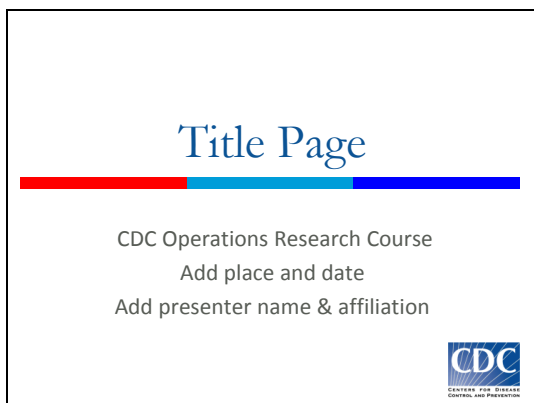


# Week 3: Begin Day 5

## Review and Revise Your Work

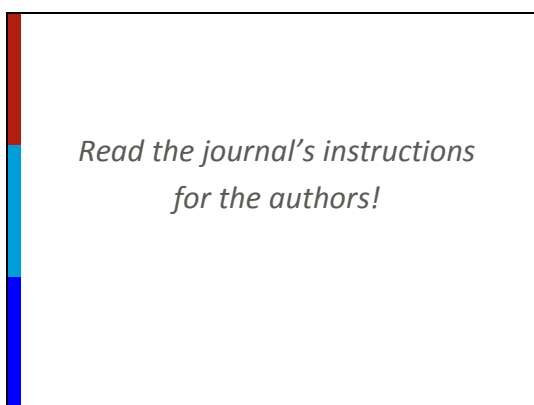
Faculty Agenda with Instructions	
<b>Materials/Preparation:</b> <ul style="list-style-type: none"> <li>Participant Workbook and Week 3 USB flash drive</li> <li>Equipment/resources: Same as Day 1</li> <li>Printed material/handouts: Participant and faculty evaluation forms; course certificates</li> </ul>	
Time	Lecture/Activity
8:00	<b>Welcome back (1hr)</b> <ul style="list-style-type: none"> <li>Recap Day 4; Preview Day 5</li> <li>Identify 3-4 participants to discuss updates/revisions to their written drafts (faculty may choose to focus on specific areas: subjects &amp; methods, results, abstracts, or oral presentation, depending on group needs and progress)</li> </ul>
9:00	<b>W3L9: Title Page</b> (20 slides, 30min)
9:30	<b>W3L10: Revising and Editing</b> (24 slides, 30min)
10:00	<b>Small group work with mentors:</b> Revise 1 <sup>st</sup> draft, generate 2 <sup>nd</sup> draft (2hr) <ul style="list-style-type: none"> <li>Break into assigned small groups to share with peers and faculty mentors</li> <li>Break into individualized work with mentors circulating to spend 1:1 time with participants</li> </ul>
	<b>Break ad lib</b>
12:00	<b>Lunch</b> (1hr)
1:00	<b>Small group work with mentors:</b> Finalize 2 <sup>nd</sup> draft (2hr 30min) <ul style="list-style-type: none"> <li>Break into assigned small groups to share with peers and faculty mentors</li> <li>Break into individualized work with mentors circulating to spend 1:1 time with participants</li> </ul>
	<b>Break ad lib</b>
3:30	<b>Final course QA/discussion</b> <ul style="list-style-type: none"> <li>Informal discussion session to talk about any final questions or next steps for participant manuscripts or research endeavors</li> <li>Consider using some of this time for verbal feedback on course</li> </ul>
4:00	<b>Closing graduation</b> (15min) <ul style="list-style-type: none"> <li>Final course certificates (Week 3)</li> <li>Participants complete Day 5 evaluations and final course evaluations</li> </ul>
4:15	<b>Faculty Debrief</b>

## Slide 1



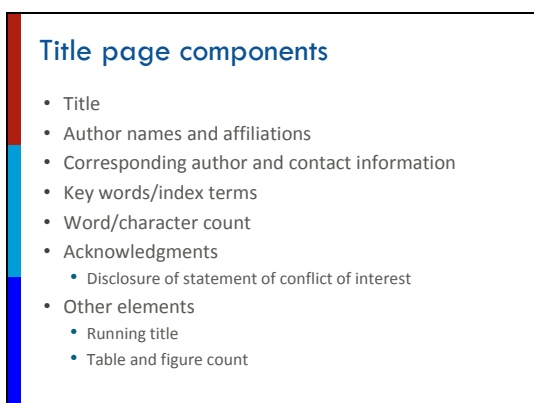
**Title: W3L9 Title Page**  
**Time: 15 minutes (20 slides)**  
**Reading: None**

## Slide 2



- Make certain to read the instructions for the authors because they will vary by the guidelines established by the journal.
- Submissions that don't follow the recommended guidelines will likely be returned to the author before undergoing peer review.

## Slide 3



- In most journals, the title page consists of these key elements.
- *[Review slide content]*

## Slide 4



- This article, written by Peter Cegielski, was published in the *Clinical Infectious Disease* journal. We will use it as an example to highlight some of the key elements of the title page in subsequent slides.

## Slide 5



- In the Cegielski article, the journal's only instructions for authors is to create a concise and informative title. In general, the title should give the reader a broad sense of what the manuscript is about.
- This slide's title of 14 words conforms to the maximum of 15 words recommended by the American Medical Association's (AMA) Manual of Style.

## Slide 6



- The next key element of the title page lists the names, titles, and professional affiliation of the authors. In this example, the authors' names are listed in a variety of ways.
- Some journals have a more uniform way of presenting the names, providing only the first and last names and middle initials. Others refrain from listing degrees or titles of the authors. Again, carefully review your manuscript's instructions.
- On the next slide, we'll look at the authors' affiliations.

## Slide 7

### Author affiliation

#### AUTHOR AFFILIATIONS

1. U.S. Centers for Disease Control and Prevention, Atlanta, Georgia, USA
2. Medical Research Council, Pretoria, Republic of South Africa
3. Tropical Disease Foundation, Manila, Philippines
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8. National Mwan Hospital, Changwon, Republic of Korea
9. Vladimir Oblast Tuberculosis Dispensary, Vladimir, Russian Federation
10. Ministry of Health, Bangkok, Thailand
11. Office of Disease Prevention and Control Region 7, Ubon Ratchatani, Thailand
12. Korean Institute of Tuberculosis, Seoul, Republic of Korea
13. Orel Oblast Tuberculosis Dispensary, Orel, Russian Federation
14. Tartu University Hospital, Tartu, Estonia
15. National Tuberculosis Registry, National Institute for Health Development, Tallinn, Estonia
16. Taiwan Centers for Disease Control, Taipei, Taiwan
17. Central Tuberculosis Research Institute, Russian Academy of Medical Sciences, Moscow, Russian Federation
18. Ministry of Health, National TB Strategy, Lima, Peru
19. Lima City Health District Reference Laboratory, Lima, Peru
20. Lima East Health District Reference Laboratory, Lima, Peru
21. International Tuberculosis Research Center, Changwon, Republic of Korea
22. Yonsei University College of Medicine, Seoul, Republic of Korea
23. North Estonia Regional Hospital, Tallinn, Estonia

- The numbers you see after the authors names in the previous slide correspond to numbers on this slide and their affiliations. Generally, most journals ask for the names of the departments and institutions where the work was done.
- In the Cegielski title page, the authors are affiliated with institutions internationally, and the information includes the city and country of the represented sites.

## Slide 8

### Affiliations

#### Public Health Action

#### International Union Against Tuberculosis and Lung Disease

#### Health solutions for the poor

VOL 8 NO 3 PUBLISHED 21 SEPTEMBER 2018

#### Social determinants of tuberculosis evaluation among household contacts: a secondary analysis

T. Shetty,<sup>1,2,3</sup> A. J. Meyer,<sup>3,4</sup> E. Ochom,<sup>5</sup> P. Tumumahoro,<sup>6</sup> D. Babrye,<sup>7</sup> A. Katamba,<sup>8,9</sup> J. L. Davis,<sup>3,10</sup> M. Armstrong-Hough<sup>1,11</sup>

<http://dx.doi.org/10.5588/pha.18.0025>

**Setting:** Seven public sector tuberculosis (TB) units and surrounding communities in Kampala, Uganda.

**Objective:** To evaluate the influence of household-level socio-economic characteristics on completion of TB evaluation during household contact investigation.

**Design:** A cross-sectional study nested within the control arm of a randomized, controlled trial evaluating home-based sputum collection and short messaging service communications. We used generalized estimating equations to estimate the association between completion of TB evaluation and socio-economic determinants.

**Results:** Of 116 household contacts referred to clinics for TB evaluation, 32 (28%) completed evaluation. Completion of TB evaluation was strongly clustered by household. Controlling for individual symptoms, contacts from households earning below median income (adjusted risk ratio [aRR] 0.28, 95%CI 0.09-0.88,  $P = 0.029$ ) and contacts from households in which the head of household had no

However, many referred contacts do not attend the clinic to complete evaluation.<sup>12-15</sup> Incomplete evaluation may lead to delayed diagnosis and treatment, more severe TB presentations at diagnosis, and continued transmission of TB within communities.<sup>16</sup>

Index persons and their household contacts may face a variety of barriers to participation in contact investigation, evaluation, and treatment for TB. These include stigma, preference for alternative or traditional medical practices, lack of knowledge about TB and its treatment, costs of missed work and travel to clinics, and mistrust of the public health care system.<sup>16-21</sup> Despite the identification of these potential barriers to linkage to TB evaluation and care, there have been relatively few quantitative analyses estimating the influence of socio-economic factors on completion of TB evaluation in the context of contact investigation.

Social determinants encompass the broader,

**affiliations**  
<sup>1</sup> Department of Epidemiology of Malaria, National Institute of Health, National Institutes of Health, Bethesda, MD, USA  
<sup>2</sup> Public Health Division, National Institute of Health, Bethesda, MD, USA  
<sup>3</sup> National Tuberculosis Research Center, Changwon, Republic of Korea  
<sup>4</sup> Division of Global HIV and Tuberculosis, Centers for Disease Control and Prevention, Atlanta, Georgia, USA  
<sup>5</sup> National Tuberculosis Research Center, Changwon, Republic of Korea  
<sup>6</sup> National Tuberculosis Research Center, Changwon, Republic of Korea  
<sup>7</sup> National Tuberculosis Research Center, Changwon, Republic of Korea  
<sup>8</sup> National Tuberculosis Research Center, Changwon, Republic of Korea  
<sup>9</sup> National Tuberculosis Research Center, Changwon, Republic of Korea  
<sup>10</sup> National Tuberculosis Research Center, Changwon, Republic of Korea  
<sup>11</sup> National Tuberculosis Research Center, Changwon, Republic of Korea

- In the PHA journal, author affiliations are listed in the right hand column of the manuscript. In this example, some of the authors are affiliated with more than one institution. [Note: see superscript besides authors names]

## Slide 9

### Corresponding author

#### CONTACT INFORMATION FOR CORRESPONDING AUTHOR

J. Peter Cegielski, MD, MPH

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Fax: 1-404-718-8308

Email: [pcegielski@cdc.gov](mailto:pcegielski@cdc.gov)

- The corresponding author is the person chosen by the group to be responsible for contact and correspondence with the journal. Although it doesn't necessarily have to be the first author, in this example, it is.
- All of the contact information for this designated individual should be included on the title page. This includes the name, complete address, phone number, and email address. If published, this information will be listed in the manuscript.

## Slide 10

### Key words

#### KEY WORDS

multidrug-resistant tuberculosis, extensively drug-resistant tuberculosis, chemotherapy, second-line drugs,  
treatment outcome, acquired drug resistance

- Many journals request that the author include a list of key words. Key words are used to improve the chance that your paper will be found and cited by other authors. Usually journals will allow 5-10 key words, also known as index terms.
- In our example, Dr. Cegielski's title page has 6 words. Most journal publication guidelines will direct you to a source of standard terms like those listed in the National Library of Medicine Medical Subject Headings index, also known as "MeSH" terms.

## Slide 11

### Key words (2)

#### Term Structure of Interest Rate Volatility and Macroeconomic Uncertainty \*

Drew D. Creal<sup>1</sup> Jing Cynthia Wu<sup>2</sup>  
Chicago Booth Chicago Booth

First draft: November 1, 2013  
This draft: January 25, 2014

#### Abstract

We propose a new model of the yield curve to capture both the dynamics of their conditional mean and the term structure of interest rate volatilities. The new class of affine term structure models exhibits multiple unpriced stochastic volatility factors without imposing constraints on the conditional mean of yields. The common movement in the volatilities extracted from the model provides a new measure of economy-wide uncertainty, and we use it to study the impact uncertainty has on the macroeconomy. Towards the end of the Great Recession, uncertainty accelerated the zero lower bound for the short term interest rate, added to concerns over deflation, and contributed to higher unemployment rates.

- This example shows 4 key words, and each is separated from the other by a semicolon.

## Slide 12

### Word count

WORD COUNT FOR TEXT: 3007

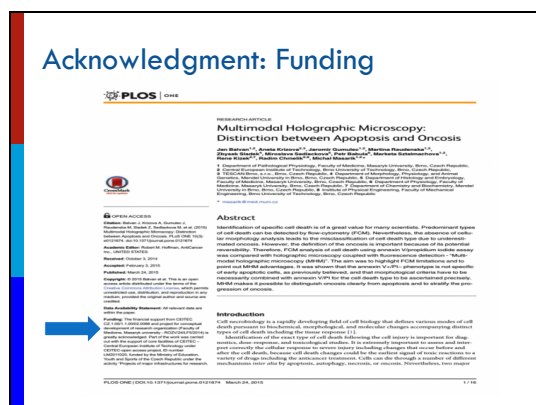
WORD COUNT FOR ABSTRACT: 293

#### 40-WORD SUMMARY FOR TABLE OF CONTENTS

Among MDR-TB patients, acquired second-line drug resistance was associated with worse treatment outcomes than initial resistance to the same drugs. Outcomes improved linearly with number of effective drugs, specific drugs, more baseline susceptibility testing, and certain program characteristics

- Requirements for the next few items will vary from publication to publication – some may request these components and others will not.
- In our example, CID requires a word count for BOTH the abstract and the manuscript text. In this title page, a 40-word summary is also provided. For most biomedical journals, the maximum length of the text for an original research article is 3500 words, and for abstracts, 250 to 350 words.
- *Note:* The word count of the manuscript text does not include the reference list. Please be sure to consult the journal's guidelines for preparing your manuscripts to ensure that it will be reviewed and not returned.

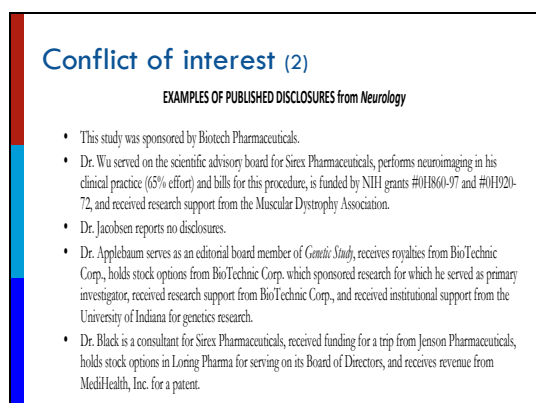




- Acknowledgments may also recognize **funding source(s)**.
- In this PLOS One article, information on research funding is provided in this separate section of the manuscript. Specific information detailing the financial support received by the project is given. This includes relevant grant numbers and specifying which authors received funding.



- If the authors have no conflict of interest to report, a brief statement, like the one shown here, should be included on the title page.



- The source of any financial support received for the work being published must be specified. Many times the conflict of interest statements are found on the title page. The statements are important to enhance the transparency and credibility in medical publishing.
- In the examples from the journal *Neurology*, the authors disclose potential or actual conflicts of interest. These are but a few examples of the many you will find in publications.

## Slide 18

### Running title

**Outcome of Patients with Myelodysplastic Syndromes in the Veterans Administration Population**  
 Rami S. Komrokji<sup>1</sup>, Gina M. Matarica-Murphy<sup>2</sup>, Najia H. Al Ali<sup>3</sup>, M.S. Beg<sup>2</sup>,  
 Malek M. Safa<sup>2</sup>, Dana E. Rollison<sup>4</sup>, Alan F. List<sup>1</sup>  
<sup>1</sup>Department of Hematologic Malignancies; <sup>2</sup>Department of Cancer Epidemiology and Genetics;  
 H. Lee Moffitt Cancer Center and Research Institute, Tampa, FL, USA  
<sup>2</sup>Department of Internal Medicine, Division of Hematology and Medical Oncology, University of Cincinnati and Cincinnati VA Medical Center, Cincinnati, OH, USA  
<sup>3</sup>Environmental Health; University of Cincinnati, Cincinnati, OH, USA  
**Corresponding Author:**  
 Rami Komrokji, MD  
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 12902 Magnolia Drive, SRB-4  
 Tampa, FL, 33612, USA  
 Tel: 813-745-1692  
 Fax: 813-745-5980  
 Email: rami.komrokji@moffitt.org  
**Running Title:** Myelodysplastic Syndromes in VA Population  
**Word Count:** 1,194

- Some publications request that the author include a running title on the Title Page. The running title is used to identify the article on each page of the publication. It is a condensed version of the full title with usually no more than 50 characters, including spaces. In this example, the running title shortened the title from 11 to 5 words.

## Slide 19

### Tables and figures

**1 Incidence of Thyroid Disorders in Systemic Sclerosis: results from a longitudinal follow-up.**  
**2**  
**3** Alessandro Antonelli<sup>1</sup>, Pasquale Falla<sup>2</sup>, Silvia Martina Frazzini<sup>3</sup>, Caterina Mancusi<sup>1</sup>,  
**4** Elisa Giuggioli<sup>3</sup>, Michele Colucci<sup>3</sup>, Claudio Ferri<sup>3</sup>  
**5**  
**6** <sup>1</sup> Department of Clinical and Experimental Medicine, University of Pisa, Via Savi 10, 56126 Pisa,  
**7** Italy;  
**8** <sup>2</sup> Department of Medical, Surgical, Maxillofacial, Pediatric and Adult Sciences, University of Modena &  
**9** Reggio Emilia, Via del Pozzo 71, 41100 Modena, Italy.  
**10**  
**11** **Abbreviated Title:** Incidence of thyroid disorders in scleroderma  
**12** **Key terms:** Systemic Sclerosis, Thyroid autoimmunity, Hyperthyroidism, Scleroderma, Thyroid  
**13** nodules  
**14** **Word count:** 1800  
**15** **Number of figures and tables:** 2  
**16**  
**17** **Corresponding author and persons to whom requests should be addressed:**  
**18** Alessandro Antonelli, MD  
**19** Department of Clinical and Experimental Medicine  
**20** University of Pisa  
**21** Via Savi 10, 5-56126, Pisa, Italy  
**22** Phone: +39-050-992218  
**23** Fax: +39-050-515231  
**24** e-mail: alessandro.antonelli@unipi.it  
**25** **Disclosure Statement:** The authors have nothing to disclose.  
**26**  
**27**  
**28**  
**29**

- And finally, some title pages will list the number of figures and tables included in the manuscript package.
- Note:** The financial disclosure or conflict of interest statement at line 27.

## Slide 20

*Review and follow the publication guidelines!*

- The key take-home message for this lecture is to CAREFULLY review and follow the guidelines of the publication you are submitting your manuscript to, so that you may minimize your chances of having the manuscript sent back to you without a review!
- [END]



Slide 1

## Revising and Editing

CDC Operations Research Course

Add place and date

Add presenter name & affiliation



**Title: W3L10 Revising and Editing**

**Time: 30 minutes (24 slides)**

**Reading: None**

Slide 2

### Editing, rewriting, revising

- Write the first draft
- Master the literature
- Relearn, rethink, rewrite
- Send to co-authors for their input
- Rewrite and rewrite (word limit)
- Critically review and finalize the abstract
- Attend to the details
- Submit article to target journal

- *[Review slide content]*

Slide 3

### Write the first draft

- Write for your target audience (use appropriate terminology or jargon)
- Consider using an outline
- Don't worry about grammar, syntax or details at this state - only *you* need to understand the first draft

- *[Review slide content]*

## Slide 4

### Master the literature

- Update your PubMed search
- **Relearn, rethink, rewrite**
- As you master the literature, you will see your work in a new light; transmit this new thinking to your manuscript
- As you obtain feedback, colleagues will direct you to new references

- *[Review slide content]*

## Slide 5

### Relearn, rethink, rewrite

- "There is no such thing as good writing, only good re-writing."
- "What is written with little effort, in general, is read with little interest."
- "It takes a long time to write a short story."
- Most papers require at least 5 drafts, maybe 10; save and date them all; put date and/or version number in filename
- You may need to revise your key message

- *[Review slide content]*

## Slide 6

### Authorship

- Guidelines for authorship: International Committee of Medical Journal Editors (ICMJE), CDC Authorship Guidelines
- Authors must make **substantive** contribution: Supervision and authorization, concept, design, analysis, review/revision, etc.
- Politics
- First, last, middle authors
- Thank others in "Acknowledgments" (funders, facility directors, data collectors, lab technicians, patients, colleagues)

- *[Review slide content]*

## Slide 7

### Tips for revising and editing

- Writing needs CONSISTENCY
  - This means that all the ideas work together to support the main idea
- Sentences and paragraphs must be strongly connected
- Writing needs organization
- Edit and revise manuscripts to:
  - Improve meaning and focus of writing
  - Add, delete, consolidate, clarify, rearrange words and sentences

- *[Review slide content]*

## Slide 8

### Tips for revising and editing (2)

- Use spell check and grammar check
  - Correct errors the computer identifies, but realize that the computer is not infallible
  - See “Resources to Share”
- Read your paper aloud slowly – every word – to someone else, if possible
- Find and correct the types of errors that were marked on past papers



- *[Review slide content]*
- *Refer participants to the “Resources to Share” folder and handouts*

*[Image source: Microsoft clipart image File: Materiality-of-Writing.jpg]*

## Slide 9

### Tips: Thought and interpretation

- Is my paper really a discussion of the subject and not merely a collection of quotations and summaries?
- What is my own contribution to the discussion of the subject?
- Have I offered evidence and support for my point of view?
- Have I indicated how my point of view differs from the points of view held by other writers?

- *[Review slide content]*

## Slide 10

### Tips: Use of materials

- Am I sure that all my quotations, paraphrases, and summaries are accurate?
- Am I sure that my references are accurate?
- Is my final bibliography or works cited accurate?
- Is my documentation in the proper form – as per journal instructions?



- [Review slide content]

[Image source: Microsoft clipart image File: Write-for-Us-Image.jpg]

## Slide 11

### Tips: Organization

- Does my introduction get my readers' attention and prepare them for what is to come?
- Are my paragraphs too short or too long?
  - Are they unified, coherent, and well-developed?
  - Are they relevant to the manuscript?
  - Does each paragraph follow the preceding one logically with good transitions?

- [Review slide content]

## Slide 12

### Tips: Spelling, punctuation, and mechanics

- Is my manuscript neat and understandable?
- Does it have adequate margins and appropriate page numbers and headings?
- Are spelling and capitalization accurate and consistent?
- Have I found and corrected punctuation and sentence errors – commas, sentence fragments, and run-on sentences?
- Are direct quotations properly introduced, spaced, and punctuated?

- [Review slide content]

## Slide 13

### Critically review and finalize the abstract

- Check again for internal consistency
- Make sure the abstract is **fully consistent** with the body of the article



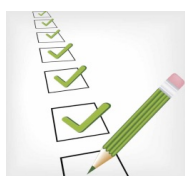
- [Review slide content]

[Image source: Microsoft clipart image  
File:Essay.svg-Wikipedia]

## Slide 14

### Attend to details per journal requirements

- Sequence of parts
- Formatting
- Word count
- Key words
- Running head
- Corresponding author
- Acknowledgments
- Funding statement
- Disclaimers



- [Review slide content]

[Image source: Kozzi-  
vector\_image\_of\_a\_checklist-1492x1407-  
1024x964.jpg]

## Slide 15

### Journal's response and responding to the journal

1. Acknowledgment of receipt
2. Internal review
3. External review
4. Comments from editors/referees
5. Responding to the comments
6. Writing the cover letter
7. When to contact the editor

- [Review slide content]

## Slide 16

### Acknowledgment of receipt

- Usually by email
- Usually within minutes
- Usually indicates how long you'll have to wait for a decision
- Mark your calendar

- [Review slide content]

## Slide 17

### Internal review

- Journal may reject your paper without external review. If so, **immediately** go to second journal
- Possible reasons for in-house rejection:
  - Topic is not appropriate for the journal's audience
  - Journal recently published papers on similar topics
  - Did not follow journal's instructions for authors
  - Article is poorly written
- If your paper is selected for external review:
  - Congratulations! You've made it past the first hurdle!
  - Editor will probably indicate how long you'll have to wait for a decision (Mark your calendar!)

- [Review slide content]

## Slide 18

### External review

- Typically three reviewers
- Review includes cover letter from editor plus comments from reviewers
- Reviewers advise the editor; the editor decides to publish or not
- Editor may invite you to revise and resubmit, taking into account reviewers' comments
- If the paper is rejected, go to second target journal

- [Review slide content]

## Slide 19

### Comments from the editor and reviewers

- Some comments will be thoughtful and helpful
- Some will be naive, uninformed, tangential, derisive, hostile, sarcastic or just plain wrong
- For each comment decide whether you need to:
  - Revise the text, tables, figures?
  - Extend your literature review?
  - Conduct additional data analysis?

- *[Review slide content]*

## Slide 20

### Responding to the comments

- Wait a day or two (until your blood stops boiling) and reread comments
- Discuss with coauthors/trusted colleagues to identify substantive content that may improve the paper
- Respond to every comment one by one
- Start by working on requests to revise the text; this is easier than tracking down additional references or performing additional analyses
- You may need additional data analysis or literature review – don't rule this out

- *[Review slide content]*

## Slide 21

### Responding to the comments (2)

- Be grateful for those comments that are truly helpful ("attitude of gratitude")
- Incorporate them carefully into your revised manuscript
- Don't fret over comments that aren't helpful; respond to each comment respectfully
- Submit your revised manuscript within the time frame that the editor requests
- If you need more time, contact the journal

- *[Review slide content]*
- Don't fret over comments that aren't helpful, but you still must respond to each comment respectfully, even stupid ones.

## Slide 22

### Writing the cover letter

- Make it easy for the editor to refer back to the referees' comments:
  - Repeat each comment
  - Write your response underneath, marked "RESPONSE"
- Make it easy for the editor to identify revised passages in the revised manuscript
  - Use page and line numbers
- Express your sincere gratitude to the editor for the valuable feedback

- *[Review slide content]*

## Slide 23

### When to contact the editor

- To confirm the status of your paper after an extended period without communication from the journal
- To discuss a possible appeal if you receive a review that you and your colleagues/coauthors consider unfair or incompetent or conflicted
- Editors appreciate calls from authors who express legitimate concerns about the review process, but not from irate authors of marginal papers

- *[Review slide content]*

## Slide 24

### Summary

- Achieving a well-written manuscript usually requires multiple revisions
  - Save and date each version
- Have more than one journal in mind for submitting your manuscript in case rejection received
- Review and comply with the target journal instructions to authors

- *[Review slide content]*
- *[END]*