

Maximizing Your Time with a CBHDS Biostatistician Manuscript Preparation

This document provides a flexible, step-by-step guide for submitting a manuscript to a peer-reviewed journal in collaboration with a CBHDS biostatistician. In this guide, “the team” refers to the group of co-authors.

1. Sort out end goals and publication details
 - a. The team should agree on an end goal that addresses a solid research question and if appropriate, be based on a theoretical framework.
 - b. Team members should agree on each member’s role in the project, including order of authorship. Please refer to the [International Committee of Medical Journal Editors \(ICMJE\) Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#).

2. Select a journal
 - a. The team should then select the targeted journal for publication. When selecting a journal, it is important to keep the following questions in mind:
 - i. Does the study have broad scientific interest, or a much narrower focus?
 - ii. Are the study’s findings incremental, or do they indicate a breakthrough of the current paradigm?
 - b. Once the journal has been selected, it is recommended that the lead author email the journal’s editor to determine the level of interest in the current study.
 - i. If there is interest, the team should begin composing the manuscript to submit to that target journal.
 - ii. If there is an unfavorable response, the team should regroup and select another target journal.
 - c. The [JANE: Journal/Author Name Estimator](#) is a free web-based tool that can be used as a resource to find relevant articles to your study that may help identify potential target journals for your work.
 - d. After selecting a journal, the team should review the journal’s guidelines on format, style, language use, and document design for tables, figures, and appendices.

3. Compose a Manuscript
 - a. Once the target journal has been selected, the lead investigator should prepare the introduction, methods and materials, and discussion sections of the manuscript. Space should be left for the statistical methods section, which will be drafted later by the collaborating statistician.
 - i. The introduction should contain background and reviews of the study topic with support from work central to the field. It should also identify the gap your study fills in this field, while also describing the study’s focus and significance.
 - ii. The methods and materials section should provide sufficient detail to replicate the study, including information about the study design, sample, measures, statistical methodology, etc.
 - b. The collaborating statistician is responsible for providing the tables and figures. These should be presented in a way that “tells the story”. The layout of the tables

and figures should be used to organize the statistical methods section, including discussion of statistical methodology and results.

- c. Once a complete draft has been shared with the team, feedback should be provided within a few weeks (when asking for feedback, a specific date should be specified for final feedback). After final edits have been sent back to the lead author, the manuscript is ready for submission to your targeted journal.

4. Submit a Manuscript

- a. Once the final edits have been made, all co-authors should notify the lead author of their consent to publish the current version of the manuscript.
- b. The lead author is responsible for making final checks to ensure the manuscript follows the format and style guidelines of the journal.
- c. The manuscript should then be uploaded with a cover letter and all supplemental materials (e.g., conflict of interest form, etc).
- d. Once submitted, the lead author should receive a decision from the journal within a few weeks.
 - i. If there is a positive response following peer review, the team will be asked to make changes for the published article within the timeline given—usually 4-6 weeks.
 - ii. If the journal rejects the initial submission, the team should review the editor’s reasons for rejecting the manuscript, along with reviewer comments. The team should then decide whether to revise and resubmit to another journal, which may require style and formatting changes to the manuscript, tables, and figures.

Finally, for grants, analyses, and papers/presentations that we support outside of direct grant funding or contractual agreements with CBHDS, please acknowledge that your work was supported by core grant funding through the iTHRIV CTSA using the following language:

“Research reported in this publication/presentation/work was supported in part by the National Center for Advancing Translational Sciences of the National Institutes of Health under Award Number UL1TR003015. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”

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