



Tips for Drafting and Revising Your Manuscript

Here we would like to share with you some tips to be considered whenever you go into the process of writing a manuscript (MS) for academic journal.

Why do we need to try this?

1. To work efficiently, saving your time and efforts
2. To learn more about how to revise your MS
3. To improve your indirect communication skills (e.g., email)

What should we do?

- Be aware of the status of your MS. Below are major steps we usually take.

Step	Task (Status)	Communication	
		Oral	E-mail
Step I	1. Structuring (Title, table, figures)	✓	
	2. Drafting (including abstract and keywords)	✓	
	3. Tentative options for target journal	✓	✓
Step II	4. Editing - major (up to several times)	✓	✓
Step III	5. Journal Selection & Formatting	✓	✓
	6. Editing - minor (up to several times)		✓
	7. Proofing (language)		✓
	8. Polishing		✓
	9. Submission		✓





Step I

- It's important to clarify roles of the authors at an early stage by consulting with co-authors their availability in specific periods. It is assumed that the order of authors is decided by their degree of contributions. In case of doubt, consult with your supervisor.
- It's important to make a good strategy for editing and polishing MS among all authors (e.g., task sharing and time sharing).
- Declare time (date) to share MS before you complete it so that other authors can secure a time slot and we can submit it as soon as possible.
- Drafting
 1. Focus mainly on the overall structure and indicate the objectives clearly.
 2. Share with coauthors to confirm about the content from overall point of view.
 3. DON'T spend much time on fixing minor points (e.g., reference format, journal instructions, etc.).
 4. Identify your intention and request (if any) each email to the coauthors.

Step II

- Editing
 1. A revision cycle can take several months and it depends mainly on you (your understanding for the contents and the comments).
 2. Consider the major comments first before moving to minors.
 3. Reflect each comment you get in the revised MS or write your response if you have different opinion about any specific point.
 4. Read the MS before sharing the revised version with coauthors and make sure you didn't miss any of the comments (This will definitely save your time 😊).
 5. Always attach both last and revised version to track the changes.

Step III

- Once you have submitted your MS to a journal, make sure that the review has started. Normally, we can check the status through website.

