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MELBOURNE, VICTORIA,  
AUSTRALIA

# **Demystifying the Process of Getting Published:** *publishing (a book or) a chapter in a book*

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# Research output

*Textual output where research is understood as **original, systematic investigation** undertaken in order **to gain new knowledge and understanding.***

***Peer evaluation** of the research is a **fundamental prerequisite** of all recognised output and is the mechanism of ensuring and thus enhancing quality.*



# Key Recognised Research Output

- Journals

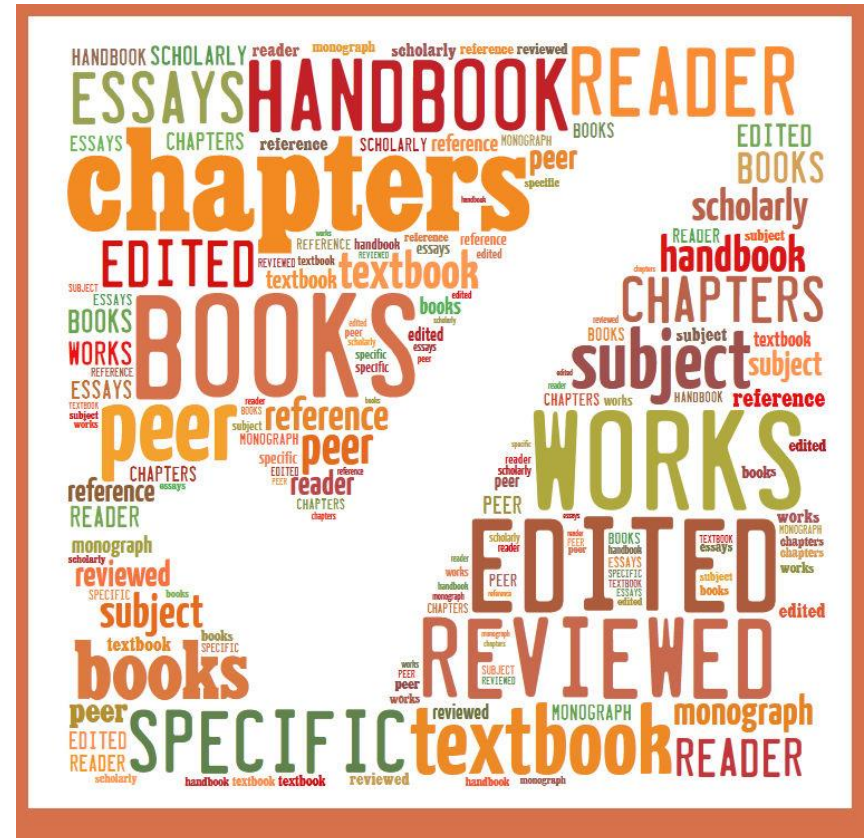
- peer reviewed periodical publications devoted to disseminating original research and new developments within specific disciplines, sub-disciplines or field of study

- Books

- peer reviewed, non-periodical scholarly or research publications disseminating original research on developments within specific disciplines, sub discipline or field of study

- Proceedings

- a published record of a conference, congress, symposium or other meeting whose purpose is to disseminate original research and new developments within specific disciplines, sub-disciplines or field of study



# Common genres: nonfiction books

- Biography/Autobiography
- Essay
- Narrative nonfiction
- Speech
- **Academic Books - Authoritative and detailed factual description of a topic:**
  - **Peer-reviewed** monographs & edited works
  - Guides / Manuals / **Textbooks** / Handbooks / Technical books
- Reference book



# Exploring academic books

- **Monographs**

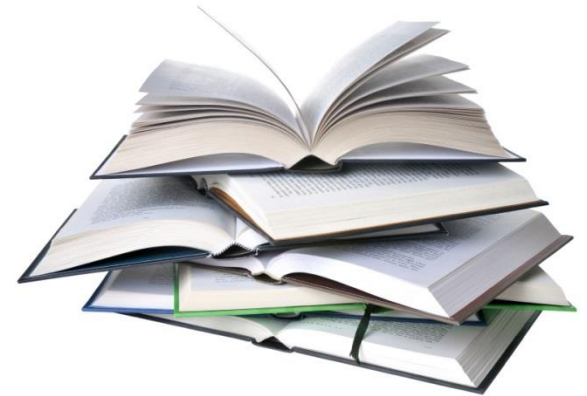
- relatively short books or treatise on a single scholarly subject written by a specialist(s) in the field and are generally not extensive in scope.

- **Chapters**

- one or more major divisions in a book, each complete in itself but related in theme to the division preceding or following it.

- **Edited works**

- collections of scholarly contributions written by different authors and related in theme. A book may have one or more editors.



# Criteria for Books

- a. The purpose of the book must be to disseminate original research and new developments within specific disciplines, sub-disciplines or field of study
- b. The book must be peer reviewed
- c. The book must have an ISBN number
- d. The length of the book must be a minimum of 49 pages as proposed by the UNESCO definition of a book as a non-periodical literary publication, covers excluded
- e. The target audience of the book must be specialists in the relevant field





# Overview

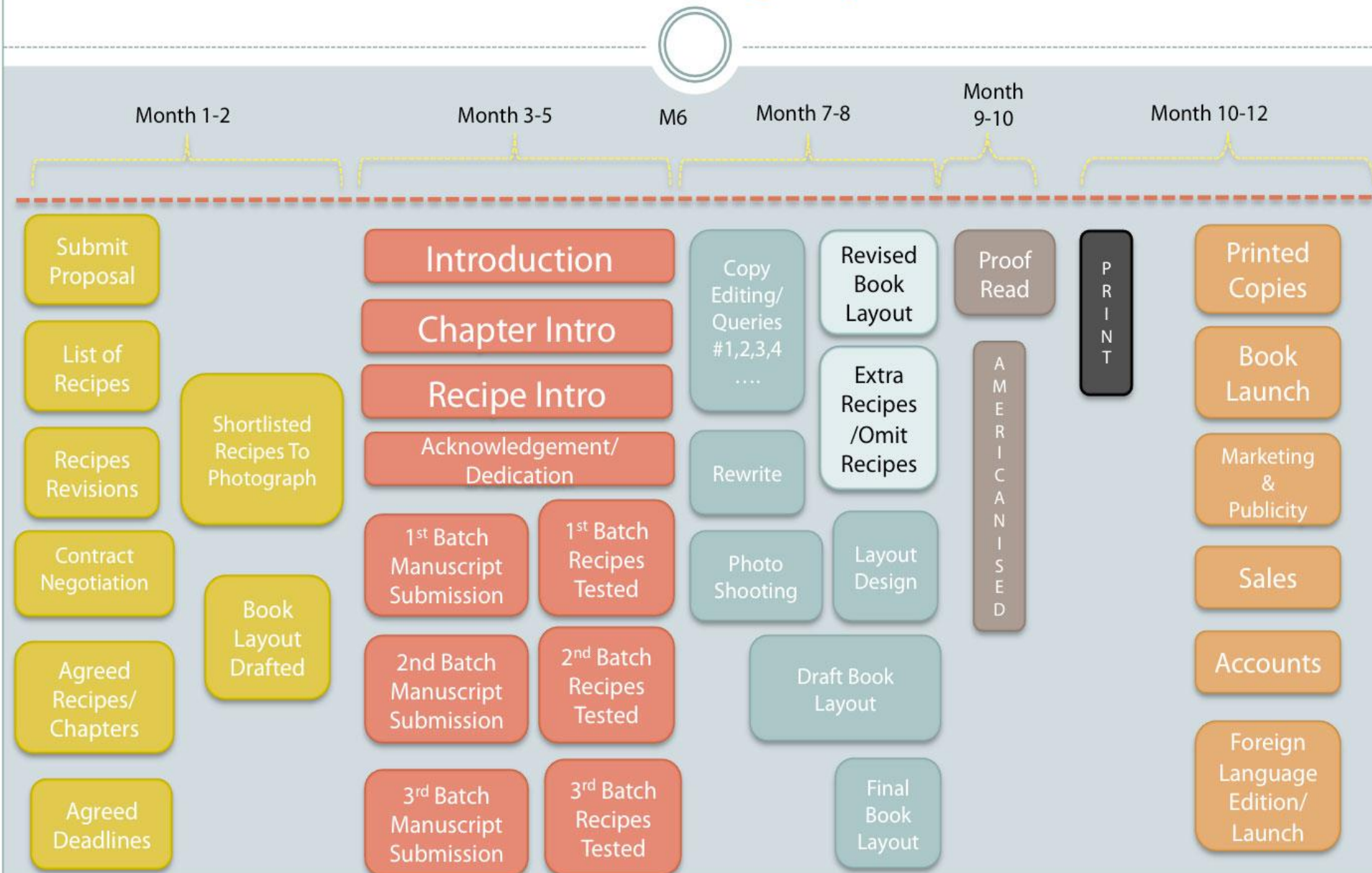


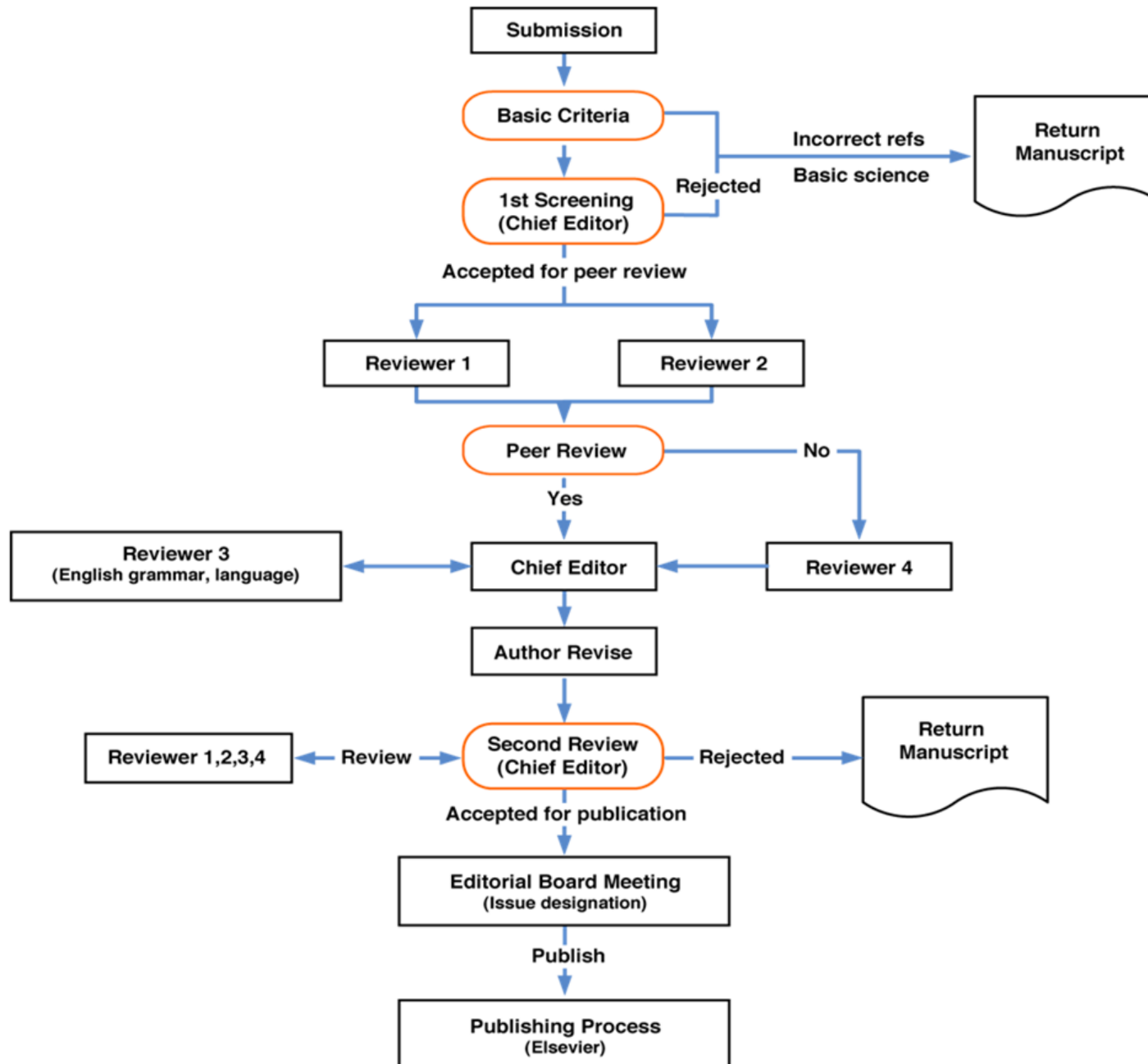




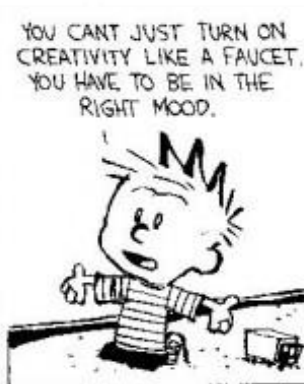


# The Whole Process of Writing My First Cookbook





no reviewers confidence  
overwhelmed rejection  
daunting  
fear writing page  
support difficult  
inexperience skills  
blank





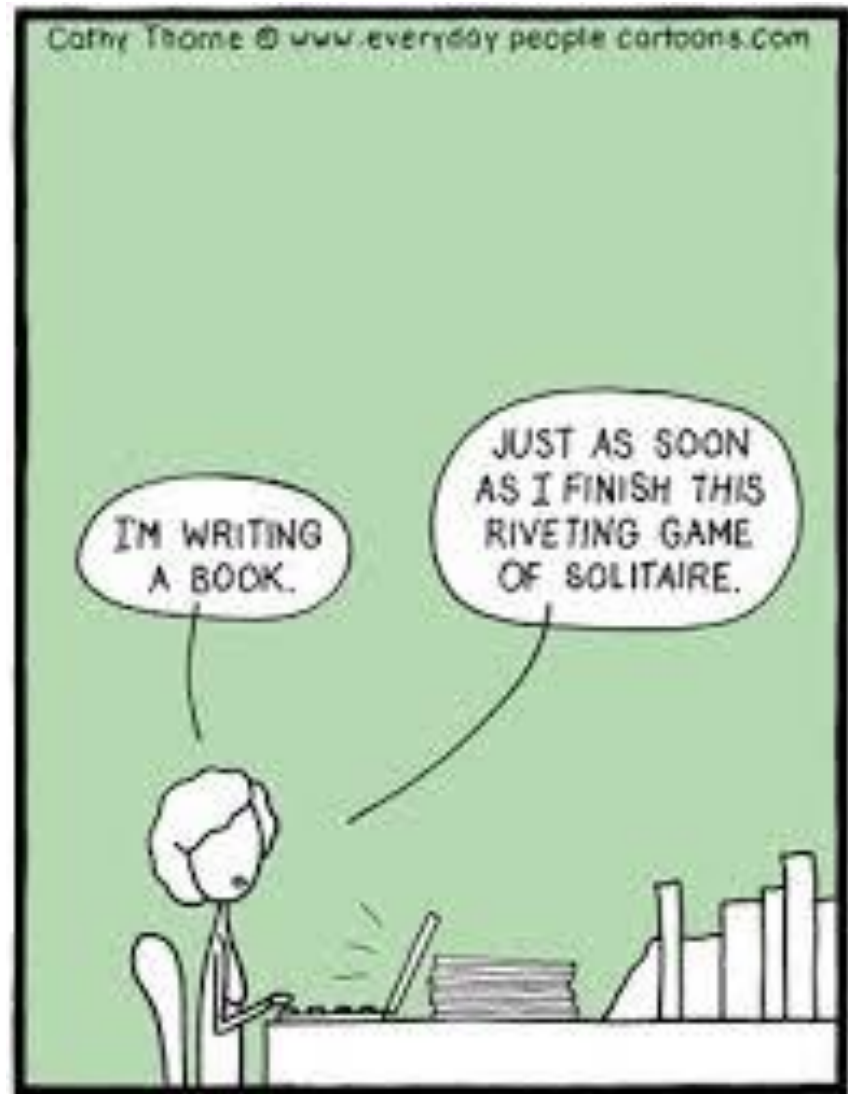
# FEAR

The most  
common culprit  
that stalls our  
writing.

~ Kathy Coatney & Lisa Sorensen

*Fear* FEAR *fear*  
fear *fear* fear

[www.jeanoram.com](http://www.jeanoram.com)



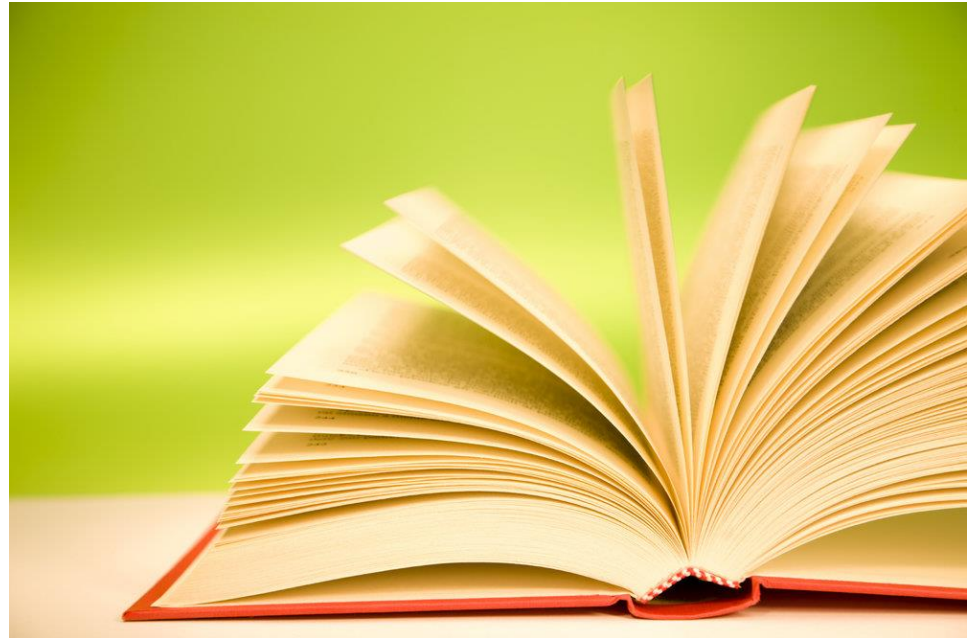
# Overview



# Call for book chapter authors

- Call for chapter authors through:
  - Open topics
  - Defined topics

Book proposal is approved  
by publisher?



# Call for book chapter authors

- Call for chapter authors by open topic
  - Decide early
  - Submit proposal/ chapter outline
  - Other published work and motivate your unique contribution
    - Consider journals that have published work you cite
    - Look at some recent editions of other published books





# Identifying a topic

- Open topic:
  - Write about what you **know**
  - **Interesting findings**
  - **Response** to what you have read
  - **Read around the topic**
  - **Gap or new angle**
  - **Focus and refine topic**
  - Chapter **outline and objectives**



# Call for book chapter authors

- Prescribed topics
  - Decide early
  - Submit proposal/ chapter outline
  - Other published work and motivate your unique contribution
  - Consider journals that have published work you cite
  - Look at some recent editions of other published books



# Book chapter author instructions



1. Call for book authors
2. Deadlines
3. What types of chapters
4. Maximum length of chapters
5. Tables, Figures, Appendices
6. What sections should chapter include
7. Writing style, Quotes and Extracts
8. Referencing style
9. Number of tables and figures, where placed
10. How to submit

# Things to consider

1. Audience
2. Access
3. Impact of Editor
4. Publication time
5. Local, regional, international
6. Likelihood of acceptance





# Author guidelines

- Read before starting to prepare your chapter
- Consult while preparing your chapter
- Check again before submitting your chapter



# Overview



# Preparing for writing

- Use published chapters as models or use sample chapter provided
- Confirm style manual—for example:
  - Harvard Reference System?
  - APA Style?
  - Confirm author technical guidelines
  - With or without page numbers in citations? Header numbering? Etc.
- Literature search
- Gather content, write down ideas



# Overview





**everything has a beginning,  
a middle and an end,  
except of course  
the extraordinary novel  
i have been writing for five years now,  
which just has a beginning...**



Ralph Lazar & Lisa Swerling

6162

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# Writing the chapter

- Understand the Audience
- Writing is about organization
- Develop outline of chapter
- Do lots of “prewriting”—e.g. outlines, mind-maps
- Schedule specific times to write
- Don’t interrupt writing to search for small details
- Don’t worry about quality – just get words on paper!
- There is no “one right way”
- Do what’s easiest/hardest first

**“ If you never start writing, you will never finish!”**

# The IMRaD Format for Scientific Writing

IMRaD Format	Bradford Hill's Questions
Introduction	<b>What</b> was the question? (Rationale and background)
Methods	<b>How</b> did you try to answer it? (Study design)
Results	<b>What</b> did you <b>find</b> ?
Discussion	<b>What</b> does it <b>mean</b> ? (Discussion of findings)
Conclusion	<b>What</b> should <b>change</b> ? (Implications and future research)



# **Introduction: What was the question?**

- Provides background, rationale, literature review and research question
- Funnel-shaped, moving from general to specific

# **Methods: How did you try to answer it?**

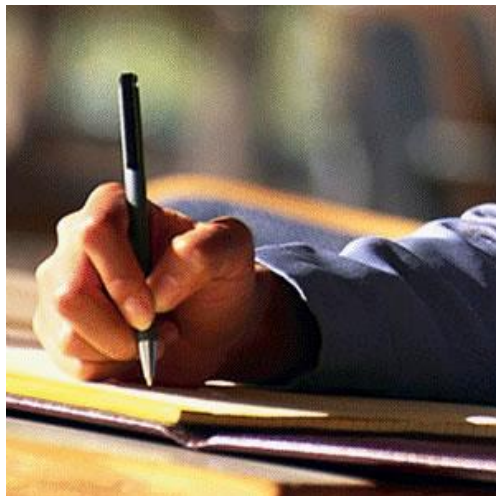
- Others replicate and evaluate what you did
- Should describe the study design, context and setting
- Should include:
  1. Ethical approval
  2. Statistical methods

## **Results: What did you find?**

- The core of the chapter
- Often includes tables, figures, text
- Text and overlap with tables, figures, quotes
- Should present results but not comment on them

## **Discussion: What does it mean?**

- Brief summary of findings
- Answer research question
  - Limitations of the study
  - Relationship to other research
- Move from specific to general (opposite of introduction)



## CONCLUSION:

- Implications
- Recommendations

## TITLE:

- The fewest possible words
- Important in literature searching
- Should not include extra words - “a study of”
- Should be specific enough but not overly narrow

# Chapter Abstract / Summary / Overview

- Summarizes the chapter
- Widely read and therefore important
- Content must be consistent with that in the chapter
- Should not include figures, tables, references
- Does not repeat the text

## 12.1 What is an abstract? How long should it be?

- ▶ Abstracts are sometimes referred as summary
- ▶ There are 4 types of abstract
  - **Unstructured abstract** – contain 100 to 250 words in a paragraph with brief summary of each main sections
  - **Structured abstract** – the same as (1) but divided into several short sections
  - **Extended abstract** – A mini paper organized in the same way as a full paper (e.g. Introduction, Methods, Discussion...), but substantially shorter (two to four pages)
  - **Conference abstract** – standalone abstract (sometimes up to 500 words), designed to help conference organizers to decide whether they would like you to make an oral presentation



# Revising...



- Good writing is largely a matter of good revising
- Revise your writing yourself
- Get feedback from others, revise more
- Consider an editor
- Don't revise forever

# Revising.....

- Does it contain **everything** it should?
- Does it contain **anything** it shouldn't?
- Is **information** accurate?
- Is the **content** consistent throughout?
- Is everything **logically** organized?
- Is everything **clearly** worded?
- Are **points** stated briefly, simply, and directly?
- Are **grammar, spelling, punctuation, and word use** correct?
- Are **all figures and tables** well designed, and referred to?
- Does the manuscript **comply with the instructions**?
- **References:** in text and in reference list is correct



# Acknowledgments

- A place to thank people who contribution towards the chapter writing but did not make contributions deserving authorship
- Permission should be obtained from people you list
- Sources of financial support are stated
- Also acknowledge anonymous reviewers if useful

# Allocating credit for authorship

- The American Psychological Association (APA) Publication Manual (2001) states (pp. 395–6) that:
  - The sequence of names of the authors to an article must reflect the **relative scientific or professional contribution** of the authors, irrespective of their academic status.
  - The general rule is that the name of the **principal contributor should come first**, with subsequent names in order of decreasing contribution.
  - Mere possession of an **institutional position on its own**, such as Head of the Research team, **does not justify authorship**.
  - **A student should be listed as a principal author on any multi-authored work** that is substantially **based on the student's dissertation or thesis**.



# Submitting the chapter

- Final preparation
- Traditional submission (by mail)
- Electronic submission
- Inclusion of a cover letter (conventional or electronic)
- Complete required forms

# Overview

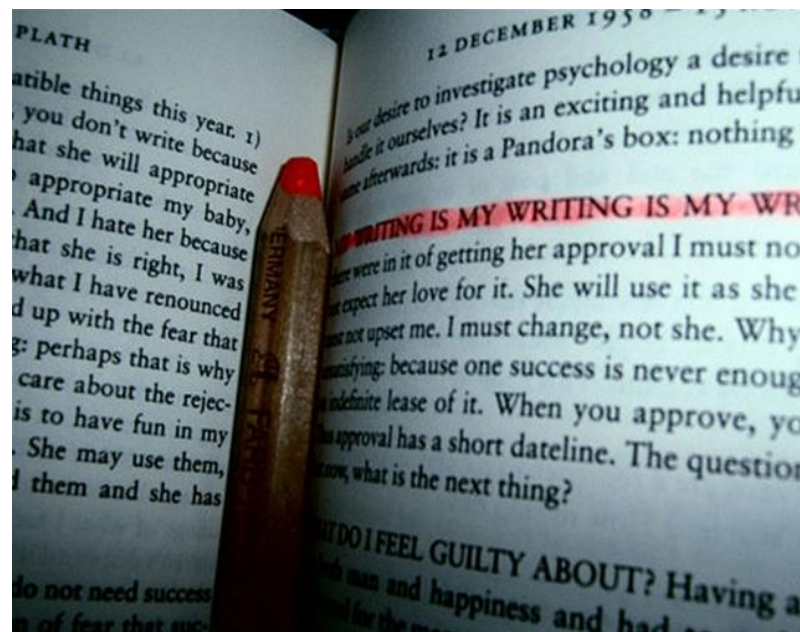


# Review process

- Evaluation by experts in the field
- To help the authors improve the paper
- For appropriateness of subject matter
- For overall quality
- For compliance with instructions
- To help the editor decide whether to publish

# Review Process

- Typically takes 2-3 months
- Prompt editor
- Do not submit elsewhere before final editorial decision – self plagiarism





# Overview



# The Editor's Response

- Peer reviewers response
  - Editor's own evaluation
  - Amount of space in the journal
  - Other factors
1. **Accept as is**
  2. Accept if suitably revised
  3. **Reconsider if revised**
  4. Reject

# Overview



# After Acceptance

- First thing is to calm down.
- Then you can start to revise your manuscript.
- Revise and resubmit promptly:
  - Inconsistencies
  - Missing information, ambiguities
- Include a letter
- If you disagree, say why



# After acceptance

- **Proof:** copy of typeset material to check
- Some things to check:
  1. **Completeness** (presence of all components)
  2. **Absence of typographical errors** in text and references
  3. **Placement of figures and tables**
  4. **Quality of reproduction of figures**
- **This is not the time to rewrite the paper**

# Addressing your barriers

- **Emotional and instrumental support**
  - Find a mentor or colleague to work with
  - Buddy systems
  - Publication manual – “how to”
  - Writing courses and retreats

# Addressing your barriers

- Publication writing is **our core business**, not peripheral activity
- Responsibility to contribute to knowledge in our disciplines
- Identify barriers, shift your attitude and get support
- Successful writing breeds confidence....

YESTERDAY  
YOU SAID  
TOMORROW.

JUST DO IT.



SAHARA  
South African HIV/AIDS Research Alliance

[www.sahara.org.za](http://www.sahara.org.za)



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