

## A 4-Days Seminar and Camp

# Keys to Success: How to Prepare Your Manuscript for Scientific Journal Submission

BY

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## **Keys to Success: How to Prepare Your Manuscript for Scientific Journal Submission**

### **Justification:**

There are many practical reasons why faculty, scientists, graduate students, or researchers need to publish their work. For graduate students, publication is vital for several reasons: to meet the degree requirements, to compete for awards and scholarships, and to get a job especially in academia. For faculty and researchers, refereed publications are often required to fulfill their annual performance evaluation criteria, to meet tenure and promotion criteria, to meet requirements for award and grant proposal submission, to advance their profession, to make contributions to scientific community, and to be recognized professionally by their peers. Scientific publications serve as one of the measurable outputs for the grant or funds they have received. When you submit an article for publication, reviewer comments from colleagues can often be very helpful and sometimes point out mistakes or shortcomings. When you publish, you become part of the scientific community. You can often establish valuable collaborations with scientists worldwide.

Publishing scientific papers is the way scientists communicate their findings with their worldwide community. Through a so-called “peer review process,” a scientific editor makes decision whether a manuscript should be considered for publication based on the opinions of other scientists who judge the quality of submitted papers. The peer-review process of publication gives the scientists constructive and broader view of their work. Scientific Editors are the guardian of scholarly record, with the duty to ensure that published papers are scientifically of high quality and free from errors. Nowadays, many papers are rejected on the grounds of not being novel, not having enough new data, poor experimental design, sample size, and statistical analysis and/or, simply and very often, poor writing.

Although a technical writing course is offered at University or College, the main topic may be focused on proper English writing style. Therefore, a short course or seminar that is focused on some tips for scientific manuscript writing and submission is critically needed. Understanding proper use of experimental design and data analysis methods is very critical in order to properly obtain valid information and properly interpret results. Creating a non-distracting working condition or environment for faculty and researchers is also necessary for them to work solely on their manuscript writing.

Therefore, two main activities are proposed as follow.

1. A half-day seminar will be focused on a brief overview of step-by-step scientific manuscript preparation and submission, including handling of revision and proof reading. The audiences will learn about authors' responsibilities, ethics in publishing, conflict of interest, authorships & contributorship, plagiarism, etc. Insight into criteria for evaluating manuscripts used by scientific editors, associate editors and reviewers, and reasons for rejection of your manuscript will be elaborated.

This seminar will be open to faculty, researchers and graduate students (N = 80-100).  
Speaker: Dr. Witoon Prinyawiwatkul.

2. A 3-days Manuscript Camp is aimed to provide an opportunity for faculty (N = 25; these selected participants must attend the one-day seminar mentioned above) who have been preselected based on their manuscript readiness to finalize their manuscript and have it ready for submission after the completion of the manuscript camp. Only participants with a complete draft of a manuscript will be screened and further selected.

A team of experts who will assist with this camp is listed below.

1. Dr. Witoon Prinyawiwatkul.
2. Dr. Thongchai Suwonsichon
3. Dr. Penkwan Chompreeda
4. Dr. Panuwat Suppakul

## Speaker's Short Biography

### Dr. Witoon Prinyawiwatkul

Dr. Witoon Prinyawiwatkul is currently an endowed Professor in the School of Nutrition and Food Sciences, Louisiana State University (LSU), Agricultural Center, Baton Rouge, Louisiana, USA. Dr. Witoon research focus has been in the area of value-added product development, quality evaluation, and sensory sciences/consumer research. Dr. Witoon has directed 27 M.S. and 24 Ph.D. students, and has served as a committee member for 42 M.S. and 27 Ph.D. students at LSU, and 13 M.S and Ph.D. students from foreign universities.

He and his research team has published 171 articles [an h-index of 37, i10-index of 89, with overall 4,618 citations; the top 5 articles with 521, 209, 197, 134, and 130 citations], one book edited, and 5 book chapters. Dr. Witoon delivered 298 national and international professional scientific presentations and 4 symposia/round table discussion at the Institute of Food Technologists (IFT) annual meetings. He has also conducted over 85 international short courses and workshops in the area of product development, sensory sciences/consumer research and manuscript writing, and provided consultations to foreign universities and food industries.

Dr. Witoon has served as an Associate Editor and an Editorial Board member for US-based (*Journal of Food Science*, *Journal of Sensory Studies*, *Journal of Food Quality*, and UK-based (*International Journal of Food Science and Technology*) journals, and *Agriculture and Natural Resources Journal*, Kasetsart University, *Food and Applied Bioscience*, Chiang Mai University, and *Journal of Food and Agricultural Technology*, Mae Fah Luang University, all in Thailand.

Dr. Witoon's dedication to his career has been extensively recognized by his peers. He was a recipient of the 2013 IFT (Institute of Food Technologists) Fellow; the 2016 the Distinguished Achievement in Agriculture Award, the Gamma Sigma Delta (GSD) International, the Honor Society of Agriculture; the 2016 Honorary Doctor of Philosophy (Ph.D.) in Agro-Industry Product Development, Kasetsart University; the 2017 Notable Alumni in the "Academic Scholar" category bestowed by Kasetsart University Alumni Association.

## Proposed Activities: January 9, 2018

| January 9, 2018    |  |
|--------------------|--|
| 8:15-9:00 AM       | Registration   |
| 9:01-9:15 AM       | Opening remark by XXX  |
| 9:15-9:30 AM       | Importance of refereed publications and Policy of KU<br>By Dr. Thongchai Suwonsichon, Director of Kasetsart University<br>Research and Development Institute (KURDI), Kasetsart University   |
| 9:31-10:30 AM      | <ul style="list-style-type: none"> <li>- Why do you publish?</li> <li>- Some tips for effective manuscript writing and submission               <ul style="list-style-type: none"> <li>▪ Quality and citable</li> <li>▪ Select appropriate journal</li> <li>▪ Manuscript preparation</li> <li>▪ Submission requirements</li> <li>▪ Manuscript requirements</li> </ul> </li> </ul>  |
| 10:31-10:45 AM     | Coffee Break   |
| 10:46 AM -<br>Noon | <ul style="list-style-type: none"> <li>- Submission of the manuscript</li> <li>- After submission               <ul style="list-style-type: none"> <li>▪ Revision</li> <li>▪ Proof reading</li> <li>▪ Page charge</li> </ul> </li> <li>- Most frequent reasons for rejection</li> <li>- Criteria for evaluating manuscripts used by               <ul style="list-style-type: none"> <li>▪ Scientific Editor</li> <li>▪ Associate Editor</li> <li>▪ Reviewers</li> </ul> </li> </ul> |
| Noon- 1:15 PM      | Lunch Break  |
| 1:16-2:00 PM       | <ul style="list-style-type: none"> <li>- Q &amp; A session (maybe devoted to importance of experimental design and statistical analysis methods)</li> <li>- Conclusion</li> </ul>  |
| 2:01-2:30 PM       | Closing remarks by XXX   |

## Proposed Activities: January 10, 2018

| January 10, 2018   |   |
|--------------------|---|
| 8:45-9:00 AM       | Registration  |
| 9:01-9:15 AM       | Opening remark, Expectation, and Outcomes of this Camp<br>by Dr. Thongchai Suwonsichon, Director of Kasetsart University<br>Research and Development Institute (KURDI), Kasetsart University  |
| 9:16-9:30 AM       | Recap: manuscript requirements—Title page, Abstract, Keywords, etc.<br>-- Introduction section  |
| 9:31-10:30 AM      | Participants finalize the following sections <ul style="list-style-type: none"> <li>▪ Title page</li> <li>▪ Abstract or Summary (may revisit after the Conclusion section has been done).</li> <li>▪ Keywords</li> <li>▪ Other required section, e.g., practical application</li> <li>▪ Introduction &amp; Objective section</li> </ul>             |
| 10:31-10:45 AM     | Coffee Break  |
| 10:46 AM -<br>Noon | Participants finalize the following sections (Continued) <ul style="list-style-type: none"> <li>▪ Title page</li> <li>▪ Abstract or Summary (may revisit after the Conclusion section has been done).</li> <li>▪ Keywords</li> <li>▪ Other required section, e.g., practical application</li> <li>▪ Introduction &amp; Objective section</li> </ul> |
| Noon- 1:15 PM      | Lunch Break   |
| 1:16-1:30 PM       | Recap: manuscript requirements—Materials and Methods section  |
| 1:31-3:00 PM       | Participants finalize the Materials and Methods section   |
| 3:01-3:15 PM       | Coffee Break  |
| 3:16-4:15 PM       | Participants finalize the Materials and Methods section   |
| 4:16-4:30 PM       | Wrap up, Q&A, and Adjourn   |

## Proposed Activities: January 11, 2018

| January 11, 2018 |   |
|------------------|---|
| 8:45-9:00 AM     | Registration  |
| 9:01-9:30 AM     | Recap: manuscript requirements—Results and Discussion section, including Tables and Figures   |
| 9:31-10:30 AM    | Participants finalize the following sections <ul style="list-style-type: none"><li>▪ Tables</li><li>▪ Figures</li></ul>                 |
| 10:31-10:45 AM   | Coffee Break  |
| 10:46 AM - Noon  | Participants finalize the following sections <ul style="list-style-type: none"><li>▪ Results</li><li>▪ Discussion</li></ul>             |
| Noon- 1:15 PM    | Lunch Break   |
| 1:16-3:00 PM     | Participants finalize the following sections (Continued) <ul style="list-style-type: none"><li>▪ Results</li><li>▪ Discussion</li></ul> |
| 3:01-3:15 PM     | Coffee Break  |
| 3:16-4:15 PM     | Participants finalize the following sections (Continued) <ul style="list-style-type: none"><li>▪ Results</li><li>▪ Discussion</li></ul> |
| 4:16-4:30 PM     | Wrap up, Q&A, and Adjourn   |

## Proposed Activities: January 12, 2018

| January 12, 2018   |  |
|--------------------|--|
| 8:30-9:00 AM       | Registration   |
| 9:01-9:30 AM       | Recap: manuscript requirements—Conclusion and Reference sections<br>-- Cover Letter  |
| 9:31-10:30 AM      | Participants finalize the following section <ul style="list-style-type: none"> <li>▪ Conclusion</li> </ul>   |
| 10:31-10:45 AM     | Coffee Break   |
| 10:46 AM -<br>Noon | Participants finalize the following section <ul style="list-style-type: none"> <li>▪ References</li> </ul> Participants revisit the Abstract or Summary section<br>Participants prepare a cover letter <ul style="list-style-type: none"> <li>▪ How many most updated references from the targeted submission journal were cited in the to-be-submitted manuscript?</li> </ul> |
| Noon- 1:15 PM      | Lunch Break  |
| 1:16-2:30 PM       | Submission of the manuscript if ready<br>Q&A<br>Wrap up  |
| 2:31-3:00 PM       | Closing remarks by XXX   |