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National Centre
for Information Support of Research,
Development, and Innovation

My First Scientific Article

Tips on writing an article for early career researchers

Barbora Šátková, Alena Dvořáková

27 October 2026

CC BY

The project National Centre for Information Support of Research, Development and Innovation with the identification code MS2101 is implemented with the support of the Ministry of Education, Youth and Sports.

Learning objectives

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- Understand the role and importance of scientific communication in academia,
- Introduce the publishing and peer review process and its significance in maintaining academic standards,
- Understand my place in the publication process – where I am in the process, what is the expected/required timeline, what needs to be done.

Barbora Šátková

- Ing. Analytical Chemistry, UCT Prague
- NTK Information Specialist

Alena Dvořáková

- Ing. Biochemistry, UCT Prague
- Ph.D. English Literature, Charles University
- Experience in academic teaching and publishing in Czech and English
- NTK Information Specialist

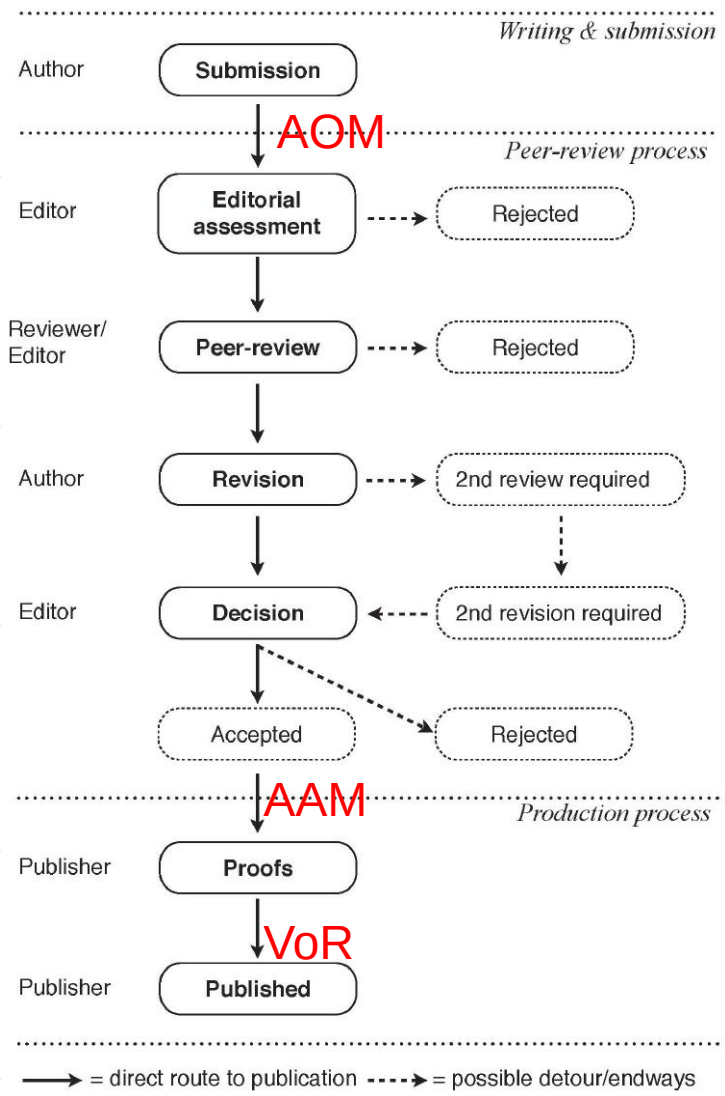
Part I: Publication process

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Learning objectives:

- Get familiar with the publication process for a scientific article.
- Learn how to choose a journal.
- Learn how to navigate the peer review process.

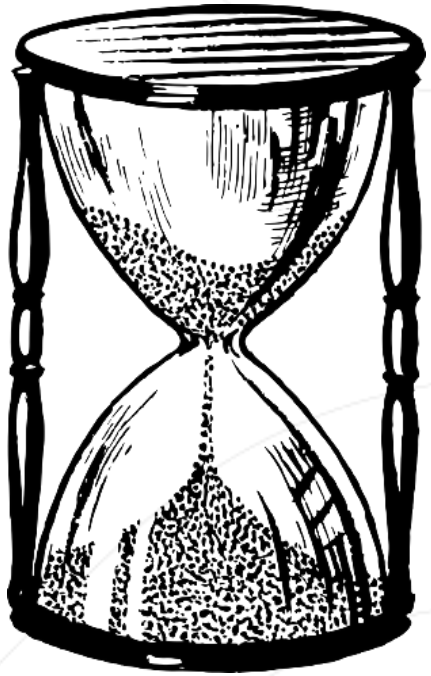
Publication process overview



AOM = Author original manuscript

AAM = Author Accepted Manuscript
VoR = Version of Record

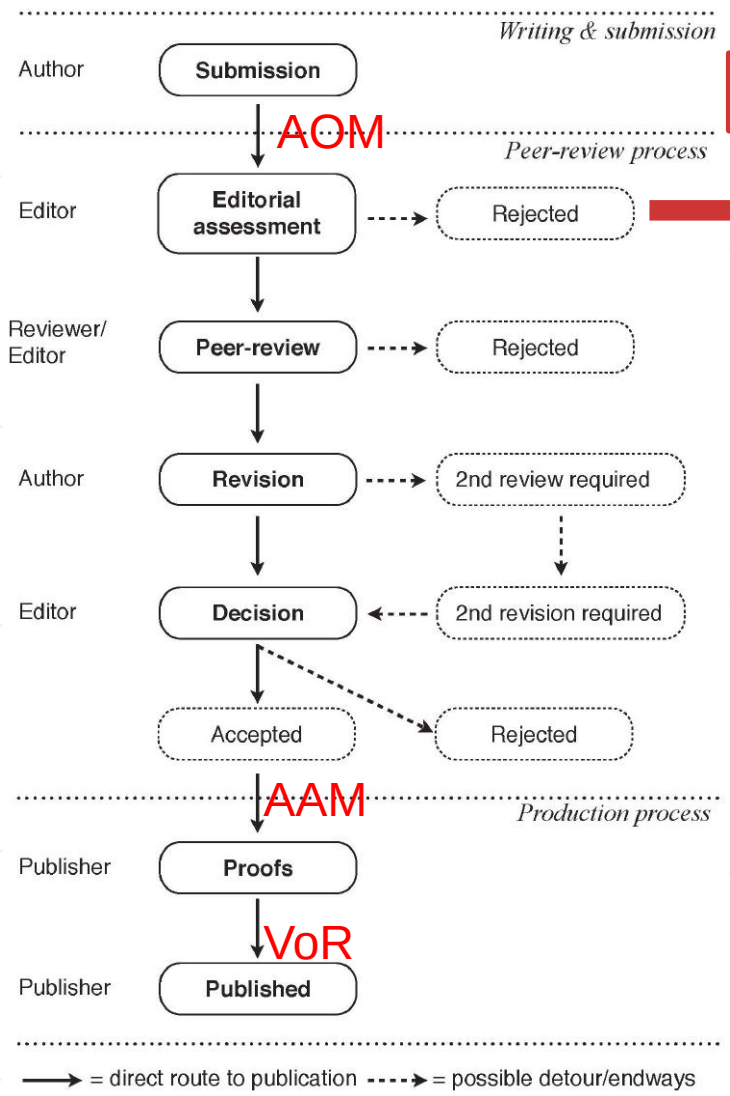
It takes time!



Tress, G., Tress, B., & Saunders, D. A. (2014). How to write a paper for successful publication in an international peer-reviewed journal. *Pacific Conservation Biology, 20*(1), 17-24. DOI: 10.1071/PC140017

See also: https://guides.lib.berkeley.edu/publish/editorial

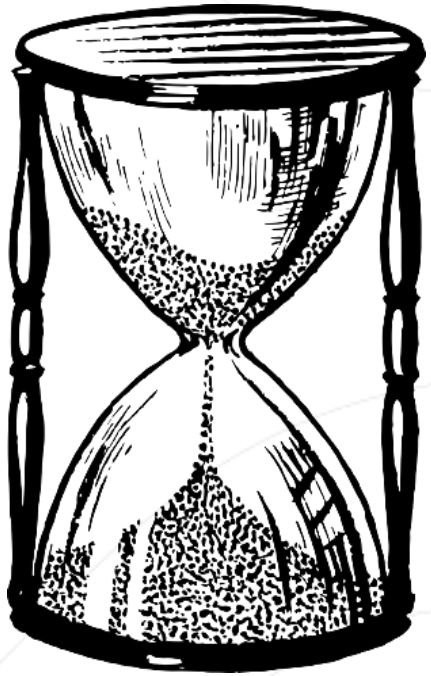
Publication process overview



AOM = Author original manuscript

→ "First decision"

It takes time!

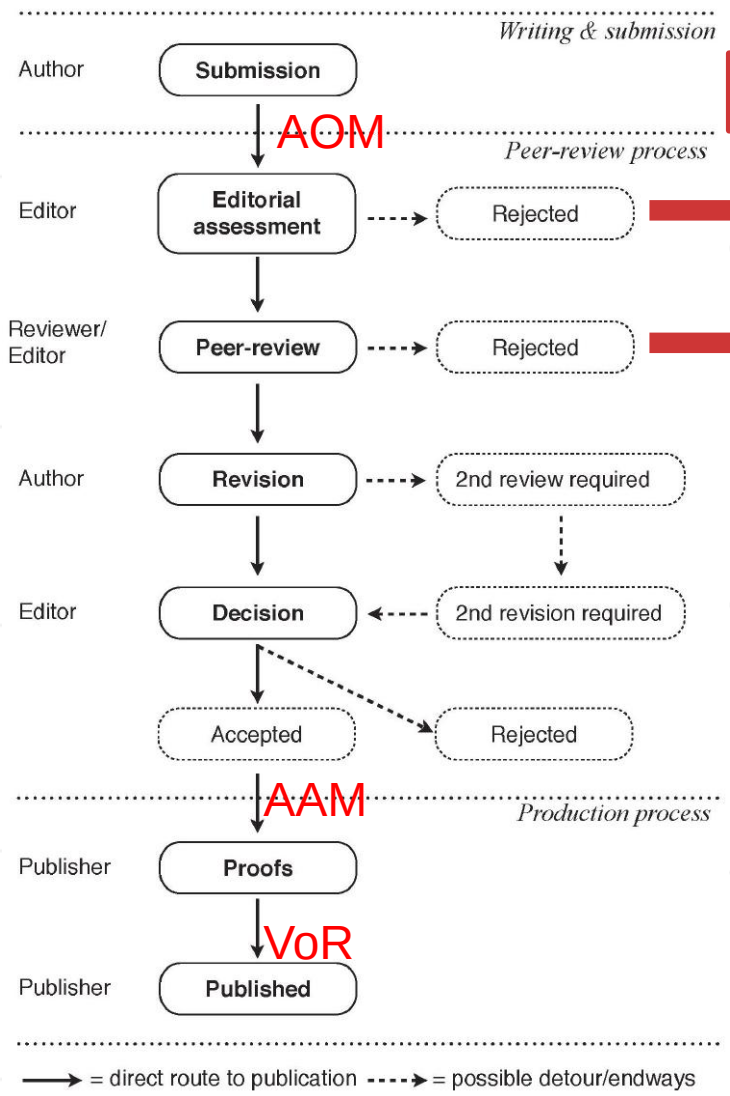


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See also: https://guides.lib.berkeley.edu/publish/editorial

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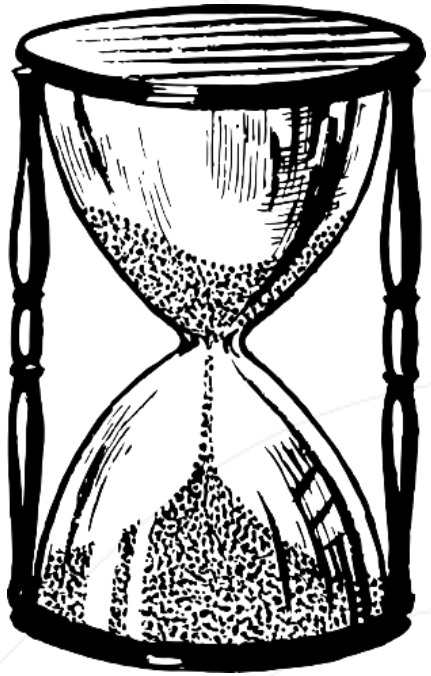


AOM = Author original manuscript

→ "First decision"

→ "First decision after reviews"

It takes time!

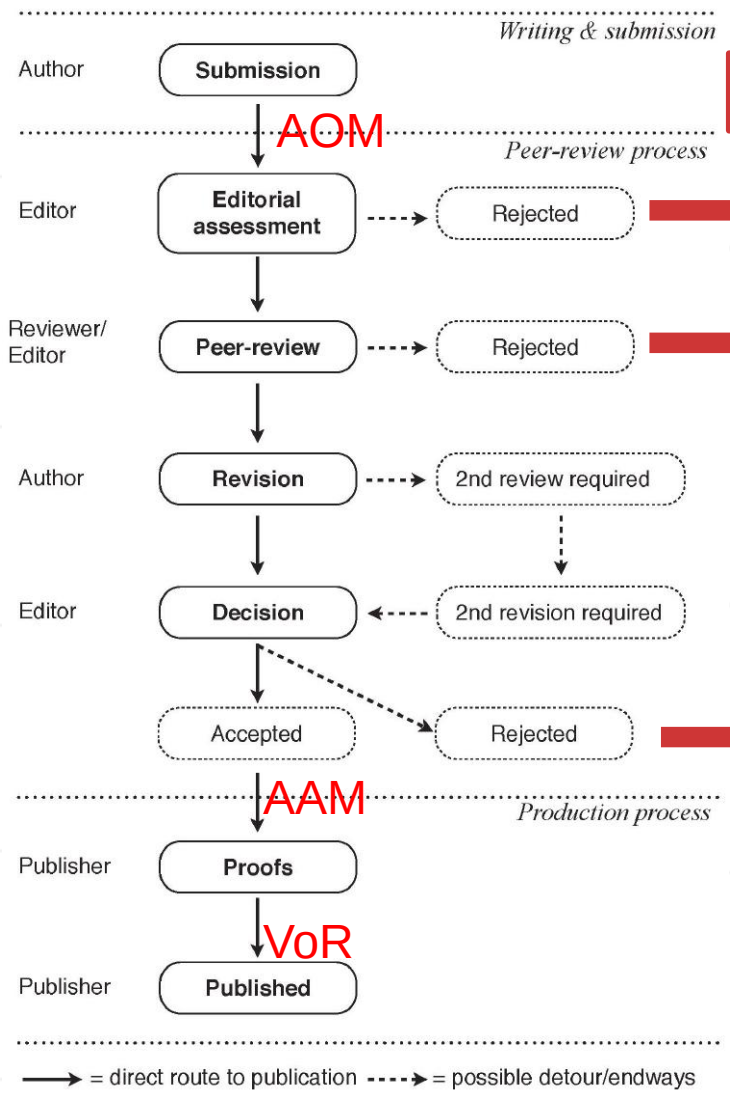


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Publication process overview



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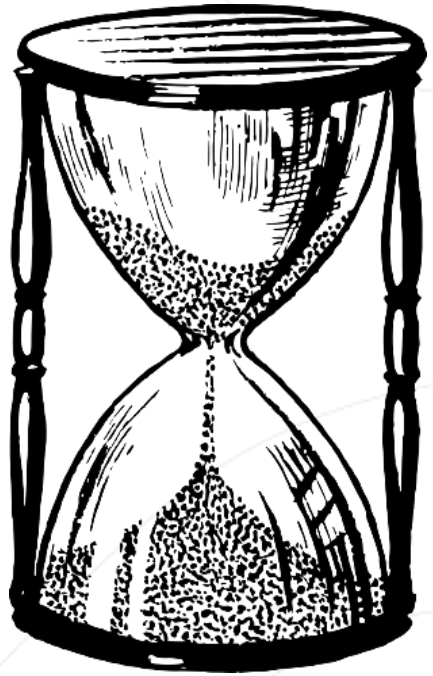
"First decision"

"First decision after reviews"

"Final decision"

AAM = Author Accepted Manuscript
VoR = Version of Record

It takes time!



Tress, G., Tress, B., & Saunders, D. A. (2014). How to write a paper for successful publication in an international peer-reviewed journal. *Pacific Conservation Biology, 20*(1), 17-24. DOI: 10.1071/PC140017

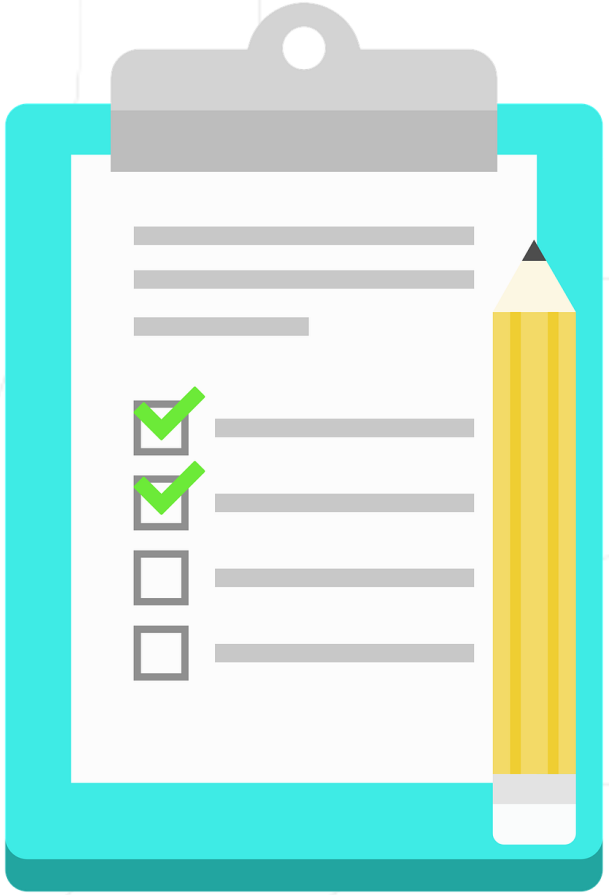
See also: https://guides.lib.berkeley.edu/publish/editorial

Before you submit:

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1. Figure out the requirements for your study/work.
2. Decide on the type of manuscript you're writing.
3. Choose a journal carefully: **you can only submit the same manuscript to ONE journal at a time.**
4. Write the manuscript – see Part II of this webinar. ☺
5. Format the manuscript, add a cover letter, and so on.

+ Getting an ORCID iD



Requirements for your PhD or career

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- Type of manuscript; language (do you need to publish in English?)
- Indexing – WoS, Scopus
- Impact factor, quartile
- Open Access? License?

Developmental and Cell Biology Study Programme, Faculty of Science, Charles University

Publication prerequisites:

The applicant must be an author/ co-author of at least two papers accepted in peer-reviewed journals indexed in the Web of Science (preferably with IF above the research field median) and should be a first author on at least one publication (shared first authorship should be communicated *ex ante* with the Board). In exceptional and warranted cases, the Board may decide otherwise; an example of such situation may be one excellent first author publication.

Faculty of Finance and Accounting, Prague University of Economics and Business

Primary obligations are set by the Decree of the Dean 1/2014 and the ISP:

1. Students are obliged to regularly publish in professional periodicals in which contributions are subject to a review procedure (hereinafter referred to as "professional peer-reviewedpapers"). The minimum number of professional peer-reviewedpapers for students is as follows:
2. a) onepaperby the date of submission of the application for the state doctoral exam,
3. b) in total twopapersfrom the beginning of the doctoral study to the date of submission of the application for the defence of the dissertation. The student must publish at least one paper in a journal registered with the Web of Science or Scopus database.

Choosing a journal

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- **Ideally before you even start writing.**
- Where do your supervisor or your peers publish?
- Which journals are you reading or citing in your work?
- Check databases such as Web of Science, Journal Citation Reports, Scopus.
- Sample recommender services from individual publishers:
  - Elsevier Journal Finder
  - WoS Manuscript Matcher
  - Taylor & Francis Journal Suggester
  - IEEE Publication Recommender

Searching for and Evaluating Journals and Conferences

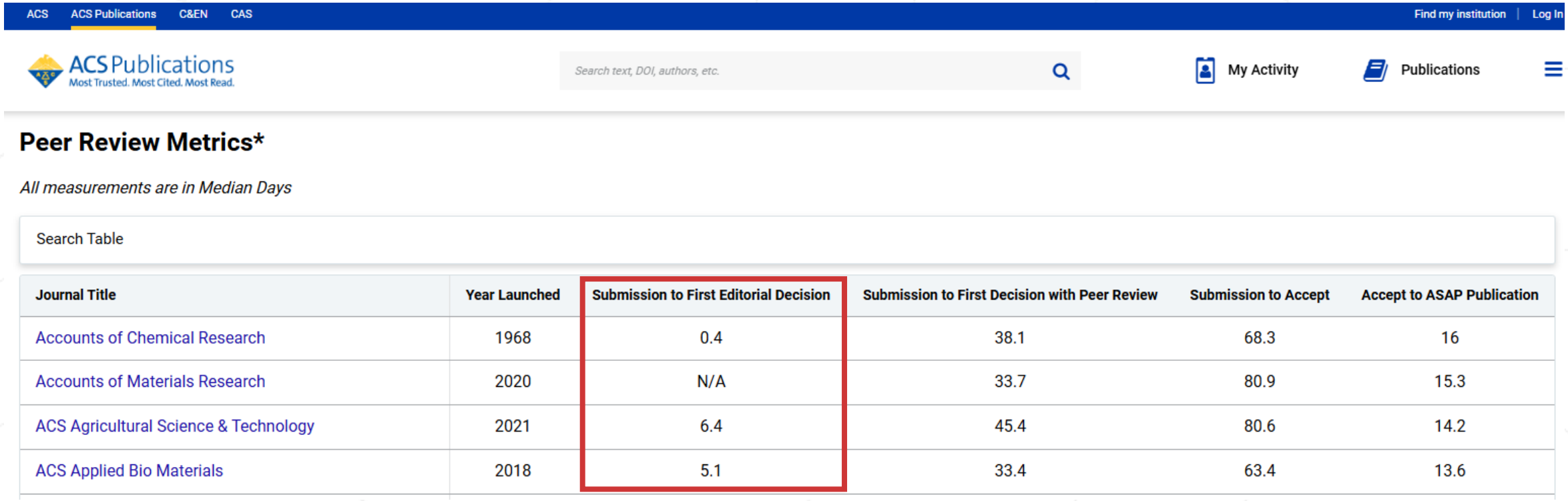
December 1, 2026



Choosing a journal

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- Example of publication timelines in chemistry. Timelines are highly discipline-specific!



Peer Review Metrics*

All measurements are in Median Days

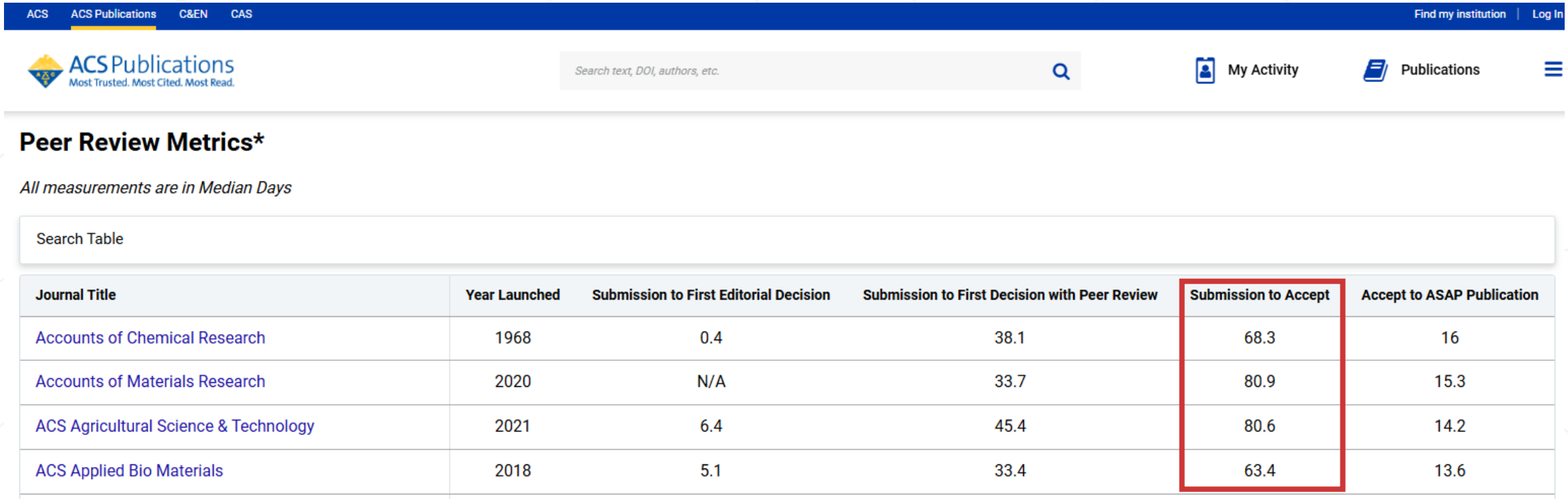
Search Table

Journal Title	Year Launched	Submission to First Editorial Decision	Submission to First Decision with Peer Review	Submission to Accept	Accept to ASAP Publication
Accounts of Chemical Research	1968	0.4	38.1	68.3	16
Accounts of Materials Research	2020	N/A	33.7	80.9	15.3
ACS Agricultural Science & Technology	2021	6.4	45.4	80.6	14.2
ACS Applied Bio Materials	2018	5.1	33.4	63.4	13.6

Choosing a journal

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- Example of publication timelines in chemistry. Timelines are highly discipline-specific!



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Accounts of Materials Research	2020	N/A	33.7	80.9	15.3
ACS Agricultural Science & Technology	2021	6.4	45.4	80.6	14.2
ACS Applied Bio Materials	2018	5.1	33.4	63.4	13.6

Note on timelines

- Each article is different: nobody can tell you in advance how long the publication process will take.
- Check the instructions for authors, FAQs, and articles already published.



ARTICLE

Open Access Journal

Beyond Digital Literacy: Exploring Factors Affecting Digital Performance of University Staff

Carmen Koch and Fiona Fehlmann

IAM Institute of Applied Media Studies, Zurich University of Applied Sciences (ZHAW), Switzerland

Correspondence: Carmen Koch (carmen.koch@zhaw.ch)

Submitted: 8 July 2024 Accepted: 13 September 2024 Published: 23 January 2024

Source: Media and Communication (ISSN: 2183-2439)

Tips and tricks

- Follow instructions – correcting mistakes takes time.
- Meet deadlines (or submit revisions early, if you can ☺).
- Check your spam folders from time to time: automatic emails from online submission systems are often marked as spam.

Choosing a journal: OA and funding

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- Does the journal require an **article processing charge (APC)**? Do you have funding?
- **Open Access**:
  - **Green**: author puts the published article or pre-print in an openly accessible repository (institutional repository, arXiv). Always check your target journal/publisher's rules on "auto-archiving" AOM/AAM/VoR first!
  - **Gold**: authors pay an APC, then an article is made freely available by the publisher (optional in some journals = hybrid journals)
  - **Diamond/Platinum**: article is made freely available, authors do not have to pay APC (usually funded by external sources)

Watch out for:

- Clashes between multiple affiliations or funders (compatibility of requirements?)
- **Secondary publication rights**: new statutory requirements in Czech law expected Jan 2027!

Learn more about Open Access

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Open Access Publishing course from Open Plato
ACS Publications: A Step-by-Step Guide to OA

Národní platforma Open Science

Choosing a journal

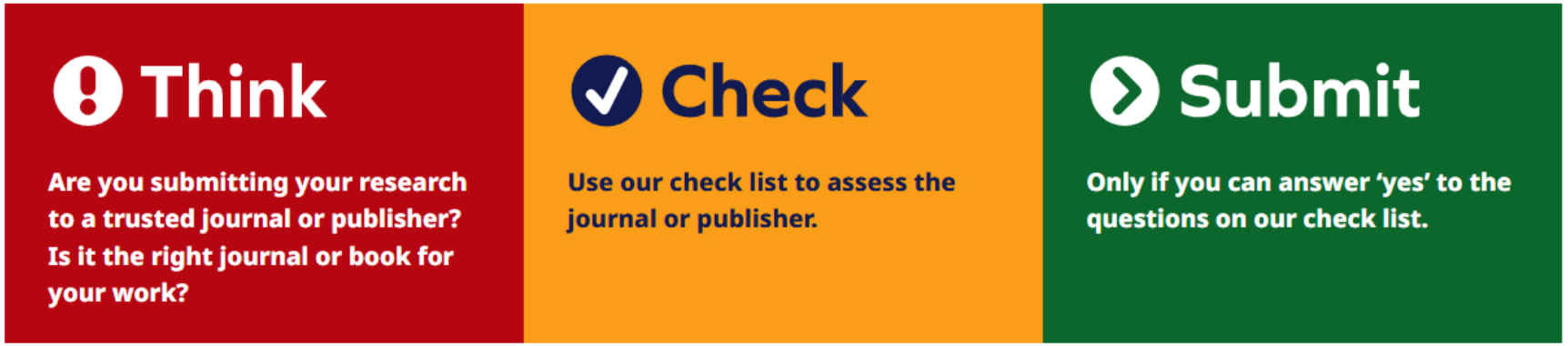
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- Tokens
  - An option for funding OA articles
  - See whether there are available tokens for your institution and selected journal on the CzechELib website
  - For information about eligibility, contact your institution's OA administrator
- Selected contacts:
  - CTU: openaccess@cvut.cz
  - CUNI: openaccess@cuni.cz
  - CZU: openaccess@lib.czu.cz
  - UCT Prague: openaccess@vscht.cz

Choosing a journal: note on predatory journals

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- Predatory journal = journal focused more on financial gain than on quality scientific communication:
  - Do not trust emails promising fast publication (within the matter of days).
  - Check the quality of published content.
  - Find resources online (check out our NTK Guide to Predatory journals):



Source: https://thinkchecksubmit.org/

Example of predatory journal emails

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Journal of Veterinary Physiology and Pathology

ISSN: 2821-0328

DOI Prefix: 10.58803

Publish in less than one month

Dear Respected Colleague,

Hope this mail finds you well.

Journal of Veterinary Physiology and Pathology (JVPP) is a peer-reviewed journal dedicated to publishing and disseminating high-quality scientific research work in all fields of veterinary.

The scope of the journal contains *animal reproduction and production, parasitology, endocrinology, microbiology, immunology, pathology, physiology, pharmacology, epidemiology, molecular biology, immunogenetics, surgery, virology, physiology, vaccination, gynecology, exotic animals, animal diseases, radiology, ophthalmology, dermatology, oncology, chronic disease, non-surgical pathology issues of small to large animals, cardiology and oncology, anatomy, hematology,* and *zoonoses diseases.*

Knowing that your research interest falls under the scope of our Journal, we would like to welcome you as a prospective researcher to submit any of your recent work for publication in the upcoming issue release.

Reasons to publish with JVPP:

- Easy submission
- Fast peer-review process (within 7 days)
- Free and open-access publication
- Expert review from JVPP's team of editors, who strive to give authors fair decisions and advice
- Assign DOI number
- Indexing and Archiving in EBSCO, GoogleScholar, Crossref, AGRIS, WorldCat, Dimensions, OpenAIRE, Portico and PKP (LOCKSS), J-Gate, and Copernicus
- Increased visibility of the research work by uploading the published article on 6 web pages related to the journal.
- Providing timely updates of article status.

For further information about JVPP, please visit the following

link: https://jvpp.rovedar.com/index.php/JVPP/About-Journal

We admire you for joining our editorial team via the following

link: https://jvpp.rovedar.com/index.php/JVPP/EditorialBoard

We would appreciate it if you could share this information with your colleagues and associates.

Submit Now

Join JVPP Team

We are always striving to add diversity to our editorial board and operations staff. Please send us a copy of your resume (CV), your ORCID and briefly discuss any leadership positions and other experiences you have had that are relevant to applied animal and feed researches or publications. If you would like to represent the JVPP at your university, join our volunteer staff today! You can also, register as a member of JVPP for subsequent contacts by email and or invitation for an honorary reviewing articles.

With kind regards
Prof. Kai Huang
Editor-in-chief
Journal of Veterinary Physiology and Pathology

Example of predatory journal emails

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Dear Dr. Professor,

We understand that your busy schedule and commitments could not permit you to send us article every time, but after a long time we once again appeal you to send us any type of manuscript for the upcoming issue release to enhance the standards of our Journal.

If you are unable to submit an article promptly, please send us a 2-page Opinion or Mini Review towards the publication in our Journal.

Your timely contribution will elevate the Journal quality. We request you to respond to this mail within 24 hrs

J Smith
Journal of Forensic Sciences & Criminal Investigation (JFSCI)

Juniper Publishers INC, USA

If you don't want to receive any email, revert us.

Example of predatory journal emails

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Narcissistic Organizational Identification as Convenient Deviant Identity Among Economic Offenders: A Case Study of the Former CEO at the Federation of Norwegian Industries

Petter Gottschalk

Department of Leadership and Organizational Behaviour, Norwegian Business School, Oslo, Norway

Submission: August 13, 2026; **Published:** September 02, 2026

Read instructions for authors!

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plos.org Create account Sign in

PLOS One

Publish About Browse Search

advanced search

SUBMISSIONS

- Getting Started
- Submission Guidelines
- Figures
- Tables
- Supporting Information
- LaTeX
- What We Publish
- Preprints
- Revising Your Manuscript
- Submit Now
- Calls for Papers

POLICIES

- Best Practices in Research Reporting
- Human Subjects Research
- Animal Research
- Competing Interests
- Disclosure of Funding Sources
- Licenses and Copyright
- Data Availability
- Complementary Research
- Materials, Software and Code Sharing
- Ethical Publishing Practice
- Authorship
- Corrections, Expressions of Concern, and Retractions

MANUSCRIPT REVIEW AND PUBLICATION

- Criteria for Publication
- Editorial and Peer Review Process
- Editor Center
- Resources for Editors
- Guidelines for Reviewers
- Accepted Manuscripts
- Comments



Bioorganic Chemistry

Supports open access

Articles & Issues About Publish Order journal ↗ Search in this journal

Submit your article ↗

Guide for authors

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Advanced search

I have access via: NTK Access/Profile Cart

Browse by discipline Information for

Theory, Culture & Society

Impact Factor: 2.7 / 5-Year Impact Factor: 3.3 Journal Homepage Submission Guidelines

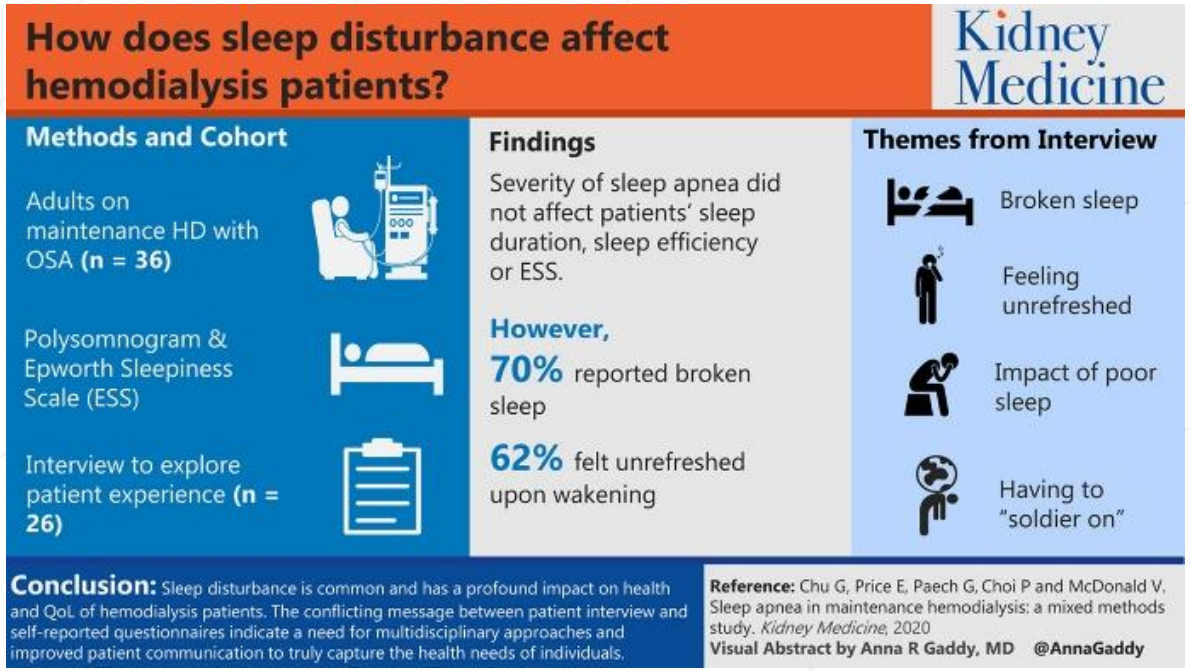
Preparing for submission

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- Formatting
- Ethical notes, statements of data availability & AI use, conflict of interest declarations
- Cover letter
- Reviewer suggestions
- Highlights, graphical abstract
  - Requirements for some journals, help with gaining visibility for the article

Formal shortcomings can be corrected – but it can cost you time





See also: https://guides.lib.berkeley.edu/publish/submitting

Step 1: Editorial assessment

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Peer review

Rejection (desk rejection)

- Not within the scope of the journal
- Lacking novelty, contribution or potential impact
- Scientific flaws – e.g., wrong methods, conclusions that cannot be drawn from the presented results
- Poor quality of writing – an unclear message, numerous grammatical errors
- Ignoring the formal requirements – length, formatting, and so on
- Plagiarism (and self-plagiarism)

Journal of International Business Studies – roughly 65% of papers rejected by editor

Some political science journals – up to 76% of papers rejected by editor, average desk-rejection rate is about 40%

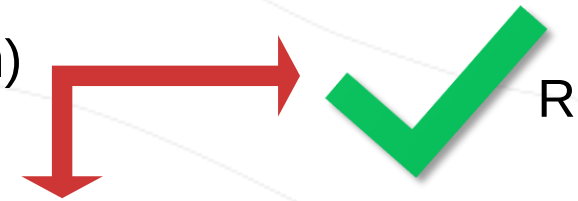
Beugelsdijk, S., & Bird, A. (2024). How to avoid a desk reject: Do's and don'ts. Journal of International Business Studies. DOI: 10.1057/s41267-024-00712-8

Garand, J. C., & Harman, M. (2021). Journal Desk-Rejection Practices in Political Science: Bringing Data to Bear on What Journals Do. PS: Political Science & Politics, 54(4), 676–681. https://doi.org/10.1017/S1049096521000573

Step 2: Peer review

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- At least 2 peer reviewers
- Recommendations:
  - Accept – without change
  - Minor revision – some non-essential issues need fixing
  - Major revision – the manuscript should not be published until these issues are fixed
  - Reject – the manuscript should not be published at all
- Editor makes a decision based on the reviews (or asks another reviewer for a third opinion)



Revisions



Rejection

Step 3: Revisions

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- Be polite, grateful, and professional, even when you think a reviewer is wrong.
  - Criticism can be painful but it is not the end of the world (nor your career).
- Never assume a reviewer is “stupid” or a non-expert.
  - Consider language barriers or cultural differences, reviewer can have a slightly different specialization with different views, and so on.
- Respond to ALL queries and ALL author instructions.
  - If you did not comply with the reviewer’s request, you need to explain why.
  - Copy the comment to the response letter + add your response.

Polite Does It



Cushman, M. How I respond to peer reviewer comments. *Res Pract Thromb Haemost*. 2023 Mar 15;7(2):100120. doi: 10.1016/j.rpth.2023.100120. PMID: 37063759; PMCID: PMC10099302.

Step 3: Revisions

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- Provide thorough responses – do not leave any stone unturned.
  - If you are too brief in your responses, the reviewers might ask for further clarification – which means another rounds of reviews.
  - “We corrected the mistake” is an acceptable response when the reviewer points out typos, not when they ask for clarification of missing methodology.

Line 61-62: One physiological correlate wouldn't validate this view in my opinion, thus rather say 'strengthen'

Accepted

Cushman, M. How I respond to peer reviewer comments. *Res Pract Thromb Haemost*. 2023 Mar 15;7(2):100120. doi: 10.1016/j.rpth.2023.100120. PMID: 37063759; PMCID: PMC10099302.

Step 3: Revisions

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- Make it easy for the reviewer and editor to understand your response.
  - Use line numbers, page numbers, tracking/highlighting changes, copy (small) parts of the revised text into the response letter.
  - Do not be too verbose – nobody wants to read 50 pages of responses.

On which grounds the subspecies affiliation in the M. m. domesticus from Syria was made?

Accepted. See line 161: The affiliation of captured individuals to *M. m. musculus* population was genetically assessed using SINE B2 elements for determining the subspecies type.

160 outbred captive generation of the wild-caught individuals. The affiliation of captured

161 individuals to *M. m. musculus* population was genetically assessed using SINE B2 elements

162 for determinig the subspecies type ~~by~~ (Kubešová, 2008).

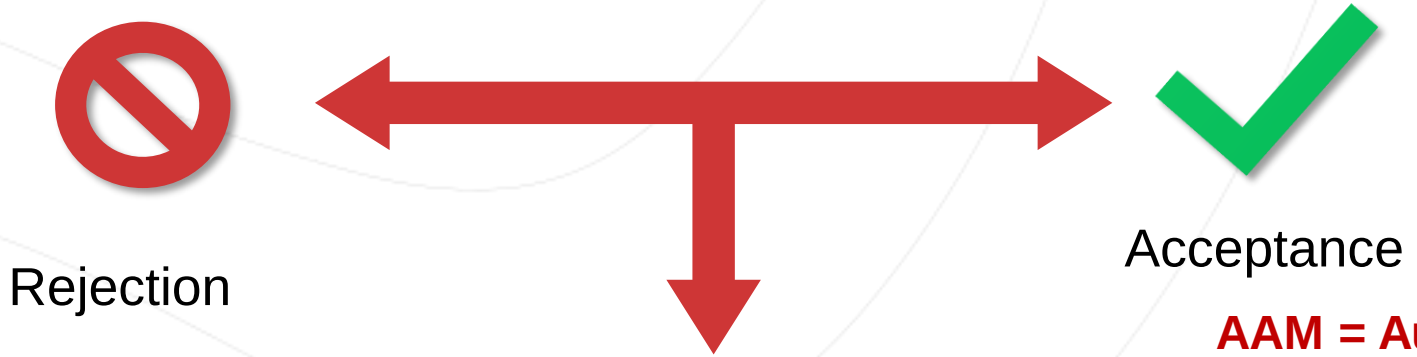
- If you do not understand a review comment, it is okay to admit it.
  - But it is a good idea to show that you tried.

Cushman, M. How I respond to peer reviewer comments. *Res Pract Thromb Haemost*. 2023 Mar 15;7(2):100120. doi: 10.1016/j.rpth.2023.100120. PMID: 37063759; PMCID: PMC10099302.

Step 4: Rinse and repeat

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- Editor might ask for a second round of reviews.
  - Reviewers who have asked for major revisions usually want a second look at the revised manuscript.
- Editor makes a decision based on the authors' responses and/or the second reviews:



AAM = Author Accepted Manuscript

Step 5: Accepted article (AAM)

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- Proofreading of the final preview of the article:
  - Small changes: formatting, missing details, e.g., in references
  - Usually with a **short deadline** (e.g., 48 hours)
- Are there any article processing charges?
  - Make sure the invoice is processed swiftly – the article cannot be published without payment!
- If you are in a hurry (your thesis defense is drawing near), you can ask for an acceptance letter – a written confirmation that your manuscript will be published.
- Online first/Early access publication:

Published article = Version of Record (VoR)

Step 6: You survived – what now?

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- Make sure you have a copy safely stored or archived: see the NTK guide on Research Data Management; or the Open Policy finder (formerly Sherpa services) .
- Put it on your CV/bibliography/Google Scholar profile.
- Look out for reviews of it, responses to it, and similar.

And start again…
…but it does get easier.

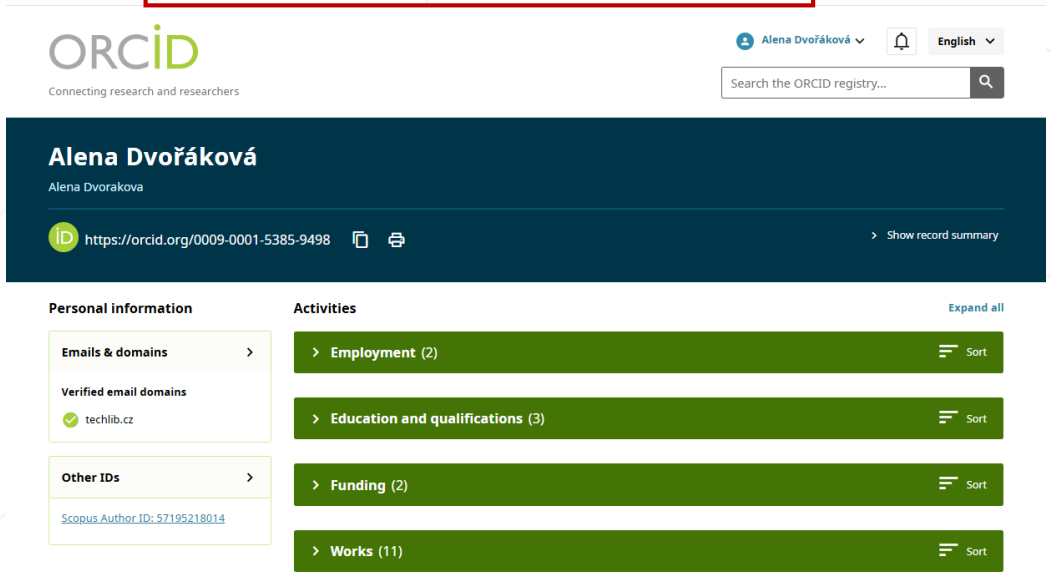
Presence in the social sphere

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- ORCID iD
  - Unique identifier (16 numbers)
  - Serves as an online CV, tracks publications even if you change your name
  - **Obligatory for some journals**
- ResearchGate
  - Social network for scientists
  - Pre-prints, finding other experts in your field, promotion of your work
- Google Scholar profile

Set Up Your ORCID Record in 15 Minutes

November 11, 12:30



See also: https://guides.lib.berkeley.edu/publish/impact

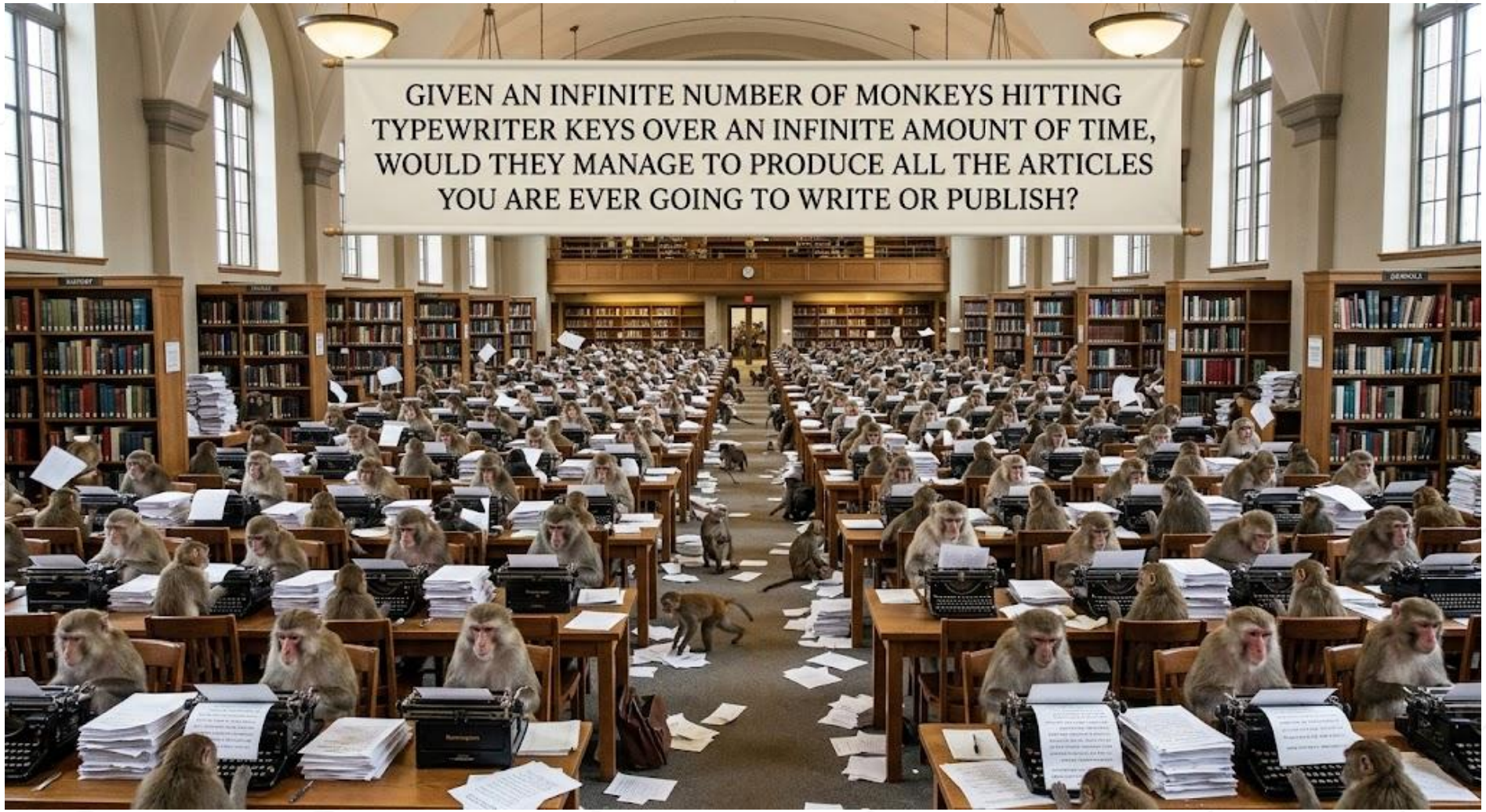
More tips

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- https://www.science.org/content/article/tips-publishing-scientific-journals
- https://www.aje.com/arc/12-tips-accelerating-manuscript-publication/

- Fundamentals of Manuscript Preparation (Elsevier e-learning course) – free to access but you need to sign up.

Part II: Writing to publish



Google Gemini (free version). September 3, 2026.

So why bother?

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Unlike the monkeys, you're writing with this in mind:

- Intention to share something new, meaningful & significant
- Community/audience
- Purpose

Your writing is audience- and goal-oriented.
You don't have an infinity of time.

Serious about writing?

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❑ Find a scientific/academic writing course at your institution, e.g.:

- UCT: Effective Scientific Writing (Craig A. Riddell ?)
- CTU: Scientific Writing in English (Prof. Milan Jirásek)
- CAW: Writing for Publication and other courses
- VŠB-TUO: Writing Support Centre

❑ Arrange a consultation at your own university library or writing center:

- Example: Academic writing support @ FF UK (Arts Faculty, Charles University).

❑ Set up your own peer review group or join an existing one at your institution.

Get **discipline**-specific, **topic**-specific, or even **document**-specific advice.

Learning objectives

To achieve your goal, you need to know:

- ❑ How to tailor your writing
- ❑ How to start and how to manage time
- ❑ What to check before submitting

What it comes down to:

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What and How
- ❑ TYPE OF PUBLICATION
- ❑ TEMPLATE

When
- ❑ TIMELINE(S)

With Whom?
- ❑ TEAMWORK

Ask for a consultation

Tips:

- Lost? Learn to seek help from peers, mentors, supervisors, librarians.
- Arrange a free individual consultation with one of our specialists at NTK.

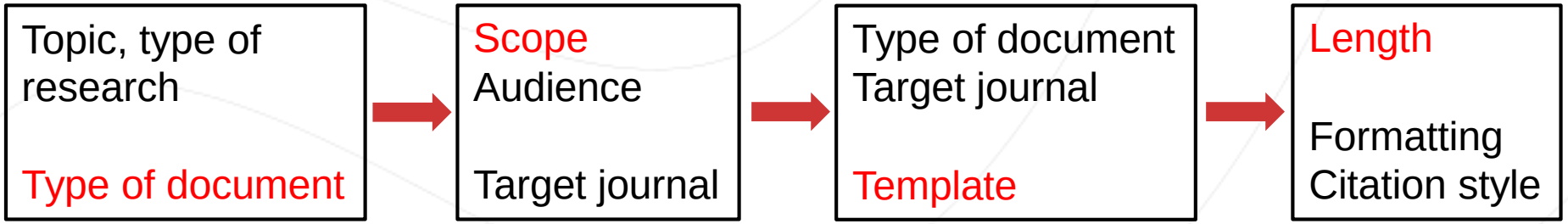
How to tailor your writing

Tailor your writing: from what to how

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Avoid the blank page. Use a template.

1. What exactly do I aim to publish?
2. What have I got already? Convert/reuse, or write anew?
3. What type of document is it good for?



Tips:

- Choose your target journal early: preferably before you start writing.
- Templates in Word or LaTeX on some journals' website indicate length.

What do I have already?

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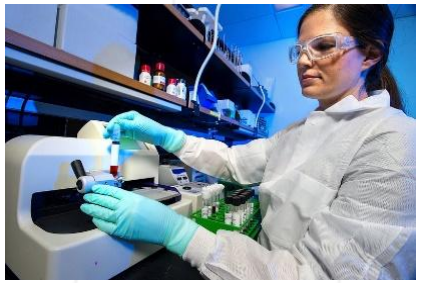
Where am I?



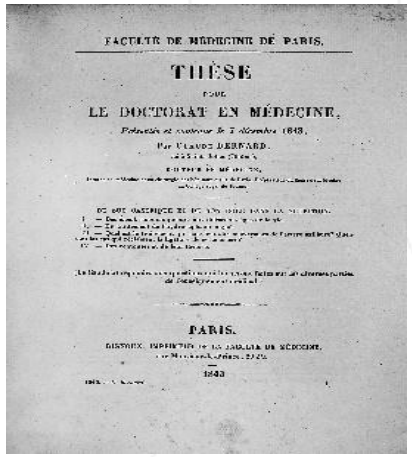
Poster
Conference paper



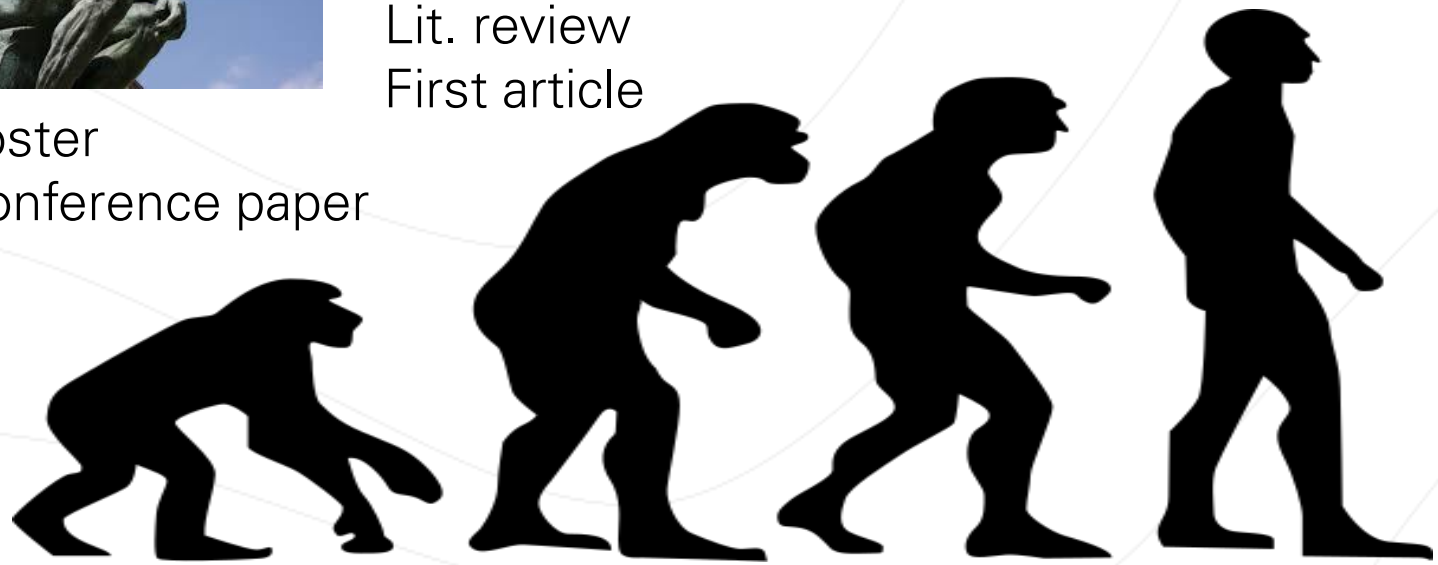
Lit. review
First article



New data
Poster
Conference paper
Research article



Systematic literature review
Research article(s)
Monograph (book)



Types of academic articles

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❑ **Original research papers/articles**

- Report the results of your experiments/present new arguments, ideas, readings

❑ **Review articles**

- Summaries of already published literature on a particular topic

❑ **Method articles and methodologies**

- Research reports on methodological developments: new methods, modifications to current methods

❑ **Case studies**

- Common in medicine, describe details of a specific interesting case

❑ **Protocols** (medicine, biomedicine)

❑ **Short communications**

- Meant for quick publication of a novel idea, “marking research territory”
- Brief report on research findings

❑ **Editorials, letters to editors, book reviews, commentaries, and others**

Learn more about article structure

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❑TYPES OF ARTICLES

- Different types of academic articles (Taylor and Francis Author Services)
- How to distinguish between review and research articles (Concordia University, Montreal)
- IEEE Template Selector
- Medical Subject Headings: Publication Types (National Library of Medicine, US)

Tips:

- **Choose a journal early. Check the target journal website for templates.**
- Trouble with the required format or citation style? Check out sample papers (e.g., APA annotated sample papers).

Learn more: Type to template

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Different types of academic articles (Taylor and Francis Author Services)

= a detailed guide with templates

What are the benefits of publishing a method article?



- Maximize the potential of your research by increasing the transparency, accessibility and reproducibility of your research by sharing innovations and new ways of approaching research questions.
- Gain credit for your methodological innovations with a citable publication.
- You can upload your method steps to **protocols.io** to increase the findability of your research.

How do I write a method article?

Method articles are medium length (2500-4000 words) article types following the standard layout for research articles and should include:

1. The abstract, introduction, method, results, and conclusions and/or discussion, within the main body of the article
2. A **data availability statement**
3. Author contributions
4. Funding/grant information
5. Any supplementary materials and appendices

Authors submitting methodology articles have the option to share their method steps on **protocols.io**. Please note, this is not required for submission but is encouraged.

Method article template

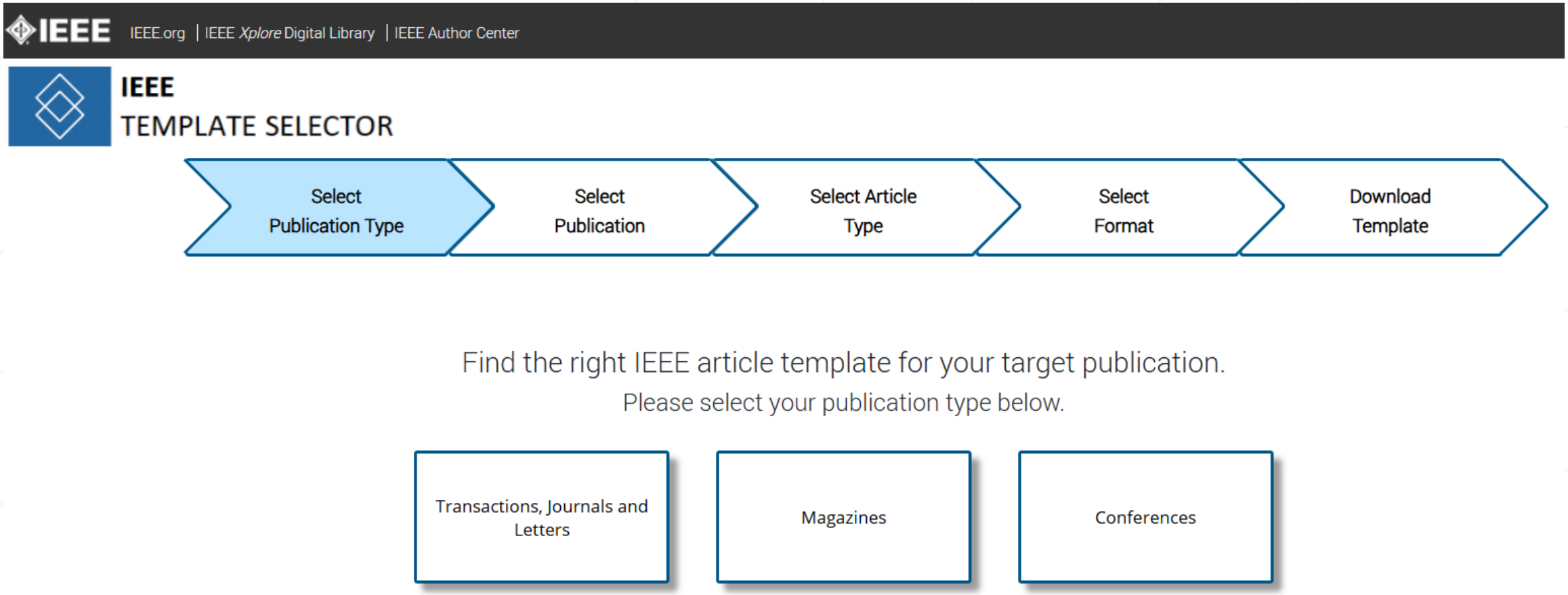
Here is a downloadable method article template to help you write and prepare your method article for submission:
F1000Research method note template



Learn more: Type to template

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IEEE Author Center: Create Your IEEE Journal Article



https://template-selector.ieee.org/secure/templateSelector/publicationType

Start with what? Convert/reuse, or write anew?

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What's NEW about it? One thing.

I have	Convertible into:
Conference paper/poster	Research article (journal or conference proceedings)
State-of-the-art chapter	Literature review
Research thesis/dissertation	Research article (or two, or three)
Doctoral dissertation	Monograph (humanities)

How to convert what you have

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❑ Further advice

- Extracting a journal article from your thesis (Taylor and Francis Author Services)
- APA Guidelines

❑ Peer-to-peer advice

- From Masters thesis to a journal article in vet medicine (University of Edinburgh)
- From MSc dissertation to academic paper (Centre for Evidence-Based Medicine, Oxford)

Converting/reusing: practical issues

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REUSING THESIS TO PUBLISH

- A thesis/dissertation in a manuscript to be published (article or book)

YOU MUST COMPLY WITH

- The publisher's author guidelines.

Usually allowed. If in doubt:

Check with the journal editor or publisher.

REUSING PUBLICATION TO GRADUATE

- A published article/conference paper in a thesis/dissertation

YOU MUST COMPLY WITH

- Your copyright/licensing agreement with a publisher.
- Your university/faculty rules.

Watch out for: compatibility of articles.

Learn more about reusing

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❑ Reusing:

- See this **table on the practice of reusing** for a variety of English and American academic publishers. **Always double check with your chosen Publisher.**

❑ Thesis by publication (sources available at NTK):

- Mason, S., Frick, L., Castelló, M., Cheng, W., Chong, S. W., Díaz Villalba, L., … Weise, C. (2025). What makes a Thesis by Publication? An international study of policy requirements and restrictions. *Journal of Higher Education Policy and Management*, *47*(1), 57–72.
- Nygaard, L. P., & Solli, K. (2020). *Strategies for writing a thesis by publication in the social sciences and humanities*. Taylor & Francis

Licensing agreement: permission to reuse

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d) The Licensee grants to Author the following non-exclusive rights to the Version of Record, provided that, when reproducing the Version of Record or extracts from it, the Author acknowledges and references first publication in the Volume according to current citation standards. As a minimum, the acknowledgement must state: "First published in [Volume, page number, year] by Springer Nature".

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iv. to reproduce, or to allow a third party to reproduce the Contribution, in whole or in part, in any other type of work (other than thesis) written by the Author for distribution by a publisher after an embargo period of 12 months; and

v. to publish an expanded version of their Contribution provided the expanded version (i) includes at least 30% new material (ii) includes an express statement specifying the incremental change in the expanded version (e.g., new results, better description of materials, etc.).

NOTE:
In some countries, you may have **secondary publication rights by law.**

Permission to reuse a published article in a thesis

Excerpted from: Springer Nature Switzerland License to Publish Proceedings Paper

Secondary publication rights in Czechia

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New statutory requirements in Czech law expected in January 2027:

Act. No. 328/2025 Coll. on research, development, innovation and knowledge transfer = covers all publicly funded research

- §82, 2) AAM version to be available in a trusted repository under open licence within 6 months from being made available: check for details with your institution
- §83, 2) Data supporting papers must be findable in trusted repositories no later than on the date the paper is made available

Learn more about Open Access in the EU:

- Looking for a Home for the Secondary Publication Right: Lessons from National Legal Frameworks (Kluwer Copyright Blog) = overview of EU countries legislation (January 26, 2026)
- Sganga, C., Margoni, T., Senftleben, M. *et al.* Towards a European Research Freedom Act: A Proposal for an EU-Wide Secondary Publication Right. *IIC* **56**, 1516–1552 (2025). https://doi.org/10.1007/s40319-025-01620-6

Or is it new? Tell us explicitly. Be direct.

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- **Fill a gap**: There's a clear gap in the existing research and my article is going to fill it.
- **Take it further**: My article builds on the existing state of knowledge, supporting it with extra evidence or extending it ("moving the edge").
- **Upend the status quo**: My article argues against the received wisdom and suggests a new direction is required. = RISKY!

Tip: Position yourself within an existing debate.
Write a response to, or a correction of, an already published article on your topic. Submit it to the journal that **recently** published the original article.

Learn more:

Belcher, Wendy L. (c2009). *Writing your journal article in 12 weeks: a guide to academic publishing success*. SAGE Publications.

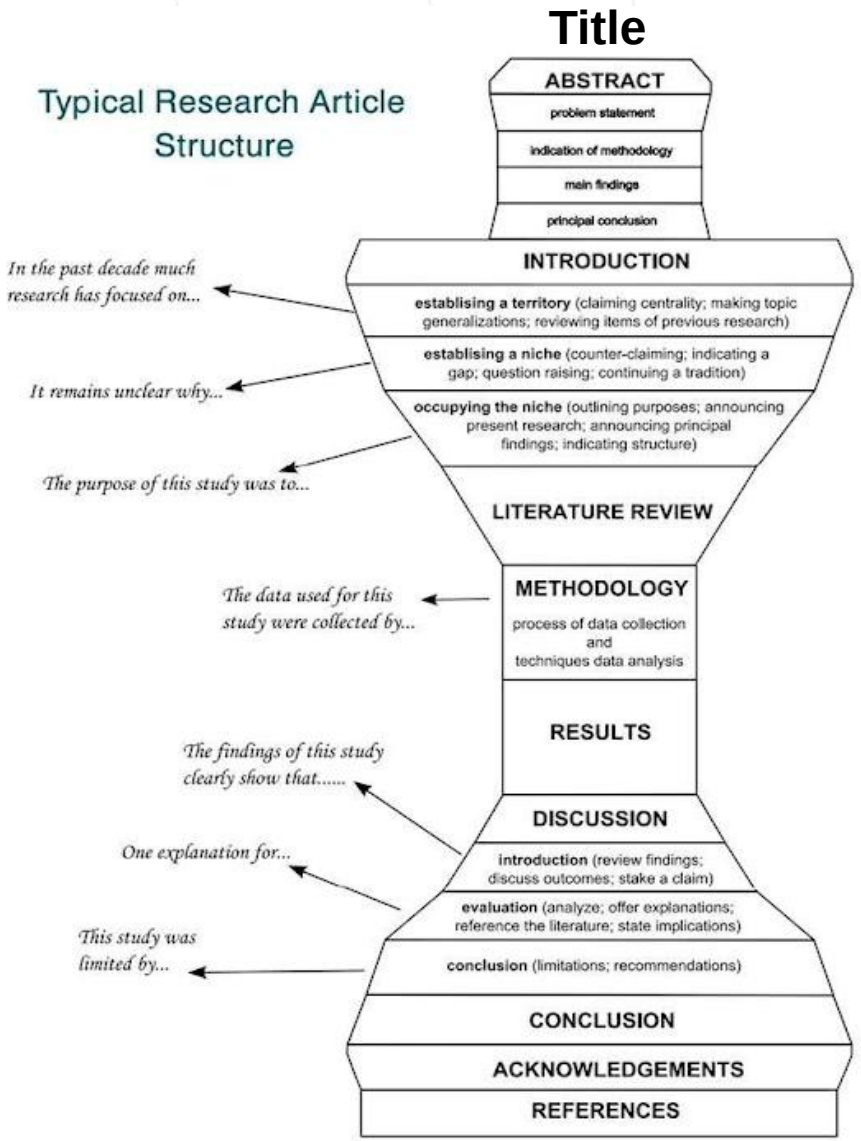
Driscoll, Dana Lynn. (2026). *Becoming an Expert Writer: A Holistic Guide to Writing for Publication.* The WAC Clearinghouse; University Press of Colorado. https://doi.org/1010.37514/PRA-B.2026.2753

Original research article

IMRD
IMRAD
TAIMRAD

Tip:

Use a sample paper from your research area and reverse engineer it.



For detailed instructions on individual sections see, e.g.:

IMRD Cheatsheet (Carnegie Mellon University) https://www.cmu.edu/student-success/other-resources/handouts/comm-supp-pdfs/imrd-examples.pdf

History:

Sollaci LB, Pereira MG. The introduction, methods, results, and discussion (IMRAD) structure: a fifty-year survey. *J Med Libr Assoc*. 2004 Jul;92(3):364-7. PMID: 15243643; PMCID: PMC442179.

I have a template. Now what?

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Tip:
Order of writing
≠
Order of presentation

Easiest to write

1. YOU DID THIS	– Methods – Results	PAST TENSE
2. NOW TELL US	– Discussion	PRESENT TENSE
WHAT IT MEANS	– Conclusion	PRESENT, FUTURE TENSES
3. THIS IS HOW	– Introduction	PRESENT, PRESENT PERFECT
IT'S BEEN SO FAR		(PAST TENSE: past intentions, events)
(until you came along)		
4. SUM IT UP	– Abstract (Graphical) – Title – Keywords	

Learn more: WEST, Stuart A. and Lindsay A. TURNBULL. *Scientific papers made easy: how to write with clarity and impact in the life sciences*. Oxford: Oxford University Press, [2023]. ISBN 978-0-19-286278-5.

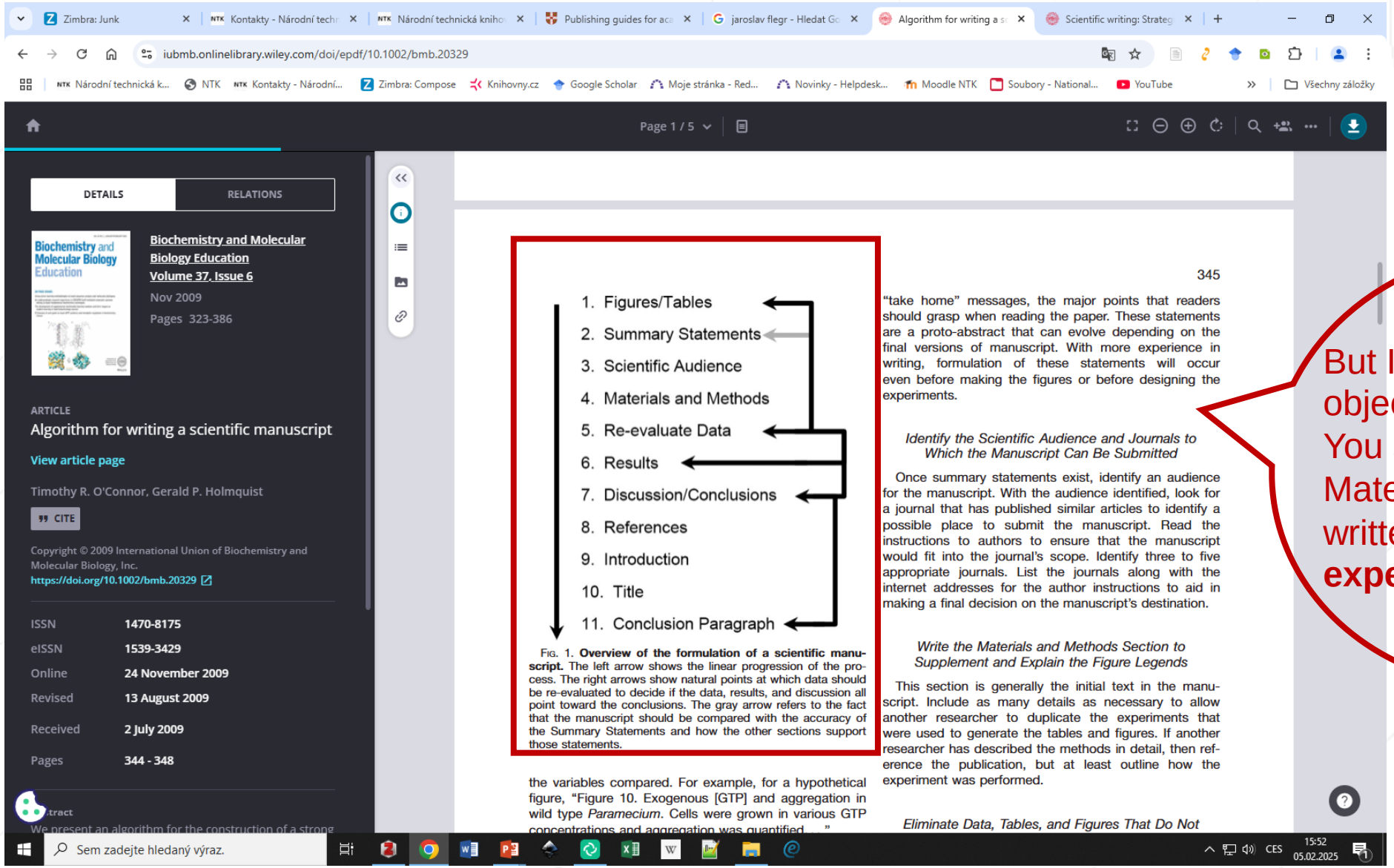
Step-by-step resources: Scientific writing

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- Baldwin, Ian T., undated. "The Baldwin Formula for Scientific Writing: Writing Papers and Reviews." Accessed 4. 10. 2024. Available from: https://people.clas.ufl.edu/jlichstein/files/Baldwin_Formula_for_writing_a_scientific_paper_and_reviewing_papers.pdf
- Gopen, George D., and Judith A. Swan, 1990. "The Science of Scientific Writing." *American Scientist* 78 (6): 550–58. Available from: https://www.usenix.org/sites/default/files/gopen_and_swan_science_of_scientific_writing.pdf
- Iskander, John K., Sara Beth Wolicki, Rebecca T. Leeb, and Paul Z. Siegel, 2018. "Successful Scientific Writing and Publishing: A Step-by-Step Approach." *Preventing Chronic Disease* 15 (June): E79. Available from: https://doi.org/10.5888/pcd15.180085
- O'Connor, Timothy R., and Gerald P. Holmquist, 2009. "Algorithm for Writing a Scientific Manuscript." *Biochemistry and Molecular Biology Education* 37 (6): 344–48. Available from: https://doi.org/10.1002/bmb.20329
- Singh, Vikash, and Philipp Mayer, 2014. "Scientific Writing: Strategies and Tools for Students and Advisors." *Biochemistry and Molecular Biology Education* 42 (5): 405–13. Available from: https://doi.org/10.1002/bmb.20815
- Turbek, Sheela P., Taylor M. Chock, Kyle Donahue, Caroline A. Havrilla, Angela M. Oliverio, Stephanie K. Polutchko, Lauren G. Shoemaker, and Lara Vimercati, 2016. "Scientific Writing Made Easy: A Step-by-Step Guide to Undergraduate Writing in the Biological Sciences." *The Bulletin of the Ecological Society of America* 97 (4): 417–26. Available from: https://doi.org/10.1002/bes2.1258

O'Connor and Holmquist (2009): "Algorithm for Writing a Scientific Manuscript"

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But Ian T. Baldwin would object:
You should have Materials and Methods written up **already while experimenting**…

Comprehensive guides to scientific writing

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- Carter, Matt. *Designing Science Presentations: A Visual Guide to Figures, Papers, Slides, Posters, and More*, Elsevier Science & Technology, 2013.
- Foster, David H. *A concise guide to communication in science and engineering*. Oxford: Oxford University Press, 2017.
- Gastel, Barbara and Robert A. Day. *How to write and publish a scientific paper*. Ninth edition. Cambridge: Cambridge University Press, 2024.
- Glasman-Deal, Hilary. *Science research writing: for native and non-native speakers of English*. Second edition. New Jersey: World Scientific, 2021.
- Lebrun, Jean-Luc. *Scientific Writing 2.0: A Reader And Writer's Guide*, World Scientific Publishing Company, 2011.
- Schimel, Joshua. *Writing Science: How to Write Papers That Get Cited and Proposals That Get Funded*. Oxford: Oxford University Press, 2012.
- Turabian, Kate L. et al. *A manual for writers of research papers, theses, and dissertations: Chicago style for students and researchers*. 9th edition. Chicago guides to writing, editing, and publishing. Chicago: The University of Chicago Press, 2018.

Language tip: Manchester Academic Phrasebank = a free “bank” of frequently used academic phrases.

Use of GenAI? Stay in charge!

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- Follow AI policies/guidelines of **top journals** in your **field/discipline**.
- Check regularly for changes.

As of now:

All agree on authorship: humans only.

All agree on accountability:

- Disclosure
- Citation
- Attribution

Language corrections mostly allowed.

Learn more:

AI Essentials for Academia

(Webinar recording)

https://moodle.techlib.cz/course/section.php?id=1263

Use of GenAI? Stay in charge!

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Humanities

✓Brainstorm, refine ideas

✓Lit. review

✓Abstract/PLS, keywords

✓Language corrections

…

X Re-styling

X Writing a first draft

Sciences social & natural

✓Brainstorm, refine ideas

✓Lit. Review

✓Coding

✓Abstracts/PLS, keywords

✓Language corrections

✓Re-styling

…

X Writing a first draft

Use Generative AI ? Follow guidelines.

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Check publisher's author guidelines first.

AI Contributions to Research Content

- AI use must be declared and clearly explained in publications such as research papers, just as we expect scholars to do with other software, tools and methodologies.
- AI does not meet the Cambridge requirements for authorship, given the need for accountability. AI and LLM tools may not be listed as an author on any scholarly work published by Cambridge
- Authors are accountable for the accuracy, integrity and originality of their research papers, including for any use of AI.
- Any use of AI must not breach Cambridge's plagiarism policy. Scholarly works must be the author's own, and not present others' ideas, data, words or other material without adequate citation and transparent referencing.

Please note, individual journals may have more specific requirements or guidelines for upholding this policy.

Cambridge University Press AI policy

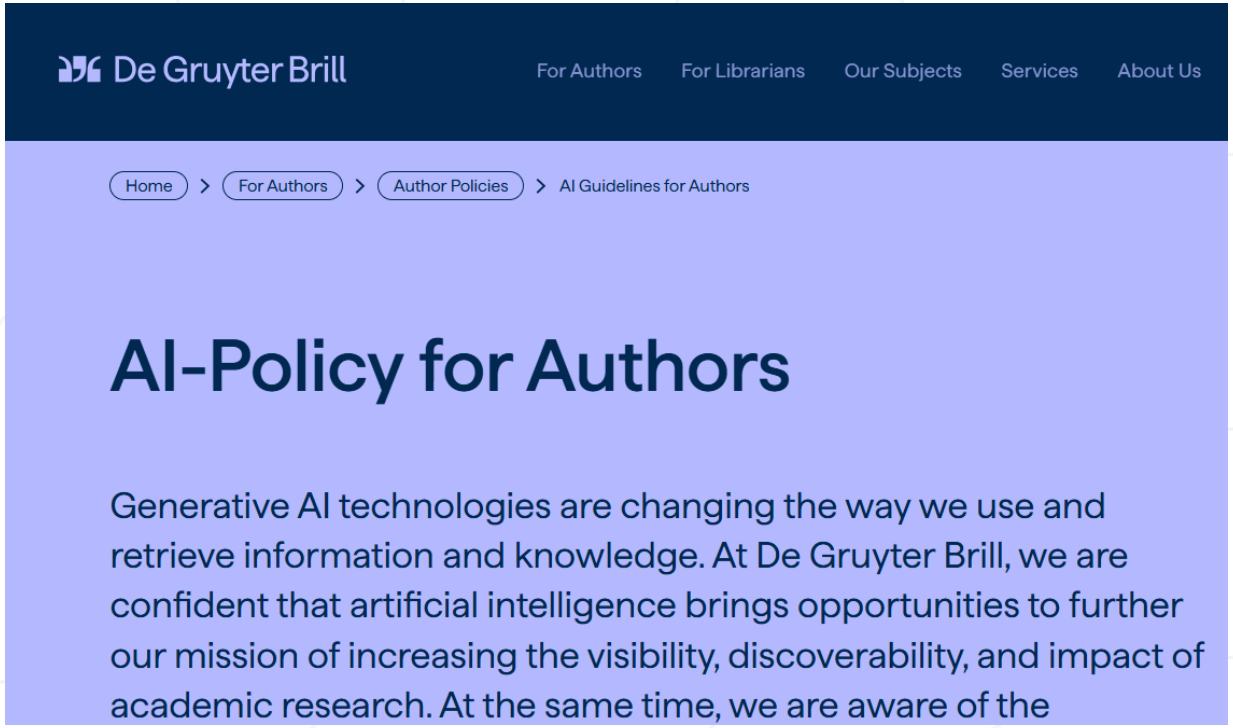
- **Current IEEE AI policy** requires authors to acknowledge all use of generative AI **to produce content**.
- For **editing, grammar enhancement, and spellchecks**, disclosure is NOT required, but it is recommended.

Use Generative AI ? DeGruyter Brill

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DeGruyter Brill AI-Policy for Authors

- Authorship
- Disclosure
- AI generated images
- Rights, privacy, accuracy
- Peer review



Use Generative AI ? Elsevier

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- Updated GenAI Policies (August 2026)
- Using GenAI in Manuscript Preparation

(a free e-learning module)

Authors are welcome to use AI, while remaining accountable

AI tools can support authors during manuscript preparation. These tools can help with tasks such as summarizing complex literature, identifying research gaps, organizing content, generating ideas, creating explanatory images and improving language or readability. AI can support and accelerate this work, while human expertise, critical thinking and evaluation are still central.

Authors remain fully responsible for everything they submit. That includes checking AI-generated material for accuracy, bias, completeness and fabricated or incorrect references. It also means editing and adapting any AI-assisted content so that the manuscript reflects the authors' own analysis, interpretation and original contribution.

Authors should also check the terms and conditions of any AI tool they use, especially when working with unpublished manuscripts, research data or personal information. Tools can be used as long as they protect confidentiality, data privacy, intellectual property and future publication rights.

Why it matters: AI can support manuscript preparation, but accountability for the work rests with the human authors.

Use Generative AI ? Taylor & Francis

Taylor & Francis Editorial Policies:
Using artificial intelligence (AI) in your research and manuscript preparations

Prohibited:

Drafting your MS

Summary of permitted AI uses and declaration requirements for manuscript preparation

Use case	Permitted use	Additional declaration requirements
Drafting manuscript text	**No** – Taylor & Francis does not allow generative AI to create a first draft of a manuscript or sections of a manuscript.	n/a
Copyediting & language refinement	**Yes** – generative AI can be used to improve the spelling, grammar and flow of an article. It cannot be used to create or conclude the argument of an article.	n/a
Reference management	**Yes** – generative AI tools may be used to suggest references; however, the responsibility remains with the author(s) to verify the appropriateness and validity of those suggested references.	n/a
Translations	**Yes** – generative AI can be used to translate an article into another language, as long as it has been fully checked and verified by an author or someone named in the acknowledgements for this purpose.	The declaration must state which author on the author list takes responsibility for checking accuracy of the translation. Any person(s) or organisation who assisted with translation accuracy checks, but who does not meet authorship criteria, must be included in the Acknowledgements.
Visualisations of research data (excluding video and audio content)	**Yes** – generative AI can be used to visualise research data such as graphs and charts. It is not permitted to generate or manipulate outputs of research data e.g. Western blots, clinical images or interviews.	The figure legend must also fully detail the use of generative AI (tool name and version number).
Artistic rendering/ concepts/process flow diagrams/teaching illustrations	**Yes** – generative AI can be used, for example, to generate an image of a process diagram or flow chart.	The figure legend must also fully detail the use of generative AI (tool name and version number).

Also allowed: Idea generation, literature reviews, abstracts/PLS, software coding, coding interviews

How do I actually start?

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1. **Set up a template and name the file**: what exactly are you writing?
2. **Write up as you read & experiment.**

Learn more from this Harvard Guide to summarizing, paraphrasing, and quoting

3. **Schedule writing time.**  **Or write every day including Fridays!**

4. **Always start with what's easiest:** what have you got already?
   - Type of paper ("genre"): structure, **length**
   - Story: what is it about & for whom? (audience)
   - **Provisional title** (esp. in humanities)

From template to timeline: summary

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1. WHAT: Type of document

- **What** do I aim to publish?
- **What** do I have already?
- **What**'s new about it?

TEMPLATE

2. WHERE = HOW

- Choose a journal early => author guidelines => template
- **SCOPE**, **LENGTH**, format, use of AI, and other requirements.

We've covered the what and the how…
but there's the question of **when…**



Time management

Timelines: From starting to publication

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WHEN? Work backwards from publication deadline

Publishing timeline → Submission deadline → WRITING TIMELINE

When do you need to reach the stage of AAM or VoR?

How long does editorial processing take, on average, at your chosen journal?

Set a deadline for:
- First draft
- Submission-ready copy

From final draft to submission

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- Revising, formatting, and proofreading before submission are essential.
- Multiple authors all need to agree on the final text. Formal consent may be required. No adding of authors later, esp. after acceptance.
- Schedule enough time to do all this.



*Formatting a paper = avg. 14 hours; multiple authors = more time required.

*LeBlanc AG, Barnes JD, Saunders TJ, Tremblay MS, Chaput J-P (2019) Scientific sinkhole: The pernicious price of formatting. PLoS ONE 14(9): e0223116. https://doi.org/10.1371/journal.pone.0223116.

Revising and proofreading

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- ❑ Use AI tools for corrections (but check author guidelines first): see also our NTK guide on Tools to support writing.
- ❑ Change font while revising and do at least **one round of proofs on paper**.

Another set of eyes (and a brain ☺) are essential for spotting errors:

- Find a peer and ask them to proofread as a favour (to be returned);
- Find a native speaker, ideally a specialist in your research area;
- Pay for a professional service. Costly but might be required.

Check before you submit!

After revisions and proofreading

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Always use a checklist before submission.

❑ For **publishers' checklists** check out their websites:

- Example: Article Submission Checklist (Taylor and Francis)

❑ **NTK pre-submission checklists**:

- Content: for authors and peer-to-peer reviewers
- Admin

Pre-submission checklist 1: Contents

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For authors:

Research Article Self-Check Questions

DOI 10.48813/3933-3c82

For peer reviewers:

Research Article Peer Review Questions

DOI 10.48813/9a2y-1v87

Both available on NTK Moodle: My First Scientific Article

Pre-submission checklist 2: Admin

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1. Have you followed the relevant author guidelines? (Word count; prescribed formatting, citation method and style; keywords, title and abstract; presentation of data: figures and charts, and other.) Have you written a cover letter?
2. Did you have another pair of eyes proofread your article? Revise and proofread **before** submission.
3. Are you clear on the required publishing model (e.g., OA) and/or license? Can you fund it?
4. Do you need or want to share research data associated with your article?
5. Do you have written permission for any third-party materials you've included?
6. Have you included the name and affiliation of any co-authors?
7. Have you included a disclosure statement on funding and declared any competing interests?
8. Have you included your ORCID iD?
9. Do you have the correct files ready to upload? For double-blind review, an anonymized version of your article will be required.
10. Do you know which submission system the journal uses?

Further resources on writing @ NTK

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- ❑ NTK Guides to Writing:
  - Academic Writing & Publishing
  - AI Tools to Support Writing

- ❑ NTK Academic Writing Q&A Series (short videos)
- ❑ Coffee Lecture: **Flex Your Abstract (November 18, 2026)**

- ❑ Arrange a free individual consultation in person or online.

Learning outcomes

❑ Understand where you are in the **publication process:**

✓ Submission-to-publication timeline: stages of a peer review.



❑ Understand where you are in the **writing process:**

✓ Writing anew, converting into, or reusing *as what*? From type to template.

✓ Draft-to-submission timeline: draw up a schedule.

❑ Know **what you need** and **how to proceed** to get published:

✓ Further resources, guides & author guidelines, templates, checklists.

Get Assistance

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- ❑ **Schedule a consultation**
- ❑ **Attend a webinar**
  - Kick Start Your Research Career with NTK: Webinars for Early Career Researchers

- ❑ **Explore by yourself**
  - STEMskiller: comprehensive skills set map for early career researchers
  - Tutorials: NTK instructional materials and recordings, further resources

Stay ahead in your research journey! **Subscribe to our newsletter for updates** on academic resources, writing support, publishing, research evaluation, and training opportunities.



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Thank you for your attention.

Questions?

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