

# Submission and Final Touches

## Online course learning objectives

This course will supply learners with all the information needed to finalize a journal article to the highest possible standard in order to maximize chances of publication. It will also suggest resources and supporting sites to assist with submission.

### This course will help learners to:

- Understand the requirements of submission guidelines and apply these to their final article draft.
- Recognize their responsibilities as an author and how to carry these out to prepare a manuscript for submission.
- Acknowledge and comply with key ethical standards when writing and submitting a journal article.
- Take the necessary steps to ensure all documents and paperwork are provided in accordance with ethical guidelines.
- Finalize their article to meet the editor's expectations.
- Identify the final submission stages to assemble their article and any additional documents ready for submission.

**Language:** English

**Time to complete:** 2 hours

**Level:** Beginner

## Online course full syllabus

### MODULE ONE: PREPARING YOUR PAPER FOR SUBMISSION

This module will look at the importance of submission guidelines and how to prepare an article to meet these requirements to be successful at the submission stage of the publishing journey.

Topics:

1. Submission guidelines
2. Author responsibilities prior to submission

# Submission and Final Touches

## **MODULE TWO: PUBLICATION ETHICS CONSIDERATIONS**

Learn how to take the necessary steps to ensure all documents and paperwork are provided in accordance with ethical guidelines.

Topics:

1. Abide by research ethics
2. Provide full disclosure
3. Obtain permission for all copyrighted material
4. Avoid plagiarism and duplication
5. Using visuals ethically

## **MODULE THREE: THE FINAL STEPS TO SUBMISSION**

Identify the final submission stages to help authors assemble their article and additional documents ready for submission.

Topics:

1. What editors look for upon initial submission
2. Preparing a cover letter
3. How to submit a paper to a journal