



# Time structure of the writing, review and publication process

Adult Education Academy:  
International & Comparative Studies in Adult Education and Lifelong Learning

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## STRATEGIC PARTNERSHIP

### INTERNATIONAL & COMPARATIVE STUDIES FOR STUDENTS & PRACTITIONERS IN ADULT EDUCATION & LIFELONG LEARNING

The Strategic Partnership INTALL is developing a **joint module** in „International & Comparative Studies for Students and Practitioners in Adult Education and Lifelong Learning“, which will be offered in study programmes related to adult education and lifelong learning, it is the follow-up project of COMPALL.

The joint module includes a **preparatory phase**, a **two-week intensive phase** at Campus Würzburg, Germany and a publication possibility for doctoral students and practitioners from the field of adult and continuing education. Furthermore, INTALL is developing an **online network for young graduates and researchers** in adult and lifelong learning. INTALL is offering **annual public events**. International experts in adult and lifelong learning are invited to discuss with us the use of INTALL-results along with further development.

[go.uniwue.de/intall](http://go.uniwue.de/intall)

## PARTNERS



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This document is the transcript of the video “*Time structure of the writing, review and publication process*”, which you can find with these links:

Watch the online-tutorial:

*Time structure of the writing, review and publication process here:*

<https://youtu.be/TVnOpbeSFRU>

*or here:*

<https://go.uniwue.de/timestucture>

The importance of academic writing in adult education: thinking about a research paper.

- Why is it important to know how to think about a good scientific paper?
- Where do you dig for a research idea?

The research idea comes from the content of the comparative group of the Winter School

You can choose the focus depending on:

- content
- methods
- structure

## 1. THE WORKFLOW OF THE REVIEW PROCESS

The author submits article, then article is assessed by an editor, then it's sent to the reviewers, then reviews assessed by editor and then further review needed?

In advance you can see more specific details on the workflow of the review process.

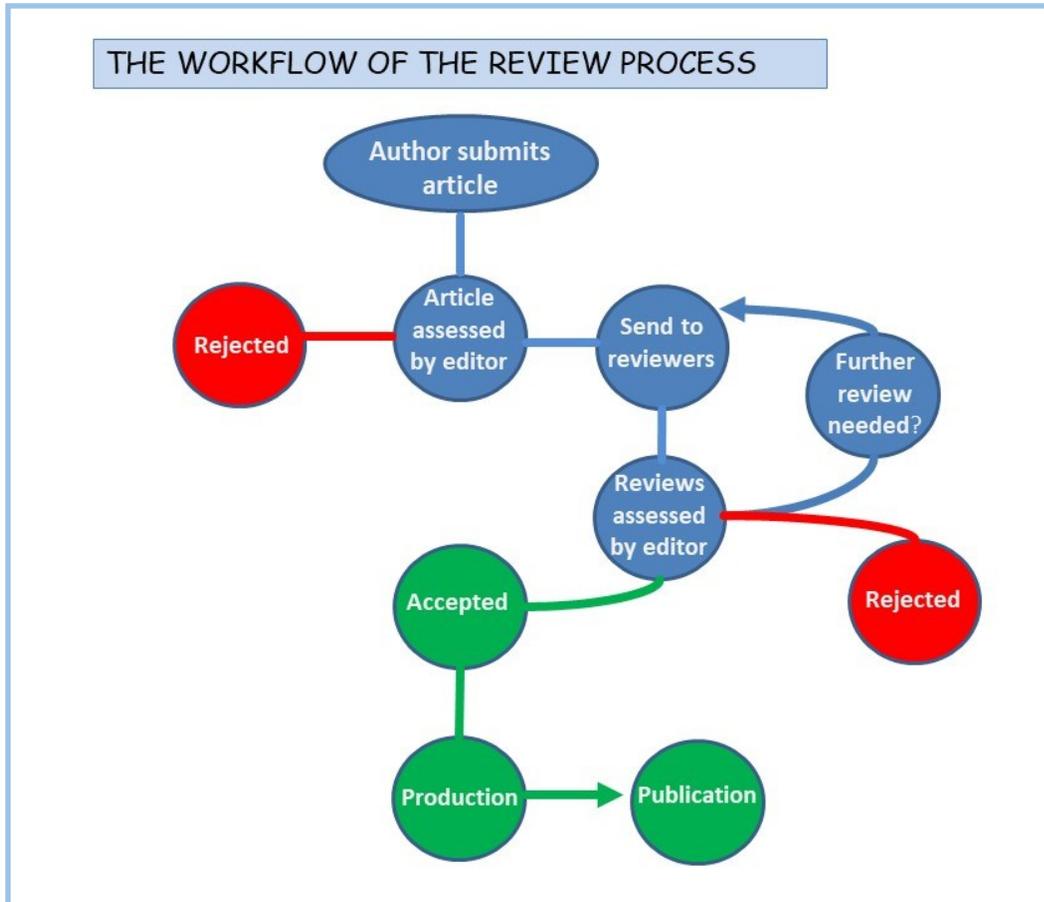


Figure 1: The workflow of the review process (source: Department of education, languages, intercultural, literatures and psychology, University of Florence, 2020, Video: Time structure of the writing, review and publication process)

## 2. STEPS TO TAKE BEFORE SUBMITTING YOUR ACADEMIC WRITING

**Choose the journal that best fits your work!**

Some questions to ask yourself before proposing a publication to a publishing outlet:

1. Are you submitting your research to a trusted journal?
2. Is it the right journal for your work?
3. What are the main goals and scope of the journal?
4. How is the scientific board composed?
5. Does the publisher call for papers? How often?





Usually, authors are recommended to check the following aspects before submitting:

- domain relevance article / journal
- respect for the code of ethics (work authenticity, data processing in compliance with privacy and national and international standards, adequate recognition of all authors, sending the article to only one journal at a time)
- adequacy of formal aspects (names of authors, affiliations, abstracts, length, figures, tables, bibliographic rules)
- grammatical and lexical correctness

Generally, publishers publish accurate **guidelines** on their website for authors and reviewers.

**It is very important to read the guidelines carefully!**

Guidelines could contain this kind of information:

- Elements that article must include
- Formatting and length criteria
- Stylistic criteria

Some journals ask to list the essential aspects and elements of originality of the work, highlights (= what the work adds to current research in the sector)

[A previous step to submit the academic writing](#)

For author's guidelines, see for example:

- **New Directions for Adult and Continuing Education**  
*<https://onlinelibrary.wiley.com/page/journal/15360717/homepage/forauthors.html>*
- **Taylor and Francis**  
*<http://journalauthors.tandf.co.uk/>*
- **Elsevier**  
*<http://www.elsevier.com/journals/subjects>*
- **Form@re**  
*<https://journals.fupress.net/>*

In summary:

**Think**  
**Check**  
**Submit**

After this preliminary, you must answer these questions:

- Does the manuscript fit the journal scope and aim and will it be of interest to the readership?
- Is the manuscript of minimum acceptable quality? Is the content and writing good enough to make it worth reviewing?
- Is the manuscript compliant with the journal's instructions for authors?

### 3. THE REVIEW PROCESS

In the slide you can see the workflow of the review process. The process starts with the submissions of academic writing and ends with the publication of it.

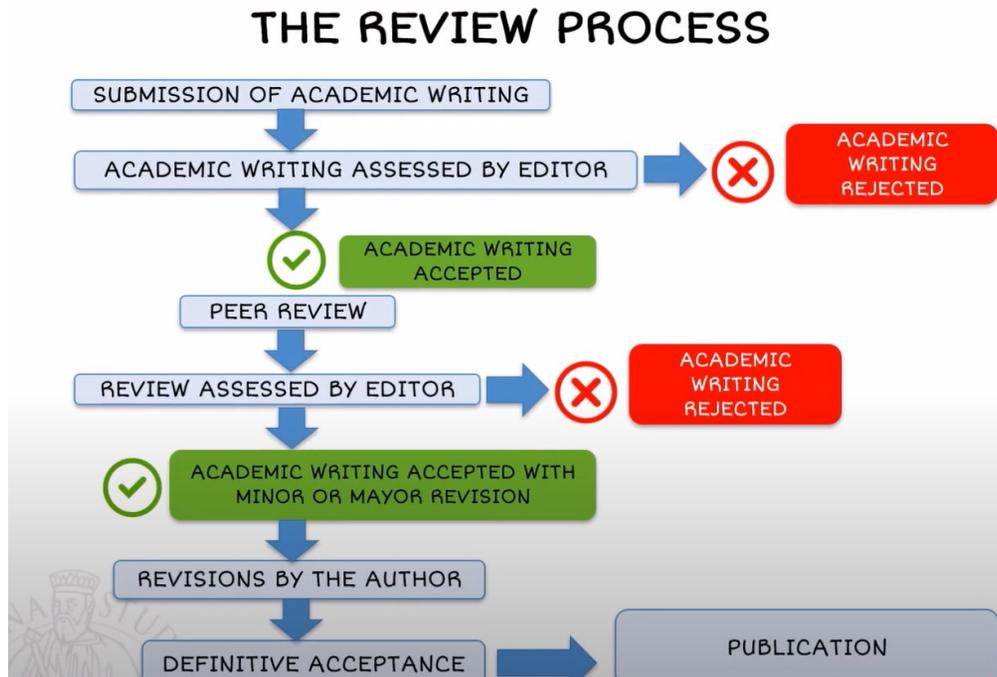


Figure 2: The review process (source: Department of education, languages, intercultural literatures and psychology, University of Florence, 2020, Video: Time structure of the writing, review and publication process)

### 4. SUBMISSION OF ACADEMIC WRITING

Let's see the first phase of the review process: the submission of the academic writing. A journal regularly publishes calls for papers. In general, there is a specific period for sending academic writing to the journal. You must respect this deadline!

### 5. ARTICLE ASSESSED BY EDITOR

The second phase of the review process is when the article is assessed by the editor. The publisher reviews the academic writing and decides whether to accept or reject it.

- ✓ If the editor accepts, academic writing begins the peer review process
- X If the academic writing is refused, the editor can provide indications regarding the reasons, but it does not always happen. If explanations of the refusal are given, the author will be invited to follow them in order to resubmit the academic writing on the next call.



Take time to understand why your paper has been rejected. If a journal rejects your manuscript, it may be for many reasons. Make sure that you understand why your academic writing has been rejected so that you can learn from the experience. This is especially important if you plan to submit the same article to a different journal.

Some of the common reasons manuscripts are rejected include:

- the author has submitted his/her academic writing to the wrong journal
- it doesn't fit the aims and scope or fails to engage with issues addressed by the journal
- the manuscript is not a true journal article, for instance it is too journalistic or clearly a thesis chapter
- the manuscript is too long or too short
- there is poor regard of the journal's conventions, or for academic writing in general
- poor style, grammar, punctuation or English throughout the manuscript
- the manuscript does not make any new contribution to the subject
- the research has not been properly contextualized
- the research is based on a poor theoretical framework
- the manuscript is poorly presented
- the manuscript is libelous or unethical

## 6. PEER REVIEW

After the acceptance, the editor sends the academic writing to the reviewers. The length of the review process depends on the journal, the tasks and the period. Generally, a minimum of 2 peer reviewers (up to 6) are chosen for the peer review. Peer reviewers are ideally experts in their field. Journals usually build a pool of peer reviewers that have a good track record of producing high-quality reviews. Reviewers are encouraged to take into account specific guidelines that usually contain suggestions on both lines of conduct (e.g. conflicts of interest) and evaluation criteria for articles.

### What is peer review?

Peer review is a process aiming at evaluating the originality, the quality and the robustness of a manuscript for publication. The key point of this approach is the safeguard of the academic research integrity and to improve paper quality. For the publisher, the peer review process is essential to screen the contents for publication, ensuring that only top-level articles will be disseminated. Peer review should add value to a research work, and the constructive dialogue with the reviewers should stimulate the authors to improve the robustness of their work.

SINGLE BLIND	DOUBLE BLIND	OPEN PEER REVIEW
Names of reviewers are not revealed to authors	Names of reviewers and authors are not revealed to each other	Names of authors and reviewers are revealed to each other

Figure 3: Openness of peer review process

**When peer reviewer evaluates the work usually use common peer review criteria:**

- peer reviewer evaluate how much your paper fits or matches with the journal topic and how it is formatted
- peer reviewer also give you a feedback about originality, innovation and importance of your study
- peer reviewer are usually asked to evaluate organization, readability and language of a paper and also consistency and level of relevancy of literary review
- as experts in the field, peer reviewer give you advice about the study design, methods, analysis and funding section of your work
- but also, study conclusion, limitation and future direction of research.

In doing so they are really a great support for article selection to be index it and open access but also, they help the editor-in-chief to accept or reject a manuscript.

**Peer review criteria**

- check if manuscript matches scope and objective of journal
- check the originality and novelty of submitted manuscript
- judge the merit and quality of submitted scientific work
- check if manuscript contributes to advancement to knowledge
- improve the quality of the manuscript and published work
- check against malpractice
- support valid article selection to be indexed and open access
- help editor-in-chief decide whether to accept or reject a manuscript

**Some advice to survive peer review can be the following:**

- accept feedback as a learning experience
- remember that very few submissions are accepted unconditionally
- understand that editors and reviewers are trying to help improve your paper
- seek help with language and statistics if you need it
- persistence pays off! Answer questions and address revisions quickly





**Peer review process:**

The peer review is completed once all reviewers send a detailed report with their comments on the manuscript and their recommendation to the journal .

**Peer reviews assessed by the editor:**

The journal editor or editorial board considers the feedback provided by the peer reviewers and arrives at a decision.

The following are the most common decisions that are made:

1. *accept without any changes* (acceptance): the journal will publish the paper in its original form, this is very rare.
2. *accept with minor revisions* (acceptance): the journal will publish the paper and asks the author to make small corrections.
3. *accept after major revisions* (conditional acceptance): the journal will publish the paper provided the authors make the changes suggested by the reviewers and/or editors. Most common for young researcher.
4. *revise and resubmit* (conditional rejection): the journal is willing to reconsider the paper in another round of decision-making after the authors make major changes.
5. *reject the paper* (outright rejection): the journal will not publish the paper or reconsider it even if the authors make major revisions.

**Revision by the author:**

After the peer review and the editor’s final decision, if the academic writing is accepted with revisions, researchers have time to revise their academic writing.

The author modifies the paper according to the reviewers’ suggestions or rebuts any comments with which he/she disagrees.

In case of major revisions, the revised manuscript may undergo a second round of peer-review. When only minor changes are requested, both follow-up review and the final check are handled by the associate/section editor.

**Definitive acceptance:**

If the paper is fine, the academic writing is sent to the editor’s press. It is necessary to respect internal and external review. In general, this type of review is double blind .

**Publication:**

If your review is accepted, it will be possible to publish your paper.

## CONTACT

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