

Cambridge English for
Scientists

ADDITIONAL ACTIVITIES

UNIT 9**Submitting your manuscript**

- a** In pairs, mark the following statements true (T) or false (F).
- 1 Research papers must be written in a particular style in order to be published.
 - 2 The correct style of a research paper is the same for all journals.
 - 3 The correct style of a research paper depends on the field it is written for (e.g. astrophysics, genomics etc.), not the journal.
 - 4 The correct style of a research paper depends on the particular journal you are writing for.
- b** You are going to read an extract from *A Brief Guide for Authors* from the *American Meteorological Society*. Before you read, work in pairs and make a list of information you would need to know if you were going to submit a paper to this journal. For example, *Should we send the manuscript electronically?*
- c** Now read the extract and answer the following questions from different scientists who are interested in publishing in one of the journals of the *American Meteorological Society*. When you finish, check your answers in pairs.
- 1 I've just translated a paper which I published in a French-language online journal – can I submit my translation to an AMS journal?
 - 2 Will the paper be copyrighted to me when it's published?
 - 3 Five people worked on our paper, do we all need to sign the copyright form?
 - 4 Our paper has been written by scientists working in Mexico, India and Switzerland – will it be OK if we signed the copyright form separately?
 - 5 Our manuscript is very long – about 75 pages of single-spaced text – will that be OK?
 - 6 Should I print off a copy of my paper and send it in the post?
 - 7 After I put double spaces between the lines of the text, our paper was 30 pages long. I've changed the font size from 12 points to 10 points so now it's only 24 pages – that's OK now, isn't it?
 - 8 Some researchers in our team work for a University and others work for a private company – should we say we are from the University or from the company?
 - 9 Should I use the active or the passive when I write my abstract?
 - 10 I've divided our paper into sections with headings – is there anything else I need to do?
 - 11 I've put three tables in the Appendix – that's OK, isn't it?
 - 12 OK I've put the references for our paper into the order they appear in the text – that's OK, isn't it?
- d** Prepare a list of questions for submitting a paper to a journal in your field. Then go online and find the answers to your question. Discuss the information you learn with your class.

1 Introduction

This document provides essential information required by authors to submit manuscripts to American Meteorological Society (AMS) journals. It is intended to serve as a quick reference for frequently needed information ...

2 Author disclosure and transfer of copyright

When a manuscript is submitted, the author will be asked to confirm that the publication has not been previously published in any language, and whether it is under consideration for publication by another journal. The author must promptly inform the chief editor if it is submitted for publication elsewhere before its disposition by the journal.

Each manuscript must be accompanied by a statement transferring copyright from the authors (or other holder of the copyright) to the American Meteorological Society. The appropriate form for the transfer of the copyright to AMS is available on the AMS Web site or upon request. The signed transfer of the copyright is required under U.S. Copyright Law (Title 17 USC, as revised by P.L. 94-553) in order for AMS to have valid rights to continue its wide dissemination of research results and other scientific information. Editorial action on a manuscript that is not accompanied by the completed copyright transfer form, *signed by all authors*, will be delayed until the form is received. Original, faxed, or scanned versions are acceptable for both peer review and the production process. All authors need to sign a copyright transfer form for the manuscript that is submitted, but it is acceptable for each author to provide a separate form with this or her signature rather than requiring a single form signed by all ...

3 Manuscript preparation

Manuscript length should be less than 7500 words (including appendixes but not references or figure captions) or about 26 double-spaced typed pages when submitted. All manuscripts must be submitted electronically ... All copy (including tables, references, and list of figure captions) must be double spaced ... and all pages must be numbered consecutively. The font used should be no smaller than 12 point and the line spacing should be no more than three lines per 2.5 cm, as measured from anywhere on the page.

- a *Components of a manuscript* Each manuscript should include the following components, which should be presented in the order shown.
- b *Title, name and affiliation of each author, dateline, any current or additional affiliations, and corresponding author address and e-mail.* These items should appear on the first page by themselves, with the abstract beginning on page 2.
- c *Abstract.* A concise (c. 250 words) abstract is required at the beginning of each article. Authors should summarize their conclusions and methods in the abstract. First person construction should not be used in the abstract, and references should be omitted.
- d *Text.* The text should be divided into sections, each with a separate heading and numbered consecutively.
- e *Appendix.* Auxiliary analyses or tables whose details are subordinate to the main theme of the paper should normally appear in an appendix. Each appendix should have a title.
- f *References.* References should be arranged alphabetically without numbering. The intext citation should consist of the author's name and year of publication.
- g *Figure captions.* Each figure must be provided with an adequate caption.
- h *Illustrations and tables.* Each figure and table must be cited specifically in the text and in numerical order. The figure number should not be part of the illustration. All tables should have a double-spaced caption, and table text and headers also should be double spaced.

Adapted from A Brief Guide for Authors from the American Meteorological Society 2010.

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UNIT 9 Teacher's Notes*Before you begin ...*

This aim of this activity is to give students an example of reading the author guidelines for submitting a manuscript to a journal. The activity is designed to follow on from Exercises 13a and b on page 77 of the Student's Book (though it can be given to students at any time on the course).

Ask students to say which journals are most popular in their particular field. Ask them to say why (or why they think) that journal is most respected. Write the following words on the board and ask students to suggest words with a similar meaning for each one to check their understanding).

conventions (normal ways of doing something)

guidelines (instructions, rules)

manuscript (article, paper, research paper)

submit (send or give someone a written document such as a paper or application form)

- a** Ask students to work in pairs. You should have made enough copies of the Additional activity for every student in the class, but for this exercise only give one copy for each pair of students. Ask them to complete the task in a. Then feedback with the whole class.

Answers

1 T 2 F 3 F 4 T



- b** Explain that although this text is for American Meteorological Society, the reading skills they will practice in this task will be suitable for any journal guidelines. Students work in pairs to suggest a list of questions. You may want to ask students why it is useful to prepare a list like this (answer: it helps them think about their purpose for reading, it will focus their reading to look for specific information; this will help them to save time and may also help them to overcome any problems they might have with unfamiliar vocabulary in the guidelines).
- c** Ask students to read through the twelve questions and to say how similar/different these questions are to the list they made in Exercise b. You may want to check that students understand all the questions before they read. Some possible vocabulary items they may need to know include: *appendix* / *appendices* (n), *copyright* (n, v), *copyright form* (cc), *font* (n), *separately* (adv), *single-spaced* and *double-spaced* (adj) text.

Answers

- 1 No, authors must confirm that they have not published the same paper in another place, even if it was not published in English
- 2 No, the copyright goes to the AMS.
- 3 Yes. All the authors need to sign.
- 4 Yes. As long as they all send in the forms and remember that editorial work will not begin on the paper until all the signed forms have been received.
- 5 No. It is too long (and has not been double-spaced) and won't be accepted.
- 6 No. It must be submitted electronically.
- 7 No. Text should have a minimum 12-point font size.
- 8 You should write the affiliation of every author in the team.
- 9 You should use the passive voice (First person construction should not be used ...)
- 10 Yes, you need to number the sections in order.
- 11 Yes, but only if you give a title to each table.
- 12 No. You need to list your references alphabetically and without numbers.

- d** Students prepare the task to do in class or at home. If the task is prepared at home, remember to ask for feedback at the beginning of the next class.