

Corresponding with authors: learning the art of discretion

외국 저자들과의 영문서한 작성법

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논문접수부터 투고까지

1. 에디터의 역할



Email etiquette

Why is it so important
to keep to "netiquette"?

2. 이메일과 편지의 차이점

LETTER

- ① Heading
(sender's return address)
- ② Inside Address
(recipient's address)
- ③ Salutation
- ④ Body of text
- ⑤ Complimentary
Close
- ⑥ Signature Line

EMAIL

- ① Subject line
- ② Salutation
- ③ Body of text
- ④ Complimentary
Close
- ⑤ Signature Line

3. 이메일의 구성

- I. Subject line
제목란
- II. Salutation (greetings)
인사말
- III. Body of text
본문
- IV. Complimentary Close
맺음말
- V. Signature Line
서명

I. Subject line

"Ms. No. 201302098, The Journal of Cell Biology"

"Manuscript EMBOJ-2013-86897"

"Receipt of New PNAS MS#2013-18132"

"JOCES/2014/153650 Acknowledgement of
Manuscript Submission"

"JBC/2013/524785 Acknowledgment of Manuscript"

I. Subject line

"JOCES/2014/153650 - Manuscript Decision"

"PNAS MS# 2013-18132 Decision Notification"

"Final Decision made for 2013-18132"

"JBC/2013/524785 - Revision Acknowledgment"

"JBC/2013/524785 - Supplemental Data Guidelines"

"JOCES/2014/153650 - Source Files Reminder"

II. Salutation

Bad examples

"Dear Sir,"

"Dear Madam,"

"To whom it may
concern,"

"Dear David,"

"Dr. Timothy Reed,"

Good examples

"Dear Dr. Kim,"

"Dear Dr. Mathers,"

III. Body of text

- No commenting on the weather
- No asking how they spent their summer
- Straight to the point but polite
- Thank them about anything you can find

IV. Complimentary close

Bad examples

- Thanks,
- Cheers,

Good examples

- Yours sincerely,
- Sincerely yours,
- Sincerely,
- Best wishes,
- With best wishes,
- Best regards,

V. Signature line

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V. Signature line

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Which voice?

Active voice ➤ **Passive voice**

We ask...

We must suspend...

We appreciate...

We have reviewed...

You have not sent...

The journal requires...

Corresponding with authors: from receipt to publication

4. A STEP BY STEP GUIDE

What are the stages of publishing?

by IJMAR



Submission
of your paper



Decision
by Editor



Double-blind
peer review



Final corrections



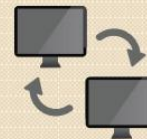
Decision Accept or
Reject



Payment
of Article Processing
Charge



Verify
final copy



Share
your paper with
everyone



CONSIDERATION
숙고 단계

PRODUCTION
제작 단계

Stages of consideration

I. Notification of receipt

접수통지

II. Rejection without review

검토 전 거절

III. Rejection with review

검토 후 거절

A Without invitation to resubmit 투고 거절

B With invitation to resubmit 재투고 기회

IV. Acceptance

수락

I. Notification of receipt

"Thank you for the submission of your manuscript entitled "[manuscript title]" to [Journal] in the [manuscript type] format."

"Thank you for submitting your manuscript to [Journal] and my apologies for the delay in responding to you."

I. Notification of receipt

"It was received on July 16, 2016, and the manuscript reference number is 201612345. Please use this number on all correspondence about the manuscript that you send to our editorial staff."

"We have received your manuscript entitled: "[title]". It has been given the number # and has been assigned to: [Editor details]."

I. Notification of receipt

"To check the status of your submission, click here: <http://website.org>. You also can login to the [Journal] manuscript-tracking system (<http://trackms.org>) with the user name and password that you created."

"You may check on the status of your manuscript at any time by clicking the link below and selecting the "Check Status" link."

I. Notification of receipt

"A copy of the PDF file that we will be using for review of the manuscript is attached to this email for your reference. If it does not meet with your approval, please contact me."

"We will contact you again as soon as we have further news about the manuscript."

II. Rejection by triage

triage에 의한 거절

"Thank you for submitting your manuscript to [Journal].

I have read your study carefully and discussed the work with other members of the editorial team. I am afraid that we have decided not to pursue publication of this manuscript."

II. Rejection by triage

"Thank you for submitting your manuscript entitled "[title]" to [Journal].

As part of our normal reviewing procedure, the manuscript was first evaluated by a member of the Editorial Board, whose comments are appended below.

You will see that, in this Board member's opinion, the manuscript is not suitable for publication in [Journal]."

II. Rejection by triage

"I am therefore sorry to say that we have decided not to send your manuscript out for peer-review.

[Journal] is only able to publish a small percentage of the many manuscripts submitted, and we can only subject those manuscripts to external review that contribute major conceptual advances.

Thank you for giving us the opportunity to consider this manuscript. I regret that we have to disappoint you on this occasion."

II. Rejection by triage

투고 탈락의 이유

A. Mismatch with journal

저널과의 불일치

B. Unimportant, unoriginal topic

중요하지 않거나 독창적이지 않은 주제

C. Poor study design and methods

디자인이나 연구 방법들의 문제

II. Rejection by triage

A. Mismatch with journal

"The work is more appropriate for a specialized journal"

"The paper did not get a high enough priority"

"The results are of narrow interest "

"The findings of the study do not fit the interest of the readership of our Journal"

II. Rejection by triage

A. Mismatch with journal

"The submission is outside the scope of the journal"

"As our journal must address a wide and diverse audience of cell biologists, we must give priority to manuscripts that provide fundamental mechanistic insights that will be appealing to the cell biological community in general. We have thus decided not to subject the manuscript to a lengthy external review."

II. Rejection by triage

B. Unimportant, unoriginal topic

"The study does not contribute substantially to current knowledge"

"The work is performed well but does not provide a sufficient advance to justify publication in the [Journal]. It seems more suitable for more specialized journals."

"Previous work has shown [previous findings]. Your paper extends this work by demonstrating [finding(s)]. But given the results that have already been published, such (a) finding(s), while of some interest to the field, is/are not unanticipated."

II. Rejection by triage

B. Unimportant, unoriginal topic

"The field has advanced to the point where the work is no longer appropriate for [Journal]"

"We have come to the view that papers describing [new components of signal transduction pathways] are no longer appropriate, and that for us to consider such a paper, there would need to be some mechanistic insight"

"The clinical implications of the study are weak"

II. Rejection by triage

C. Poor study design and methods

"The article is poorly organized"

"There are major methodological weaknesses"

"The study is descriptive"

"The manuscript lacks important controls"

"The study is interesting but too preliminary"

III. Rejection after review

Two ways of rejection

- A. Without an invitation to resubmit
- B. With a clear invitation to resubmit

III. Rejection after review

A. Without an invitation to resubmit

"Our review of your manuscript entitled [title] is now complete. I regret to say we have decided against publication in [Journal]."

"We apologize that we cannot be more positive."

"I am sorry that our response on this occasion is negative, but I thank you for your interest in [Journal]."

III. Rejection after review

A. Without an invitation to resubmit

"We hope you find the referees' suggestions helpful, and we hope you will consider [Journal] for future papers."

"We hope that the reviewers' comments will help you prepare the manuscript for another journal."

III. Rejection after review

B. With a clear invitation to resubmit

"The paper is not acceptable in its present form"

"Should you choose to resubmit, we require that the manuscript to be re-submitted within a [reasonable period of time] to be considered as a revision."

"As you can see, although two of three reviewers raised some issues concerning the manuscript, overall the reviewers' comments were favorable. Assuming you can address their concerns in a satisfactory manner, we hope to be able to make a final decision on a revised manuscript without re-review."

III. Rejection after review

B. With a clear invitation to resubmit

"As you will see, the reviewers raise a number of criticisms that prevent me from accepting the paper at this stage.

They suggest, however, that a revised version might prove acceptable following the substantial revisions that they have requested."

"If you think that you can deal satisfactorily with the criticisms on revision, I would be pleased to see a revised manuscript. We would then return it to the reviewers."

III. Rejection after review

B. With a clear invitation to resubmit

"The reviewers appreciated the attention to an important problem. However, on the basis of the reviews, we will not be able to accept this manuscript for publication in our Journal.

Yet we would be willing to review again a much-revised version, given that the reviewers' commented have been satisfactorily addressed."

"I look forward to receiving your revised manuscript."

III. Rejection after review

B. With a clear invitation to resubmit

"However, we cannot promise publication at that time."

"Unfortunately, we cannot guarantee that your revised paper will be chosen for publication; this would be solely based on how satisfactorily you have addressed the reviewer comments."

Opening for a revised version

"I should be grateful if you would also provide a point-by-point response detailing how you have dealt with the points raised by the reviewers in the 'Response to Reviewers' box. Please attend to all of the reviewers' comments. If you do not agree with any of their criticisms or suggestions please explain clearly why this is so."

"In order to promote timely publication, we require that the revision be completed within 90 days from the date of this message. Manuscripts received after this time will be considered as new submissions."

IV. Acceptance

"I am pleased to inform you that your manuscript is acceptable for publication"

"I am happy to tell you that your manuscript has been accepted for publication in [Journal], pending post-acceptance checks."

"If we require anything further from you in terms of source files, we will be in touch shortly. Otherwise, you will receive proofs in due course."

Stages of production

- **Production issues**

- I. Request for payment of publication fees
논문 게재료 청구
- II. Request for source files or for revisions
원본파일 요청 및 투고 규정에 따른 논문 수정 요청
- III. Galley proofs
교정쇄 승인
- IV. Giving due dates and reminders
마감기한 공지와 독촉

- **Ethical issues**

- V. Cases of suspected plagiarism
표절의심 대처

I. Request for payment

"I am happy to tell you that your manuscript has been accepted for publication in [Journal].

We **require** that all authors pay publication charges, as detailed here:

www.journal.org/site/PubCharges.

We inform all authors at the initial receipt of the submission that manuscripts are reviewed and papers are published with the implicit understanding that you will pay all publication charges"

I. Request for payment

"To cover the cost of printing, we require authors to pay a standard page printing charge of 200,000 KRW per ten journal pages and an additional charge of 50,000 KRW for every page exceeding this limit. For more details on our pricing please refer to our website."

"Therefore, we ask that you pay the publication fee of [value] by July 13, 2016:"

I. Request for payment

"Payment can be made by any of the following methods:"

"Please note that the publication of your paper in our Journal can only proceed once we confirm that your payment of the publication fees have gone through."

"We advise prompt payment as we are unable to publish accepted articles until payment has been received."

"Your payment regarding publication charges is overdue."

II. Request for source files or for revisions

"I am contacting you regarding your recent online submission to [Journal]. Dr. [Editor] indicated that there is a problem with the [manuscript].

According to our guidelines, the abstract must be limited to 250 words, the reference list should not exceed 30 references, and the figures and tables should follow the reference section.

Yet we have found that you have not conformed to these guidelines set out on our website. For more information, please see <http://www.journal.org/#manuscriptprep>).

Accordingly, please go through the manuscript, make the necessary changes, and re-upload your revised manuscript within 10 days"

II. Request for source files or for revisions

"I am contacting you regarding your recently accepted article referenced above.

We have not yet received the source files for your paper and would appreciate it if you could upload the final versions of these files via our online submission system immediately

[i.e. a single Word file of the main text, tables and legends, which must be editable text only (not embedded pictures), and a separate file for each figure]."

II. Request for source files or for revisions

"Please supply a revised figure(s) and legend(s) by [date]."

"Please make the necessary changes and re-upload your manuscript at <http://submit.ms.org>."

"Before uploading the revised manuscript, please ensure that you have heeded to all instructions outlined in our Manuscript preparation guidelines (<http://journal.org/site/author/ms.xhtml>)."

II. Request for source files or for revisions

"Please see our Manuscript preparation guidelines for further information (http://journal.org/site/author/ms_prep.xhtml)."

"For more information, please see <http://www.journal.org/guidelines>)."

"If you require help improving your files, please contact the Editorial Office at: editorial@journal.com"

"If we require anything further from you in terms of source files, we will be in touch shortly. Otherwise, you will receive proofs in due course."

III. Galley proofs

"We are pleased to send you the PDF page proofs of your article ahead of the compilation of the [month] issue of [Journal]."

"As corresponding author, you must proof the editing, mark any corrections, and approve the galley proof."

"We would appreciate the return of the corrected proofs within 48 hours."

III. Galley proofs

"The PDF page proofs of your submitted article were sent for you to correct and approve on [date].

In accordance with the policies of the Journal, we asked for the proofs to be due back within 48 hours. Yet we still have not heard back from you.

Your article is subjected to appear in the [month] issue. So if we do not receive the corrections within 24 hours, the editorial committee will proceed with the publishing accordingly."

IV. Giving due dates and reminders

Giving due dates

"We would appreciate a reply by [date]."

"We would appreciate your addition of/changes to this information to the manuscript by [date]."

"We hope to receive the requested files by [date]."

IV. Giving due dates and reminders

Giving due dates

"We look forward to hearing from you by [date]."

"We would be grateful for an explanation by [date]."

"Please provide me with a full and prompt response within 30 days."

IV. Giving due dates and reminders

Gentle reminders

"We are waiting for your reply on our previous manuscript revision request."

"Before we can continue with the production there are few minor modifications we would like you to make to your figures."

"Until we have heard from you, we cannot proceed further with the review/publication of your paper."

IV. Giving due dates and reminders

Not-so-gentle reminders

"If you do not answer by December 31, the editorial committee will proceed with the publishing accordingly."

"If we do not receive a satisfactory response within the allotted time, we will consider that you wish to withdraw your paper from consideration"

"Until this matter is resolved, we cannot proceed further with the review/publication of your paper."

IV. Giving due dates and reminders

Not-so-gentle reminders

"In order to promote timely publication, we require that the revision be completed within 90 days from the date of this message. Manuscripts received after this time will be considered as new submissions."

"If no satisfactory answer is provided, we must withdraw the paper from consideration/publication. Therefore, we recommend you give this matter your close and immediate attention."

IV. Giving due dates and reminders

Not-so-gentle reminders

"If we do not receive the manuscript with the requested changes by July 13, 2016, we will consider that you have chosen not to proceed with the publication of your paper in our Journal. If this is not the case, we advise that the submission is made promptly."

"Omissions of data have led us to suspend the review of your manuscript. If we are to reinstate consideration of your paper, we require an acceptable response by [date]."

Generic closures

"Thank you for your cooperation and understandings."

"Please do not hesitate to contact us if you have any questions."

"Please let me know if you have any questions."

"Thank you for your attention to these details in the preparation of your submission."

We look forward to receiving your manuscript for review by our Editorial Board."

V. Dealing with suspected plagiarism

"A serious issue has led us to suspend the review of your manuscript."

"In reviewing your manuscript, we discovered sections that seem to be unoriginal, having appeared in the following previously published work: (details)"

"It has come to our attention that your submitted/published manuscript appears to contain substantial overlap with [title] published in [Journal]."

V. Dealing with suspected plagiarism

"The overlap goes beyond the normal occurrence of standard phrases in your field. Specifically, [section] of your paper contains a significant amount of textual overlap with [previous work]. Moreover, this previous work has not been cited in your submission. For this reason your paper cannot be considered for publication."

"Republishing previously published material without proper attribution in an original research article is not an acceptable practice."

"Since it is our policy to publish new and original work, we cannot proceed further with the review/publication of your paper."

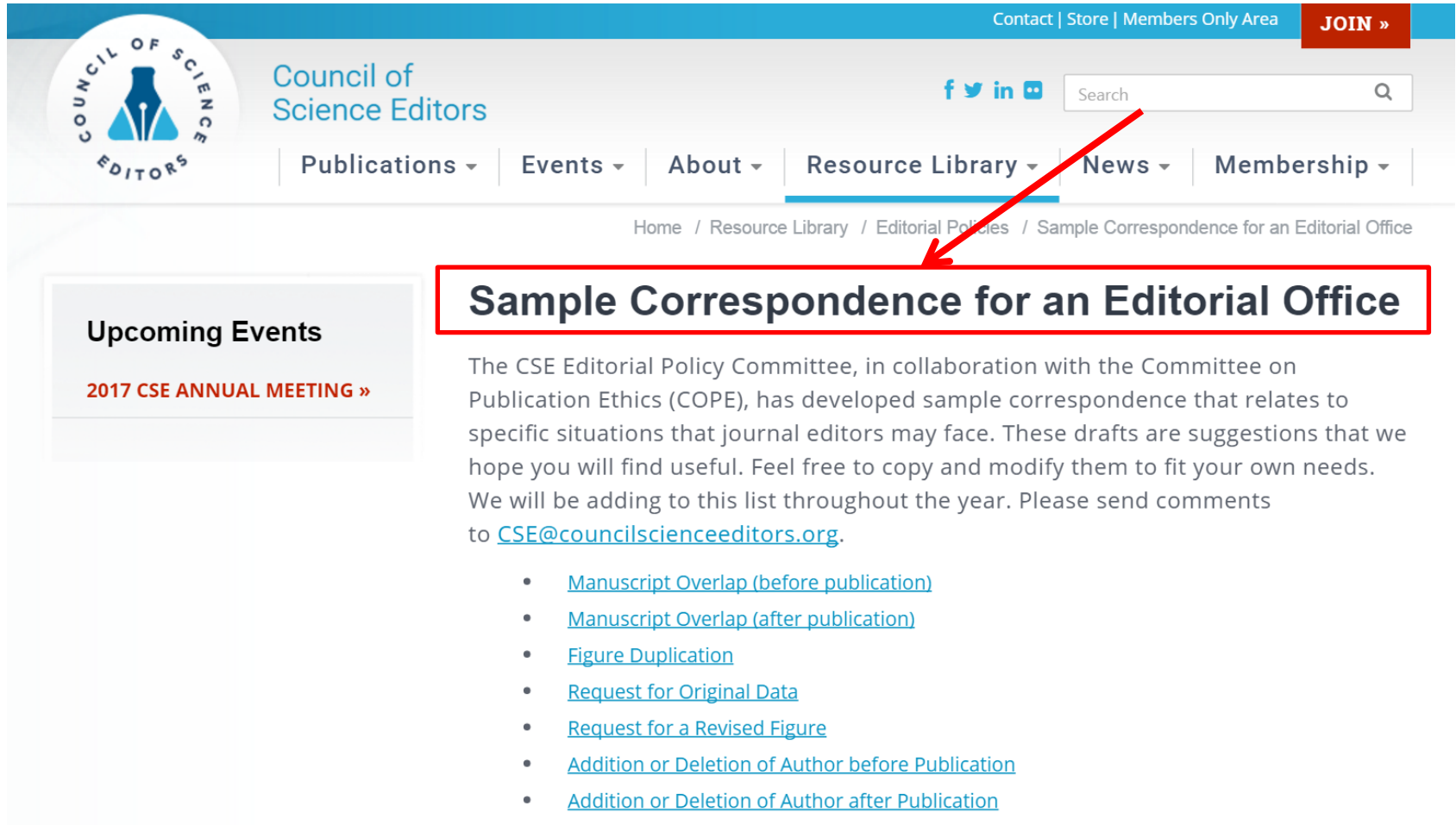
V. Dealing with suspected plagiarism

"Our journal does, however, require an explanation from you. If a satisfactory answer cannot be provided, we must withdraw the paper from consideration."

"Unless a legitimate explanation is received for the large amount of textual overlap between the submitted paper and the abovementioned work, this paper will not be reconsidered for publication."

"We further inform you that [Journal] uses CrossCheck powered by iThenticate software to check the originality of manuscripts. For more information on CrossCheck, visit their website at [web]."

유용한 웹사이트



The screenshot shows the Council of Science Editors website. The header includes the logo, navigation links (Contact, Store, Members Only Area, JOIN), and a search bar. The main navigation menu includes Publications, Events, About, Resource Library, News, and Membership. The breadcrumb trail indicates the current location: Home / Resource Library / Editorial Policies / Sample Correspondence for an Editorial Office. The page title, 'Sample Correspondence for an Editorial Office', is highlighted with a red box and a red arrow pointing to it from the 'Resource Library' menu item. The page content includes a section for 'Upcoming Events' with the '2017 CSE ANNUAL MEETING' link, and a main text area describing the sample correspondence developed by the CSE Editorial Policy Committee in collaboration with COPE. A list of sample correspondence topics is provided at the bottom.

Upcoming Events

2017 CSE ANNUAL MEETING »

Sample Correspondence for an Editorial Office

The CSE Editorial Policy Committee, in collaboration with the Committee on Publication Ethics (COPE), has developed sample correspondence that relates to specific situations that journal editors may face. These drafts are suggestions that we hope you will find useful. Feel free to copy and modify them to fit your own needs. We will be adding to this list throughout the year. Please send comments to CSE@councilscienceeditors.org.

- [Manuscript Overlap \(before publication\)](#)
- [Manuscript Overlap \(after publication\)](#)
- [Figure Duplication](#)
- [Request for Original Data](#)
- [Request for a Revised Figure](#)
- [Addition or Deletion of Author before Publication](#)
- [Addition or Deletion of Author after Publication](#)

<http://www.councilscienceeditors.org/resource-library/editorial-policies/sample-correspondence-for-an-editorial-office/>

유용한 웹사이트

ELSEVIER

Q SEARCH ≡ MENU

Elsevier > Home > PERK

Publishing Ethics Resource Kit (PERK)

The Publishing Ethics Resource Kit (PERK) is an online resource to support journal editors in handling publishing ethics issues. It is a single point of access for information and guidelines on publishing ethics. PERK provides flowcharts to guide editors through processes required to deal with different forms of publishing ethics abuse. Furthermore, it includes form letters to adapt and use for various situations, [PERK Q&A information](#) and much more. For more information on this resource kit and how it works, please see [Why PERK?](#) and [How PERK works](#).

- More resources for editors are available from [COPE](#) (Committee on Publication Ethics), including an eLearning program on how to handle and prevent misconduct.
- [Read more](#) about Elsevier & COPE.
- On the [Elsevier Publishing Campus](#) in the [Ethics in Research & Publication](#) section young researchers are offered advice on how to avoid misconduct and recommended reading about research and publication ethics. The program is a collaboration of an independent panel of experts in research and publishing ethics and Elsevier.
- Read more about [Elsevier's policies](#) on: [Article withdrawal](#), [sharing articles](#), [patient consent](#) and [research data](#).
- Read more about the guidance on possible '[Corrections to the record](#)'.

Decision Trees

General guidelines (all decision trees)

- 1 Authorship complaints
- 2 Plagiarism complaints
- 3 Multiple, duplicate, concurrent publication/Simultaneous submission
- 4 Research results misappropriation
- 5 Allegations of research errors and fraud

Form letters

- A. To author
 - A1. To author regarding a published article
 - A2. To author regarding suspected plagiarism in a submitted article
 - A3. To author regarding an article retraction
- B. To complainant re: Author
- C. To institution

<https://www.elsevier.com/?a=52964>