How To…

Work with an editor on your research paper

1. In order to apply to work with our pilot project editor on your manuscript, you are required to first:
   - Have completed the study data collection and the analysis.
   - Know the journal — or journals — you are considering, the type of paper you are planning (e.g. original research, literature review, clinical trial, etc.), your audience, and your main message.
   - Write an outline or a draft of the article (this can be in point form or more fully formed).
   - Only one paper per research team is permitted to be in the queue at any time.

2. If you are approved, you will:
   - Be added to the queue and contacted once the editor is available.
   - Identify the lead researcher. In the event that a project is trainee-led, the supervisor is required to be the primary contact with the editor throughout the process.
   - Send your draft/outline and preferred journals to the editor, who will read the article (and some background pieces for context) and research what’s needed for submission to the journals (length, form, focus, style, etc.)
   - Meet (in person or online) with the editor for an in-depth discussion about the focus, content and process. This usually takes about an hour and establishes a mutual understanding of where the project is going, the next step and the timing.
   - Write a draft piece based on the discussion and send it to the editor or, if you have already sent a solid draft, wait until the next draft comes back to you.

3. The editor uses up to three steps to move a paper from draft to submission:
   - First hard edit/rewrite: The editor produces a first rough draft, based on your draft, the interview and the requirements for the articles as posted on the journal’s website. This will include (via the ‘Track Changes’ process) all the editor’s changes, suggestions and questions as well as proposals for possible charts, illustrations and references.
     The editor sends the draft to you, the lead researcher, who will accept or reject all changes, answer questions posed, add your own changes and comments and send it through to all the authors for their changes/comments. You will then approve or reject your co-authors’ changes and send the updated draft back to the editor. It is absolutely essential that you and your co-authors all work on the same draft, so there’s no confusion about the content when it returns to the editor.
   - Second (fine) edit: The editor incorporates changes/ideas sent by the lead researcher, provides additional tightening/revamping as needed and does a close style edit before sending the second draft to you, the same process applies as above, with substantially fewer changes.
   - Third and final edit: This is the step that you may choose to omit. If you prefer a last outside read before submission, the editor will put final touches on the final draft, which should then be ready for submission. However, you may feel the manuscript doesn’t need another outside read before you submit it. Your call.

IMPORTANT NOTE: It is your responsibility to submit the article. Once submitted, the manuscript will go through a series of editors at the journal. This is not a promise of publication but it is a way to help get an article in good enough shape for submission and give it a leg up for consideration, if the journal likes your research.