

## Checklist to write and submit a conference/ journal paper

Final year dissertation / PGTs / PGRs/ anyone new to writing for publications

Purpose: realistic, useful, & a tracker for progress

What is the difference between conference and journal paper?

<https://www.differencebetween.com/what-is-the-difference-between-journal-and-conference-paper/>

	What you need to know and do?	Notes
1	Why you want to write and submit a conference/ journal paper?	
2	Are you prepared to go through multiple iterations before the first submission?	
3	Do you have the resources to complete this project? <ul style="list-style-type: none"><li>- Commitment</li><li>- Time</li><li>- What are the challenges that you are anticipating?</li><li>- What help do you need? (practices/ people/ processes)</li><li>- Give yourself a deadline</li><li>- What is your reward system?</li></ul>	
4	Identify a suitable conference/ journal for submission: <ul style="list-style-type: none"><li>- Consult with your supervisor/s</li><li>- Your literature review/ theoretical perspective should give you some direction</li><li>- Your reference list should give you some direction</li></ul>	
5	Check the credibility of the selected conference/journal: <ul style="list-style-type: none"><li>- Check the databases where the conference/ journal is indexed. Web of science, and Scopus are very good indications</li><li>- Ask supervisor/s or collaborators when in doubt</li></ul>	
6	Understand the guideline of the selected conference/ journal: <ul style="list-style-type: none"><li>- Carefully read the conference/journal <b>scope</b> to be sure your article is suitable</li><li>- Check the <b>recent publications</b> of the conference/ journal to understand the conference/ journal's current area of focus</li><li>- Download the submission template if they have one</li></ul>	
7	Find at least 3 articles from the selected conference/journal that are relevant to your intended submission: <ul style="list-style-type: none"><li>- Learn the <b>content, structure, and style</b> of these articles (<b>active reading</b>)</li><li>- These articles should serve as an example/ guide for your writing (<b>active reading</b>)</li><li>- You can cite these articles to demonstrate your article is suitable to the conference/journal</li></ul> <p><b><i>"No. 1 secret to becoming a better writer: Become a better reader"</i></b></p>	
8	Start to write the very first draft of your article: <ul style="list-style-type: none"><li>- Stage 1: drafting</li></ul>	

	<ul style="list-style-type: none"> <li>- Stage 2: editing</li> </ul> <p><b><i>“Write fast, edit slow”</i></b></p>	
9	<p><b>Achievement 1:</b> Send your first draft to your supervisor/s for comments:</p> <ul style="list-style-type: none"> <li>- Curiosity will help</li> <li>- Respond to the comments from your supervisor/s thoroughly</li> </ul> <p><b><i>“Learning over knowing”</i></b></p>	
10	<p>Allow time and energy for multiple iterations:</p> <ul style="list-style-type: none"> <li>- Discomfort</li> <li>- Squiggly process</li> </ul> <p><b><i>“If you get tired, learn to rest not to quit”</i></b></p>	
11	<b>Achievement 2:</b> Submit the article to the selected conference/journal	
12	Editor/ desktop check before the review stage	
13	<p>Peer-review stage:</p> <ul style="list-style-type: none"> <li>- 2-5 independent reviewers to evaluate the article</li> <li>- They will provide written feedback</li> </ul>	
14	<p>Possible outcomes:</p> <ul style="list-style-type: none"> <li>- The article is rejected</li> <li>- The article is accepted and subject to minor revisions</li> <li>- The article is accepted and subject to major revisions</li> </ul>	
15	<p><b>Achievement 3:</b> Address reviewers’ comments:</p> <ul style="list-style-type: none"> <li>- Consult with your supervisor/s</li> <li>- Respond to each comment using track changes function</li> <li>- Prepare a letter about how you addressed the comments</li> </ul>	
16	<b>Achievement 4:</b> Submit the revised article	

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