

Kā sagatavot zinātnisko rakstu iesniegšanai augstas kategorijas zinātniskajā žurnālā?

How to prepare scientific paper for the submission to high-ranking scientific journal?

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Five Reasons to Publish

1. You add to the body of knowledge
2. You will become a recognized expert in your field
3. Your findings will help develop or improve on existing policy
4. Your publications will help you advance your career
5. You will gain inner satisfaction

You are required ...

Augstskolu likums, VII nodaļa “Zinātniskā pētniecība”, 62. pants: “Augstskolas akadēmiskā personāla pienākums ir publicēt savu pētījumu rezultātus”

LR MK Noteikumi nr. 391

“Novērtējot pretendenta atbilstību profesora vai asociētā profesora amatam, ņem vērā pēdējo sešu gadu laikā iegūto zinātnisko un pedagoģisko kvalifikāciju.”

What to start with?

With a paper writing?

With a journal selection?

Priority – paper idea or research results!

Next step – journal selection

You should know about author's guidelines

Journal selection

SIMPLE:

Use the option to publish the extended version of
your paper submitted to the conference

Journal selection

Use journal finder (example: journalfinder.elsevier.com)

Paper title

Enter your paper title here

Paper abstract

Copy and paste your paper abstract here.

Fields of research

Optional: refine your search by selecting up to three research fields

Agriculture 
 GeoSciences 
 Mathematics 
 Chemistry 

Economics 
 Humanities and Arts 
 Physics 

Materials Science and Engineering 
 Life and Health Sciences 
 Social Sciences 

Filter

Limit to journals with Open Access options

FIND JOURNAL

Test of journalfinder.elsevier.com

paper:OPERATING INCOME IN RETAIL BANKING: CASE OF LATVIAN AND LITHUANIAN MARKET

ELSEVIER								Send us feedback
Journal of Financial Stability								Scope and Information ▾
Match	1,506 Impact	5 weeks Editorial Times	20 % Acceptance	17 weeks Production Times	Optional Open Access	36 Months Embargo period	\$ 1100 More Info ↗ Open Access Fee	 User License
Review of Development Finance								Scope and Information ▾
Match	Impact	12 weeks Editorial Times	23 % Acceptance	11 weeks Production Times	Yes Open Access	- Embargo period	- Open Access Fee	 User License
Journal of Financial Intermediation								Scope and Information ▾
Match	1,661 Impact	6 weeks Editorial Times	5 % Acceptance	34 weeks Production Times	Optional Open Access	36 Months Embargo period	\$ 1800 More Info ↗ Open Access Fee	 User License
The Spanish Review of Financial Economics								Scope and Information ▾
Match	Impact	15 weeks Editorial Times	20 % Acceptance	38 weeks Production Times	Open Access	12 Months Embargo period	- Open Access Fee	 User License
Journal of Banking & Finance								Scope and Information ▾
Match	1,299 Impact	13 weeks Editorial Times	22 % Acceptance	14 weeks Production Times	Optional Open Access	36 Months Embargo period	\$ 1800 More Info ↗ Open Access Fee	 User License

High-ranking scientific journal

SNIP (Source-Normalized Impact per Paper)

Citations relative to average for discipline; SNIP >1 means journal is cited more than average for field

Impact factor

Average citations per publication

How to find the information?

Journal web-page

Data bases (Thomson Reuters Web of Science; Scopus)

Journal Citation Report (JCR)

Scientific budget

Publikācijas veids

1. Raksts žurnālā, kas ir iekļauts Thomson Reuters Web of Science / Scopus datu bāzē
2. Raksts žurnālā, kas ir iekļauts EBSCO, ScienceDirect, ProQuest u.c. starptautiskās datu bāzēs
3. Raksts zinātniskajā žurnālā ar starptautisko redkolēģiju un ISSN numuru
4. Raksts konferenču rakstu krājumos, kas ir iekļauti Thomson Reuters Web of Science / Scopus datu bāzē
5. Raksts konferenču rakstu krājumos, kas ir iekļauti EBSCO, ScienceDirect, ProQuest u.c. starptautiskās datu bāzēs

Paper – what to start with?

- Get familiar with the journal. Read some of the recent articles.
- Get familiar with the author's guidelines!
- Upload the template😊
- Prepare outlines (level 1).
- Visualize all the results (make tables and figures).

Outlines – level 1

1. What is the topic of my paper?
2. Why is this topic important?
3. How could I formulate my hypothesis?
4. What are my results?
5. What is my major finding?

Prepare your paper

Title

Abstract

Keywords

JEL classification

Introduction

Main body (Literature, Methods, Results, Discussion)

Acknowledgement

References

Outlines – level 2

Introduction

1. Why is your research important?
2. What is known about the topic?
3. What are your hypotheses?
4. What are your objectives?

Materials and Methods

1. What materials did you use?
2. Who were the subjects of your study?
3. What was the design of your research?
4. What procedure did you follow?

Results

1. What are your most significant results?
2. What are your supporting results?

Discussion and Conclusions

1. What are the studies major findings?
2. What is the significance/implication of the results?

Title

The title is the main advertisement for your article. A great title entices the audience to read on; a poorly-titled article may never reach its target readers

Important!

Leave out phrases such as “a study of”, “investigations into”, “observations on”.

Avoid using abbreviations and jargon.

One of the paper evaluation criteria is the title adequacy.

Abstracting and indexing services depend on accurate titles; they extract keywords from them for cross-referencing.

Abstract

Advice from Professor David Gillborn, *Editor of Race Ethnicity and Education*:

"A good abstract will tell you what the key issue that's addressed is, it'll give you an idea of the methods that have been used and the conclusions that have been arrived at.

So that abstract ought to tell someone whether it's worth them spending part of their life reading this paper. "

Short abstract (200-250 words)

PAPER TITLE

Name Surname¹, Name Surname²

¹The name of the institution, Country, e-mail address

²The name of the institution, Country, e-mail address

Keywords: keyword; keyword. (max 5 keywords separated by semicolon)

Type of the paper: Empirical study, Theoretical paper, Methodological paper

JEL Classification: system can be found in the website of American Economic Association:
http://www.aeaweb.org/journal/jel_class_system.php

JEL Classification Codes

The **JEL classification** system was developed for use in the *Journal of Economic Literature* (JEL), and is a standard method of classifying scholarly literature in the field of economics.

The *American Economic Association (AEA)* maintains *EconLit*, a searchable data base of citations for articles, books, reviews, dissertations, and working papers classified by JEL codes for the years from 1969.

JEL Classification Codes

General Categories

- A [General Economics and Teaching](#)
- B [History of Economic Thought, Methodology, and Heterodox Approaches](#)
- C [Mathematical and Quantitative Methods](#)
- D [Microeconomics](#)
- E [Macroeconomics and Monetary Economics](#)
- F [International Economics](#)
- G [Financial Economics](#)
- H [Public Economics](#)
- I [Health, Education, and Welfare](#)
- J [Labor and Demographic Economics](#)
- K [Law and Economics](#) LAW
- L [Industrial Organization](#)
- M [Business Administration and Business Economics • Marketing • Accounting • Personnel Economics](#)
- N [Economic History](#)
- O [Economic Development, Innovation, Technological Change, and Growth](#)
- P [Economic Systems](#)
- Q [Agricultural and Natural Resource Economics • Environmental and Ecological Economics](#)
- R [Urban, Rural, Regional, Real Estate, and Transportation Economics](#)
- Y [Miscellaneous Categories](#)
- Z [Other Special Topics](#) ECONOMICS OF ARTS, RELIGION, PUBLIC POLICY

Example: The factors affecting Employee's satisfaction in Latvian banks

G2 Financial Institutions and Services

- G20 General
- G21 Banks • Depository Institutions • Micro Finance Institutions • Mortgages
- G22 Insurance • Insurance Companies • Actuarial Studies
- G23 Non-bank Financial Institutions • Financial Instruments • Institutional Investors
- G24 Investment Banking • Venture Capital • Brokerage • Ratings and Ratings Agencies
- G28 Government Policy and Regulation
- G29 Other

M1 Business Administration

- M10 General
- M11 Production Management
- M12 Personnel Management • Executives; Executive Compensation
- M13 New Firms • Startups
- M14 Corporate Culture • Diversity • Social Responsibility
- M15 IT Management
- M16 International Business Administration
- M19 Other

C3 Multiple or Simultaneous Equation Models • Multiple Variables

- C30 General
- C31 Cross-Sectional Models • Spatial Models • Treatment Effect Models • Quantile Regressions • Social Interaction Models
- C32 Time-Series Models • Dynamic Quantile Regressions • Dynamic Treatment Effect Models • Diffusion Processes • State Space Models
- C33 Panel Data Models • Spatio-temporal Models
- C34 Truncated and Censored Models • Switching Regression Models
- C35 Discrete Regression and Qualitative Choice Models • Discrete Regressors • Proportions
- C36 Instrumental Variables (IV) Estimation
- C38 Classification Methods • Cluster Analysis • Principal Components • Factor Models
- C39 Other

G21; M12; C38

Introduction

Move 1. Establish a research territory

Show that the general research area is important, central, interesting, and problematic in some way.

Move 2. Find a niche

Indicate a gap in the previous research, or extend previous knowledge in some way.

Move 3. Occupy the niche

- a. Outline **purposes** or state the nature of the present research;
- b. List research questions or **hypotheses**;
- c. State the method of investigation
- d. Announce **principle findings**;
- e. State the **value** of the present research;
- f. Indicate the **structure** of the research paper.

Main text – literature review

The purposes of the review are:

- to define and limit the problem you are working on
- to place your study in an historical perspective
- to avoid unnecessary duplication
- to evaluate promising research methods
- to relate your findings to previous knowledge and suggest further research

Avoid lengthy or unfocused reviews of previous research.

Cite peer-reviewed scientific literature or scholarly reviews.

Avoid general reference works such as textbooks.

Define any specialized terms or abbreviations

Main text - Methods

This section should be detailed enough that readers can replicate your research, and assess whether the methods justify the conclusions.

Ultimately, you should explain how you studied the problem, identify the procedures you followed, and structure this information as logically as possible.

If your methods are new, you'll need to explain them in detail. If they've been published before, cite the original work, including your amendments if you've made modifications.

Main text - results

In this section you show how your results contribute to the body of scientific knowledge, so be clear and logical.

Do not interpret your results – that comes in the Discussion & Conclusions section.

You can base the sequence of this text on the tables, figures and graphs that best present your findings.

Main text - Discussions

Move 1. The study's major findings

- a. State the study's major findings.
- b. Explain the meaning and importance of your finding.
- c. Consider alternative explanations of the findings.

Move 2. Research Context

- a. Compare and contrast your findings with those of other published results.
- b. Explain any discrepancies and unexpected findings.
- c. State the limitations, weaknesses, and assumptions of your study.

Move 3. Closing the paper

- a. Summarize the answers to the research questions.
- b. Indicate the importance of the work by stating applications, recommendations, and implications.

Discussion – make sure that:

- your results directly support your conclusions
- you use specific expressions and quantitative descriptions – ‘12 degrees higher’ instead of ‘a higher temperature’
- you only discuss what you defined early in the paper – don’t introduce the reader to a whole new vocabulary. If you missed an important term, go back to the introduction and insert it
- all interpretations are based on fact, not imagination

Essential Parts of a Scientific Paper

Title: Describe concisely the core contents of the paper

Abstract: Summarize the major elements of the paper

Introduction: provide context and rationale for the study

Materials: Describe the experimental design so it is
reproducible

Methods: Describe the experimental procedures

Results: Summarize the findings without interpretation

Discussion: Interpret the findings of the study

Acknowledgement: Give credit to those who helped you

References: List all scientific papers, books and websites
that you cited

Acknowledgement

When is obligatory?

- Persons who are not your co-authors contributed in some way to the paper
- Your paper is written within the scope of scientific project

Acknowledgement

- The paper was supported by the National Research Program 5.2. “Economic Transformation, Smart Growth, Governance and Legal Framework for the State and Society for Sustainable Development - a New Approach to the Creation of a Sustainable Learning Community (EKOSOC-LV)”.
- This study was conducted within the scope of the research „Enhancing Latvian Citizens’ Securitability through Development of the Financial Literacy” Nr. 394/2012.
- Support for this work was provided by the Riga Technical University through the Scientific Research Project Competition for Young Researchers No. ZP-2013/03.

References

Referencing is a standardized way of acknowledging the sources of information and ideas that you have used in your document.
A list of ALL the references used in the text must be written.

MLA Titko, Jelena, Jelena Stankevičienė, and Natalja Lāce. "Measuring bank efficiency: DEA application." *Technological and Economic Development of Economy* 20.4 (2014): 739-757.

APA Titko, J., Stankevičienė, J., & Lāce, N. (2014). Measuring bank efficiency: DEA application. *Technological and Economic Development of Economy*, 20(4), 739-757.

ISO 690 TITKO, Jelena; STANKEVIČIENĖ, Jelena; LĀCE, Natalja. Measuring bank efficiency: DEA application. *Technological and Economic Development of Economy*, 2014, 20.4: 739-757.

Reference style APA

www.apastyle.org

APA Style® originated in 1929, when a group of psychologists, anthropologists, and business managers convened and sought to establish a simple set of procedures, or *style rules*, that would codify the many components of scientific writing to increase the ease of reading comprehension.

APA Style rules and guidelines are found in the [*Publication Manual of the American Psychological Association*](#).

For a brief overview of APA Style, see [Free Tutorial: The Basics of APA Style](#).

Reference list in 15 minutes

Use Google Scholar <https://scholar.google.lv>

The screenshot shows a Google Scholar search results page. The search term 'kantane I' is entered in the search bar. The results are filtered by language, showing 219 results in 0.05 seconds. The results are listed in descending order of relevance. The first result is a publication by Inara Kantane, Biruta Sloka, and Anastasija Vilcina, titled 'Management development challenges in small companies in the regions of Latvia'. The citation includes the authors' names, the title, the journal, and the year (2013). A red checkmark is next to the 'iekļaut patentus' checkbox.

Scholar Aptuveni 219 rezultāti (0,05 s)

Raksti Padoms. Meklēt rezultātus tikai latviešu valodā. Meklēšanas valodu jūs varat norādīt lapā Scholar iestatījumi..

Mana bibliotēka [CITĀTS] Changing the Management Paradigm of Education and Training for Improved Competitiveness
I Buligina, B Sloka, J Dzelme, G Tora, I Kantane - 8th International Scientific ..., 2014
Minēts 2 Citēt Saglabāt

Jebkurā laikā [CITĀTS] Sunnylven og Geiranger
PAA Lillebø, IL Karbø, AP Lillebø - 1972 - Tryggestads prenteverk
Minēts 5 Saistītie raksti Citēt Saglabāt

Kopš 2016 [CITĀTS] Management development challenges in small companies in the regions of Latvia
I Kantane, B Sloka, A Vilcina - Economic Science for Rural ..., 2013 - agris.fao.org
Abstract: Academic research worldwide has proved that it is of great importance to have sustainable companies in the regions to ensure the development of all regions. Statistics has shown that many companies are established in Latvia every year but not all of them ...
Minēts 1 Saistītie raksti Visas 2 versijas Citēt Saglabāt Vairāk

Kārtot pēc atbilstības i no saitēm, liai importētu

Kārtot pēc datuma

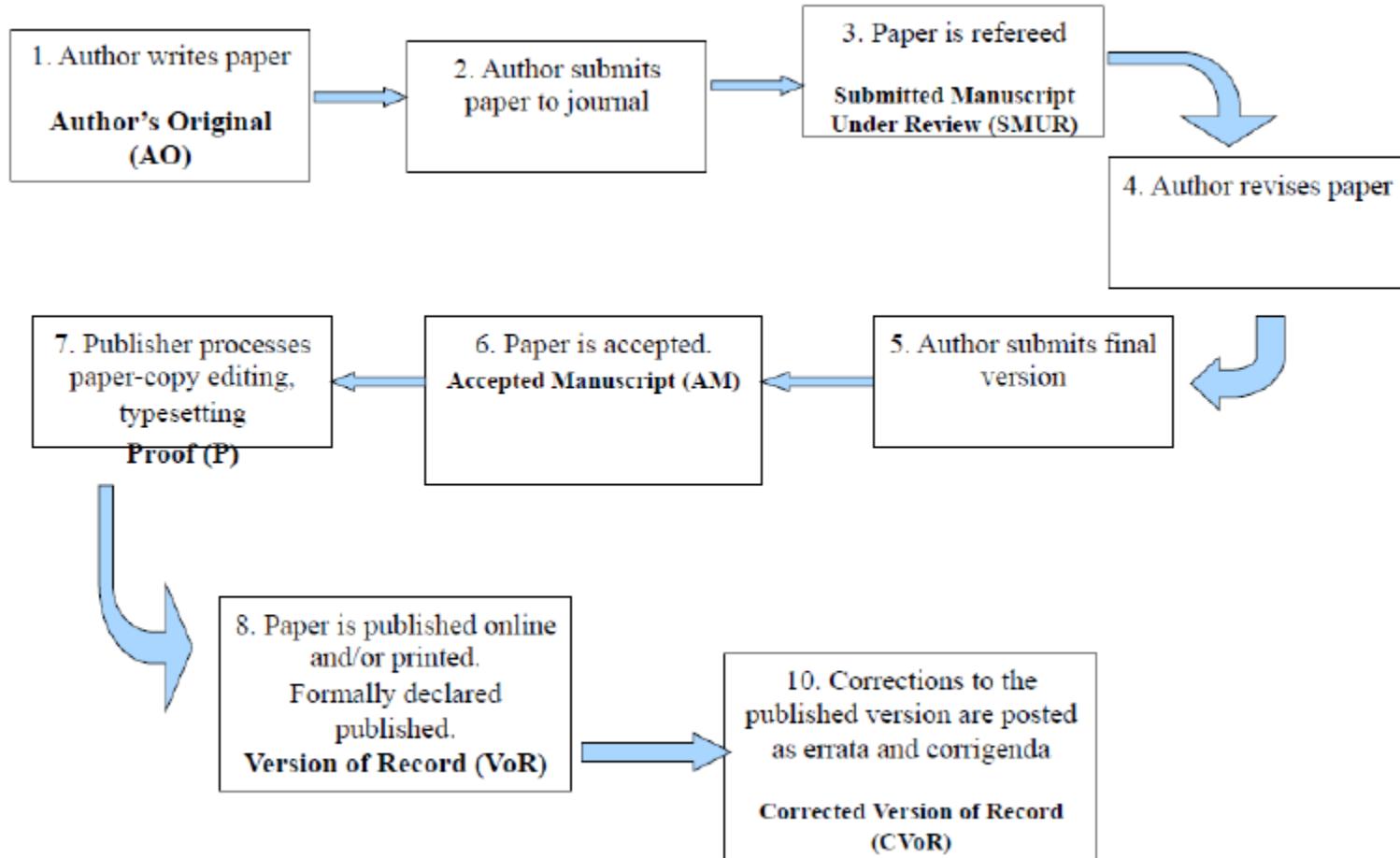
iekļaut patentus

MLA Kantane, Inara, Biruta Sloka, and Anastasija Vilcina. "Management development challenges in small companies in the regions of Latvia." *Economic Science for Rural Development (Latvia)* (2013).

APA Kantane, I., Sloka, B., & Vilcina, A. (2013). Management development challenges in small companies in the regions of Latvia. *Economic Science for Rural Development (Latvia)*.

ISO 690 KANTANE, Inara, et al. Management development challenges in small companies in the regions of Latvia. *Economic Science for Rural Development (Latvia)*, 2013.

Publishing process



Status of your paper

- Revise & Resubmit
- Revise with major revisions
- Revise with minor revisions
- Advice from Professor Len Barton, *Editor of Disability and Society*:
"I do think this is important for a number of reasons, but I want to say it, it's important that authors remember that where referees' comments have been helpful, and hopefully they will be helpful because in many ways they are quite detailed and specific, it is appropriate in the revised submission that their contribution is acknowledged in the paper. Very, very few people acknowledge the helpfulness of referees."

Anything aside from simply "reject"

- **Accept:** "Which almost nobody gets".
- **Accept with revision:** "Just make some minor changes."
- **Revise and resubmit:** "They're still interested in you!"
- **Reject and resubmit:** Though not as good as revise and resubmit, "they still want the paper!"

Reviewer list

REVIEW FORM

Title of the paper:

Assessment of the efficiency of selected Slovak insurance by using DEA models

Evaluate the paper by each of the following criterions (please, mark the suitable evaluation) and give a general evaluation:

General evaluation

1. Title of the research paper, it's accord to the contents and goals.
2. Structured abstract (purpose, methodology/methods, scientific aim, findings, conclusions)
2. Clarity and relevance of the problem
3. Deepness of scientific problem analysis
4. Reasoning of main propositions
5. Validity of the conclusions
6. Use of international scientific achievements
7. Evaluation of the research paper structure: consistency, extent, language
8. Accuracy of the references in the text and in the list of literature
9. Research goals, object, methods, novelty and key words, pointed out at the beginning of the research paper

Weak 1	Modest 2	Average 3	Good 4	Excellent 5
			X	
		X		
		X		
		X		
		X		
X				
X				
X				
X				
		X		

Top Reasons for Rejection

1. Sent to the wrong journal, does not fit the journal's aims and scope; fails to engage with the issues addressed by the journal; will not be relevant to the readers.
2. Not a proper journal article (i.e. more like a thesis chapter or a consultancy report)
3. Too long or too short.
4. Poor regard to the conventions of the journal or to conventions of academic writing generally.
5. Poor English (style, grammar, punctuation)
6. Fails to say anything of significance (i.e. Makes no new contribution to the subject) or states the obvious at tedious length.
7. Poor theoretical framework (including references to relevant literature).
8. Scrappily presented and not proofread, looks like a draft version.

Advices from editors

Margaret Forrest, *New Review of Academic Librarianship (NRAL)*

1. Write to the Editor with an abstract of your proposed article to ask if this would be of interest.
2. Look for the journal's "Guidelines for authors" and be sure to follow any instructions, e.g. for the length of article.
3. The reviewers for NRAL are asked a number of questions which can help focus their reviews. For example:
 - How informative is the title?
 - Are the objectives of the paper stated?
 - Are the methods of the study and the results clearly described?
 - Does the discussion link theory and practice?
 - Does the paper provide something new?
 - Are the ideas of interest and practical relevance to academic libraries?

Advices from editors

Dr William Miller, *The Reference Librarian*

1. Please check your spelling and grammar
2. Avoid pseudo-scientific words: “utilize” and “use” mean the same thing
3. Use active voice: “I did it” is much more effective than “it was done by me.”

Advices from editors

Helen Partridge, *Australian Library Journal*.

1. Get familiar with the journal. Read some of the recent articles.
2. Make sure you read the author guidelines; make note of the word limit, the referencing style and the formatting requirements.
3. Don't be surprised if you are asked to make revisions. The feedback provided by the editor (or the reviewers) is there to help you to improve the quality of your writing.
4. Don't take their feedback personally.
5. If you have questions or need clarification than contact the editor.
6. Stick to the deadlines; return your revised article by the date requested.

Review – Revise & Resubmit

The authors should be complemented on an attempt to make an empirical analysis of the profitability of the banks in Latvia and Lithuania. However, the manuscript suffers from several serious drawbacks. Specifically, the authors should address the following issues:

- 1) state the contribution of this paper to the field. What is new about this research/ approach?
- 2) state the problem. What is the problem? Why is it worth studying? Be more specific than declaring that banking sector is "important" to the economy. (p.3).
- 3) Literature review. Literature review is very superficial. Please, indicate the most relevant findings of the previous research.
- 4). Fig. 1 should be improved. The legend is not clear in black/white printout. Correct spelling mistakes e.g. Bugaria.
- 5) Fig. 2. p. 5. "High volatility" is not obvious from this chart. Perhaps, a quarterly data would show the level of volatility.
- 6) Data and methods. The authors do not provide a clear description of their data-set. (Nor do they provide specific sources, like URL address). According to the subscript "t" in the model one can tell this is a time - series data (authors should state this). Why authors talk about the multicollinearity problem with time -series data. Why report a VIF? What is "N"? According to the description of the data N is 6. 6 years is too short a time-series to perform analysis and draw conclusions. Provide your arguments.

Authors should provide a better description of the data set and of the model. Make table/list of your explanatory variables, indicate the expected sign, and explain why those variables were chosen based on the previous research/ other sources. (it is not enough to provide a correlation table. You have to explain the reasons behind those correlations.). Discuss your results in more detail and depth. Relate them to your statistical analysis.

Conclusion is also superficially written. Report your findings. Explain them. Indicate limitations of your research. Give more thought to the future direction of the research, if it is needed.

Literature

- Kallestinova, E. D. (2011). How to write your first research paper. *The Yale journal of biology and medicine*, 84(3), 181.
- Andrade, C. (2011). How to write a good abstract for a scientific paper or conference presentation. *Indian journal of psychiatry*, 53(2), 172.
- Elsevier. (2015). Understanding the Publishing Process: How to Publish in Scholarly Journals. <https://www.elsevier.com>
- Top Tips from Journal Editors
<http://academicwritinglibrarian.blogspot.com>