



Steps for the Journal Publication Process

*This resource document provides tips to help DHDSP recipients understand the steps to submit a written product for publication in a peer-reviewed journal. The peer-review process is an essential component of publication and helps authors identify and address potential issues with a written product. By understanding the peer-review and publication processes, you can better plan for your overall writing project. This resource document aligns with the lessons and techniques in *The Writing System (2020)*. For guidance on authorship order and journal selection, please refer the following resource documents for assistance: “Determining Authorship and Contributor Order” for [1815](#), [1816](#), [1817](#) and “Deciding Where to Publish: Journal Identification Tips” for [1815](#), [1816](#), and [1817](#).*

Step 1: Submission

Submit your written document through your chosen journal’s online submission site. The corresponding or lead author will need to register for an account to do this. Once your account is set up, you will be guided through the journal’s submission process.



Step 2: Editorial Review

Your written product will be read by the Editor or Associate Editor to ensure it fits within the aims and scope of the journal. If the chosen journal is academic, the manuscript will then be sent for peer review to consider rigor, quality, originality, and clarity of the study or program discussed therein.

Different Types of Peer Review

There are several types of peer review to include:

- **Single Blind:** reviewer’s identity hidden from author; reviewer knows identity of authors
- **Double Blind:** Both reviewer and author remain anonymous to each other
- **Open:** Reviewer and author are known to each other



Step 3: First Decision Notification

Following peer review, one of the following recommendations are made:

- **Accept:** The editors have concluded that your written product contains a publishable contribution and will do so in its original form.
- **Accept with Minor Revision(s):** The editors have concluded that your written product contains a publishable contribution upon execution of small list of specified revisions.
- **Accept with Major Revision(s):** Editors have concluded that a written product needs to be substantially improved before it can be accepted for publication. Additionally, authors make changes suggested by the reviewers and/or editors.
- **Revise and Resubmit:** Editors are willing to reconsider the written product in another round of decision-making after the author(s) make major changes. When this occurs, the revised product is likely to be sent for a second round of peer review.
- **Reject:** The editors have concluded that your written product is not suitable for publication. This can be due to a variety of reasons including not being a fit for the journal’s subject matter.





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Ultimately, the final decision comes from the Editor. All reviewer feedback on the written product is provided to the corresponding (usually lead) author. In some cases, if the manuscript does not fit the scope of the journal, a desk rejection occurs and transfer to another journal may be suggested.

Step 4: Revisions



The corresponding author will receive an email from the Editor containing the final decision. If asked to make revisions, the Editor will specify the time you have to make either minor or major revisions. For more guidance about navigating reviewers' comments, please refer to additional resources [here](#) and [here](#). After resubmitting your manuscript, it will be reassigned to the same reviewers to check to ensure their comments have been adequately addressed. If adequately addressed, your manuscript will be accepted. If not, you may be asked to perform additional revisions or have your paper rejected.

Step 5: Copyright and Proofs

After acceptance, your manuscript is processed, copyright forms for all authors are distributed and quality checks are done to prepare for PDF proofs. During this process, the journal may contact you to correct formatting issues in tables or supplemental figures via their online proofing system.



Step 6: Early Access and Publication

After proofs have been approved and all copyright permissions received, journals will provide a customized link that provides free early online access to authors. During this early access period before publication, authors may be permitted to order offprints, a separate printing of written product from a larger publication, and manuscripts can be documented as “in press” on curriculum vitae or professional resume. The length of time from official acceptance notification to final publication will vary by journal.

References

[Effective Writing and Publishing Scientific Papers, Part XII: Responding to Reviewers](#)

Graham, D., Graham, J., & Lussos, R. (2020). *The Writing System*. Preview Press.

[Peer-Review Process: 4 Major Steps](#)

[Preparing Reports for Publication and Responding to Reviewers' Comments](#)

[Scholarly Publishing - Lay of Land - Research Guides at University of Colorado Boulder](#)

[Understanding the Publishing Process - PLOS](#)

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