

Communication scientifique, écrite et orale, en langue anglaise

Eighth session

The final stage of publishing

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1. Questions on previous session

Where do you position the caption of a Table/Figure?

From what direction has to be readable any writing in a figure?

What is the page number of the front page of the manuscript?

What is the way to make a reference in the Abstract?

What is a “covering letter”?

What is the length of a “full-length” paper?

What is the job of a Referee?

Who can be a Referee?

What does “MS” mean?

2. The final stage of publishing

Proofs

The Proof is prepared by the Printer; this is the intended format of the paper in the journal. It is sent to the Corresponding Author for final verification and approval.

The purpose of the Proof is making final corrections and not a revision of the paper by the Authors. It is prepared for a quality control of the printing.

Some very minor additions, nevertheless, are possible. However, if they extend a certain limit, the Printer will charge you.

The corrections have to be made by hand, at two places: in the text and also in the margin on the same line where the error occurs.

Frequently used proofreaders' marks¹:

Instruction	Mark in text	Mark in margin
Capitalize	He <u>e</u> la cells	cap
Make lower case	the P enicillin reaction	l.c.
Delete	a very good reaction	v
Close up	Mac D onald reaction	∩
Insert space	lymph n ode cells	#
Start new paragraph	in the cells. ¶ The next	¶
Insert comma	in the cells, after which	↗
Insert semicolon	in the cells, however	;
Insert hyphen	well [^] known event	=
Insert period	in the cells. Then	⊙
Insert word	in [^] cells	#the#
Transpose	proof r ead ^r	tr
Subscript	CO ₂	2
Superscript	³² P	32
Set in roman type	The <u>bacterium</u> was	rom
Set in italic type	<u>P. aeruginosa</u> cells	ital
Set in boldface type	<u>Results</u>	b.f.
Let it stand	a very good reaction	stet

The Printer verifies carefully the format of the paper. It is especially true for the Reference list, which is usually not in perfect order. For example, if you make a reference to a paper “in press” they will ask you the exact reference.

¹ Robert A. Day, „How to Write & Publish a Scientific Paper”, Oryx, 5th Edition, 1998

Sometimes you would like to add a new reference to the list. It is possible; however, do not try to renumber all references for this purpose. It is sufficient to insert the new reference like this: “17a”, which means that it is between 17 and 18.

It can also happen that some new important paper has been published in the topic of your paper between the acceptance and the Proof, and you would like to discuss it in your paper. It is also possible, but not in the main body text. For this purpose, you can prepare a small section, which will be put at the end of the paper and called “Addendum in Proof”.

It is important to watch for the *location* of the figures in the Proof. The Printer chooses the size and the place of the figures but you may disagree with their decision. (After all, it is your name, which is printed on the paper!) It is also important to verify the *quality* of your printed figures, especially when they are micrographs.

Copyright

When the paper is accepted for publication, you receive also a copyright format. It has to be filled out and sent back to the Editor. When there is more than one author, it is usually enough that one of the authors signs the copyright. Some journals, however, ask for the signature of all authors. By signing the copyright, you transfer the right of publishing to the Editor. It means that for publishing purposes, he will own the paper. Not even you can publish a part of the paper (a figure, for example) at another place, without the permission of the Journal.

Reprints

When the paper is printed, you receive some free reprints of the paper (in the order of about 25-50). These are for distribution by you. You may construct a mailing list of possible interested people and send them a copy together with a letter. In that letter, you may recall the main results of the paper shortly and ask the addressee to make comments on your paper, if he/she wants to. Some scientists would do such mailing even before the paper is accepted for publication.

You can also order more reprints from the printer (on top of the free-ones). They would cost some money. Many people did that in the past. Now it has less interest because of the easy possibility of copying a paper. Strictly speaking, however, it is forbidden to make a copy from a journal. It can

only be done with the Editor's permission. This is why the extra reprints are important. Many papers can also be downloaded directly from Internet.

3. Examination of manuscripts sent for publication

Verification of the rules learnt during the course on the construction of manuscripts and printed papers.