our data.*

Comment 2: The results section could benefit from additional visual representations of the data.

Response: We have added two new figures (Figures 3 and 4) to the results section to provide a more precise visual representation of the key findings (see lines 210-215). These figures depict the relationships between the independent and dependent variables and the moderation effects observed in our analyses.

By addressing each reviewer's comment constructively and providing a detailed point-by-point response, the authors demonstrate their commitment to improving the quality of their manuscript and their respect for the peer-review process.

Keeping track of manuscript status throughout the review process.

Most online submission systems allow authors to monitor the progress of their manuscripts through the various stages of the review process. Regularly checking the submission status is essential to stay informed about any requests for revisions or additional materials and anticipate when a final decision may be forthcoming (Cargill, 2013). For example, the submission system might display the following status updates:

"Manuscript received and under editorial review."

"Manuscript sent out for peer review."

"Reviewer comments received."

"Revision requested."

"Revised manuscript received and under review."

"Decision letter sent."

By closely monitoring the manuscript's status, the authors can ensure timely responses to any editor or reviewer requests, increasing the chances of a positive outcome.

Maintaining open and professional communication with editors and reviewers, diligently addressing feedback and revisions, and closely monitoring the submission status are crucial steps in the post-submission process. By demonstrating the commitment to the publication process and

the willingness to improve the work, the authors increase the chances of a positive outcome and contribute to advancing knowledge in the field.

Promoting and Disseminating Published Research

While getting one's research published in a reputable academic journal is a significant accomplishment, the journey does not end there. Promoting and disseminating the published findings through various channels is crucial to maximize the impact and reach of the work. This step increases the visibility and credibility of the research and facilitates knowledge-sharing and collaboration within the academic community and beyond (Bik & Goldstein, 2013).

Social Media Platforms. Social media has emerged as a powerful tool for promoting and disseminating academic research in the digital age. Platforms like Twitter, LinkedIn, and ResearchGate allow researchers to share their work with a global audience and engage in discussions with peers and interested parties. Crafting concise, attention-grabbing posts highlighting the research's key findings, implications, and significance can help generate interest and drive traffic to the complete publication (Côté & Darling, 2018). Maintaining a professional and scholarly presence on these platforms is essential, as well as sharing the work and engaging with and amplifying the research of others in the field. Building a strong online network can lead to valuable collaborations, invitations to present at conferences, and increased visibility for the research (Bik & Goldstein, 2013).

Academic Conferences. Presenting the published work at academic conferences is a time-honored tradition that offers numerous benefits. Conferences provide a platform to share the findings with a highly engaged and knowledgeable audience, receive feedback and critiques, and network with peers and potential collaborators (Rowe, 2018). When preparing a conference presentation, it is crucial to tailor the content and delivery to the specific audience and format. Clear and concise visuals, such as slides or posters, can effectively communicate the research's key points while leaving ample time for discussion and questions. Conferences also present opportunities to learn about the latest developments in the field and explore potential avenues for future research.

Institutional Repositories. Many academic institutions maintain digital repositories where researchers can deposit published works, making them

freely accessible to a global audience. Institutional repositories increase the discoverability and visibility of the research and serve as a centralized archive for the institution's scholarly output (Björk, 2004). Some commonly used research repositories include:

1. arXiv (<https://arxiv.org/>): A highly respected open-access repository for preprints in physics, mathematics, computer science, and quantitative biology.
2. PubMed Central (<https://www.ncbi.nlm.nih.gov/pmc/>): A free full-text archive of biomedical and life sciences journal literature maintained by the National Institutes of Health.
3. SSRN (<https://www.ssrn.com/>): A repository for scholarly research in the social sciences, including economics, finance, accounting, and law.
4. Researchgate (<https://www.researchgate.net/>): A social networking site for scientists and researchers to share papers, ask and answer questions, and find collaborators.
5. Individual universities and research institutions maintain institutional repositories like DSpace, EPrints, and Digital Commons.

Depositing the published articles in these repositories is often required to comply with open-access mandates or policies. Furthermore, some repositories offer additional services, such as citation tracking, download statistics, and integration with researcher profiles, providing valuable insights into the impact and reach of the work (Björk, 2004).

Conclusion

Publishing academic research in reputable peer-reviewed journals is critical for scholars and researchers. However, navigating the publication process can be challenging, with numerous factors and best practices to consider. By following the recommendations outlined in this article, authors can increase their chances of successfully disseminating their work and contributing to advancing knowledge in their respective fields.

Successful publication begins with selecting the right journal that aligns with the research's scope, aims, and potential impact. Thoroughly understanding the journal's subject matter, methodological approaches, and editorial preferences is essential to ensure a good fit and a fair evaluation of the work. Once the appropriate journal has been identified, meticulously preparing the manuscript in accordance with the journal's guidelines is paramount. Adhering to structure, formatting, and style requirements, ensuring clear and concise writing, and soliciting external feedback can significantly enhance the quality and presentation of the submission. The submission process should be approached with equal diligence, carefully following instructions, providing all required materials, and proofreading every component of the submission package. At this stage, professionalism and attention to detail can prevent unnecessary delays or rejections.

Finally, maintaining open and constructive communication with editors and reviewers throughout the peer-review process is crucial. Addressing feedback and revisions thoughtfully while monitoring the manuscript's status demonstrates the commitment to the publication process and can ultimately lead to a favorable outcome.

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