Speakers:

Glenn Fujiura, Editor-in-Chief of Intellectual and Developmental Disabilities

Leonard Abbeduto, Editor-in-Chief of the American Journal on Intellectual and Developmental Disabilities

Lisa O’Hearn, AAIDD’s Director of Publications

Lisa Culp-Neikirk, AAIDD’s Staff Editor
Writing for Publication

Glenn T Fujiura
Department of Disability and Human Development
College of Applied Health Sciences
Review Statistics
Intellectual and Developmental Disabilities July 2011 to Oct 2012

- Total received: 170
- # under review: 10
- # rejected: 50
- # revise & resubmit: 120
- # accept w/ revision: 20
- # accept: 0
Writing for Publication

Miscellaneous Reflections

• Good advice on writing badly

• My checklist: “Does the author . . .”
  1. . . . forget why the answer is 42?
  2. . . . treat this as an assignment?
  3. . . . uses utilize instead of use?
  4. . . . fail the “Nightline” test?

• Thoughts on emotional baggage
AJIDD Initial Submissions 2011

- Accept: 10
- Accept w/rev: 20
- Resubmit: 35
- Reject: 40
- Ed reject: 35
Major Mistakes of Submitting Authors

• Topic/approach poorly matched to AJIDD
• Inadequate rationale for study
• Poorly described participants and procedures
• Flawed methods
• Data do not address questions of interest
Helpful hints

• State your question(s) clearly
• Indicate why the questions are important
• Be succinct
• Solicit critiques from colleagues/mentors
Author submits manuscript

Manuscript logged, checked and receipt acknowledged

Read/assessed by editor(s)

Rejected without review  →  Sent to external reviewers  ←

Reviews returned

Reviews assessed by editor(s)  →  Further review required

Rejected

Accepted pending revision

Author submits revised manuscript

Read/assessed by editor(s)

Rejected

Sent to external reviewers

Reviews returned

Reviews assessed by editor(s)  →  Further review required

Rejected  →  Further revision needed

Accepted  →  Production  →  Publication
Top 10 *Please Don’ts* of Scholarly Manuscript Submission

Expediting the production process
Please don’t: Ignore a publication’s editorial policy and submission guidelines.

Please DO: Read the submission guidelines and editorial policy.

These are usually available online as well as in the hard copies of journals.

Highly recommended: Read the journal before submitting a manuscript.
Please don’t: Follow a random writing style.

Please DO: Follow the journal’s style guide whether, e.g., APA, MLA, Chicago, or AMA.

• This shows you are familiar with the journal and respect its conventions.

• Brief versions of style guides usually can be found (for free) online. E.g., APA’s FAQs page lists reference examples: http://www.apastyle.org/learn/faqs/index.aspx
Please don’t: Reuse text from a previously published article when using the same data set.

Please DO: Reuse your data sets but ensure that their presentation (and the text discussing them) is unique to each manuscript you submit.
**Please don’t:** Create tables using tabs or an image format.

**Please DO:** Create tables using your word processing program’s table function.

- in Word, it’s under the Insert tab.
- This ensures no text is dropped; columns and rows are appropriately lined up and linked; and that no strange coding and spacing are added.
Please don’t: Submit low-quality figures that printers cannot use.

Please DO: Create figures with minimum 200 dpi (higher resolution is recommended).

• Also, check whether the journal publishes figures in color or black and white. This will determine how they will reproduce.
  • For black and white figures, use symbols or line variations (e.g., dotted) instead of colors.
• Low-quality figures must be resubmitted to meet printer standards. Again, read the journal’s requirements for submission.
**Please don’t:** Submit photographs without a signed release/consent form from each individual pictured.

**Please DO:** Submit a signed release/consent form from each individual in a photograph.

- Without a release/consent form, most publications will not publish your photographs.
- AAIDD prefers not to publish photographs featuring individuals.
Please don’t: Neglect the copyright form.

Please DO: Sign and send in the copyright form.

- Ensure each author of an article reads and signs a copyright form.
- AAIDD permits forms that are signed, scanned, and e-mailed as a PDF, but check with the specific publication.
Please don’t: Assume.

Please DO: Contact the Publications Department with any questions, and (for the last time!) read the editorial policy and submission guidelines.
**Please don’t:** Expect to have another chance to make changes after you review your article.

**Please DO:** Expect that after you review your article’s copyedits, it is in production and off and running to publication at the printer.
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Q&A Session:
All attendees are in listen-only mode. Please send in your questions through the chat box and we will get to them in the order that they appear.

Archived Recording and Materials
All materials and an archived recording will be available shortly after the webinar at the following location: 
http://aaidd.org/content_9710.cfm.
You will receive a follow-up email including this information.