The Nuts and Bolts of Publishing

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8:00am-11:00am
Braun Auditorium

Program Facilitated by:
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The nuts and bolts of publishing

Sharing what you know

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City of Hope
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Objectives

Participants will be able to:

- Identify three possible places to publish
- Choose where to start publishing
- Name the steps involved in writing for a peer-reviewed journal
- List possible reviewer responses and how to reply

Description

- In this workshop we’ll talk about the many ways of publishing on a regional and national level from newsletters, to blogs, to creating a poster presentation, to publishing in a peer-reviewed journal.
- We’ll talk about things like getting started, choosing a place to publish, and how to respond to reviewers. We all have something to share on a clinical or life-experience level, just write it down and give it a try. Everyone has to start somewhere, so jump on in!
Why write?
› To share knowledge and expertise
› To disseminate research
› To expand our knowledge
› For promotion or job expectations
› To express views on professional issues
› Self satisfaction

What should I write about?
› Almost anything you know about or want to know about
› About your practice, what you’ve learned from your work
› Something you are passionate about

Brainstorming
› Write down your major ideas
› Think creatively about your topic
› Don’t be inhibited by developing your ideas or thoughts in a certain order
Narrowing your topic

- Start with a broad topic and narrow down your question
  - If the topic is too broad it will be hard to write about
- Ask yourself:
  - What difference will your article make?
  - How will it add to current knowledge?
  - What do you want your reader to know?
  - What do you want your reader to do?

Find background information

- Conduct a thorough search of the literature
  - Concentrate on resources published in the past 5 years
- Talk with colleagues and experts in the field
- Organize findings into a system that works for you (index cards, a word document, citation software, etc.)

Sources to consider

- Textbooks, journals
- Electronic resources
- Technical and research reports
- Unpublished works
- Editorials
- Meeting proceedings and symposia
Create an outline

- Your outline will guide your work
- Research outline includes at minimum:
  - Abstract, Intro/Background, Methods, Results, Discussion, Conclusion
- Informational outline includes:
  - Abstract, Intro/Background, Topic—broken down into subtopics, Conclusion
- Use subheadings as needed to make your article readable
- Concept maps or diagrams may help

Titles

- Create a working title
  - Informal publication: catchy with a hint of description
    - “Help! How should we list our nursing credential alphabet soup?”
    - “The devil’s in the details. Thankfully, your oncology nurse is there too.”
      (little details on handling noxious side effects to treatment)
    - “Reading material: The good, the bad, and the easy”
      (how to stay up on the latest in nursing literature)

- Formal publication: make it descriptive
Start writing...

- First draft – focus on content (not grammar, spelling, or formatting)
- Start anywhere in article
- Be intentional about finding time to write
- Be fearless – don’t be intimidated by thoughts of rejection
- Remember – multiple rewrites, reorganizing, deleting, are part of the process

Abstracts

- Abstracts are generally 150-350 words
- Concise paragraph about your topic
- First sentence is the most important
- Write first then edit
- Ask for feedback

Keywords

- Terms that will help others find your work
- What terms would you use to find your work?
- Examples:
  - Nurse
  - End of life
  - Heart attack
  - Geriatric
  - Pediatric
  - Post-surgical
The many places to publish

- Blogging
- National Organizations
  - Newsletter or website
  - Editor or coordinator for newsletter or special interest group (SIG)
  - Chapter presentations or newsletters
- Poster presentation at a national conference
- Journal article
- Peer-reviewed journal article

Blogging

- WordPress  www.wordpress.org
- BlogSpot  www.blogspot.com
- On your own
- For your organization
- For a national organization
- National publication

National Organizations

- Newsletters
- Special Interest Groups (SIGs)
  - Contributor
  - Coordinator
Poster Presentations

- Good way to start in the peer-review arena
- Most conferences have a poster presentations
- Match your topic to an organization
- Remember that a poster is a VISUAL message

Designing your poster

- Read the specifications carefully
- Less is more
- Use pictures to illustrate
- Font size big enough to read from 4 feet away
- Create a handout

Design Tips

- Remember: This is a visual presentation of your work
- Use pictures, graphics (charts, graphs, flowcharts) to explain concepts and results
- A brightly colored background can attract viewers
- Use light/dark contrast within a color scheme
Design Considerations

- Use boxes arranged in 3 to 5 columns
- Use consistent margins and text size
- Generally: 40% empty space, 40% graphics, 20% text
- Does your poster flow from start to finish?
  - Would YOU stop and look at this poster?
Peer-reviewed journal

- Highest academic standard
- Choose a topic
  - Research based
  - Informational
- What’s your work style?
  - Working on your own, in pairs, or in a group

Choosing a journal

- Is your article generally of interest or specific to a type of nursing or population?
- Considerations:
  - Impact factor (a 1 year measure)
    - The impact factor is a measure of the frequency with which the “average article” in a journal has been cited in a particular year or period.
    - Impact factors can be used to:
      - Identify journals in which to publish
      - Identify journals relevant to your research
      - Confirm the status of journals that you might publish in
  - Article influence (a 5 year measure)
    - Citations are weighted based on impact factor of the journal and the number of times articles have been cited.
JANE: Journal/Author Name Estimator
- A free resource to help you find which journal is relevant to your topic.
- Paste in your abstract and click “Find Journals”
- www.biosemantics.org/JANE

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Keywords: pediatric palliative care
Choosing a Journal

- Do an online search for your topic
  - Which journals are in the results
  - Make a list
- Narrow your list to 2 or 3 journals
  - Read the instructions for authors
  - What format do they use
    - APA
    - AMA
    - Harvard
    - Other

Submitting your article

- Virtually all online
- Follow the instructions carefully
- Plan an hour for submission
- Keep your login information
- Write down how you will be notified and how long it will take

Key Elements for Submission

- Title page
- Abstract
- Keywords
- Text
- Acknowledgements
- References
- Figures
- Tables
- Disclosures
Upload your article

› Scan permissions, transfer of copyright if required, and illustrations
› Upload title page, text, references, figures and tables, as directed by website upload
› Review submission to make sure all materials have been uploaded before clicking “submit”

Responses

› Editor’s choice
› Reviewer responses
   • Accept without revision
   • Accept with revision
   • Reject with revision
   • Reject

Accepted! Celebrate!

› Celebrate your success!
› Then get down to rewriting and addressing reviewer comments
How do the reviewers respond to the editor?

- Overall summary
- Specifics:
  - Significance of topic
  - Author’s demonstration of authority
  - Appropriateness for journal
  - Clarity/writing style
  - Organization of material
  - Usefulness for practitioners
  - Conceptual/theoretical framework
  - Clarity of objectives
  - Sample/sample selection
  - Methodology
  - Data analysis
  - Conclusions/implications for practice

Example comments:

Reviewer #1: This is a worthy topic.

The use of case studies to illustrate how to integrate proper EOL care of Hindus as well as Table 1 are helpful.

The role of the nurse needs to be expanded upon to incorporate the unique aspects of Hinduism into clinical practice.

I suggest the following:

- strengthen points with citations for example page 2 lines 14–16;
- need citations for cultural and spiritual impacts upon EOL
- verify proper citation format, for example, page 5, line 11, not a direct quote but includes page number –
- add Hindu to case study 2
- integrate the nursing role into the conclusion section; seems to introduce new concepts to need to focus points to what a palliative care/hospice nurse should understand about Hinduism.

Reviewer comments

- Constructive
- Carefully consider each comment
- Re–writing using reviewer comments will make your article better and stronger
- You must address each reviewer comment
**Tips for re-writing**

- Start with the easiest suggestions and work your way through
- Take your time
- It’s still your article
- You must address each comment in your response
  - Create the response as you go
  - Provide a rationale for any suggestions you don’t implement

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**Rejection**

- Don’t be discouraged
- Even published authors are sometimes rejected!!
  - Rejected with revision? Rewrite and resubmit!

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**Rejection**

- Read the reviewer comments
  - Was it your topic or your construction?
  - Maybe it’s the wrong journal
- Ask a mentor or someone you trust to help
- Carefully consider the comments
  - Rewrite and resubmit?
  - Rewrite and choose another journal?

Don’t be discouraged!!
Some thoughts

- Find a mentor or colleagues to review your work, or write with others
- Set deadlines and hold yourself to them
- Write a little each day – even if just a sentence
- Use visual aids – figures, tables, graphs and charts, photos – to enhance your writing
- Be patient with editing, revising, reorganizing, eliminating unnecessary words

Writing tips...

- Use active voice as it is direct, clear and less wordy
- Write as if talking directly to another person
- Third person is usually used for scientific writing
- First person is used if you are writing from personal experience
- Second person may be used when listing a series of steps
- When editing, attend to details (accurate references, spelling, grammar, etc.)

Jump in... the water's fine!