



TIPS FOR AUTHORS

The Journey of a Manuscript Submitted to the
Journal of Prosthodontics, Part 2
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In Part 1 of this *Tips for Authors*, we discussed the first half of the process of evaluating a manuscript submitted for publication in the *Journal of Prosthodontics*. We described the actual submission process, the quick preliminary reviews, first by the Managing Editor and then by the Editor-in-Chief (EIC), who identifies the appropriate Section Editor and passes the manuscript on to that individual. Next, we discussed the Section Editor's appointment of reviewers for your manuscript and the substantive review process. When that process has been completed, the Section Editor returns the manuscript to the EIC along with the recommendations of the reviewers and the Section Editor's own recommendation and comments.

In this section, we will describe (7) how the EIC determines what happens next, (8) scheduling publication, (9) typesetting and page proofs and finally, (10) publication.

Here's what happens once the recommendations of the reviewers and the Section Editor reach the EIC:

7. **The Editor-in-Chief evaluates the recommendations of the Section Editor and the reviewers and makes the final decision on your manuscript.** If the Section Editor and reviewers have recommended acceptance pending some revision before publication, the EIC may simply forward those recommendations to you. The EIC may add his own suggestions for revision or he may disagree slightly with the opinions of the reviewers and Section Editor. In any case, the EIC will communicate all this information to you in an e-mail. If the manuscript has been rejected, the author will be given detailed reasons for the rejection. More often than not, we will be requesting revisions to your manuscript. These revisions will be detailed in the e-mail, along with instructions for submitting the revised manuscript.

When the revised manuscript is submitted, the revision goes directly to the Section Editor, who will handle the second review of the manuscript in a process that roughly parallels the process first time through.

8. When your manuscript has been accepted, it is **scheduled for publication** in the *JP*. At this time, you will be asked to send a signed Copyright Assignment Form to the editorial office, if you have not already done so. The text of your manuscript will be **copyedited to bring it into conformity with JP editorial style**. Copyediting relates primarily to punctuation, formatting, abbreviation style, etc. If any questions arise in the copyediting stage, you will be contacted. After this round of copyediting, your manuscript and Copyright Assignment Form will be sent to the publisher, who will provide a final round of copyediting.

9. Next, **the manuscript is typeset**. After typesetting, your manuscript will look like it will appear in print, with a formatted title page, redesigned tables, and captioned figures. **You will be sent page proofs by e-mail as a PDF file along with instructions for proofing**, including how to indicate any necessary corrections, and how to return the proof. This is not a time for last minute revision—simply a careful proof read to ensure that no typographical errors have crept into the copy during the copyediting and typesetting process. Any questions the copy editors may still have for you will be annotated in the margins of the proofs. **Please return your corrections as quickly as possible**. Once they have been returned, the issue can be prepared for printing.

You will also have the opportunity to order reprints at this time, and the publisher will provide you with instructions for doing so.

10. When the publisher and the editorial office have agreed on changes to be made at the proof stage, **the manuscript is sent to the printer** to be placed online and published in the next issue of the *Journal of Prosthodontics*! As of 2007, *Journal of Prosthodontics* articles will be placed online early, meaning they will be available on the web before they appear in print.

In this Tips for Authors and the one appearing in the previous issue of the *Journal of Prosthodontics* we have outlined the *Journal's* process for the submission, review, and publication of articles of interest to your peers in the Prosthodontics community. Although the peer review process, which has evolved over the past 150 years in the health sciences and other disciplines, may sometimes seem cumbersome and slow, that process is what sets scholarly journals apart from those publications intended primarily as vehicles for advertising. It is a process that reflects and supports the profession's sense of responsibility for providing the highest quality of patient care.

The best of what dentistry has always been prosthodontics. The ACPEF supports the advancement of prosthodontics to lead the specialty to new levels of excellence. Your support of the ACPEF gives excellence momentum.

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