Authorship, Publication Ethics, and the Peer Review Process

Pamela Derish
Publications Manager
Department of Surgery
1) Authorship issues
2) Plagiarism and duplicate publication
3) Submitting the manuscript to the journal
4) The peer review process
5) Accepted! What next?
1. Authorship

"The integrity of a body of literature is itself our society's ultimate temporal forum for negotiating life and death, suffering and wellness.....the medical well-being of the society it serves is dependent on the question of who stands behind the word."

(~ Mark Gruber, anthropologist)
Authorship is the “coin of the realm” in Academia.

Therefore, it is fraught with potential problems:

- Omission of those who merit authorship
- Inclusion of those who do not merit authorship
- Order of authorship
Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals

http://www.icmje.org/urm_main.html
The ICMJE recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors.

Those who do not meet all four criteria should be acknowledged.
Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are:

- acquisition of funding;
- general supervision of a research group or general administrative support; and
- writing assistance, technical editing, language editing, and proofreading.
Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading (e.g. “Clinical Investigators” or “Participating Investigators”), and their contributions should be specified (e.g., “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” “provided and cared for study patients”, “participated in writing or technical editing of the manuscript”).
Written justification of authorship (Example 1)

**Author Contributions:** Dr Jackson had full access to all of the data in the study and takes responsibility for the integrity of the data and the accuracy of the data analysis.
Study concept and design: Jackson, Kuriyama, Hayashino.
Acquisition of data: Jackson, Kuriyama, Hayashino.
Analysis and interpretation of data: Jackson.
Drafting of the manuscript: Jackson.
Critical revision of the manuscript for important intellectual content: Jackson, Kuriyama, Hayashino.
Statistical analysis: Jackson.
Study supervision: Hayashino.
Written justification of authorship (Example 2)

E.B. Devine conducted literature searches, participated in data collection and analysis of the contributorship worksheets, drafted and critically revised the manuscript, and provided administrative support and supervision. J. Beney conducted literature searches and wrote literature summaries, participated in data collection and analysis of the contributorship worksheets, critically evaluated the manuscript, and provided administrative and technical support. L.A. Bero was responsible for conception and design, critical revision of the manuscript and the provision of material support and supervision.
Misappropriation of authorship
“Ghost authors”

Usually refers to professional writers (often paid by commercial sponsors) whose role is not acknowledged.
“Guest authors”

Papers written by pharmaceutical companies or industry-sponsored medical writers are passed off as the work of influential, independent academics ("thought leaders" or key opinion leaders, aka "KOLs").

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*Bylined Articles*

Bylined articles will allow us to fold Lexapro messages into articles on depression, anxiety and co-morbidity developed by (or ghostwritten for) thought leaders. We will identify a Lexapro thought leader to place 2-3 bylined articles in trade journals, consumer publications and on the Internet. Estimated costs include article development, revisions and honoraria for the authors. Examples of topics include co-morbidity of depression and anxiety and selectivity.

**Timing:** Q1-Q4  
**Estimated Cost:** $100,000

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JIM EDWARDS  
CBS NEWS/ MONEYWATCH/ September 3, 2009
“Guest authors”

Senior figures (e.g. heads of department) whose names are added to curry favor (or because it is expected).

A colleague whose name is added on the understanding that s/he will do the same for you, regardless of your contribution to his/her research, but simply to swell your publication lists.
Ghostwriting in Medical Literature
Minority Staff Report
111th Congress
United States Senate Committee on Finance
Sen. Charles E. Grassley, Ranking Member
June 24, 2010
"It appears that despite policies to ensure that all authors who contribute to a publication are identified and that the authors listed in fact contributed substantially to the publication, the prevalence of ghostwriting remains largely unchanged."
Where do things stand now?

“Corruption of the scientific literature through ghostwriting persists in medicine due to the enormous profits for all stakeholders, including the pharmaceutical industry that creates the publication strategy, academic researchers acting as key opinion leaders (KOLs) for industry, universities employing KOLs, medical journals and their proprietors, including medical societies and publishers, and medical communication companies employing ghostwriters.”

Where might things be headed?

Since self-regulation has not produced results and the government has failed to have any significant impact, some commentators have proposed that legal remedies could be sought by patients harmed by drugs publicized in ghostwritten papers.

THE AUTHOR LIST: GIVING CREDIT WHERE CREDIT IS DUE

The first author
Senior grad student on the project. Made the figures.

The third author
First year student who actually did the experiments, performed the analysis and wrote the whole paper. Thinks being third author is “fair”.

The second-to-last author
Ambitious assistant professor or post-doc who instigated the paper.

The second author
Grad student in the lab that has nothing to do with this project, but was included because he/she hung around the group meetings (usually for the food).

The middle authors
Author names nobody really reads. Reserved for undergrads and technical staff.

The last author
The head honcho. Hasn’t even read the paper but, hey, he got the funding, and his famous name will get the paper accepted.

Authorship rank

Best: First and *corresponding = responsible for paper
2nd best: Last, “senior author”, PI
3rd best: Second
4th best: Third, then drops off from here (only 3 authors then “et al” in many reference formats
5th best: Fourth and so on according to contribution
Worst: Next to last?

*Corresponding author is responsible for paper: Can be anyone - Adds prestige, but responsibility.
Preventing authorship disputes is better than solving them

**Best Case Scenario:** Every team has a written authorship agreement before the article is written. This would likely reduce the chances of disputes arising at a late stage, when effectively all the real work has been done.

**Common Scenario:** Many people are reluctant to be pinned down in this way, and that it will not always be possible to take such a sensible approach in real life.
Authorship disputes: what can you do?
Alternatives to authorship

Acknowledgements (per ICMJE, http://www.icmje.org/ethical_1author.html)

All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chairperson who provided only general support. Editors should ask corresponding authors to declare whether they had assistance with study design, data collection, data analysis, or manuscript preparation. If such assistance was available, the authors should disclose the identity of the individuals who provided this assistance and the entity that supported it in the published article. Financial and material support should also be acknowledged.
2. Plagiarism

HAMLET,
Prince of Denmarke.

By William Shakespeare.

Insert your name here:

Newly imprinted and enlarged to almost as much again as it was, according to the true and perfect Coppie.
Plagiarism

UCSF Definition:

“the appropriation of another person's words, ideas or research results without acknowledgement, and passing them off as one's own”

http://academicaffairs.ucsf.edu/acapers/downloads/integrityofresearchproc.pdf
Plagiarism qualifies as a form of scientific misconduct.

“Approximately 25% of the total allegations received by the DHHS Office of Research Integrity concern plagiarism, and these allegations typically represent misunderstandings of what exactly constitutes plagiarism and accurate citation procedures.”

*Cicutto, L. Plagiarism. Avoiding the Peril in Scientific Writing. Chest 2008*
(A) Number of retracted articles for specific causes by year of retraction.

Fang F C et al. PNAS 2012;109:17028-17033
Correlation between impact factor and retraction index.

What About Self-Plagiarism*?

Whereas plagiarism involves the presentation of others’ ideas, text, data, images, etc., as the products of our own creation, self-plagiarism occurs when we decide to reuse in whole or in part our own previously disseminated ideas, text, data, etc., without any indication of their prior dissemination.

Several Strategies to Avoid Plagiarism*

1. “Always acknowledge the contributions of others and the source of ideas and words, regardless of whether paraphrased or summarized (I would here add “or your own”).

2. Use of verbatim text/material must be enclosed in quotation marks.

3. Acknowledge sources used in the writing.

4. When paraphrasing, understand the material completely and use your own words.

5. When in doubt about whether or not the concept or fact is common knowledge, reference it.

6. Make sure to reference and cite references accurately.

7. If the results of a single complex study are best presented as a cohesive whole, they should not be sliced into multiple separate articles.”

Patchwriting*

“Patchwriting’ is copying pieces of text and using them in other documents.

Patchwriting may occur with or without intent to plagiarize.

Even if you patchwrite without intent to plagiarize, you can still be accused of plagiarism.”

* Courtesy of Carrie Cameron, MD Anderson Cancer Center
Patchwriting examples*

“Re-using an old introduction—someone else’s or your own--and just changing a few words.

Copying really nice sections of a discussion section in an article you admire.”

* Courtesy of Carrie Cameron, MD Anderson Cancer Center
“Plagiarism is usually defined as using another author’s material without proper attribution. A tour of college and editorial webpages on plagiarism quickly reveals a few key themes: 1) plagiarism is so egregious an infraction that words such as ‘crime’ and ‘stealing’ appear regularly; 2) absence of intent to plagiarize is not a mitigating factor; and 3) even trivial errors in citation form or muddled wording can be construed as plagiarism. Precise characterizations of plagiarism are difficult to find, however, and several studies have shown that identification of and value judgments about source text repetition vary markedly across individuals, let alone across languages and cultures. Given the gravity of the issue and its enmeshed relationship with culture and language, it is hard to imagine how the plagiarism question could be other than problematic for L2 writers…”

* Courtesy of Carrie Cameron, MD Anderson Cancer Center
Patchwriting: examples*

“Precise characterizations of plagiarism are difficult to find, however, and several studies have shown that identification of and value judgments about source text repetition vary markedly across individuals, let alone across languages and cultures2-9.”

WRONG:

....Precise characterizations of plagiarism are difficult to find; there have been studies that have shown that identification of and value judgments about source text repetition vary markedly across individuals, let alone across languages and cultures2-9.....

PARAPHRASE/ OKAY:

....There appear to be no exact definitions of what is and is not plagiarism. A review of the literature suggests, however, that both definitions of plagiarism as well as value judgments about it vary widely from individual to individual.5 .... [Don’t forget to cite in bibliography.]

* Courtesy of Carrie Cameron, MD Anderson Cancer Center
Exceptions*

“Sometimes a very simple sentence with a statistic is okay.

*Example: “Pancreatic cancer has a 5-year survival rate of 4%.”

Very simple statements in the Methods section are usually not considered serious violations.”

* Courtesy of Carrie Cameron, MD Anderson Cancer Center
Why do people patchwrite?*

- Lack of confidence in language skills
- Time & efficiency
- Admiration & respect for other author’s expression
- Objective character of scientific writing—what difference does it make?
- Perception as not being problematic

* Courtesy of Carrie Cameron, MD Anderson Cancer Center
Patchwriting: Who cares about it?*

Mentors may be unaware of patchwriting, so they may not notice it or mention it. That doesn’t mean they don’t care!

Editors and reviewers and authors commonly Google pieces of writing to check for plagiarism. *Many journals use plagiarism detection software, like Crosscheck and Ithenticate.*

Editors and reviewers may be unaware of what patchwriting is, so if they find it in an article, they may assume it’s intentional plagiarism.

If you rely on this strategy too much, you and all your co-authors are at risk for being accused of plagiarism (= scientific misconduct).

*Courtesy of Carrie Cameron, MD Anderson Cancer Center*
Ways to avoid patchwriting*

“If you use the same exact words, you must use quotation marks; mentioning the other author is not enough.

But—formal quotation is rare in science writing. Paraphrase is much more common.

Even if you change the words (paraphrase), you still must reference the author.”

* Courtesy of Carrie Cameron, MD Anderson Cancer Center
Ways to avoid patchwriting*

“Learn to **paraphrase** and **summarize** skillfully.

Paraphrase:

- Saying the same thing in different words.
- Using different words to express the same thought.
- Re-stating the author’s words in your own words.

If you’re not sure about your paraphrase or summary, ask someone to help you.”

*Courtesy of Carrie Cameron, MD Anderson Cancer Center*
Be Sure to Read These Articles

http://chestjournal.chestpubs.org/content/133/2/579.full


Annesley TM. Giving Credit: Citations and References. Clinical Chemistry 2011;57:1 14–17. Available from:  
http://www.clinchem.org/content/57/1/14.full
Duplicate or Redundant Publication*

“These terms are used interchangeably and refer to the practice of substantial overlapping of text and/or data with another article(s) without full cross-referencing in that they share the same hypothesis, data, discussion points, or conclusions.”

Duplicate Publication: Why does it matter?

Editors and readers assume they are reading something new

Wastes resources, violates copyright

Can affect clinical decision-making

Can skew the evidence base of basic research

*Cicotto, L. Plagiarism. Avoiding the Peril in Scientific Writing. Chest 2008*
Retraction Watch
Tracking retractions as a window into the scientific process

Pig cloning paper retracted for being a clone
Know What’s Expected of You

University of California Statement of Ethical Values:
The University prohibits research misconduct. Members of the University community engaged in research are not to: fabricate data or results; change or knowingly omit data or results to misrepresent results in the research record; or intentionally misappropriate the ideas, writings, research, or findings of others.

UCSF Integrity of Research Academic Administrative Policy (100-29):
Definition of research misconduct: fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or differences of opinion.

UCSF Procedures for Investigating Allegations of Misconduct:
http://academicaffairs.ucsf.edu/acapers/downloads/integrityofresearchproc.pdf
What you need to know about **ETHICAL ISSUES** when Writing a Scientific Paper

The most common Ethical Problems found in scientific papers (and how to avoid the)

<table>
<thead>
<tr>
<th></th>
<th><strong>Definition</strong></th>
<th><strong>How to Avoid</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plagiarism</strong></td>
<td>Taking the work of another. Copying a figure, table, data, or even wording from a published or unpublished paper without attribution.</td>
<td>Provide citations to the work of others. Ensure that your work is original and not a direct copy of another's. Do not copy exact wording from another’s paper without attribution, even if referenced, unless in a direct quote.</td>
</tr>
<tr>
<td><strong>Duplicate Publication</strong></td>
<td>Submission of or publication of the same paper or substantial parts of a paper in more than one place.</td>
<td>Do not submit the same paper or parts of your paper to more than one journal at a time. Submit it only after you have received a rejection or withdrawal of your previous submission.</td>
</tr>
<tr>
<td><strong>Redundant Publication</strong></td>
<td>Using data from another paper (usually your own) in a new paper. Also called auto- or self-plagiarism.</td>
<td>Do not use data from a previous study, especially if it involves statistical analysis. Repeat necessary control groups for each experiment.</td>
</tr>
<tr>
<td>Figure Manipulation</td>
<td>Altering a figure so that the published figure does not match exactly the image or data acquired.</td>
<td>Do not obscure, move, remove, or introduce information or features. Do not combine parts of different figures so that they look like one. Any manipulations must apply to the whole image and be disclosed.</td>
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</tr>
<tr>
<td>Human/Animal Welfare Issue</td>
<td>Treatment of animal or human subjects that does not meet standards or journal policy.</td>
<td>You must have IRB or IACUC approval for the study protocol. Do not deviate from the approved protocol.</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Real or perceived conflict due to employment, consulting, or investment in entities with an interest in the outcome of the research.</td>
<td>Disclose all potential conflicts to the Editor of the journal and within the manuscript.</td>
</tr>
<tr>
<td>Authorship</td>
<td>Disputes arising from addition, deletion, or change of order of authors.</td>
<td>Agree on authorship before writing begins, preferably at the start of the study. Sign publishers’ authorship forms. All authors should have made a substantial contribution to the paper.</td>
</tr>
</tbody>
</table>

For more information, please visit [www.the-aps.org/publications/authorinfo](http://www.the-aps.org/publications/authorinfo) and click on Ethical Policies and Procedures.
OPEN ACCESS

FREE
IMMEDIATE
ONLINE
AVAILABILITY
RESEARCH ARTICLES
RE-USE RIGHTS
# 2010/2011 Profits for Commercial Publishers

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Profits</th>
<th>Revenues</th>
<th>Profit Margin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elsevier</td>
<td>$1.2B</td>
<td>$2B</td>
<td>36%</td>
</tr>
<tr>
<td>Wiley</td>
<td>$106M</td>
<td>$253M</td>
<td>42%</td>
</tr>
<tr>
<td>Springer</td>
<td>$467M</td>
<td>$1.4B</td>
<td>34%</td>
</tr>
<tr>
<td>Informa</td>
<td>$74M</td>
<td>$230M</td>
<td>32%</td>
</tr>
<tr>
<td>Apple</td>
<td></td>
<td></td>
<td>24%</td>
</tr>
<tr>
<td>Google</td>
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<td></td>
<td>27%</td>
</tr>
</tbody>
</table>

Rich Schneider, Chair
UCSF Academic Senate Committee on Library and Scholarly Communication (COLASC)
Benefits of Open Access for Faculty and Society

Increases visibility, usage, and impact of research.

Fuels innovation, discovery, and progress.

Allows Faculty to retain control over their publications.

Allows Faculty to use derivatives of their own work freely. The Public gets a return on its investment (i.e., results of funded research is freely accessible and not behind costly barriers).

Promotes knowledge and free expression as a public good.

Supports our mission of teaching and learning.

Offers potential savings for libraries and Institutions.

Creates free market forces and competition for publishers.

Rich Schneider, Chair
UCSF Academic Senate Committee on Library and Scholarly Communication (COLASC)
BUT... the Open Access Model Has a Dark Side:

Be aware of “predatory open access publishers”!

Academic scientists frequently receive email invitations to publish their work in journals they’ve never heard of.

Be careful about agreeing to send a manuscript to such journals. Many are operated by scholarly vanity presses, essentially a scam in which “publication” in a bogus open access journal takes place, often without any actual peer review, in exchange for author fees.
Familiarize Yourself with UCSF’s Open Access Policy and Resources

http://www.library.ucsf.edu/help/scholpub/oapolicy
3. Submitting the Manuscript to the Journal

"I like it—it’s wonderfully editable."
Authors must recognize that the journal editor has tremendous discretion regarding the fate of a submitted manuscript, making the editor’s first impression critical to the success of any submitted material...

It must be polished and final and as nearly perfect as possible. Sloppiness in preparing and submitting the manuscript implies that the author is careless.

RA Brumback MD, Editor, J Child Neurol 2009;24:370-378.
What Bothers Editors (and Reviewers)?

- Failure to follow Instructions for Authors
- Incorrect reference format
- Including tables and figures in the text
- Figures not of best possible quality and resolution
- Figure formats that differ (within and between figures)
- Figure sections with no relationship (sneaking in a figure)
- Abbreviations not explained the first time used
- Tables too complex
- Ignoring word counts
- Missing ethics approval and informed consent

World Association of Medical Editors (WAME) informal poll
(Courtesy of Tom Annesley)
What do Editors Need to Know?

Cover letter should include…

“Why the question the paper addresses is important.

Why the results matter to the field and to other related fields.

How the scope and significance of the work fits the journal's mission and audience.”

Vivian Siegel, former editor, Cell

For Sample Cover Letter: https://medicine.mc.vanderbilt.edu/sciencecommunication_journaleEditors
Online Submission

Most publishers now offer a completely electronic submission process.

Article is submitted online and all of the review procedure also happens online.

Speeds up the editorial process.

*Is invaluable for authors in low-income countries.*
Special Issues With Online Submission

Make sure that your reference list is correct and that references are formatted according to the journal’s style.

Make sure that your tables and figures convert properly.

Make sure that special symbols and characters convert properly.

Read converted version (PDF) for proper page breaks, blank pages, subheading breaks, etc. It should look and read like your intended version.
ONLINE SUBMISSION: If it’s easy for reviewers to link to your references, the reviewers respond positively. If the reviewer can’t link to anything, they find this a pain!


4. Peer Review
Overview of Peer Review Process

- Paper Submitted
  - Confirmation of Receipt
    - Initial Decision by Editor
      - Rejection
      - Decide to Review
        - Assign Reviewers
          - Reviewers Accept Invite
            - Reviews Completed
              - Revise
              - Accept
              - Reject

- Notification to Author
  - Revise
  - Accept
    - Revision Received
      - Revision Checked
        - Paper sent to Publisher

Courtesy of Tom Annesley
Most journal editors will make an initial decision on a paper— to review or to reject.

What do you think is the most frequent reason for rejection without review?
“The paper is outside of the scope of interest of the journal’s readers.”

Other reasons for rejection:

so badly written that the point cannot be discerned

careless mis-citation of references

incomplete in some regard

Papers that make it past this triage are sent for peer review.
With peer review, usually, each paper is sent to 2-3 peer reviewers scientifically qualified to evaluate it.
Sometimes a paper is also sent to a statistical reviewer for a separate opinion on the statistical aspects of the reported study.
Peer review is far from a perfect system.

Reviewer’s Comments:

The proposition that the Sun is the center of the world and does not move from its place is absurd and false philosophically and formally heretical, because it is expressly contrary to Holy Scripture.

The proposition that the Earth is not the center of the world and immovable but that it moves, and also with a diurnal motion, is equally absurd and false philosophically and theologically considered at least erroneous in faith.
After considering the peer reviewers’ comments, journal editors tend to either...

Accept a paper as originally submitted, without revision—this happens relatively seldom.

Accept a paper conditionally pending revision according to the reviewers’ comments.

Say they will reconsider a paper after revision according to the reviewers’ comments.

Reject a paper outright.
Editor Decision

Select decision: Revisions Required

Decision: None

Notify Author: Editor/Author Email Record


Author Version: None

Editor Version: None

Browse  Upload
ADDRESSING REVIEWER COMMENTS

BAD REVIEWS ON YOUR PAPER? FOLLOW THESE GUIDELINES AND YOU MAY YET GET IT PAST THE EDITOR:

Reviewer comment: “The method/device/paradigm the authors propose is clearly wrong.”

How NOT to respond: × “Yes, we know. We thought we could still get a paper out of it. Sorry.”

Correct response: ✓ “The reviewer raises an interesting concern. However, as the focus of this work is exploratory and not performance-based, validation was not found to be of critical importance to the contribution of the paper.”

Reviewer comment: “The authors fail to reference the work of Smith et al., who solved the same problem 20 years ago.”

How NOT to respond: × “Huh. We didn’t think anybody had read that. Actually, their solution is better than ours.”

Correct response: ✓ “The reviewer raises an interesting concern. However, our work is based on completely different first principles (we use different variable names), and has a much more attractive graphical user interface.”

Reviewer comment: “This paper is poorly written and scientifically unsound. I do not recommend it for publication.”

How NOT to respond: × “You #&@*% reviewer! I know who you are! I’m gonna get you when it’s my turn to review!”

Correct response: ✓ “The reviewer raises an interesting concern. However, we feel the reviewer did not fully comprehend the scope of the work, and misjudged the results based on incorrect assumptions.”

www.phdcomics.com
Dear Sir, Madame, or Other:

Enclosed is our latest version of Ms. #1996-02-22-RRRR that is the re-re-re-revised revision of our paper. Choke on it. We have again rewritten the entire manuscript from start to finish. We even changed the g-d-mn running head! Hopefully, we have suffered enough now to satisfy even you and the bloodthirsty reviewers.
You can refute a negative review even if the journal editor has rejected the paper, but

choose your battles wisely.
"My dear Kepler, what would you say of the learned here, who, replete with the pertinacity of the asp, have steadfastly refused to cast a glance through the telescope? What shall we make of this? Shall we laugh, or shall we cry?"

-- Letter from Galileo Galilei to Johannes Kepler
Submitting the Paper to a Second Journal

Revise the manuscript according to constructive criticisms you received from the first journal’s reviewers.

The reviewers picked may be the same!

Restyle the manuscript to that journal’s specifications and, if necessary, renumber the references.
5. Accepted! What Next?
Copyediting is done by the journal or publisher’s staff.

Galley or page proofs are then sent to the author for correction.
Page Proofs

- When you receive the proof, make time to review it thoroughly. **This is your last chance to correct errors** There are several things you must do:

  – Read the instructions that accompany the proof.

  – Read the proof against your original manuscript to be certain it is complete and accurate.

  – Answer all queries that appear on the proof as well as on any accompanying manuscript.
Correct misspelled words, dropped lines, or incorrect numbers.

Correct copyediting errors.

Correct any factual errors that were overlooked. As much as possible, the text you add in making a change should contain the same number of letters and spaces as the text it replaces.

Verify all numbers and units of measure and time (e.g., dosages, dose administration).

Make sure each figure is correctly printed, properly oriented, and paired with its legend.

CHECK TABLES!!

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Lesser-Known Editing and Proofreading Marks

- zzz-z: delete—no one cares
- ☹️: mixed metaphor, eh?
- 🌟!: insert 4-letter word for emphasis
- ✨: remove permanently from your lexicon
- ⏯️: too long
- 👁️: too silly
- 🌡️: you wish
- 🧙‍♀️: pls revisit your politics
- 🛠️: pls cut the crap
- 🔍: pls paraphrase—obviously stolen from Web
- 🍟: pls don't eat Pringles while you work

© 2005 Eve Corbel True Funnies
Page Proofs

- Answer all of the queries or the publisher will withhold publication until you do.
- Whenever major changes are urgently needed call or email the publisher to talk about them.
- If you make extensive revisions, return the proofs with a letter explaining to the publisher the reason your revisions are necessary, or your changes may simply be ignored.
- Things inadvertently get changed in your paper, so you really need to check the proofs carefully.
Essential Reading

- **Ethical publishing: the innocent author’s guide to avoiding misconduct**, by Elizabeth Wager.

- **How to handle authorship disputes: a guide for new researchers**, by Tim Albert and Elizabeth Wager.

- **Research Compliance Policies at UCSF.**
  http://compliance.ucsf.edu/IntegrityOfResearchNotice.html

- **An Instructional Guide for Peer Reviewers of Biomedical Manuscripts**
  Callaham ML, Schriger D, Cooper RJ Annals of Emergency Medicine
  http://www3.us elsevierhealth.com/extractor/graphics/em-acep/

- **Peer Review.** A guide for researchers. Research Information Network. www.rin.ac.uk (March 2010)

- **Communicating with Journal Editors.**
  https://medicine.mc.vanderbilt.edu/sciencecommunication_journaleditors