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# Tutorial on “How to Publish in a Refereed Journal”

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# Purpose of this tutorial ...

Understanding the fundamentals - reasons to publish; types of journal; storage and retrieval; indexing and abstracting

Preparing the article - self evaluation; getting the basics right; finding appropriate journals; choosing an MOT journal

The standing of journals - citation indices; national and institutional journal rankings

Getting the article right - what is “quality” in an article?

The key tests when preparing the article; final steps before submission; enabling electronic dissemination and searching

The review process - possible outcomes; reasons articles are rejected; typical feedback from referees; revising a paper

Other insights - “tricks of the trade” journal review forms; online submission and review (editors’ and reviewers’ perspectives)

# Why publish in a refereed journal?

- apart from getting a job, tenure or promotion!!!

It demonstrates your work has been reviewed - material that has been published in a refereed journal carries a “QA” stamp. Someone apart from the author thinks it is worth reading...

It is a permanent record of your work that is accessible to others and becomes part of a “body of knowledge”.

Being published electronically (by a publisher) is becoming the same as being published in hard copy in terms of verification and reliability - and it is even more accessible.

## Some relevant definitions .....

***Archival journal*** - a journal that is kept in an archive (hard copy or electronic), but also publishing papers that will have .... “lasting importance and value over time”. Papers are always peer reviewed and contain “an overview of the state-of-the-art (with references to other’s and the author’s own past work), a problem statement or question, the concept of a solution, a discussion of the theoretical background, experimental design, sound measurement of data, an evaluation of the results, discussion and conclusions”.

***Peer reviewed journal*** - indicates that the articles published in the journal have been reviewed by appropriate subject scholars to determine the validity and value of the publication.

***Selective journal*** - exercises more rigorous editorial control over its content.

***Digital Object Identifier (DOI)*** - the modern electronic system for identifying where an article is located. The DOI remains permanent even if the location is changed (unlike the URL address). Assists with electronic archiving and retrieval.



# The 2 basic refereeing tests for a peer reviewed journal

Test i) Do the paper's data support the conclusions? (RIGOUR)  
and

Test ii) Do the conclusions represent a conceptual advance for the field of study? (RELEVANCE)

For an “archival journal”, test i) is necessary - and for a “selective journal”, both tests i) and ii) are necessary

But (according to IEEE) .... “An archival journal should publish the important, significant extensions of the state of the art” (Publication Guidelines for IEEE Transactions on Reliability, Vol. 58, No. 3, September 2009)

# Storage and retrieval of archived journal articles

## DOI indexing

<http://dx.doi.org/> (+ DOI number)

Metadata about the article is stored in association with the DOI name and this metadata may include a location, such as a URL, where the object can be found. The DOI for a document is permanent, whereas its location and other metadata may change.

For some journals the DOI number is allocated after publication, while those with online submission and review can often allocate the DOI number when the paper goes into production as part of the “production tracking system” (PTS).

# Indexing and abstracting services

(these provide search facilities and links to articles + sometimes shortened or summarised version. They also assign descriptors for referencing them)

....some examples:

ABI/INFORM (Proquest - CSA/CIG) [www.proquest.com](http://www.proquest.com)

(Also Materials Business File & METADEX)

Compendex (Engineering Index) [www.ei.org/compendex](http://www.ei.org/compendex)

CrossRef [www.crossref.org/](http://www.crossref.org/)

DOAJ (Directory of Open Access Journals) [www.doaj.org](http://www.doaj.org)

EBSCO [www.ebscohost.com](http://www.ebscohost.com)

Emerald Management Reviews [www.emeraldinsight.com/reviews](http://www.emeraldinsight.com/reviews)

Google Scholar [www.scholar.google.com](http://www.scholar.google.com)

INSPEC [www.theiet.org/inspec](http://www.theiet.org/inspec)

JSTOR [www.jstor.org](http://www.jstor.org)

Open J-Gate [www.openj-gate.com](http://www.openj-gate.com)

Scopus [www.scopus.com](http://www.scopus.com)

SPARC Europe [www.sparceurope.org](http://www.sparceurope.org)



# Some advice on preparing an article - the self evaluation

## What?

The purpose - what is the article about?

## Why?

Its significance and originality - why is it important or different?

## What next?

The implications for research - what further studies are implied?

## So what?

The implications for practice.

## Getting the basics right ....

- Pick the right journal. Many papers are rejected simply because they don't fulfil the journal requirements.
- They don't even go into the review process because the article is not aimed at the journal's readership or does not fall within the subject area of the journal.

..... So, read the journal's editorial aims and read at least one issue of the journal!

## Getting the basics right ....

- Find out who best to submit your paper to (editor, regional editor, subject area editor) - check journal home pages or publisher web site
- If allowed by the editor send an outline or abstract first and ask if it looks appropriate. Confirm how the journal receives submissions - email attachment; hard copy (copies .... How many?)

**Read the author guidelines and format the paper as required (referencing etc.)**

# Finding appropriate journals for your work ...

- making a start

**Ulrichsweb Global Serials Directory**

[www.ulrichsweb.com](http://www.ulrichsweb.com)

**Ingenta**

[www.ingentaconnect.com](http://www.ingentaconnect.com)

**Cabell's**

[ww.cabells.com](http://ww.cabells.com)

# Cabell's Directories of Publishing Opportunities

[www.cabells.com](http://www.cabells.com)

**Business Directories Relevant to MOT:  
Management  
Economics & Finance**

**The Cabell's Directory helps authors determine which journal will most likely accept the manuscript. In making the decision, it is important to compare the manuscript's characteristics and the needs of each journal. The following table provides a framework for making this comparison.**



# Cabell's Journal Information

## Information provided by the Directory for each journal

Topic(s) of Articles

Manuscript Guidelines

Acceptance Rate

Percentage of Invited Articles

Type of Reader

Launch Date

Review Process

Number of Reviewers

Availability of Reviewers

Comments

Time Required for Reviewer

## Manuscript characteristics

Theme

Significance of Theme

Methodology and Style

Prestige

Results of Review

Note: Journal information is provided by publishers and may not be audited



## Cabell's Advice to Authors:

Because the author is limited to submitting of a manuscript to only one journal and the review process for each journal requires a long period of time, contacting the editors of the journals may help the author determine which journal is most likely to publish the manuscript.

To interest the editor, the author should provide the following information:

- Topic, major idea or conclusion of the manuscript
- The subject sample, research setting conceptual framework, methodology type of organization or location
- The reasons why the author thinks the journal's readers would be interested in the proposed article
- Requests for comments or suggestions on the usefulness of this type of article to the journal

While contacting the editor is helpful in selecting a journal that will be likely to publish the manuscript, the author could use the directory and framework to develop a number of journals which would be likely to publish the manuscript. With this number of possible journals, contacting the editor is more feasible and tends to achieve the objective of finding the journal most likely to publish the manuscript.

## *Journal of Manufacturing Technology Management*

<i>Cabell's Commendable Journal</i>																	
<p><b>SUBMISSION PROCESS:</b></p> <p>Electronic Submission Required Via Online Portal <a href="http://mc.manuscriptcentral.com/jmtm">http://mc.manuscriptcentral.com/jmtm</a></p>	<p><b>REVIEW PROCESS:</b></p>																
<p><b>CONTACT INFORMATION:</b> David Bennett, Editor Journal of Manufacturing Technology Management Aston Business School Aston University Birmingham B4 7ET United Kingdom</p> <p><b>Phone:</b> +44 121 204 3000 <b>Email:</b> <a href="mailto:d.j.bennett@aston.ac.uk">d.j.bennett@aston.ac.uk</a> <b>Website:</b> <a href="http://www.emeraldinsight.com/jmtm.htm">www.emeraldinsight.com/jmtm.htm</a></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Acceptance Rate:</b></td> <td style="width: 40%;">35%</td> </tr> <tr> <td><b>Invited Articles:</b></td> <td>0-5%</td> </tr> <tr> <td><b>Type of Review:</b></td> <td>Blind Review</td> </tr> <tr> <td><b>External Reviewers:</b></td> <td>2</td> </tr> <tr> <td><b>In-House Reviewers:</b></td> <td>0</td> </tr> <tr> <td><b>Time to Review:</b></td> <td>6 Weeks</td> </tr> <tr> <td><b>Reviewer's Comments:</b></td> <td>Yes</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<b>Acceptance Rate:</b>	35%	<b>Invited Articles:</b>	0-5%	<b>Type of Review:</b>	Blind Review	<b>External Reviewers:</b>	2	<b>In-House Reviewers:</b>	0	<b>Time to Review:</b>	6 Weeks	<b>Reviewer's Comments:</b>	Yes		
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<p><b>PUBLICATION INFORMATION:</b> <b>Sponsor/Publisher:</b> Emerald Group Publishing Limited <b>Frequency of Issue:</b> 8 Times/Year <b>Launch Date:</b> Printed: 1990 Electronic: <b>ISSN:</b> Printed: 1741-038X Electronic:</p>	<p><b>MANUSCRIPT SPECIFICATION:</b> <b>Manuscript Style:</b> See Manuscript Guidelines <b>Manuscript Length:</b> 16-20 <b>Copies Required:</b> Electronic Only <b>Reader:</b> Academics, Business Persons</p>																

**TOPICS:**

Production/Operations; Strategic Management Policy; Technology/Innovation.



# Choosing a journal for your paper in MOT

## 1. “Mainstream” MOT Journals

IEEE Transactions on Engineering Management

International Journal of Innovation and Technology Management

International Journal of Technology Intelligence and Planning

International Journal of Technology Management

International Journal of Technoentrepreneurship

Journal of Engineering and Technology Management

Journal of High Technology Management Research

Journal of Manufacturing Technology Management

**Journal of Technology Management and Innovation**



Journal of Technology Transfer

New Technology, Work and Employment

Research Technology Management

Technology Analysis & Strategic Management

Technovation

# Choosing a journal for your paper in MOT

## 2. Innovation Management Journals

**Creativity & Innovation Management**

**Economics of Innovation and New Technology**

**European Journal of Innovation Management**

**Innovation: Management, Policy and Practice**

**International Journal of Business Innovation and Research**

**International Journal of Entrepreneurship and Innovation Management**

**International Journal of Foresight and Innovation Policy**

**International Journal of Innovation and Learning**

**International Journal of Innovation and Sustainable Development**

**International Journal of Innovation Management**

**International Journal of Product Innovation Management**

**Innovation Policy and the Economy**

**R&D Management**

# Choosing a journal for your paper in MOT - Some other relevant journals (depends on the orientation of the paper - there are very many more...)

Information Technology and People

International Journal of Business Information Systems

International Journal of Operations and Production Management

Journal of Business Venturing

Journal of Information Technology

Journal of Knowledge Management

Journal of Operations Management

Journal of Quality Technology

Management Science

MIS Quarterly

OMEGA - The International Journal of Management Science

Research Policy

Etc., etc., etc.,.....



# The standing of journals - citation indices ...

**Journal Impact Factor (JIF)** - part of the Journal Citation Report (JCR), a product of Thomson Reuters (hence a publisher's commercial product). Driven by Web of Knowledge (10,600 journals - 8,000 science / 2,600 social science) JIF is the frequency with which the "average article" in a WOK indexed journal has been cited in other WOK indexed journals over a 3 year period (Note: WOK was formerly known as ISI).

<http://wokinfo.com>

Examples:

Technovation JIF = 3.287

Journal of Engineering and Technology Management JIF = 1.032

IEEE Transactions on Engineering Management JIF = 0.958

International Journal of Technology Management JIF = 0.516

Journal of Manufacturing Technology Management (not WOK listed)

Research Technology Management (not WOK listed)

**SCImago Journal Rank (SJR / H-index)** - produced by Scimago Lab  
Driven by Elsevier's Scopus product (19,500 journals) SJR is the average number of weighted citations received in the selected year by the documents published in the selected journal in the three previous years. SJR attributes different weight to citations depending on the "prestige" of the citing journal without the influence of journal self-citations.

H-index is a journal's number of articles ("h") that have received at least "h" citations from 1996.

[www.scimagojr.com](http://www.scimagojr.com)

Examples:

Technovation SJR = 1.478 / H-Index = 45

Journal of Engineering and Technology Management SJR 0.918 / H-Index = 32

IEEE Transactions on Engineering Management SJR = 0.778 / H-index = 47

Journal of Manufacturing Technology Management SJR = 0.578 / H-Index = 29

Research Technology Management SJR = 0.378 / H-index = 34

International Journal of Technology Management SJR = 0.372 H-Index = 29

## Google Scholar Metrics (h5-index and h5-median)

Like the Google Search Engine, Google Scholar uses “Googlebots”, which are Google's web-crawling robots, to collect documents from the web, filter out the results, and make them available via the Google Scholar interface. It uses a built in algorithm that makes an assessment of what it thinks is a scholarly source. In theory it captures every piece of scholarly output that is published online.

“h5-index” for a journal is the h-index for articles published in the last 5 complete years. It is the largest number “h” such that h articles published in 2007-2011 have at least “h” citations each

“h5-median” for a journal is the median number of citations for the articles that make up its h5-index

<http://scholar.google.com/intl/en/scholar/metrics.html>

Examples:

Technovation h5-index = 49

IEEE Transactions on Engineering Management h5-index = 29

Journal of Manufacturing Technology Management h5-index = 21

International Journal of Technology Management h5-index = 20

Research Technology Management h5-index = 19

Journal of Engineering and Technology Management (no metrics in Google Scholar)



# Other national and institutional journal rankings

.....

The Association of Business Schools [www.the-abs.org.uk](http://www.the-abs.org.uk)  
(>800 business journals)

Australian Research Council [www.arc.gov.au](http://www.arc.gov.au) (19,500 journals in all subjects)

“Harzing” Journal Quality List [www.harzing.com](http://www.harzing.com) (920 business journals)

Financial Times Global MBA journal rank [www.ft.com](http://www.ft.com) (40 academic and practitioner journals )

UTD (University of Texas at Dallas) journals used in Rankings of Business Schools Based on Research Contribution  
<http://top100.utdallas.edu> (24 journals)

## Some tips about getting the article right - what is 'quality'? ....

**“The totality of features and characteristics that bear on its ability to satisfy stated or implied needs” (ISO 9000)**

***Does the article have the characteristics that the readership would expect from a contribution to the journal in question?***

e.g.

- originality?
- academic rigour? (depending on journal)
- practical relevance? (depending on journal)
- worthwhile conclusions?

# Getting the article right

## ... more 'quality' definitions ..

**“Fitness for purpose or use” (Juran)**

*Is the article 'accessible' to the reader? e.g.*

- clearly written?
- figures or tables to support text?
- adequate references and notes?
- checked for typographical errors?

**“Conformance to requirements” (Crosby)**

*Does the article match the editorial aims and is it prepared according to the required format? e.g.*

- right type of article for the journal in question?
- correct length?
- headings and subheadings prepared according to instructions?
- sources properly referenced in text and listed as required?

## Key tests .....

- **Readability** - does it communicate?
- **Originality** - why was it written? What's new and important about the topic or treatment?
- **Credibility** - do the conclusions seem valid? Is the methodology robust? Is it clear? Don't over-promise.

## Key tests .....

- **Applicability** - how do findings apply to the world of managerial practice? How do they provoke further research?
- **Internationality** - does it take an international, global, trans- national perspective? (the readership of journals is usually international)

## Summarise and conclude....

- Re-state main arguments,
- Present key conclusions,
- Recommendations,
- Ideas for other readers and
- Prompts for further research

## After writing, but before submitting ...

- Let someone else read it. Show a draft to one or more friends or colleagues and ask for their comments and honest criticisms.
- ALWAYS: proof-check thoroughly - spelling; grammar; complete references....

If in doubt use the services of a professional editor....

# Enable electronic dissemination and searching...

- Use descriptive titles
- Write clear and descriptive abstracts (these are used for searching)
- Make your references complete and correct

## Same author, same journal ... why does one article have many more citations than the other?

### [Lean viewed as a philosophy](#)

[S Bhasin, P Burcher - ... Manufacturing Technology Management, 2006 - emeraldinsight.com](#)

Purpose—The purpose of this paper is to act as a meticulous conceptual paper probing the contemporary view towards lean and illustrate that, despite its discernible benefits, the implementation record suffers as the prevailing opinion fails to encapsulate that an ...

[Cited by 209](#) [Related articles](#) [BL Direct](#) [All 6 versions](#) [Cite](#)

### [Lean and performance measurement](#)

[S Bhasin - Journal of Manufacturing Technology Management, 2008 - emeraldinsight.com](#)

Purpose—Ostensibly, less than 10 per cent of UK organisations accomplish successful lean implementations. A refined system to the one offered by the balanced scorecard is needed. The purpose of this paper is to propose a robust system that not only focuses on the ...

[Cited by 41](#) [Related articles](#) [BL Direct](#) [All 2 versions](#) [Cite](#)

## Same journal and same search terms (R&D | product development | knowledge transfer | innovation)

### Transferring R&D knowledge: the key factors affecting knowledge transfer success

JL Cummings, BS Teng - ... of **Engineering and Technology Management**, 2003 - Elsevier

... to be challenging, although its success is often critical in new **product development** (NPD) related ... a **transfer** project (Sowell, 1980), it is easy to see how many **R&D** acquisitions, alliances ... This paper begins with a brief overview of **knowledge transfer** research from the technology ...

Cited by 632 Related articles All 11 versions Cite

### Coordinating customers and proactive suppliers: a case study of supplier collaboration in product development

F Von Corswant, C Tunälv - ... of **Engineering and Technology Management**, 2002 - Elsevier

... The study showed, for example, that expected **transfer** of **knowledge** from the supplier's production facility might ... Technology fusion and the new **R&D**. In: Clark, KB, Wheelwright, SC (Eds.), **The Product Development** Challenge: Competing Through Speed, Quality and Creativity. ...

Cited by 87 Related articles All 3 versions Cite

### Knowledge management challenges in new business development: Case study observations

H Berends, W Vanhaverbeke, R Kirschbaum - ... **Technology Management**, 2007 - Elsevier

... Business units with short-term profit responsibility will only approve **R&D** and **product development** that ... the speed on the polymerization of Polyamide 6, a core **product** for DSM. ... Several groups were involved in the **development** and pilot manufacturing of PolyLEDs, including ...

Cited by 37 Related articles All 11 versions Cite

## ... why the differences in number of citations?



## When submitting ....

- **Comply with *all* manuscript requirements**
- **Proof read the paper thoroughly**
- **Seek permissions from copyright holders of republished content**
- **Seek permission to publish from named organizations as necessary**
- **Submit as instructed by the journal**

# A typical review process ...

1. Reviewed by the General Editor (or Associate Editors) for general suitability (editorial scope of journal and basic quality test)

2. Double blind review process

Referees possibly selected from:

Editorial Advisory Board

Panel of Referees

Ad hoc referees (normally selected when special expertise is required)

N.B. Sometimes referees are chosen from cited authors or authors who have published on similar or related topics in the journal.

# A typical review process ...

## Possible outcomes

- **Accept without revision (rare - and could be a sign of a lower standing journal that is short of copy)**
- **Minor revisions (possibly just checked by the Editor)**
- **Major revisions (normally require checking by original referees or second review)**
- **Reject (and possible invitation to resubmit for new review)  
- after review or desk rejection**

# Why are articles rejected? - typical reasons for failing to pass the 'general suitability' test (depends on journal) - often resulting in desk rejection

- Subject matter has only marginal relevance to the editorial aim and scope  
(Remedial action? - often no alternative but to rewrite the article - if feasible - or submit elsewhere)

- 'Review' article with propositions not supported by evidence\*  
(Remedial action? - include research findings or case study analysis)

**\* N.B. ... but check whether the journal considers submission of review papers**

## Why are articles rejected? .....

- **Theoretical article with no apparent practical** (Remedial action? - test the theory by applying it in a 'real world' situation)
- **'Pure' case study description** (Remedial action? - use data from case study to develop 'generic' recommendations and conclusions)

## Rejection letters ..... some more helpful than others.

Reviewers' comments on your work have now been received. You will see that they are advising against publication of your work. Therefore I must reject it.

For your guidance, I append the reviewers' comments below. While you are likely disappointed, I hope that these comments will prove constructive and helpful.

Thank you for giving us the opportunity to consider your work. We appreciate your interest in the Journal of Operations Management.

*(A standard letter that does not mention the title of the submitted paper, nor does it summarise the reasons for rejection)*

-----

Thank you for submitting your paper "XXXX" to the International Journal of Operations and Production Management. As you are aware we sent the paper to 2 reviewers, one recommended major revisions the second recommended rejection.

I am afraid that although there is clearly merit in the paper, on balance I don't think that the literature base nor the findings are of sufficient interest to the IJOPM readership and therefore I am afraid that we are rejecting the paper.

*(A tailored letter that provides a more explicit summary of the reasons for rejection - i.e problems of fit with the journal's editorial scope)*

-----

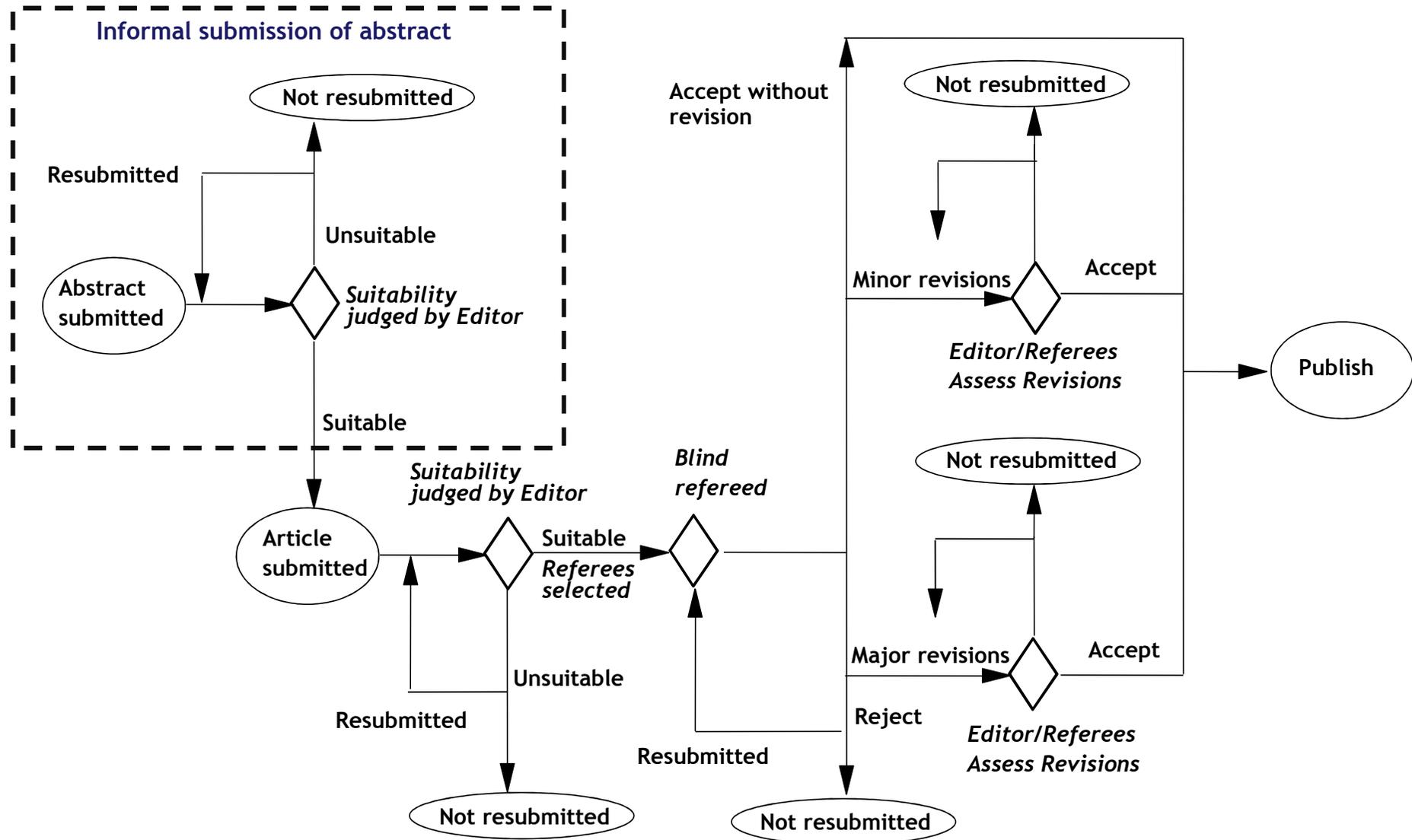
We have received the review from the Area Editor on your manuscript, "XXXX". I had concerns about the fit of the paper, but decided to send it to an Area Editor to give the paper the benefit of the doubt.

With regret, I must inform you that, based on the advice received, your manuscript cannot be accepted for publication in Operations Management Research.

*(Desk rejection - because of concerns about fit, but precise reasons not specified)*



# The Review Process (example of blind refereeing)



# The Decision!

A request for revision is probably good news! You are now in the publishing cycle. Nearly every published paper is revised at least once.

Don't give up if some referee's comments are sharp or discouraging. Referees often have big egos, but not usually Editors .... they are experienced and will make an overall judgement based on the balance of comments. If necessary ask the Editor about the review comments.

... but remember, papers can still be rejected after revision.

## Types of feedback from referees....

- Typical reviewers' comments requiring minor revisions, e.g.
  - more detail required of certain aspects
  - English needs to be improved
  - insufficient references
- Typical reviewers' comments requiring major revisions, e.g.
  - poor structure
  - inadequate description of experimental procedure
  - serious errors of fact

## Types of feedback from referees....

- Typical reviewers' reasons for recommending rejection, e.g.
  - lack of originality
  - no contribution to knowledge
  - work not of sufficiently high level

Note .... Referees do not always agree, in which case an editorial judgement may often be made or a further opinion sought

## Revising a paper ....

- Acknowledge the editor and agree a revision deadline (often built in to online submission and review procedures).
- If necessary, clarify your understanding of the comments.
- Consult with colleagues or co-authors and attend to the points requested (but do not be tempted to add too much that is new - this may make you a hostage to fortune!).

## Revising a paper ....

- Meet the revision deadline, or request an extension and provide an explanation for the delay.
- Even if not requested, provide a list of revisions and how they address the referees' comments. This helps the Editor as well as the reviewers and can clarify confusions, so sometimes is critical.
- Provide justification for anything you have not changed.

## Revising a paper ....

- If the paper is rejected without clear reason ask why...
- If you are confident about the work try to make the paper better, and resubmit somewhere else. Target the paper as closely as you can to another journal.

.... Don't give up! At least 50% of papers in business and management do not get published. Almost everybody has a paper rejected sometime. .... keep trying

## Some “tricks of the trade” - by journals

- Creating a “long established” journal by publishing more than one volume per year (check the launch date)
- Manipulating the paper acceptance rate to give an impression of a rigorous review process (can sometimes be checked from manuscript numbers allocated and the actual number of papers published)
- Encouraging (or requiring) self-citations of the journal by authors before submission or acceptance (and asking reviewers if the number of self-citations is “sufficient”)
- Inflating the journal’s esteem by inviting the “great and the good” to be members of the Editorial Board.
- Using the title “International Journal of ... “ for a national journal (check the authors of past papers)

## Some “tricks of the trade” - by authors

- Staying in touch with the Editor in a polite (not annoying) way. 
- Keeping the process moving .... if the reviews are overdue (but not before), diplomatically asking the Editor about progress. 
- Co-authoring with senior and recognisable academics who may not have contributed significantly to the paper (even with blind review the Editor may still be influenced). 
- Making multiple submissions of the same or very similar papers to different journals (not usually permitted and they may go to the same reviewers who will inform the editors). 
- Plagiarism .... Understand what this is and do not try it ... Either the reviewers will recognise that it is not original or someone will “blow the whistle” after publication... 

## Some standard journal review forms .....

(Note: online submission and review platforms have more standardised review documents and reduced the scope for providing journal-specific reviewer feedback)

## "JOURNAL OF MANUFACTURING TECHNOLOGY MANAGEMENT"

### - ARTICLE REVIEW FORM -

(Continue on a separate sheet and/or return marked-up manuscript if necessary)

**EDITORIAL AIM:** The journal aims to provide a broad coverage of subjects relating to the management of manufacturing technology and the integration of the production, design, supply and marketing functions of manufacturing enterprises. JMTM has a wide readership, which includes both practitioners and academics.

**EDITORIAL SCOPE:** Manufacturing strategy formulation; Design and implementation of manufacturing systems; Technology transfer and dissemination in manufacturing industries; Automation of manufacturing processes and systems; Computer-aided production management and the various elements of computer integrated manufacture; Information systems in manufacturing; Modelling and simulation of manufacturing systems; Design for manufacture and simultaneous/concurrent engineering; Human factors and work organization; The design of quality management systems and quality control; Purchasing and materials management; Supply chain management and logistics systems; Manufacturing performance and productivity measurement. Articles may be of a theoretical nature, be based on practical experience, report a case study situation or report experimental results. Their length should be between 3,000 and 6,000 words.

#### Article title:

Is the content of the article within the editorial aims and scope of the journal?

Does the title of the article accurately reflect its content?

Does the article demonstrate originality of theory, practice or application, or is it an original case study?

Does the article make a significant contribution to knowledge or is it a useful illustration of 'good practice'?

Is the length of the article appropriate for the subject matter covered?

Is the article clearly written, accurate and, given its likely readership, is the terminology adequately explained?

Is adequate credit given to the work of others in the field and are the references sufficiently comprehensive?

If the length of the article appears excessive are you able to suggest how it can be condensed to fit within the limit, including reductions in the number of figures, tables, references etc?

Are there any other changes you would recommend are made to the article?

Is the article suitable for publication in "Journal of Manufacturing Technology Management" in its current or revised form?

Other comments....

Return to: David Bennett, Editor JMTM  
Aston Business School,  
Aston University,  
Birmingham B4 7ET, UK  
Fax: +44 (0)121 204 5271  
E-mail: d.j.bennett@aston.ac.uk



## DECISION SUPPORT SYSTEMS

Referee Report Form

DSS # \_\_\_\_\_

Date: \_\_\_\_\_

Title of Paper: \_\_\_\_\_

Author(s): \_\_\_\_\_

**EVALUATION (remove options other than your choice, or highlight your option):**

Relevance to DSS                      Poor / Below Average / Average / Good / Very Good

Information content                  Poor / Below Average / Average / Good / Very Good

Originality                              Poor / Below Average / Average / Good / Very Good

Clarity                                    Poor / Below Average / Average / Good / Very Good

Validity                                  Poor / Below Average / Average / Good / Very Good

**RECOMMENDATION (please mark your decision with an 'X'):**

Unconditional acceptance

Conditional acceptance

Publishable as short note / tutorial

Rejection

Publishable, but not in Decision Support Systems

**COMMENTS TO AUTHOR(S):**

**CONFIDENTIAL COMMENTS TO THE EDITOR-IN-CHIEF (optional):**

**INTERNATIONAL JOURNAL OF VALUE CHAIN MANAGEMENT**

Papers submitted to International Journal of Value Chain Management must be clear, original, strongly related to the subject, concise, complete, with precise logic, and honestly appraised.

Paper No.:                      Reviewer:                      Date:

**Title: Acquisition planning of returns in managing reverse logistics**

**PAPER PROFILE**

Place a check in the boxes which, in your opinion, best describe the following features of the manuscript.

	Poor*	Marginal*	Acceptable	Good	Honours*
Originality of the work	<input type="checkbox"/>				
Scholarly relevance	<input type="checkbox"/>				
Professional/industrial relevance	<input type="checkbox"/>				
Completeness of the work	<input type="checkbox"/>				
Acknowledgement of the work of others by references	<input type="checkbox"/>				
Organization of the manuscript	<input type="checkbox"/>				
Clarity in writing, tables, graphs and illustrations	<input type="checkbox"/>				
Likelihood of passing the "test of time"	<input type="checkbox"/>				

In your opinion, is the research methodology and treatment of the subject in the paper plausible and free of technical errors?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Have you checked any equations or mathematical treatments (if applicable)?

Are you aware of prior publication or presentation of this work?

Is the manuscript free of commercialism?

Is the paper too long?\*

**RECOMMENDATION**

This paper is: (check only one place)

Honours quality*	<input type="checkbox"/>
Acceptable	<input type="checkbox"/>
Acceptable with minor revisions*	<input type="checkbox"/>
Acceptable with major revisions* (review required after revision)	<input type="checkbox"/>
NOT ACCEPTABLE	<input type="checkbox"/>

\* Please justify on reverse side

Return Review to:

Signature \_\_\_\_\_

**PLEASE COMPLETE THIS REVIEW FORM AND KEEP A COPY FOR YOUR RECORDS**



## INTERNATIONAL JOURNAL OF PRODUCTION ECONOMICS

For each question, please use the following scale to answer (place an x in the space provided):

1. Does the title accurately describe the contents of the paper?

YES \_\_\_ NO \_\_\_

2. In which category would you place the paper?

a) Reporting advances in

Theory \_\_\_ Techniques \_\_\_ Practice \_\_\_ Application \_\_\_

b) Presenting a

General survey \_\_\_ Critical review \_\_\_

c) Presenting information in the form of

Case study \_\_\_ "Know-how" \_\_\_ Experience \_\_\_ Other \_\_\_ (please specify)

3. How relevant is this paper to industrial problems?

4. What is its potential usefulness in practice?

5. Is this a new and original contribution?

6. Is it clearly presented?

7. Are there any errors of fact or logic?

8. Should the text be condensed or expanded? If YES, please suggest alterations. In particular, can you suggest ways of shortening the paper without detracting from its value?

9. Are the examples, illustrations and tables all necessary and acceptable?

10. Do you consider any part of the paper would be better presented in Appendices?

11. Are the references adequate and are they all necessary? Does the paper make adequate reference to earlier material in the IJPE?

12. Is the summary and/or abstract informative?

13. Please list any other general comments or specific suggestions below.



# Online journal paper submission and review

Most journals use the *ScholarOne Manuscripts* platform  
(Thomson Scientific )

Elsevier journals use the *Elsevier Editorial System* (EES)

Users:

Editors

Authors

Reviewers

Guest Editors

Editorial Assistants

Publishers

# What the Editor can see (ScholarOne Manuscripts) - Main Menu

The screenshot shows a web browser window with the following elements:

- Browser Tab:** ScholarOne Manuscripts
- Page Header:** Emerald Journal of Manufacturing Technology Management (left); SCHOLARONE Manuscripts (right); Edit Account | Instructions & Forms | Log Out | Get Help Now (far right)
- Navigation:** Main Menu (left); You are logged in as David Bennett (right)
- Welcome Message:** Welcome to the *Journal of Manufacturing Technology Management* manuscript submission site. The centre links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in Manuscript Central. You can return to this screen to change centres at any time by clicking on the "Main Menu" link above. **Please do not use the back button - use the on screen navigation instead.**
- Role Links:** Author Centre, Reviewer Centre, Editor-in-Chief Centre, Section Editor Centre, Editorial Assistant Centre, Publisher Centre
- Resources:** Instructions & Forms, User Tutorials, System Requirements, Home Page

# What the Editor can see (ScholarOne Manuscripts) - Awaiting Reviewer Selection

ScholarOne Manuscripts

**View Manuscripts**

To take action on a manuscript or view the full manuscript record, click the "Take Action" button. To read the manuscript, click the "View Manuscript" link. [Read More ...](#)

Awaiting Reviewer Selection				Manuscripts 1-5 of 5
Manuscript ID	Manuscript Title	Date Submitted	Status	Take Action
Manuscript Type	Submitting Author			
JMTM-Feb-2011-0018	TECHNICAL EFFICIENCY OF MANUFACTURED RUBBER PRODUCT IN MALAYSIA : STOCHASTIC FRONTIER ANALYSIS <a href="#">[View Submission]</a>	19-Feb-2011	EIC: <a href="#">Bennett, David</a> SE: Not Assigned GE: Not Assigned EA: <a href="#">Bennett, Alison</a> PUB: Not Assigned	<input checked="" type="checkbox"/>
Article	xxxxxxxxxxxxxxxxxxxx		<ul style="list-style-type: none"> <li>Select Reviewers (Due 04-Mar-2011)</li> <li>0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned</li> </ul>	
JMTM-Feb-2011-0017	Supply chain issues in Indian manufacturing SMEs: Insights from ten case studies <a href="#">[View Submission]</a>	17-Feb-2011	EIC: <a href="#">Bennett, David</a> SE: Not Assigned GE: Not Assigned EA: <a href="#">Bennett, Alison</a> PUB: Not Assigned	<input checked="" type="checkbox"/>
Article	xxxxxxxxxxxxxxxxxxxx		<ul style="list-style-type: none"> <li>Select Reviewers (Due 04-Mar-2011)</li> <li>0 active selections; 0 invited; 0 agreed; 0 declined; 0 returned</li> </ul>	
JMTM-Feb-	Modelling Human Boredom at Work: Mathematical		EIC: <a href="#">Bennett, David</a> SE: Not Assigned GE: Not Assigned EA: <a href="#">Bennett, Alison</a>	



# What the Editor can see (ScholarOne Manuscripts) - Decision Page

The screenshot displays the ScholarOne Manuscripts Editor interface for manuscript **JMTM-Dec-2010-0082**. The manuscript title is "Toyota's Strategic Planning Process: A Quantitative Perspective of Hoshin Kanri". It was submitted on 16-Dec-2010 and last updated on 07-Jan-2011, with 68 days and 22 hours in review.

**Manuscript Information:**

- Article
- Make Decision (Due 22-Mar-2011)
- EIC: Bennett, David
- SE: Not Assigned
- GE: Not Assigned
- EA: Bennett, Alison
- PUB: Not Assigned

**Audit Trail:** HTML, PDF, Supplementary Files, Original Files, Cover Letter, External Searches

**Editor-in-Chief Decision:**

Make a Decision

- Accept
- Minor Revision
- Major Revision
- Reject

Decision Comments:

Create Draft E-Mail  Save  Commit Decision

**Reviews:**

# reviews required to make decision: 2

- XXXXXXXXXXXX (Major Revision) [view review] [rescind]
- XXXXXXXXXXXX (Minor Revision) [view review] [rescind]

Save

**Version History:**

- JMTM-Dec-2010-0082
- Submitted on 16-Dec-2010

# What the Reviewer can see (ScholarOne Manuscripts) - Manuscript List

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Bennett, David - Outlook Web Access" and "ScholarOne Manuscripts".
- Page Header:** "Emerald International Journal of Operations and Production Management" on the left, and "SCHOLARONE Manuscripts" on the right. Navigation links include "Edit Account", "Instructions & Forms", "Log Out", and "Get Help Now".
- Breadcrumbs:** "Main Menu → Reviewer View Manuscripts".
- User Status:** "You are logged in as David Bennett".
- Section Header:** "View Manuscripts".
- Text:** "Manuscripts assigned to you for review are listed in the 'Awaiting Reviewer Scores' list below. You can view the manuscript by clicking on its title. To view reviewer instructions and access the score sheet, click on the 'Perform Review' button."
- Table 1: Review and Score**

Manuscript ID ↑	Title	Due Date	Perform Review
IJOPM-May-2010-0122.R1	Agri-Fresh Produce Supply Chain Management: A State-of-the-art Literature Review <a href="#">[View Submission]</a>	08-Feb-2011	
- Table 2: Scores Submitted**

Manuscript ID ↑	Title	Date Completed	Status	View Review
			CO-ED: <a href="#">Maul, Roger</a> GE: Not Assigned	

# What the Reviewer can see (ScholarOne Manuscripts) - Manuscript Details - Blind Review

The screenshot shows a web browser window with two tabs: "Bennett, David - Outlook Web Access" and "ScholarOne Manuscripts". The ScholarOne Manuscripts page has three tabs: "Instructions", "Details" (selected), and "Score Sheet".

**Title:** Agri-Fresh Produce Supply Chain Management: A State-of-the-art Literature Review  
**Manuscript ID:** IJOPM-May-2010-0122.R1  
**Authors:** *blinded*  
**Manuscript Type:** Research Paper  
**Date Submitted:** *blinded*  
**Total Time in Review:** 81 days, 3 hours

**Status:** CO-ED: [Mauli, Roger](#)  
**GE:** Not Assigned  
**EIC:** [Brown, Steve](#)  
**EA:** [Heath, Kathryn](#)

HTML PDF Supplementary Files External Searches

Manuscript Details	
Manuscript ID:	IJOPM-May-2010-0122.R1
Manuscript Type:	Research Paper
Keywords:	Literature review, Agri-fresh produce*, Supply chain management
Date Submitted:	(blinded)
Manuscript Title:	Agri-Fresh Produce Supply Chain Management: A State-of-the-art Literature Review
Co-Editor:	<a href="#">Mauli, Roger</a>
Editor-in-Chief:	<a href="#">Brown, Steve</a>

**Version History**

R1

# What the Reviewer can see (ScholarOne Manuscripts) - Review Instructions

You are logged in as David Bennett

## Review Manuscript

- Click HTML to view the online version of the manuscript.
- Click PDF to view a printer-friendly version of the manuscript.

Be sure to click "Save" at the bottom of the scoresheet to retain your work in the system.

Instructions Details Score Sheet

Title: Theory building for ICT4D: Systemizing case study research using theory triangulation Status: ADM: [Oureshi, Sajda](#)  
ADM: [Ravichandar, Rachel](#)

Manuscript ID: 03-13-0089-ITD-R  
Authors: *blinded*

Manuscript type: Research Article  
Date Submitted: *blinded*

Total Time in Review: 11 days, 3 hours

[HTML](#) [PDF](#) [Supplementary Files](#) [Abstract](#) [External Searches](#)

### INSTRUCTIONS TO REVIEWERS

General Instructions  
Above this section, you will see the manuscript title, ID number, status, total time in review, and links to view the manuscript in various formats (e.g., HTML, PDF, etc.). This information is available from each of the additional tabs (Details and Score Sheet) as well. Clicking on the Details or Score Sheet tabs will make those screens active.

- The **Details** tab contains the manuscript type, keywords or attributes the author associated with the manuscript, and the date submitted. You can still view the title, status, id number, time in review, and links to the manuscript files at the top of the table.
- The **Score Sheet** tab contains the score sheet for the journal. Based on journal specifications, this score sheet may include specific manuscript questions or ratings, a recommendation field, comments to the author, comments to the editor, and the ability to [attach a file](#).

Viewing the Manuscript  
There are two ways for you to view the manuscript assigned to you. You can click either of the "PDF" links at the top of the table and print the resulting PDF proof. You can also read directly from the screen by clicking the "HTML" link at the top of the table and viewing the resulting HTML proof.

Completing the Score Sheet  
To complete the score sheet, respond to all fields. When filling out the score sheet, please remember the following things:

- **Comments to Editor:** Use this space to transfer to the Editor the basis for your recommendation for acceptance or rejection. These comments will NOT be conveyed to the author.
- **Comments to Author:** Use this space to convey specific feedback to the author on your recommendation. Please do NOT reference the Comments to Editor field as the author will not have direct access to those comments.
- **Special Symbols:** As with other plain text transmissions, such as e-mail, your use of special symbols is restricted. Please use symbols that are found on your keyboard and plan text notations, such as (^) for superscript. For example, you will not be able to use the symbols for Greek letters. You will need to spell these out. If you will be repeatedly using a Greek letter, you can re-define the symbol (e.g. G = gamma) at the beginning of the section in which you will be using it.
- **Attaching Files (where active):** To attach a file, you need to click on the "Browse..." button, locate your file, and click the "Attach" button. After the file is successfully uploaded into the database, the screen will refresh, showing the user's uploaded file in the "Files Attached" list. The file can be downloaded by clicking on the file name, or unattached by clicking the "Unattach" icon next to the file name. You can also specify whom the file is intended for (Author & Editor or Editor Only) by clicking the appropriate radio button.
- **Submitting Your Review:** There are three buttons at the bottom of the page: "Save as Draft" saves the score sheet without sending it to the editor, "Submit" saves the score sheet and sends it to the editor, and "Print Saved Version" opens a pop-up window with a printable version of the most recently saved score sheet.



# What the Reviewer can see (ScholarOne Manuscripts) - Review Form (Score Sheet)

Instructions	Details	Score Sheet
Title: Service embeddedness and its role in a firm's internationalisation process: An Australian perspective		Status: CO-ED: <a href="#">Mauill, Roger</a> GE: Not Assigned EIC: <a href="#">Brown, Steve</a> EA: <a href="#">Heath, Kathryn</a>
Manuscript ID: IJOPM-May-2010-0121.R1		
Authors: <i>blinded</i>		
Manuscript Type: Research Paper		
Date Submitted: <i>blinded</i>		
Total Time in Review: 635 days, 3 hours		
HTML PDF Supplementary Files External Searches		
<b>req 1. Originality: Does the paper contain new and significant information adequate to justify publication?</b>		
<input type="text"/>		
<b>req 2. Relationship to Literature: Does the paper demonstrate an adequate understanding of the relevant literature in the field and cite an appropriate range of literature sources? Is any significant work ignored?</b>		
<input type="text"/>		
<b>req 3. Methodology: Is the paper's argument built on an appropriate base of theory, concepts or other ideas? Has the research or equivalent intellectual work on which the paper is based been well designed? Are the methods employed appropriate?</b>		
<input type="text"/>		
<b>req 4. Results: Are results presented clearly and analysed appropriately? Do the conclusions adequately tie together the other elements of the paper?</b>		
<input type="text"/>		
<b>req 5. Implications for research, practice and/or society: Does the paper identify clearly any implications for research, practice and/or society? Does the paper bridge the gap between theory and practice? How can the research be used in practice (economic and commercial impact), in teaching, to influence public policy, in research (contributing to the body of knowledge)? What is the impact upon society (influencing public attitudes, affecting quality of life)? Are these implications consistent with the findings and conclusions of the paper?</b>		
<input type="text"/>		
<b>req 6. Quality of Communication: Does the paper clearly express its case, measured against the technical language of the fields and the expected knowledge of the journal's readership? Has attention been paid to the clarity of expression and readability, such as sentence structure, jargon use, acronyms, etc.</b>		
<input type="text"/>		

# Review Form (Recommendation)

req Recommendation	
<input type="radio"/>	Accept
<input type="radio"/>	Minor Revision
<input type="radio"/>	Major Revision
<input type="radio"/>	Reject

Comments
Confidential Comments to the Editor-in-Chief
<div style="border: 1px solid gray; height: 100px;"></div>
req Comments to the Author - You must fill this in
<div style="border: 1px solid gray; height: 100px;"></div>

Attach a File	Files attached
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/>	<ul style="list-style-type: none"><li>No files have been uploaded.</li></ul>

<input checked="" type="checkbox"/> Save as Draft	<input checked="" type="checkbox"/> Submit	<input type="button" value="Print Saved Version"/>
---	--	--

# Simpler version of review form

Instructions	Details	Score Sheet
Title: Theory building for ICT4D: Systemizing case study research using theory triangulation Manuscript ID: 03-13-0089-ITD-R Authors: <i>blinded</i> Manuscript type: Research Article Date Submitted: <i>blinded</i> Total Time in Review: 11 days, 4 hours		Status: ADM: <a href="#">Qureshi, Saida</a> ADM: <a href="#">Ravichandar, Rachel</a>
HTML PDF Supplementary Files Abstract External Searches		
<b>req Recommendation</b>		
<input type="radio"/> Publish		
<input type="radio"/> Minor Revision		
<input type="radio"/> Revise		
<input type="radio"/> Major Revision		
<input type="radio"/> Reject		
<b>Comments</b>		
<b>req Confidential Comments to Executive Editor</b>		
<div style="border: 1px solid gray; height: 80px;"></div>		
<b>req Comments to the Author</b>		
<div style="border: 1px solid gray; height: 80px;"></div>		
<b>Attach a File</b>		<b>Files attached</b>
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/>		<ul style="list-style-type: none"> <li>No files have been uploaded.</li> </ul>
<input checked="" type="checkbox"/> Save as Draft <input checked="" type="checkbox"/> Submit <input type="button" value="Print Saved Version"/>		



# What the Reviewer can see (Elsevier Editorial System) - Pending manuscript List

Bennett, David - Outlook Web Access    Elsevier Editorial System™

International Journal of Production Economics

Contact us    Help    » EES has been upgraded! [Read more](#)  
 » [Register](#) for TrainingDesk sessions on 2011.1 upgrade

home | main menu | submit paper | guide for authors | register | change details | log out    Username: DBennett-845    Role: Reviewer    Version: EES 2011.1

Page: 1 of 1 (1 total assignments)    Display 10 results per page.

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Days Until Review Due	Editor's Name
<a href="#">Action Links</a>	2	IJPE-D-10-01098	Special Issue: Sustain. Manuf. & Service	The Role of Environmental Management in Sustainable Business Development: A Multi-Country Investigation	Jan 05, 2011	Under Review	Jan 05, 2011	Jan 11, 2011	Mar 06, 2011	33	Angappa Gunasekaran

Page: 1 of 1 (1 total assignments)    Display 10 results per page.

<< Reviewer Main Menu

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# What the Reviewer can see (Elsevier Editorial System) - Completed review manuscript List

Elsevier Editorial System™

International Journal of Production Economics

Contact us Help ?

» Scopus & ScienceDirect links will not work Saturday, 26 February, start

home | main menu | submit paper | guide for authors | register | change details | log out

Username: DBennett-845  
Role: Reviewer

Version: EES 2011.1

**Completed Reviewer Assignments for David Bennett**

Page: 1 of 1 (2 total assignments) Display 10 results per page.

Action	My Reviewer Number	Manuscript Number	Article Type	Article Title	Status Date	Current Status	Date Reviewer Invited	Date Reviewer Agreed	Date Review Due	Date Review Submitted	Days Taken	Editor's Name
<a href="#">Action Links</a>	2	IJPE-D-10-00264	Special Issue: Innsbruck 2010	Measuring Synergy Effects of Public Social Private Partnership (PSPP) Projects	Dec 08, 2010	Revise	Nov 14, 2010	Nov 15, 2010	Jan 13, 2011	Dec 02, 2010	18	
<a href="#">Action Links</a>	1	IJPE-D-10-00333	Special Issue: ICPR20	Technology and Innovation Management in the Future	Jan 27, 2011	Revise	Aug 24, 2010	Sep 01, 2010	Sep 24, 2010	Sep 20, 2010	27	

Page: 1 of 1 (2 total assignments) Display 10 results per page.

<< Reviewer Main Menu

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