



# Avoidable Mistakes as an Author

*A list made by journal editors*



## 1 Ignoring the journal's instructions for authors

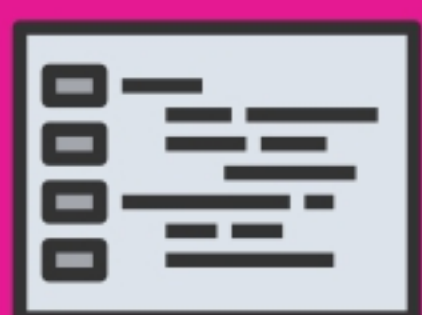
- Follow all journal instructions regarding word count, page margins, page numbering, spacing, in-text citations, references, abstract, manuscript format, etc.
- Ensure that your queries don't indicate that you have not read/followed the journal's instructions for authors.

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## 2 Presenting inconsistent data

- Ensure that the numbers and units of measurement presented in the text of your paper are consistent with those presented in tables and figures.
- Before submitting your paper to a journal, always check whether the data cited in various sections are an exact match.



## 3 Ignoring a journal's reference citation policy

- Ensure that no references are missing & that none of the listed references are either inaccurate or incorrectly formatted.
- Assign numbers to references at the citation point, number your reference list and retain unique numbers for references, irrespective of their frequency of use.

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## 4 Revealing participant identity

- If your study contains any information that might reveal the identity of the study's participants, ensure that you obtain informed consent from the participants.
- If you cannot track a participant or are unable to get consent, then consult the journal editor about the participant details that need to be omitted.



## 5 Presenting exaggerated conclusions

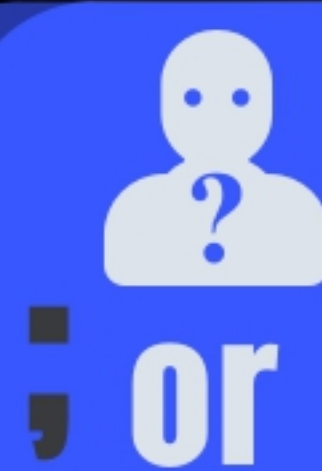
- Your conclusions should be entirely supported by data. Don't make false or overly grand claims about your study's potential to bring about change.
- Don't be selective while interpreting results; avoid focusing only on positive results while ignoring the negative and neutral ones.

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## 6 Making punctuation and style errors

- Try to avoid making common punctuation mistakes. Learn correct punctuation usage such as when to use em dashes, commas, and brackets.
- Ensure that you have expanded all abbreviations; avoid using different abbreviations for the same term throughout your paper.



## 7 Leaving footnotes unexplained

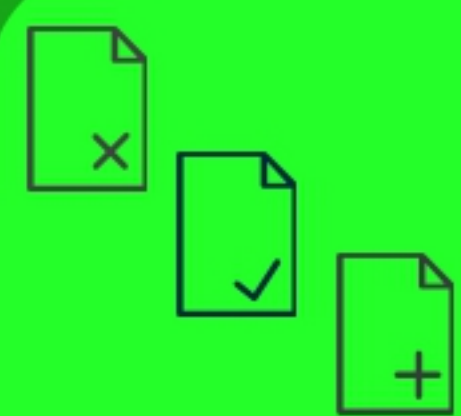
- Don't neglect explaining things that seem obvious to you; they might not necessarily seem as obvious to readers.
- Explain such details in a footnote, indicating, for example, that the data values presented in the tables are rounded off values.

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## 8 Submitting incomplete or incorrectly filled forms

- Ensure that you have correctly and completely filled all the forms as required by the journal such as those regarding authorship, conflicts of interest, etc.
- Ensure that none of the forms are missing; you could avoid unnecessary delays in the publication process by following these guidelines.



## 9 Engaging in duplicate submission

- Don't submit the same manuscript, or even part(s) of it, to 2 or more journals simultaneously. It is regarded as a breach of publication ethics.
- This holds true even if the journals involved differ as local and international or if they have different target audiences.

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## 10 Not understanding the copyeditor's changes

- Avoid questioning changes made by the journal's copyeditor without first understanding the rationale behind these changes.
- Ensure that you read the edited manuscript as well as the copyeditor's cover letter sent along with it, before hastily questioning any changes made.



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