



Clinical Epidemiology,
Research Development and
Publication

Corresponding with journal & responding to reviewers

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Outline

- ☐ Corresponding author
- ☐ Cover letter
- ☐ Understanding the review process
- ☐ Revising the research & responding to reviewers



Who are corresponding authors?



How is authorship defined?

The ICMJE (International Committee of Medical Journal Editors) recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

If do not meet all of these criteria, should be acknowledged as contributors.

What is a corresponding author?

- ☐ The corresponding author is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process.
- ☐ Does not need to be the first author or a senior author.
- ☐ Articles can be published with more than one corresponding author, but only one can be accommodated by the Peer Review System.

What does a corresponding author do?

- ❑ Responsible for the manuscript as it moves through the entire publication process
- ❑ The "time keeper" during each phase of the publication process
- ❑ The primary contact between the journal and all the other authors of the paper
- ❑ Responsible for ensuring that all authors have reviewed and approved the final version of the manuscript prior to submission
- ❑ The person who uploads the manuscript to the online submission site, or sends it to the journal for peer review
- ❑ Responsible for distributing communications from the journal (e.g., decision letters, reviewers' reports)



Is this your first time to be a corresponding author?

6 simple tips that will help you:

- ❑ Ensure that substantial deadlines are met
- ❑ Prepare a submission-ready manuscript
- ❑ Put together the submission package
- ❑ Get all info about the author correct
- ❑ Ensure ethical practices are followed
- ❑ Take the lead on open access



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Cover letter

Why does a good cover letter matter?

- ☐ A opportunity to highlight the significance of your research and “sell” its concept to the journal editor
- ☐ Can help your paper reach the next stage of the process → peer review



When cover letters are not useful

NATURE Editor



Dear Editor,

*It is our pleasure to submit
the manuscript "..." to
Science.*

*Best wishes,
The authors*



Dear Editor,

***COPY + PASTE abstract &
Introduction***

*Best wishes,
The authors*

Dear Editor,

*It is not clear why a cover
letter is required except to
fulfill the silly British
preoccupation with
letterhead and other
emblems of status.
Please accept my
correspondence.*

Sincerely,



How to write a 'good' cover letter?

- ❑ First thing: follow your target journal's guide/instructions for authors
- ❑ Key points to include:
 - Editor's name (when known)
 - Name of the journal you are submitting to
 - Your manuscript's title
 - Brief description of the research you are reporting in your paper, why it is important, and why you think the readers of the journal would be interested in it
 - Confirmation that you have no competing interests to disclose
 - Statement that your paper has not been previously published and is not currently under consideration by another journal
 - Corresponding author contact information

How to write a 'good' cover letter?

❑ Things to avoid:

- Don't copy your abstract into your cover letter
- Don't use too much jargon or too many acronyms
- Don't write a novel and avoid too much details
- Avoid any spelling and grammar errors
- Avoid humor



Cover letter example



Clinical Epidemiology,
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Oral Diseases Editorial Office
John Wiley & Sons Ltd
9600 Garsington Road
Oxford
OX4 2DQ
UK
E-mail: odiedoffice@wiley.com

October 22, 2018

Dear editor,

Please find enclosed our manuscript entitled “**Radical vs conservative treatment of intraosseous ameloblastoma: systematic review and meta-analysis**”, which we would like to submit for consideration as a review article in *Oral Diseases*.

In this manuscript, we found statistically significant differences in recurrence favoring radical treatment for both unicystic and solid or multicystic ameloblastomas. Solid or multicystic type showed more recurrences than the unicystic type. This study is the first review assessing the risk ratio of recurrence comparing radical versus conservative treatment of unicystic ameloblastoma. We believe these findings will be of interest and importance for all physicians who treat patients with ameloblastoma.

Cover letter example



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We declare that this manuscript is original, has not been published before and is not under consideration for publication elsewhere. We have no conflicts of interest associated with this publication. As the corresponding author, I confirm that this manuscript has been read and approved for submission by all the named authors.

Thank you for your consideration.

Yours sincerely,

Faqi Nurdiansyah Hendra

The contact information of the corresponding author:

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Additional resources

- <https://www.springer.com/gp/authors-editors/authorandreviewertutorials/submitting-to-a-journal-and-peer-review/cover-letters/10285574>
- <http://www.nature.com/ni/journal/v9/n2/full/ni0208-107.html>
- <http://blogs.nature.com/methagora/2013/09/how-to-write-a-cover-letter.html>
- <https://apastyle.apa.org/style-grammar-guidelines/research-publication/cover-letters>
- <http://www.biosciencewriters.com/Writing-Cover-Letters-for-Scientific-Manuscripts.aspx>

Outline

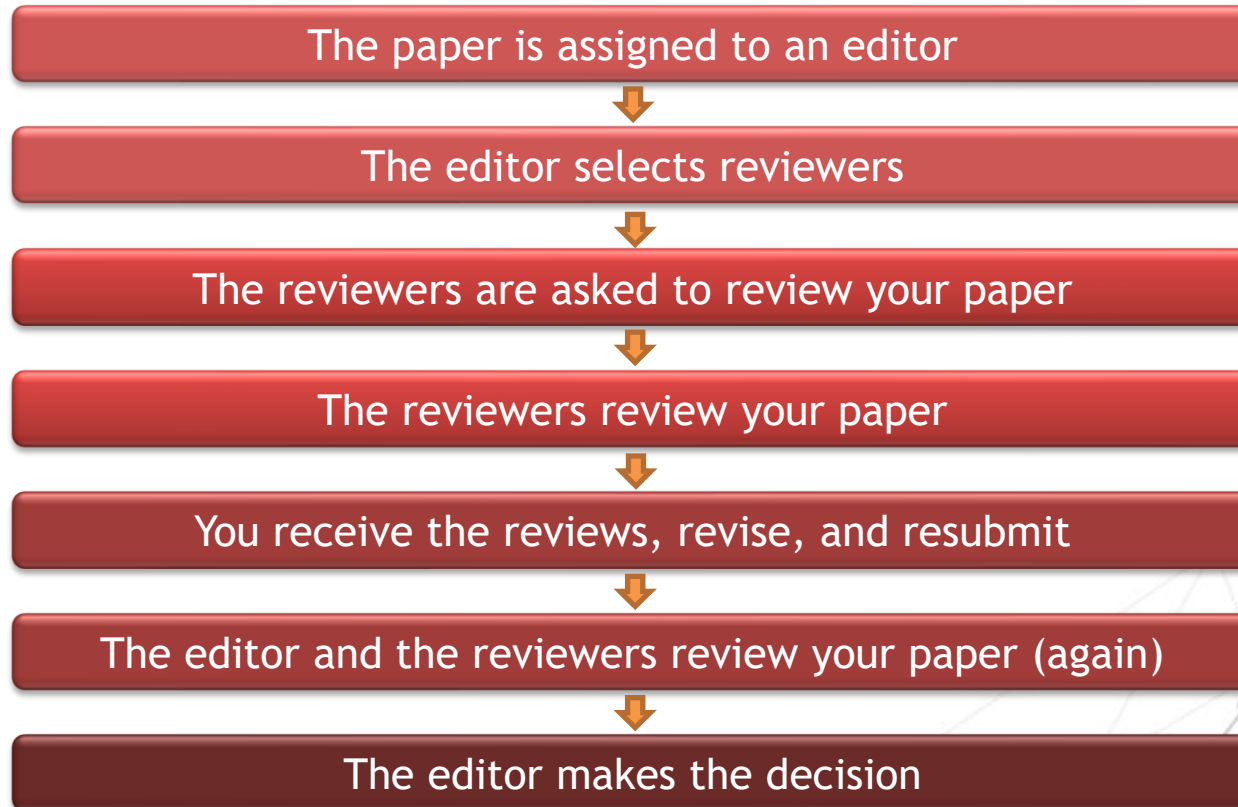
- ☐ Corresponding author
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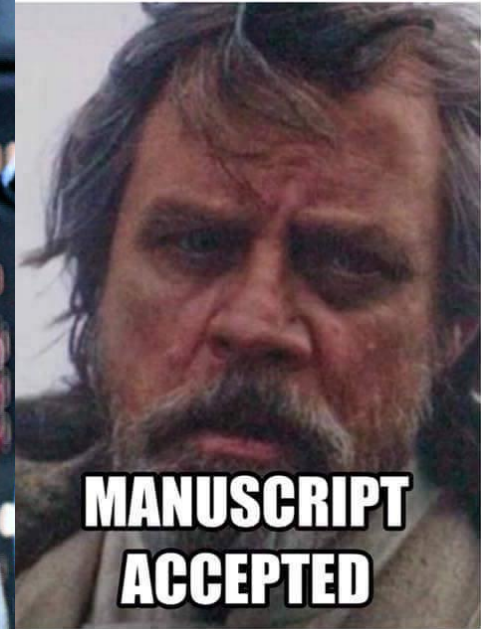
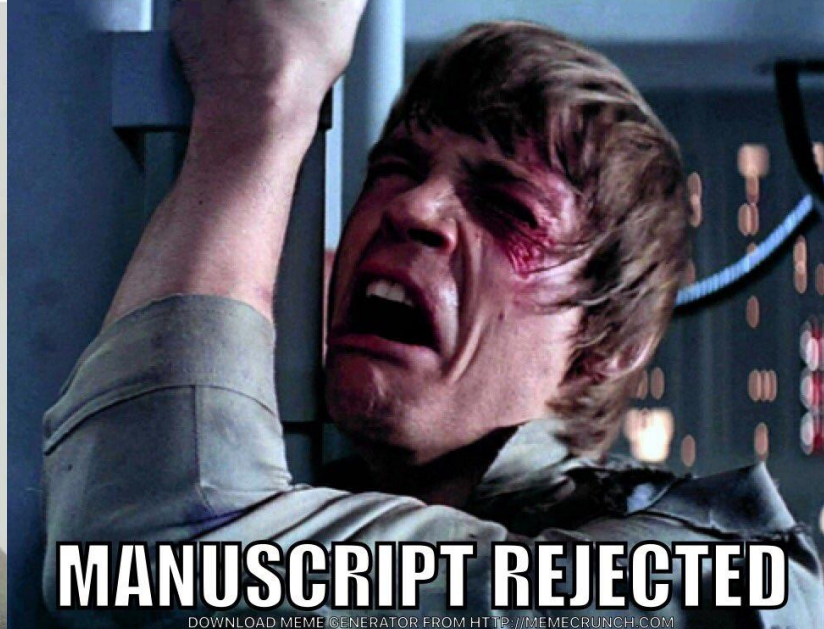
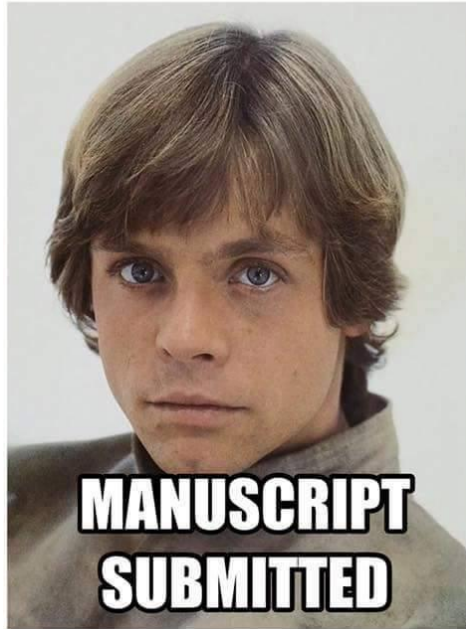


Decision Process



The Review Process





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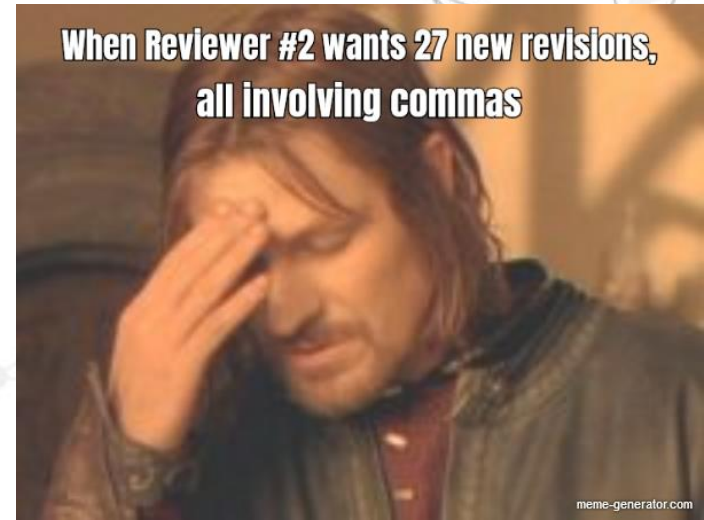
Revising the paper & responding to reviewers

❑ Reviewer's comment

- Range from mostly (+) to mostly (-) or anywhere between
- Can be brief or can be pages long
- Mostly in good structure but sometimes be confusing or not clear

❑ Many writers especially that being reviewed for first time are shocked at the amount of comments and requests

When Reviewer #2 wants 27 new revisions,
all involving commas



Digesting the review

1. **Read** the comments **once**, and then file them in a safe location
2. **Take a break**
3. **Read** the comments **again carefully**
4. **Discuss** with your co-authors and **create a plan** to reply



**KEEP
CALM
AND
TAKE
YOUR TIME**

Revising the paper

- ❑ Grouping the comments into **two** categories: **easy** and **difficult** changes
- ❑ Easy to change comments:
 - Adding the references
 - Providing contextual details
 - Providing further explanations of concepts
 - Developing the methodology further

Revising the paper

❑ Difficult to change comments:

- Gathering further data
- Restructuring the paper
- Articulating the significance of the paper more clearly
- Challenges to your analysis



How to respond to reviewers' comments?

- ❑ Appreciate the reviewer's and editor's works
- ❑ Address all points raised by the editor and reviewers and give point-by-points responses
- ❑ Perform any additional experiments or analyses the reviewers recommend
- ❑ Provide a polite and scientific rebuttal to any points or comments you disagree with
- ❑ Differentiate between reviewer comments and your responses in your letter
- ❑ Clearly show the revisions in the text



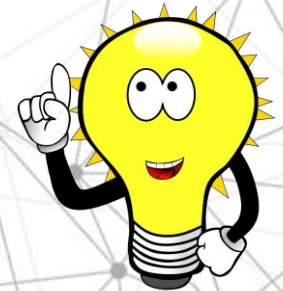
Answer
completely

Answer
politely

Answer
with
evidence

Useful phrases to begin your replies

- ❑ We agree with the reviewer that ____, but...
- ❑ The reviewer is right to point out ____, yet...
- ❑ In accordance with the reviewers wishes, we have now changed this sentence to__.
- ❑ Although we agree with the reviewer that...
- ❑ It is true that____, but...
- ❑ We acknowledge that our manuscript might have been ____, but...
- ❑ We too were disappointed by the low response rate...
- ❑ We agree that this is an important area that requires further research...
- ❑ We support the reviewer's assertion that ____, although...



Response to reviewers example



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RESPONSE TO THE REVIEWERS COMMENTS

Manuscript No. : ODI-10-18-RA-6631

Title : Radical vs conservative treatment of intraosseous ameloblastoma:
systematic review and meta-analysis

We would like to thank the reviewers for the thorough review of our manuscript, the encouraging words, and his/her helpful comments. We have addressed all comments as suggested by the reviewers in our manuscript, as indicated below.

REVIEWER 1

Comment 1: The authors may want to consider specifying when was the last data search performed and the dates of coverage as requested by the PRISMA guidelines.

Response: We have now added the date of last search in the manuscript (page 4, line 29-30) as suggested.

Comment 2: Can the authors consider adding a list of excluded papers with reasons or specify why they have excluded relevant papers which were indeed included in previous systematic reviews (e.g. Leider et al, 1985; Lee et al, 2004; Curi et al, 1997; Al-Khateeb et al, 2003)?

Response: We have now added the list of excluded articles with the reason for their exclusion in Supplementary table 1. We have included 2 articles (Leider et al, 1985 and Lee et al, 2004) and made new calculation and new graphics (Figure 1, Figure 2, and Figure 3).

Response to reviewers example



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REVIEWER 2

Comment 1: The authors performed a systemic review with regard to the recurrence rate of ameloblastoma's and showed that radical treatment resulted in less recurrences than conservative treatment. In general, the review is well performed, but, as ameloblastoma's are a rather rare disease, it is a pity that the authors restricted themselves to the English literature. Probably, as most of their studies are also retrospective studies, there might be some good studies in, e.g., the French, German or Spanish literature. Moreover, pooled recurrence rates are given, but how was the factor time involved in these recurrence rates as some studies reported on a very short follow-up. Can a factor time be added to the recurrence rates reported? And does the time after treatment until a recurrence has developed differ for the various types of ameloblastoma's reported? There is no discussion about when a recurrence occurs after treatment of the various types of ameloblastoma's. Neither, whether the way conservative treatment was performed in the various studies may be a factor in the risk of developing a recurrence.

Response: Thank you very much for the comment. Unfortunately, we could not add the factor time of recurrence rates and describe when the recurrence occurs after the treatment of the various types of ameloblastoma because the lack of information from the included studies. We have added a comment about this in the limitation of study (Discussions section) on page 10, line 9-11. Regarding the way conservative treatment was performed (treatment modality) in the various studies were shown in Supplementary table 2 for solid/multicystic type, and in Supplementary table 3 for unicystic type. Unfortunately, we could not stratify the results due to the strong diversity in approaches (page 8, line 3-6 and line 21-24).

Response to reviewers example



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Dear Dr. Petti,

Thank you very much for the positive decision letter dated 13th of October 2018 and for the thorough review of our manuscript, the encouraging words, the helpful comments, and the opportunity to resubmit a revised copy of our manuscript: ODI-10-18-RA-6605 "Global incidence and profile of ameloblastoma: a systematic review and meta-analysis". We have addressed all comments as suggested by you in our manuscript, as indicated below.

Comment 1- Meta-analytic method. Incidence rate is binomially distributed (presence/absence of ameloblastoma). Therefore, in studies reporting incidence rates close to zero the variances are squeezed toward zero and the weights toward infinity. These studies yield artificially higher impact on the pooled incidence rate estimate than other studies that report rates farer from zero. Although the random-effects model was used, that alleviates the importance of inverse variance weighting, this meta-analysis must account for this problem transforming the binomial distribution into continuous (I used the arcsine transformation in my study on global traumatic dental injury prevalence and incidence, see Petti et al, Dent Traumatol| 2018, but several other transformations are possible).

Response: Thank you for this excellent suggestion. We have recalculated the pooled incidence rate using the Freeman-Tukey double arcsine transformation with random-effects model. The details of changes can be seen on page 5, "Summary Measures and Synthesis of Results" section, line 2-6, and page 7, line 5-7 in the revised manuscript. We also added a new figure (forest plot) for the pooled incidence rate of ameloblastoma (Figure 2).

Conclusions

- ❑ the corresponding author has primary responsibility for correspondence with the journal
- ❑ A good cover letter can help to “sell” your manuscript and reach the next stage of the process
- ❑ Keep calm and take your time to digest and react to the reviewer’s comments
- ❑ Three golden rules of responding to reviewers: answer completely, answer politely, and answer with evidence

References

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