THE PUBLICATION PROCESS

UNIS PhD Forum – 4 December 2013

Janet Holmén
Freelance editor, translator
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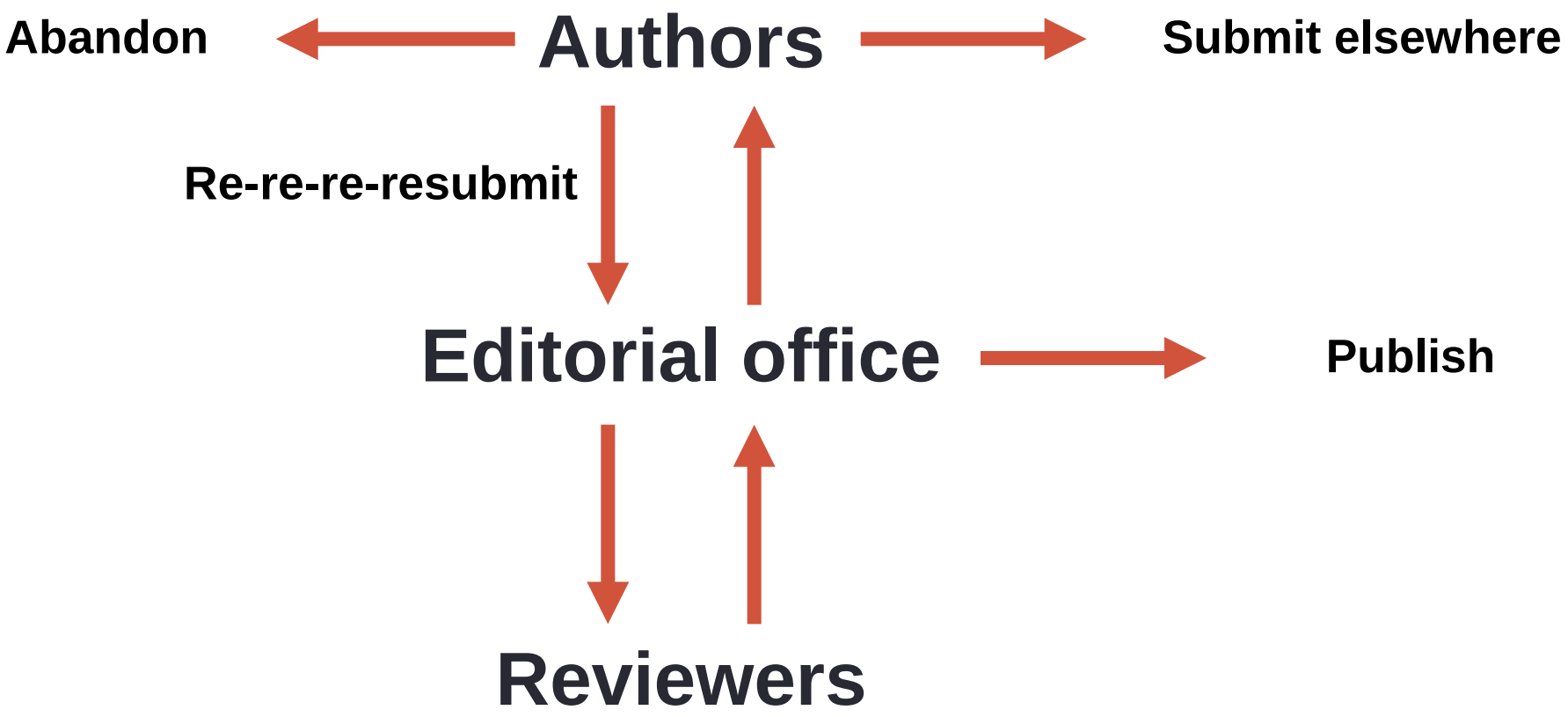
The publication process



First select a journal

Choose a target journal before writing the paper!

Factors to consider:

requirements from granting agency

journal readership and focus

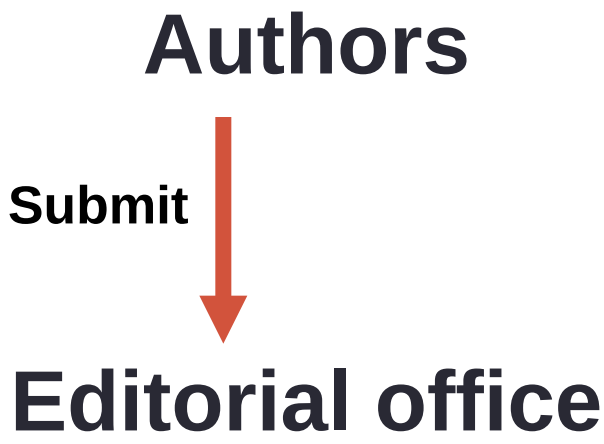
impact factor

review time and publication speed

paper length

cost

The publication process



Check "Instructions for Authors"

Submission Process

The article submission process is comprised of four main steps divided into tabs:

1. Files: Upload manuscript and related material (cover letter, response to reviewers, figures, supporting information, etc).
2. Manuscript Information: Enter required information related to your manuscript.
3. Validate: GEMS will convert most files to a PDF. Preview converted files to verify conversion was successful. If you have a file that should not/cannot convert to PDF, please upload that file as Dynamic Content.
4. Submit: Fix any required information. Click "*Submit Manuscript*" when ready.

Each of the above sections consists of multiple parts, described below. Any entered information will be saved each time a new tab is clicked or whenever the "Save and Continue" button is clicked. Each step is listed below.

1. **Files**
   - **Upload Files:** **A single pdf that includes all of the manuscript elements is acceptable.** Alternately, you can choose to browse your computer's files to find and upload your manuscript files. After completing this section, your files will be converted to a merged PDF for the Editor, AE, and reviewers.
   - **Cover Letter:** A Cover Letter is required for submission. This letter should introduce the editor to your research and convey any additional information you think will assist with the review of your submission.
   - **Related Papers:** If the reference list includes any papers which have not formally published ("in press," "in prep," "submitted," or "under review"), please upload copies of these papers as Response to Reviewer documents. Copies of these papers will be helpful to the reviewers.
   - **Revised submission**: If submitting a revised manuscript, your article file must meet the following requirements:
     - Publication ready files: **Publication-ready article files are limited to Word documents (.docx is preferred) or LaTeX files (.tex). Figures must be uploaded as separate files in eps, tiff, pdf, or jpg.**
     - No comment boxes or tracked changes. If you would like to upload an additional article file with changes marked, please upload it as a "Response to Reviewer" file.
     - The Article title page should contain the paper title, authors' names and affiliations, and corresponding author's email address.
     - In-text citations that conform to AGU style (see "References" in the Author Guide). We cannot accept numbered in-text citations.
     - AGU only permits footnotes indicating author affiliations, auxiliary material, or table notes. All other footnotes must be incorporated into the text or removed.
   - **LaTeX Instructions**
     - LaTeX file should be in draft format and include line numbers. Please use the AGU template to compile your LaTeX files.
     - Please do not use your own macros, newcommands, def commands, or renewcommands. These shortcuts are not compatible with our publication process.
     - Please do not use color packages.
     - Please do not use subfigure or psfrag packages.

If your LaTeX file does not conform to the above requirements, your submission will be sent back to you to correct.

- **Remove Files:** Remove erroneously uploaded files.
- **Replace Files:** Replace previously uploaded files.
- **File Type:** Choose the appropriate file type for each object uploaded such as cover letter, response to reviewers, article file, figure file, supporting information, etc.
- **File Description:** Supporting information requires a description. Enter a description if prompted.
- **File Order:** Reorder uploaded files. Upon completion, check the box to verify you approve of the order of the files.

2. Manuscript Information

Check them again...if you have the energy

From the AGU Grammar and Style Guide (page 16 of 28)

Not acceptable (but do not fix figures)

1. Double final consonants before endings (inflections); use the shorter form in text if both forms are given in the dictionary:

equaled	not equalled (but controlling)
focuses, biases	not focusses, biasses
focused, biased	not focussed, biassed
pluses	not plusses
modeling	not modelling

2. Suffixes "-ment" and "-able"; use the shorter form in text if both forms are given in the dictionary:

judgment	not judgement
acknowledgment	not acknowledgement
sizable	not sizeable (but noticeable)

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exactly as described in "Instructions for Authors"

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   - **Cover Letter:** A Cover Letter is required for submission. This letter should introduce the editor to your research and convey any additional information you think will assist with the review of your submission.
   - **Related Papers:** If the reference list includes any papers which have not formally published ("in press," "in prep," "submitted," or "under review"), please upload copies of these papers as Response to Reviewer documents. Copies of these papers will be helpful to the reviewers.

Traditional cover letters include:

Journal's name, editor's name

Manuscript title, authors' names

Statement that the data are unpublished and are not being submitted elsewhere

Statement that all authors have approved the submitted version

Corresponding author's contact information

Cover letters can also include:

A short summary of the major findings

Suggested reviewers

Excluded reviewers (give reasons)

Info about previous disclosure (abstracts)

A description of related papers

Notes about commercial ties, conflicts of interest

Submit the paper

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Submit the paper

Step 2 – Manuscript info

2. Manuscript Information

- **Title, Abstract:** Enter title, running title, and abstract, which all have word or character limits.
- **Authors:** Search GEMS for the account of each contributing author or enter each contributing author's institution and contact information. Please note, groups of people are not allowed to be entered as contributing authors. You may recognize groups or teams in the Acknowledgments section of your manuscript.
- **Keywords, Index Terms:** Enter keywords and index terms of the manuscript. To see AGU index terms, click "Display List."
- **Special Section**: In order for your manuscript to be considered for a special section, from the "Keywords, Categories, and Special Section" tab, select the appropriate active Special Section. If you do not see the special section you are looking for, note the special section in the Manuscript Comment box and email the journal staff.
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- **Detailed Information:** Read dual publication policy.
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- **Key Points:** Enter 1-3 main conclusions of your manuscript. They must be complete thoughts and under 80 characters. Key points must only contain ASCII characters. Symbols and sub- and superscripts are not allowed. At least one key point is required.
- **Author Reviewer Suggestions:** Enter names of at least five potential reviewers to be considered for the review process. You also have the option to add names of individuals you do not wish to be considered as reviewers. Indicate editor preference and any conflicts of interest with an editor.

Suggesting reviewers

Scientists active in your field

Check your paper's reference list

Excluding reviewers

Give a reason

In really tricky cases

Suggest a competitor

Ask for input before submission

Submit the paper

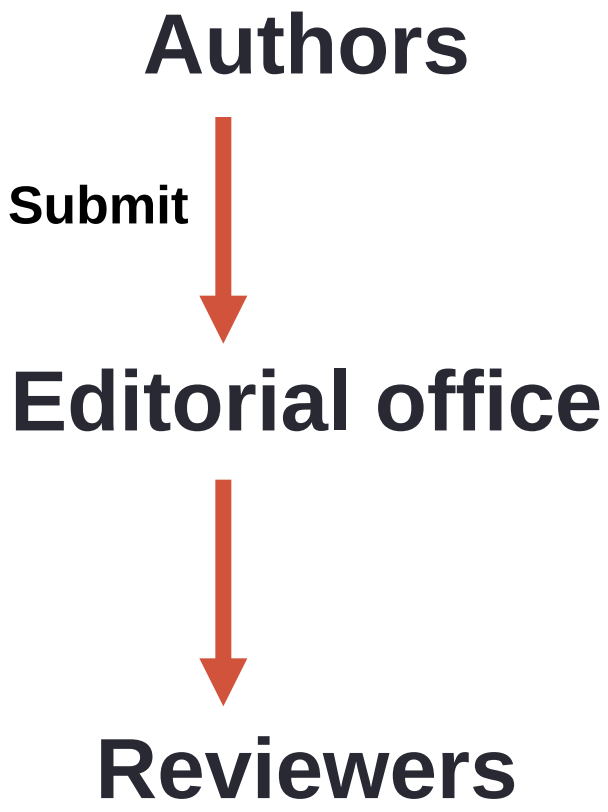
Steps 3 and 4, validate and submit

3. Validate

- **Approve Files:** Validate uploaded and converted files. You may upload an identical PDF of the article text and all figures to speed the conversion process.
- **Approve Manuscript:** Review all information submitted.

4. Submit: If the manuscript is ready for submission, you will have the option to click "Approve Submission." Otherwise, it will ask that you fix your submission to fulfill all of the submission requirements.

The publication process



Editorial office staff

Chief editor

Makes final decisions (accept/reject)

Subject editor

Selects referees, evaluates their opinions, advises Chief editor about manuscripts

Managing editor

Handles paperwork

Copy editor

Edits language, imposes journal style

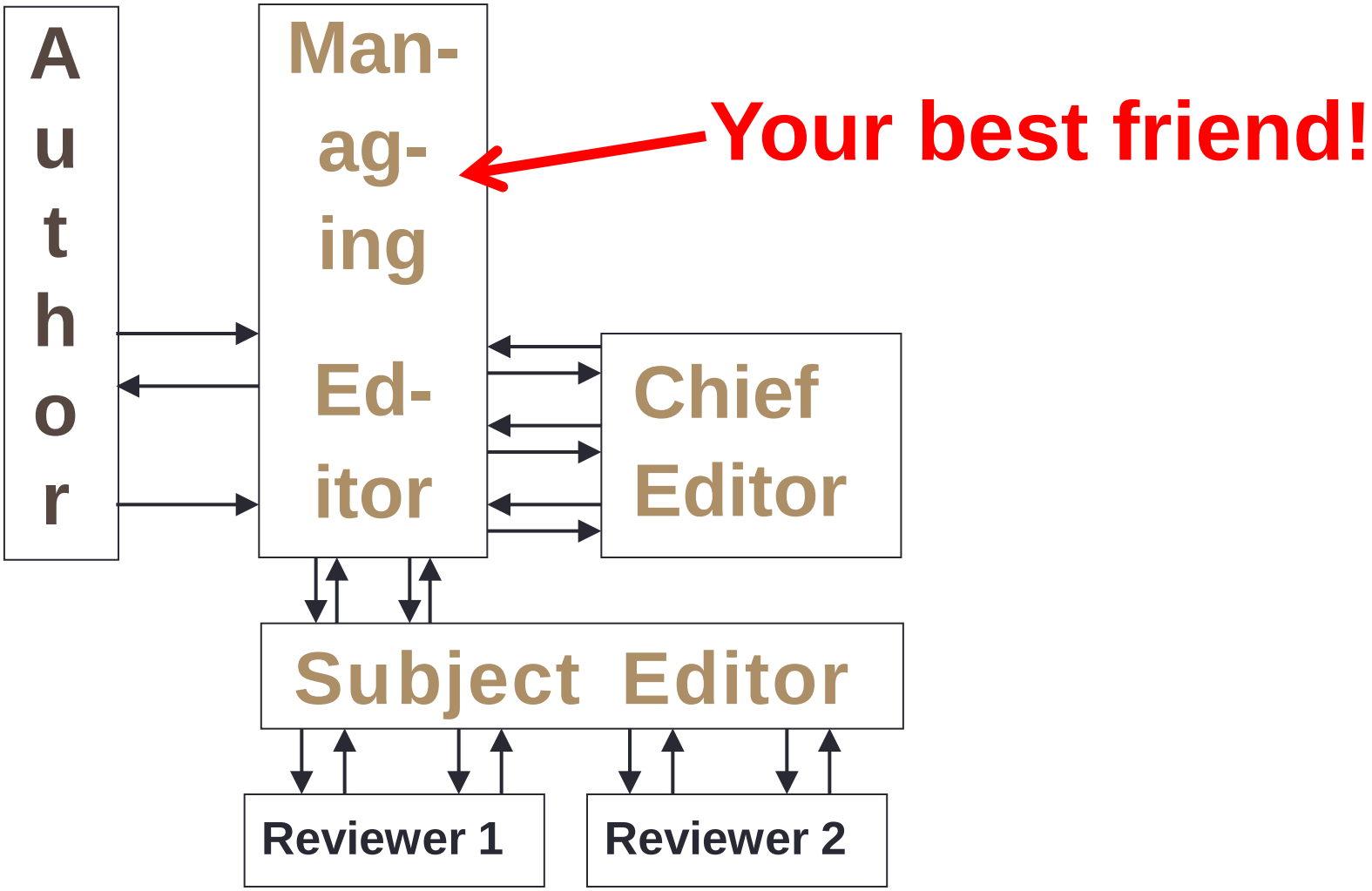
At the editorial office

What to expect

The manuscript submission and peer review processes usually consist of the following steps:

1. The author submits a manuscript.
2. The Editor assigns an Associate Editor to the manuscript.
3. The Associate Editor assigns reviewers to the manuscript.
   - The Associate Editor assigns potential reviewers.
   - Staff contacts potential reviewers via e-mail.
   - Potential reviewers accept or decline the request.
4. The reviewers retrieve the manuscript and provide evaluations.
5. The Associate Editor makes a recommendation.
6. The Editor makes the final decision.
7. Staff contacts the author with the decision.

Snags!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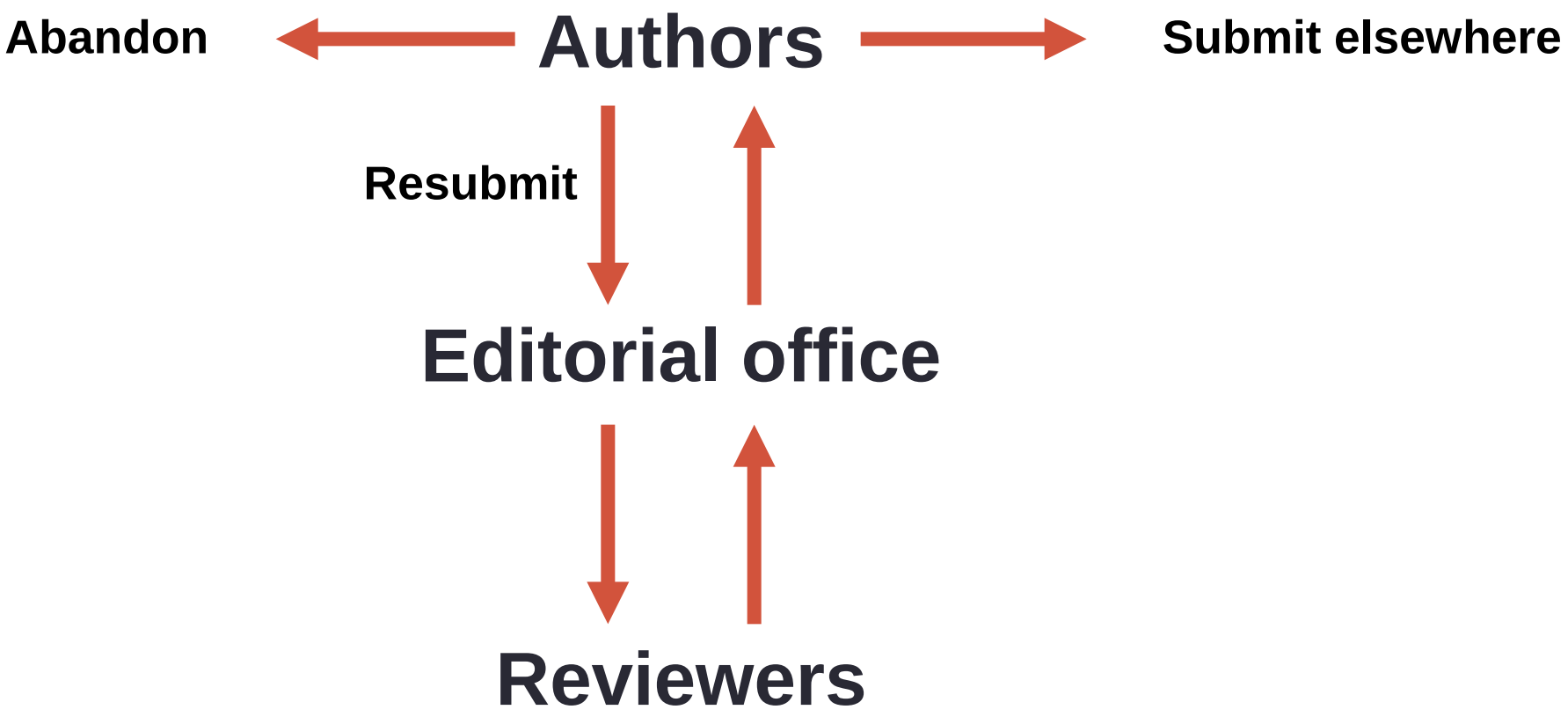
Subject Editor
Reviewer 1
Reviewer 2

The publication process



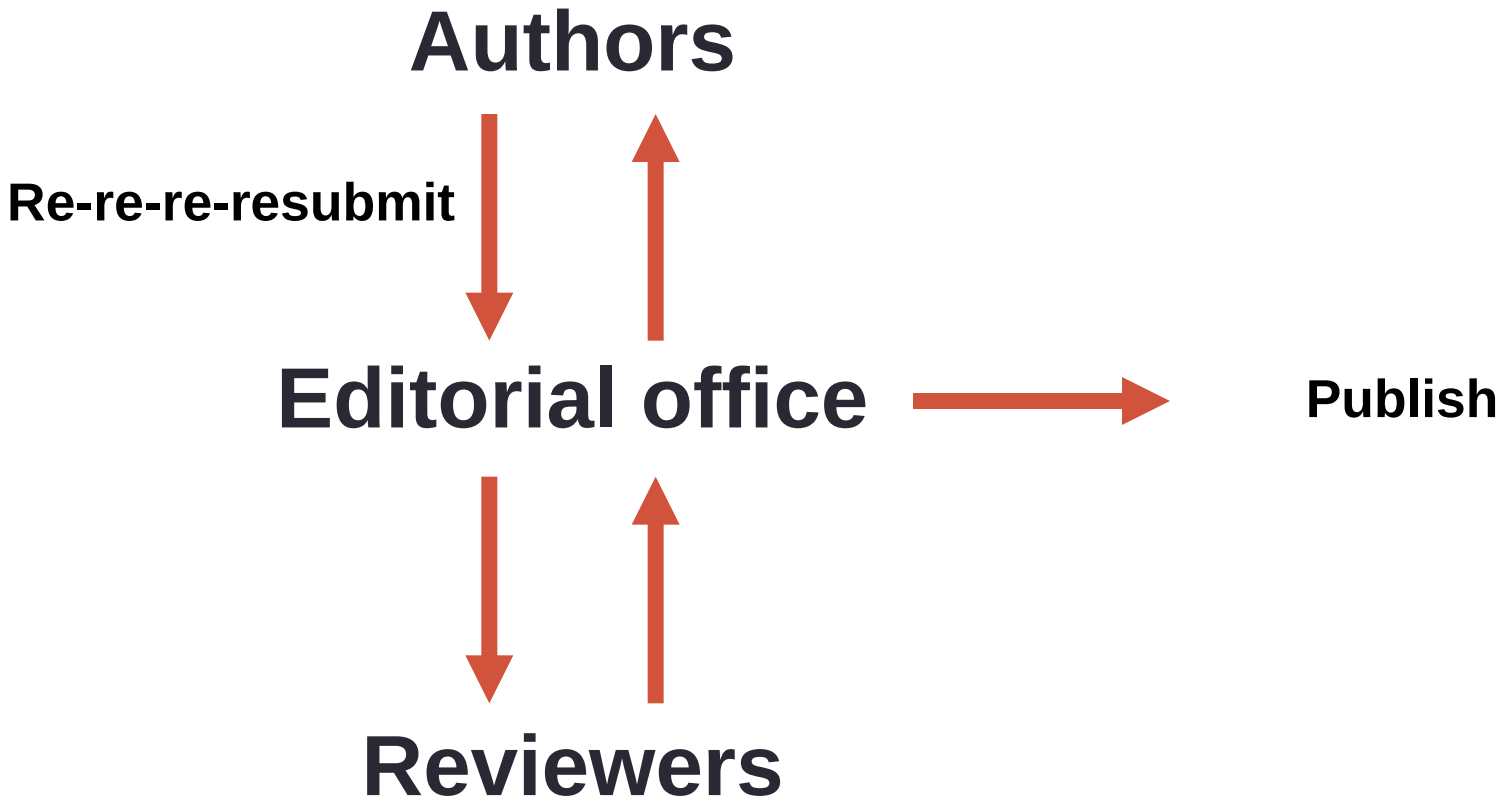
Resubmitting a paper

Follow all instructions in Editor's decision letter!

Also check "Instructions for Authors"

- **Revised submission**: If submitting a revised manuscript, your article file must meet the following requirements:
  - Publication ready files: **Publication-ready article files are limited to Word documents (.docx is preferred) or LaTeX files (.tex). Figures must be uploaded as separate files in eps, tiff, pdf, or jpg.**
  - No comment boxes or tracked changes. If you would like to upload an additional article file with changes marked, please upload it as a "Response to Reviewer" file.
  - The Article title page should contain the paper title, authors' names and affiliations, and corresponding author's email address.
  - In-text citations that conform to AGU style (see "References" in the Author Guide). We cannot accept numbered in-text citations.
  - AGU only permits footnotes indicating author affiliations, auxiliary material, or table notes. All other footnotes must be incorporated into the text or removed.

The publication process



Handling proofs

You will receive:

File with your laid-out article

Queries from copy editor

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Order forms for reprints

British Journal of Pharmacology (2009), **, **–**

www.brjpharmacol.org

REVIEW ARTICLE

β-arrestins – scaffolds and signalling elements essential for WNT/Frizzled signalling pathways?

Gunnar Schulte[1], Alexandra Schambony[2] and Vítězslav Bryja[3,4]

[1]*Section of Receptor Biology & Signaling, Department of Physiology & Pharmacology, Karolinska Institutet, Stockholm, Sweden,* [2]*Developmental Biology Unit, Biology Department, University of Erlangen-Nuremberg, Erlangen, Germany,* [3]*Institute of Experimental Biology, Faculty of Science, Masaryk University, Brno, Czech Republic, and* [4]*Department of Cytokinetics, Institute of Biophysics, Academy of Sciences of the Czech Republic, Brno, Czech Republic*

β-arrestins were originally identified as negative regulators of G protein-coupled receptor signalling. Recent studies have revealed that β-arrestins serve as intracellular scaffolds and signalling intermediates. Their diverse functions in intracellular signalling pathways provide mechanisms for achieving signal specificity and that might be attacked for pharmacological intervention. Here, we summarize the importance of β-arrestin function for wingless (from *Drosophila*) and the oncogene *int-1* (WNT)/Frizzled (FZD) signalling. WNTs are secreted lipoglycoproteins that act through the seven transmembrane-spanning receptors of the FZD family. It recently became evident that β-arrestins are required for cellular communication by means of WNTs and FZDs both in cellular systems and *in vivo*. Although the overall importance of arrestin for WNT/FZD signalling remains obscure, interaction with the central phosphoprotein Dishevelled and the endocytic machinery implicates β-arrestin as a determinant of WNT signalling specificity, a mediator of WNT/FZD desensitization and a regulator of signalling compartmentation.
British Journal of Pharmacology (2009) **1**, **–**; doi:10.1111/j.1476-5381.2009.00466.x

Keywords: Dishevelled; RYK; ROR; β-catenin; canonical signalling; non-canonical signalling; endocytosis; desensitization; internalization; casein kinase

Abbreviations: AP-2, adaptor protein-2; CE, convergent extension; CK, casein kinase; DAAM1, dishevelled-associated activator of morphogenesis 1; DSH, Drosophila Dishevelled; DVL, Dishevelled; FZD_{1-10}, $Frizzled_{1-10}$; GPCR, G protein-coupled receptor; GRK2, G protein-coupled receptor kinase 2; GSK3, glycogen synthase kinase 3; JNK, c-JUN N-terminal kinase; MAPK, mitogen-activated protein kinase; MO, morpholinos; PCP, planar cell polarity; RAC-1, RHO, CDC42, RHO-like GTPases; RAP1, RAS-related protein 1, RAS proximate; ROR2, receptor tyrosine kinase ROR2; RYK, receptor tyrosine kinase RYK; TCF/LEF, T-cell factor/lymphoid enhancer factor; WNT, wingless (from *Drosophila*) and the oncogene *Int-1*; XDSH, *Xenopus* Dishevelled

Introduction

β-arrestins were originally identified as negative regulators of G protein-coupled receptors (GPCR) mediating receptor desensitization, internalization, degradation and recycling (Dewire *et al.*, 2007). The two isoforms of the family, β-arrestin-1 and 2 (also referred to as arrestin-2 and 3), are highly homologous to the arrestins (arrestin-1 and 4) in the visual system that participate in the desensitization of rhodopsin.

β-arrestins were discovered in the late 1980s (Benovic *et al.*, 1987; Lohse *et al.*, 1990) as cofactors of GPCR kinase 2 (GRK2), with which they regulate the agonist-induced desensitization and internalization of β_2-adrenergic receptors to endosomes in a clathrin-dependent manner (Goodman *et al.*, 1996). In subsequent years, a general mechanism evolved valid for many GPCRs that could explain both short-term and long-term desensitization as well as resensitization phenomena (Dewire *et al.*, 2007). In brief, agonist stimulation of a GPCR results in receptor phosphorylation not only by serine/threonine kinases, such as GRK2, but also by, for example, cAMP- or Ca^{2+}-dependent protein kinases (PKs). The phosphorylated receptor serves as a docking site for cytosolic β-arrestin, which is therefore recruited to the membrane (Figure 1). Binding of β-arrestin to the receptor induces a high-affinity ternary complex consisting of the agonist-bound receptor and β-arrestin (Gurevich *et al.*, 1997). Through direct interaction with clathrin and several adaptor proteins, such as adaptor protein-2 (AP-2), the β-arrestin–receptor complex is

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q5	AUTHOR: Is RHO-like GTPases the definition for RAC-1, RHO and CDC42? If not, please provide the full forms of RAC-1, RHO, CDC42 and even GTPases in the Abbreviations section, at first mention of the terms in the Summary and in the text, and even in the legends of the figures where they have been mentioned. Please arrange them in alphabetical order in the Abbreviations section.	
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q10	AUTHOR: Should 'NOTCH' be written out in full? If so, please define it.	
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q4	AUTHOR: Is this the correct full form of WNT: wingless (from *Drosophila*) and the oncogene *Int-1*? Please change if this is incorrect.	
q5	AUTHOR: Is RHO-like GTPases the definition for RAC-1, RHO and CDC42? If not, please provide the full forms of RAC-1, RHO, CDC42 and even GTPases in the Abbreviations section, at first mention of the terms in the Summary and in the text, and even in the legends of the figures where they have been mentioned. Please arrange them in alphabetical order in the Abbreviations section.	
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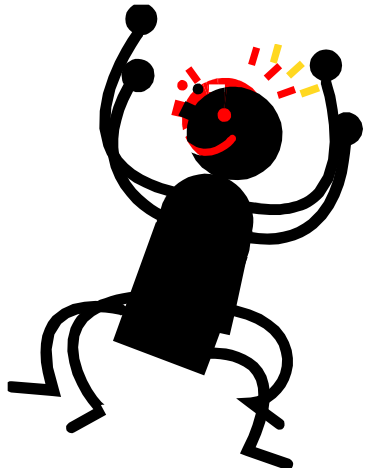
Provide written feedback that will not require the designer to change the layout

Consider the layout person's feelings



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- figure orientation
- values and spacing in tables
- correctness of cross-references in text
- symbols, formulas, non-standard characters

THAT'S ALL FOR NOW...

Thanks for listening!