How to Prepare a Successful Manuscript for Publication

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To successfully develop a manuscript, you should strictly follow the structure suggested by your target journal. If a structure is not suggested, the following structure should be used to develop your research based manuscript.

Structure of a research based manuscript

- Title, including:
  - A descriptive, clear, informative, and inviting title
- Abstract, Including:
  - Research context, problem, method, sample, results, and implications
- Section1: Introduction, including:
  - Introduction sets the research context
  - Statement of problem, research questions/Hypotheses
  - Significant of Study
  - Literature review, including theoretical/conceptual framework
- Section2: Method, including:
  - Method, design
  - Setting, population, sample size, and sampling method
  - Materials and instruments, validity and reliability of instrument, treatment
  - Data collection and analysis procedure
- Section3: Results and Conclusions, including:
  - Findings
  - Discussions, compare and contrast with the literature and theoretical framework, implications, limitations, future recommendations
  - Conclusions and powerful take home message
Tips for making a successful manuscript

• Tailor your manuscript for your target journal
  • Follow journal objectives and preferred language
• Strictly follow your target journal guideline
  • Organization, paper format, and APA6th
  • For length, follow the journal suggestions; if not suggested, it should be about 3000-5000 words
• Ensure your manuscript is not dissertation-like
• Use tables and figures only if necessary
  • Tables and figures interrupt the reading text, use only if necessary. Justify and explain your tables and figures in your text
  • Third party work needs permission
• Make proportional lengths for the manuscript sections
  • In order of highest to lowest length: results, method, and introduction
• Show your targeted literature
  • Use purposeful and analytical style when presenting the literature
  • Use recent literature and reports
  • Avoid using direct quotes, instead paraphrase with your own words
  • Avoid using secondary sources
• State significance of your manuscript
  • Why your manuscript is important
• State your contribution and audience
  • What your unique contributions are
  • Who would benefit from your manuscript
• Avoid reporting in-progress research
  • Report your preliminary findings instead
• Appropriate language
  • Use correct grammar, be concise, and clear
• Wrap up with take-home messages
  • State the implications and powerful messages useful for the readers
• Pass “So what?” test
  • Evaluate each paragraph and see if it is really necessary to include in the paragraph. Does it pass the “so what?” test; if not, remove it from your manuscript
  • Be purposeful, brief, and up to point
• Research components’ alignment
  • Make sure your research components, including research purpose, problem, method, and results are aligned.
• Review before submission
  • Proofread your manuscript
  • Use a peer review procedure, have a friend review your manuscript
• Run your submission through Turnitin
• Do not submit to more than one journal at a time