



新手如何着手准备第一篇sci

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Tsinghua University

目录

- 前期准备工作
- 写作前的素材筹备
- 写作中的方法和技巧
- 投稿中的材料准备

前期准备工作

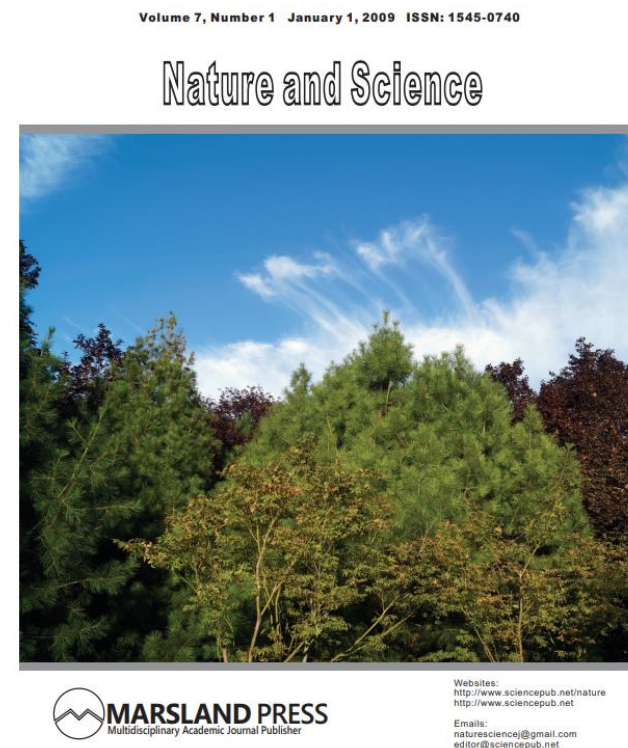
论文想法的来源

➤ 我的第一篇SCI论文从哪里来？



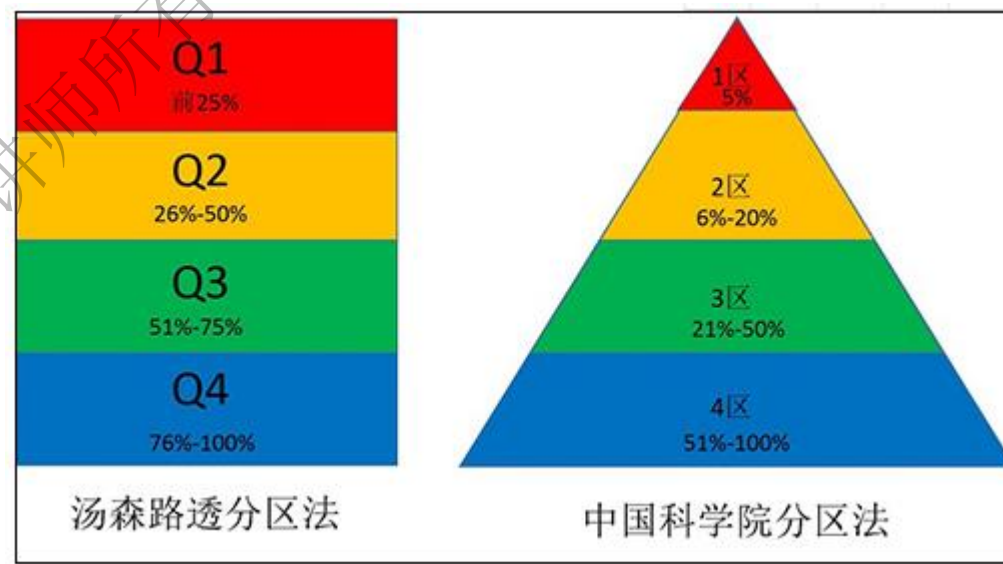
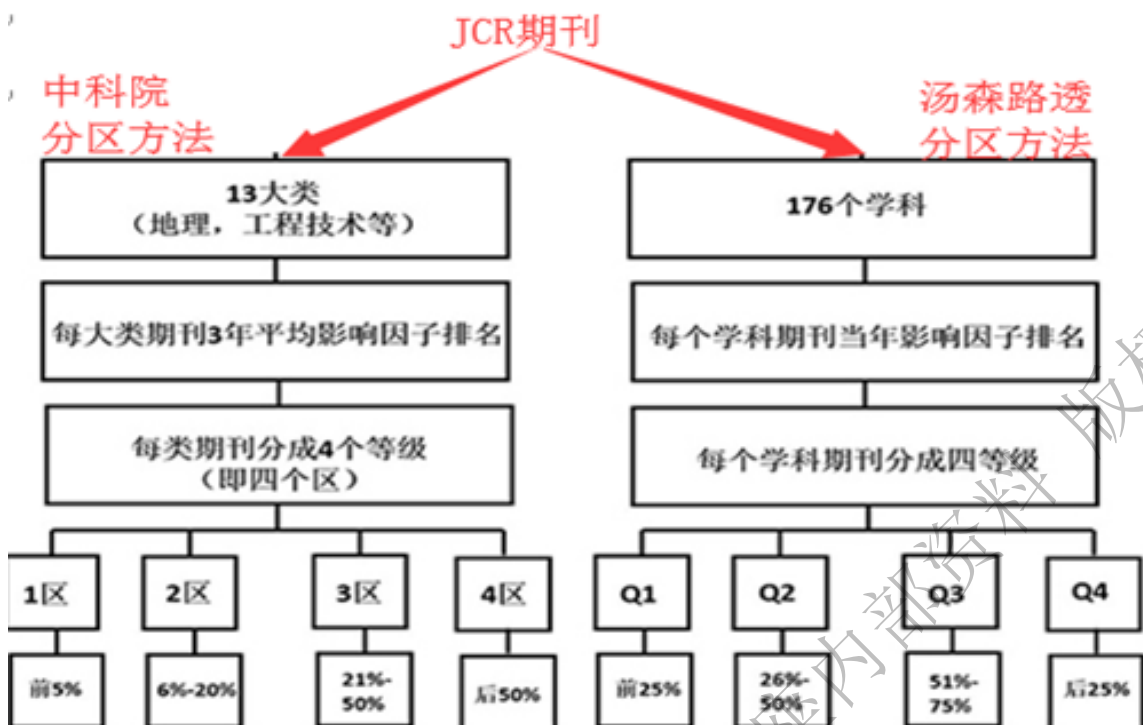
目标期刊的选取

- 我的第一篇SCI论文要投稿/发表到哪个期刊？



目标期刊的选取

- 我的第一篇SCI论文要投稿/发表到哪个期刊？
 - 导师指定：我才写第一篇SCI论文，为什么导师让我投顶刊？



JCR分区 vs 中科院分区

目标期刊的选取

➤ 我的第一篇SCI论文要投稿/发表到哪个期刊？

- 导师指定：我才写第一篇SCI论文，为什么导师让我投顶刊？
- 自己选取：怎么选取适合自己的期刊？
 - 询问师兄师姐或者去查阅课题组/导师以往的发表记录

目标期刊的选取

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 - 查看期刊的Aim&Scope或过去已经发表的文章

Scope

IEEE Intelligent Systems serves users, managers, developers, researchers, and purchasers who are interested in intelligent systems and artificial intelligence, with particular emphasis on applications. Typically they are degreed professionals, with backgrounds in engineering, hard science, or business. The publication emphasizes current practice and experience, together with promising new ideas that are likely to be used in the near future. Sample topic areas for feature articles include knowledge-based systems, intelligent software agents, natural-language processing, technologies for knowledge management, machine learning, data mining, adaptive and intelligent robotics, knowledge-intensive processing on the Web, and social issues relevant to intelligent systems. Also encouraged are application features, covering practice at one or more companies or laboratories; full-length product stories (which require refereeing by at least three reviewers); tutorials; surveys; and case studies. Often issues are theme-based and collect articles around a contemporary topic under the auspices of a guest editor working with the editor in chief.

目标期刊的选取

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 - 查看期刊或会议的Guide for Authors或Submission Instruction

Guide for Authors

 Download Guide for Authors in PDF

Aims and scope +

• Submission checklist

BEFORE YOU BEGIN

• Ethics in publishing

• Declaration of competing interest

• Submission declaration and verification

• Use of inclusive language

• Author contributions

• Changes to authorship

• Copyright

• Role of the funding source

• Open access

• Submission

• Original Software Publications

PREPARATION

• Peer review

• Article structure

• Essential title page information

• Highlights

• Abstract

• Keywords

• Artwork

• Tables

• References

• Video

• Data visualization

• Supplementary material

• Research data

AFTER ACCEPTANCE

• Online proof correction

• Offprints

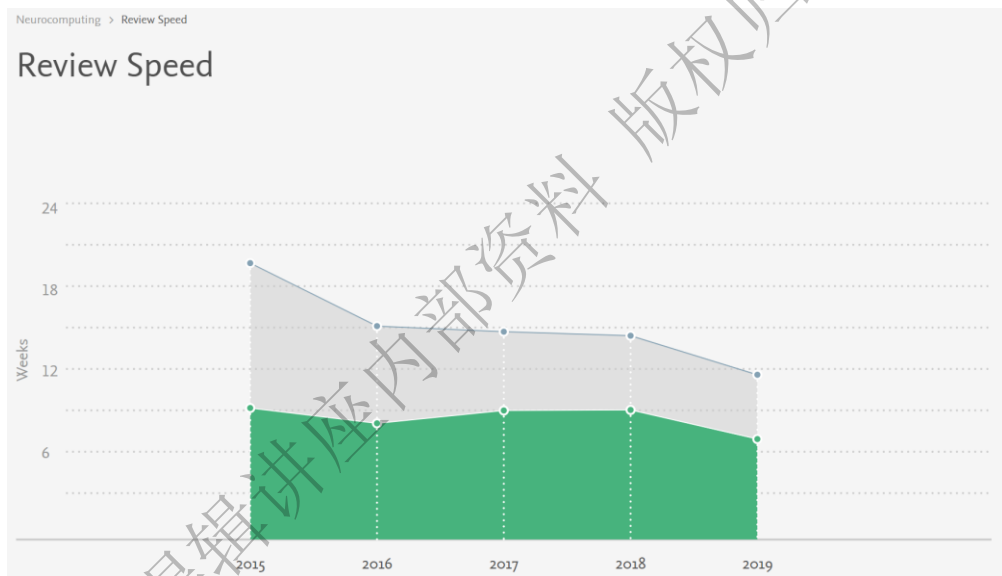
AUTHOR INQUIRIES

- 接收稿件的类型：Survey Paper, Research Paper, Letter or Short Communication
- 字数或页数要求
- 图片或表格的数量或格式要求
- 审稿方式：single or double blind
- 出版方式：print or online
- 开放获取与否，是否有APC (Article Processing Charge)
-

目标期刊的选取

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 - 查看期刊的Aim&Scope或过去已经发表的文章
 - 查看期刊或会议的Guide for Authors或Submission Instruction
 - 尽可能了解期刊的审稿周期



62 days

Submission to first decision

343 days

Submission to acceptance

Springer的期刊展示信息

目标期刊的选取

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 - 查看期刊或会议的Guide for Authors或Submission Instruction
 - 尽可能了解期刊的审稿周期

- Received May 29, 2019, accepted June 14, 2019
- Received May 11, 2019, accepted June 11, 2019
- Received June 11, 2019, accepted June 22, 2019
- Received April 8, 2019, accepted May 5, 2019
- Received April 9, 2019, accepted May 4, 2019
- Received April 8, 2019, accepted May 3, 2019

已录用论文信息

投稿经验：

sep 15, 2020 submitted
oct 5, 2020 revise and reconsider
nov 10, 2020 revision submitted to journal
nov 21, 2020 accepted

网友的投稿经验分享

写作工具的选取

➤ 我的第一篇SCI论文要用什么工具来写？

- Word：简单，上手快，可以配合MathType来处理数学公式
- LaTeX：复杂，上手慢，熟练之后很方便



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Ryan Moulton

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CTeX 套装

CTeX 中文套装是基于 Windows 下的 MiKTeX 系统，集成了编辑器 WinEdt 和 PostScript 处理软件 Ghostscript 和 GSview 等主要工具。CTeX 中文套装在 MiKTeX 的基础上增加了对中文的完整支持。CTeX 中文套装支持 CJK, xeCJK, CCT, TY 等多种中文 TeX 处理方式。

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版本更新

CTeX 随着 MiKTeX 以及相关软件的升级而不断升级。其版本号由三个数字构成，其中前两个数字表示内含的 MiKTeX 的版本号。

- 版本更新记录

版本 v2.9.2 包含以下内容：

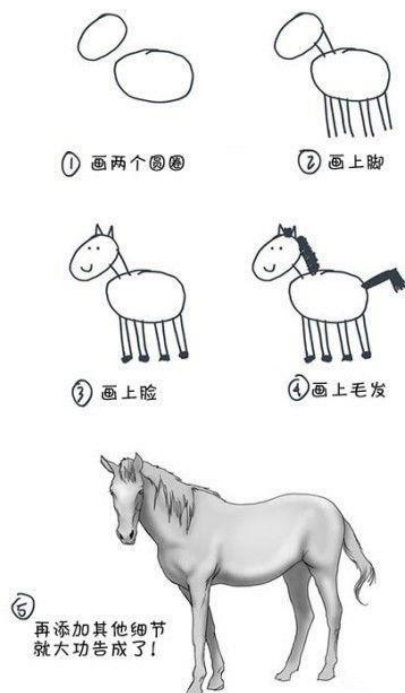
- MiKTeX 2.9
- WinEdt 7.0
- GSview 5.0
- Ghostscript 9.05
- 中文系统
- 宏包与模板

写作前的素材筹备

为什么要准备好素材？

➤ 从如何画一匹马说起

怎样画马



← 导师给我的论文提纲

← 导师希望我写出来的论文

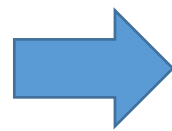
写论文所需要的素材

- **文字素材**：专业术语的积累、背景部分的介绍、相关工作的总结……
- **图表素材**：论文提出的方法的流程图说明，仿真或实验结果图，数学符号或参数定义表……

素材的筹备

✓ 聊一聊常见的误区

我看了几篇相关的论文



**写介绍和相关工作部分
所需要的素材**

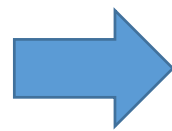
我看了几篇相关的论文，做了
笔记，还进行了分类归档



素材的筹备

✓ 聊一聊常见的误区

我画好了论文需要的图表



写讨论部分
所需要的素材

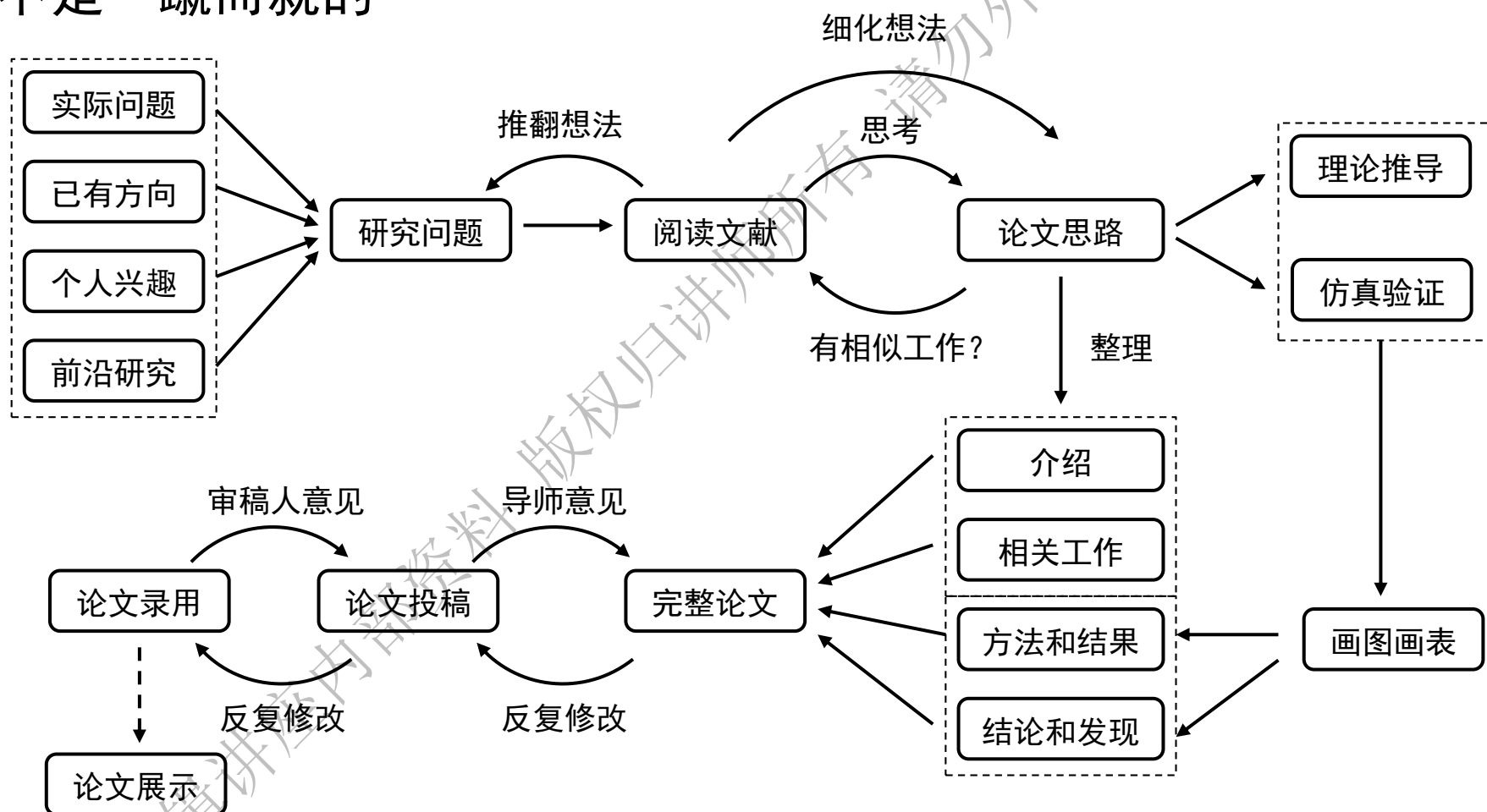
我画好了论文需要的图表，还
保存了原始数据和画图的程序



写作中的方法和技巧

论文写作流程（回顾）

➤ 好的论文不是一蹴而就的



写作中的方法和技巧

➤ 英语写作

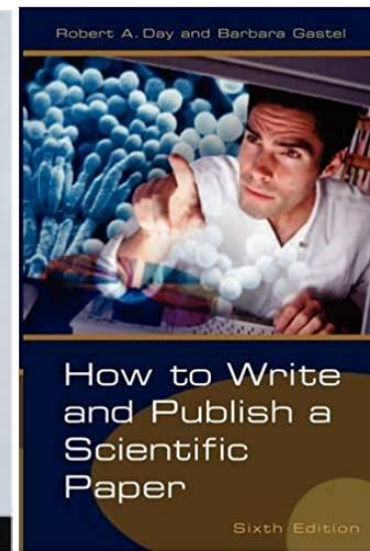
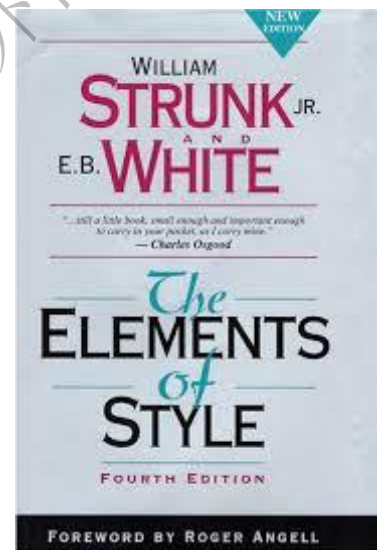
- 使用**语法检查功能和修订模式**
- 勤查英语字典
- 使用一些连接词和连接语句：as, since, else, however, furthermore; take a step further; firstly, secondly, thirdly; what we want to show is ..; we are now ready to give ..
- 勤查谷歌学术，注意专有名词的准确性

"gradient disappearance"

找到约 5,370 条结果 (用时0.07秒)

"vanishing gradient"

找到约 26,400 条结果 (用时0.06秒)

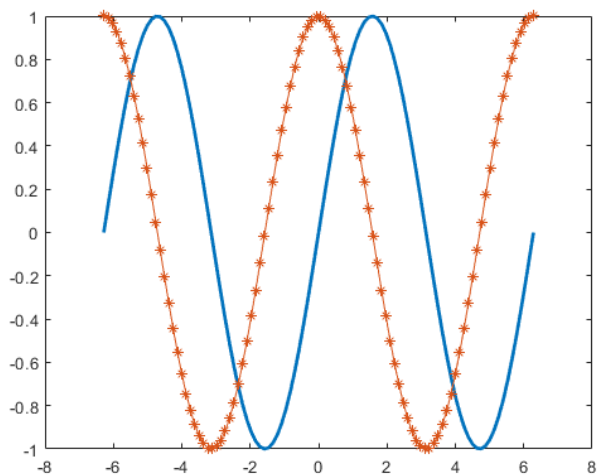


- 使用论文润色，**总结自己的“写作误区”**
- **英语好不一定成为加分项，但英文不好一定是减分项**

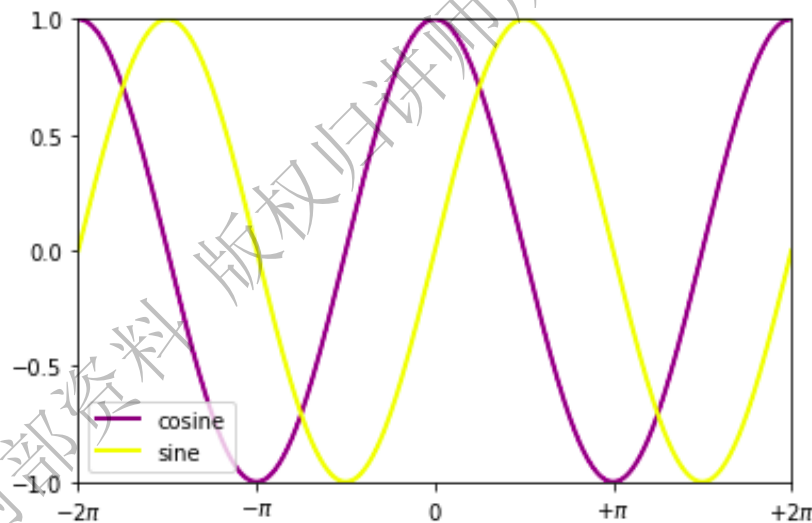
写作中的方法和技巧

➤ 图表制作

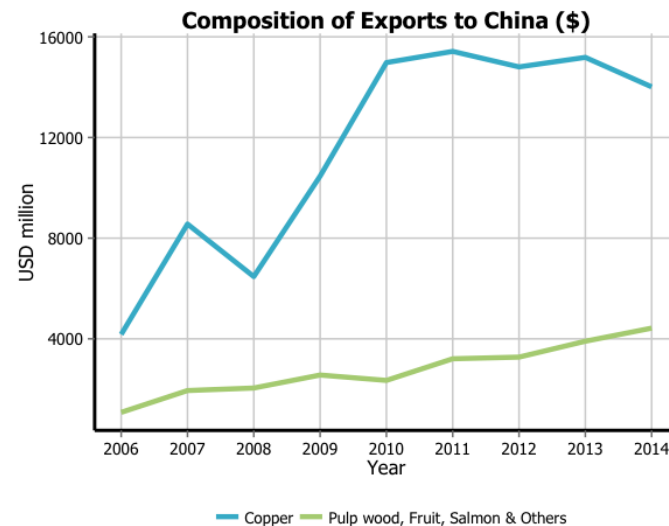
- 阅读期刊已发表论文的图表风格
- 合理选择不同的绘图工具：自己擅长的+期刊喜欢的
- 图片好看不一定成为加分项，但图片看不懂和看不清一定是减分项



Matlab



Python

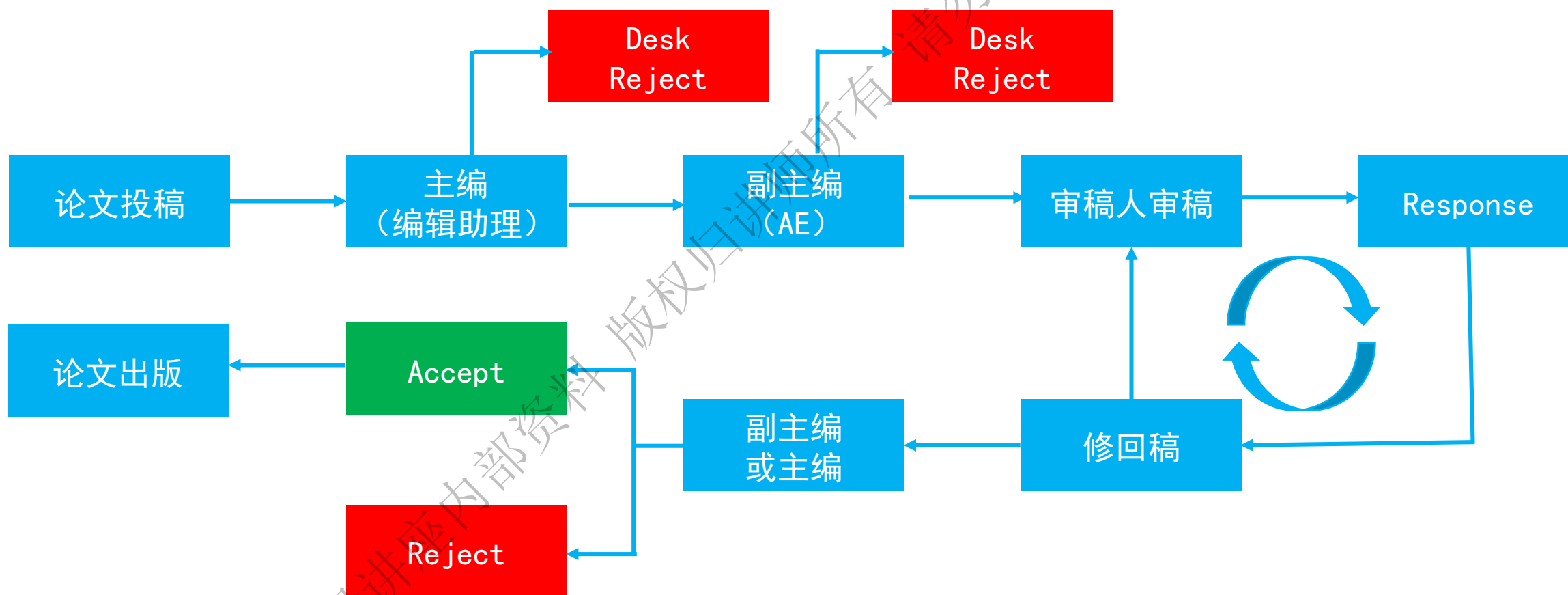


R

投稿中的材料准备

论文投稿流程（回顾）

期刊论文投稿与评审流程



投稿过程演示及所需材料

➤ 常用的投稿系统

- Manuscript Central: <https://mc.manuscriptcentral.com/>
- Editorial Manager: <https://www.editorialmanager.com/>
- 注意不同的期刊即使使用的是同一个投稿系统，账号也是不互通的
- 同一家出版社的不同期刊要求的材料清单也是不同的
- 同一本期刊的不同投稿阶段的材料清单也是不同的，例如初次投稿只需要PDF文件，后续修改稿要求同时提交word/LaTex源文件

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似

Welcome to Editorial Manager® for
Expert Systems With Applications

Please Enter the Following

Username:

Password:

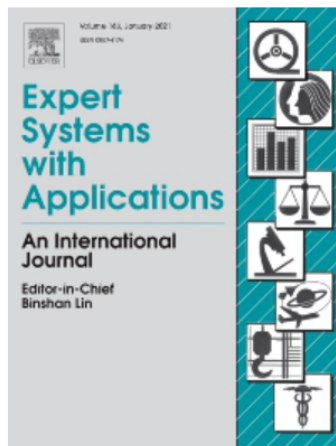
[Insert Special Character](#)

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

[Send Login Details](#) [Register Now](#) [Login Help](#)

The COVID-19 pandemic impacts us all, and we are offering all possible support to our customers and employees. While at present there has been no major impact to our business or services, we ask for your understanding that this unprecedented situation might lead to some delays in the peer review process. For further support, please visit our [Covid-19 community resilience resources center](#).

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第一次投稿首先注册账号

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似

The screenshot shows a login form titled "Login Details". It includes a blue link "Insert Special Character" at the top right. A white box contains a message: "The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another." Below this, there are three input fields with red labels: "Enter preferred user name *", "Password *", and "Re-type Password *". To the right of these fields is a blue link "Password Rules".

填写账号信息

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似

Insert Special Character

Personal Information

Title * (Mr., Mrs., Dr., etc.)

Given/First Name *

Middle Name

Family/Last Name *

Degree (Ph.D., M.D., etc.)

Preferred Name (nickname)

Primary Phone (including country code)

Secondary Phone (including country code)

Secondary Phone is for Mobile ☒ Beeper ☐ Home ☐ Work ☐ Admin. Asst. ☐

Fax Number (including country code)

E-mail Address *

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) **Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems.** [Read More.](#)

ORCID [Fetch/Register](#)

[What is ORCID?](#)

Insert Special Character

Institution Related Information

Position

Institution

Department

Street Address

City

State or Province

Zip or Postal Code

Country or Region * Please select from the list below

Address is for Work ☒ Home ☐ Other ☐

Available as a Reviewer? Yes ☐ No ☒

Start typing to display potentially matching Institutions. ⓘ

Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own keywords individually using the "New Keyword" field and associated "Add" button.

Personal Classifications * (None Selected)

[Select Personal Classifications](#)

Select 1+ Classifications

Personal Keywords (None Defined)

[Edit Personal Keywords](#)

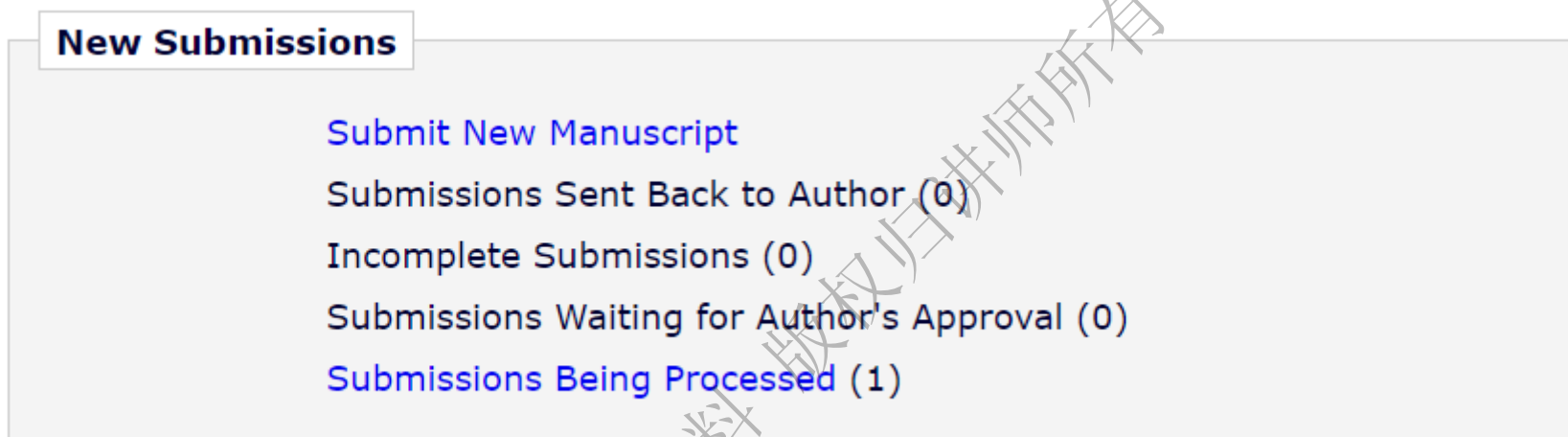
Enter 5+ Keywords

填写详细信息

投稿过程演示及所需材料

➤ 投稿过程演示

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注册完成之后选择Author Login登录系统之后，
选择菜单栏中Submit New Manuscript

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似

Article Type Selection

Attach Files

Manuscript Data

Choose the Article Type of your submission from the drop-down menu.

How do I submit a manuscript?

Select Article Type

None

None

Full length article

Short communication

Review article

Literature listing

News

Editorial

Correspondence

Short review

Discussion

Proceed →

选择要投稿的文章类型

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似

Choose the Article Type of your submission from the drop-down menu.

[How do I submit a manuscript?](#)

Select Article Type

Full length article

An Authenticated ORCID ID is required for this Article Type

This publication requires that Authors Link to their ORCID record to Authenticate their ORCID ID before they submit. You only need to do this once in order to permanently associate your ORCID record with your user record here.

Use the button below to go to ORCID, log into your record there – or create one – and authorize the return of your ORCID Identifier. You must do this unless you intend to change the designated Corresponding Author for this submission.

ORCID ID: (None)

[Link to ORCID Record](#) [What is ORCID?](#)

Proceed ➔

Elsevier Editorial ?

has asked for the following access to your ORCID record:

Read your information with visibility set to Trusted Organizations

Authorize access

Deny access

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

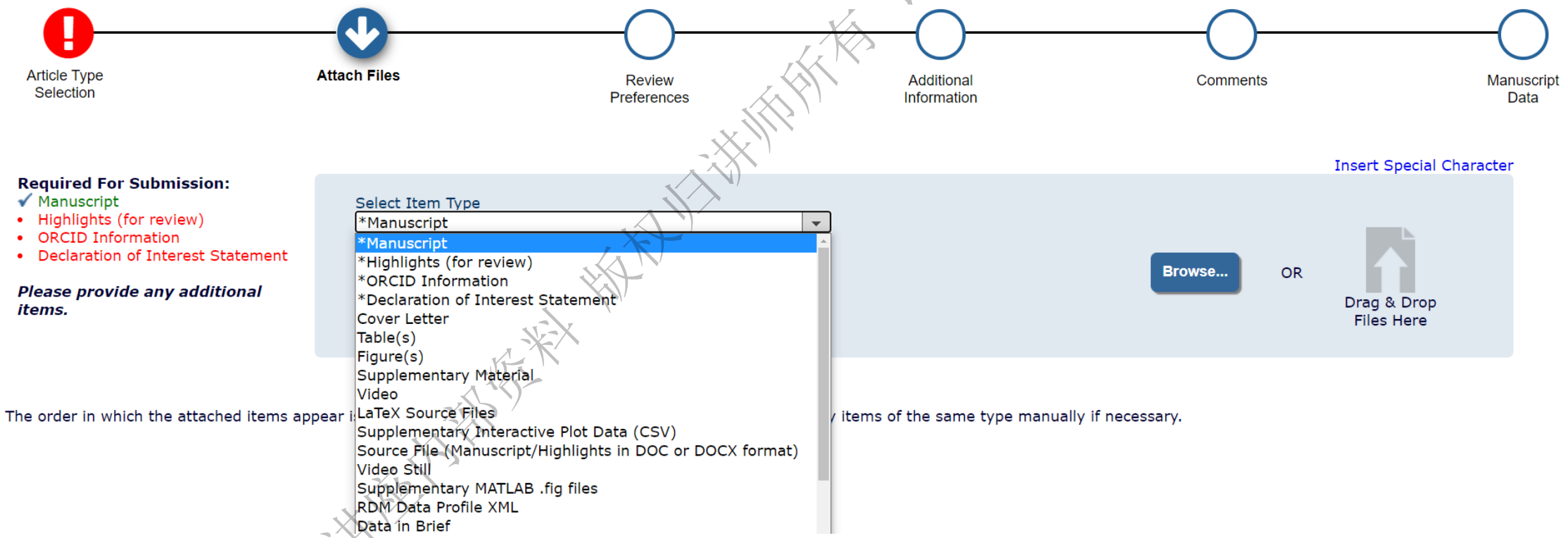
You can manage access permissions for this and other Trusted Organizations in your [account settings](#).

按照提示绑定ORCID账号（如果没有的话同样需要注册）

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似



提交稿件及其他要求的文件
(有不明白的文件类型可以去查阅投稿指南或已发表的论文)

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似

Declaration of interests

☒ The authors declare that they have no known competing financial interests or personal relationships that could have appeared to influence the work reported in this paper.

☐ The authors declare the following financial interests/personal relationships which may be considered as potential competing interests:

很多文件对不同的期刊是可以复用的

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似

Cover Letter的大纲

1. 论文的标题以及简短描述引言。
2. 说明本论文与该期刊的读者及领域的契合度。
3. 概况本论文的研究目标。
4. 概况本论文的主要贡献。
5. 声明本论文没有在其它期刊投稿出刊，即没有一稿多投。
6. 声明本论文的所有作者均已同意投稿该期刊。
7. 致谢期刊编辑。

开头称呼：Dear Dr.XX. Dear Prof. XX.....如果实在是无法找到该期刊的编辑名字及对应信息，就用Dear editor.代替即可。

结尾致谢：Thank you very much for your attention and consideration.

附上投稿人联系信息：姓名、职务、大学、联系电话号码、电子邮箱

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似

Dear Editor:

I wish to submit a paper for publication in *** Journal, titled “***”. The paper was coauthored by ***.

In this paper, we contribute/did ***.

Further, we believe that this paper will be of interest to the readership of your journal because *** in the scope of your journal.

This manuscript has not been published or presented elsewhere in part or in entirety and is not under consideration by another journal. We have read and understood your journal’s policies, and we believe that neither the manuscript nor the study violates any of these. There are no conflicts of interest to declare.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似

Change Item Type of all Choose files to Choose Change NowCheck All Clear All

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	Cover Letter	Cover Letter	Cover Letter.docx	12.4 KB	Jan 20, 2021	Download	☐
2	*Manuscript	Manuscript	Manuscript.pdf	529.1 KB	Jan 20, 2021	Download	☐
3	*Highlights (for review)	Highlights (for review)	Highlights.docx	12.9 KB	Jan 20, 2021	Download	☐
4	*ORCID Information	ORCID Information	ORCID.docx	12.9 KB	Jan 20, 2021	Download	☐
5	*Declaration of Interest Statement	Declaration of Interest Statement	declaration-of-competing-interests.docx	16.8 KB	Jan 20, 2021	Download	☐

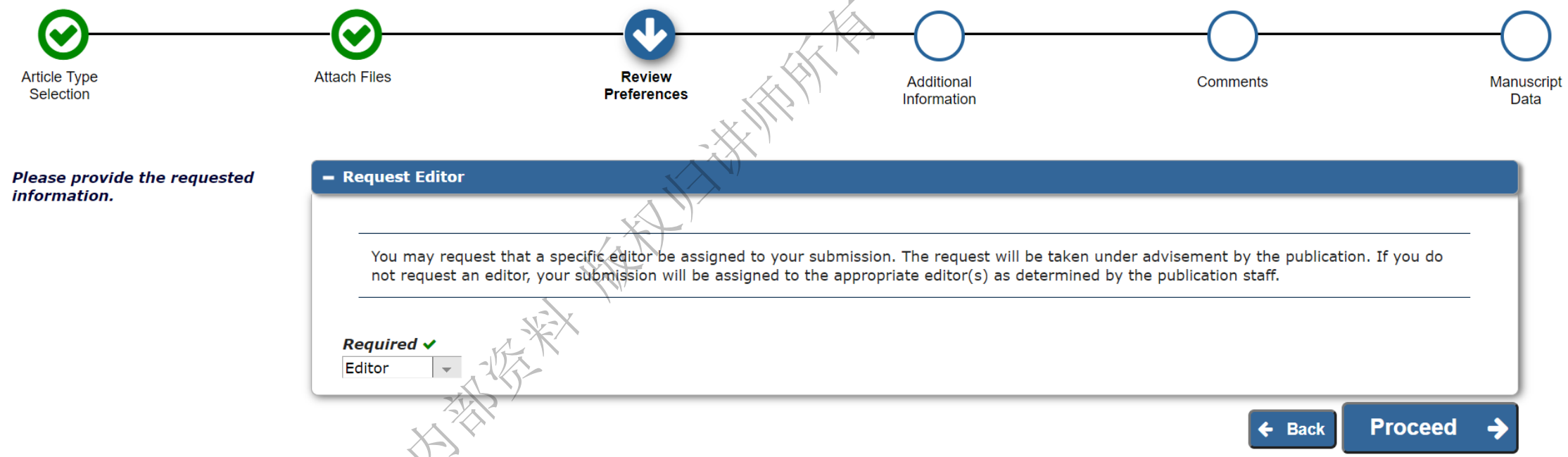
Update File OrderRemoveCheck All Clear All

提交完所有要求的文件，进入后续的流程

投稿过程演示及所需材料

➤ 投稿过程演示

- 使用Editorial Manager的Expert System With Applications期刊为例，其他投稿系统的流程类似

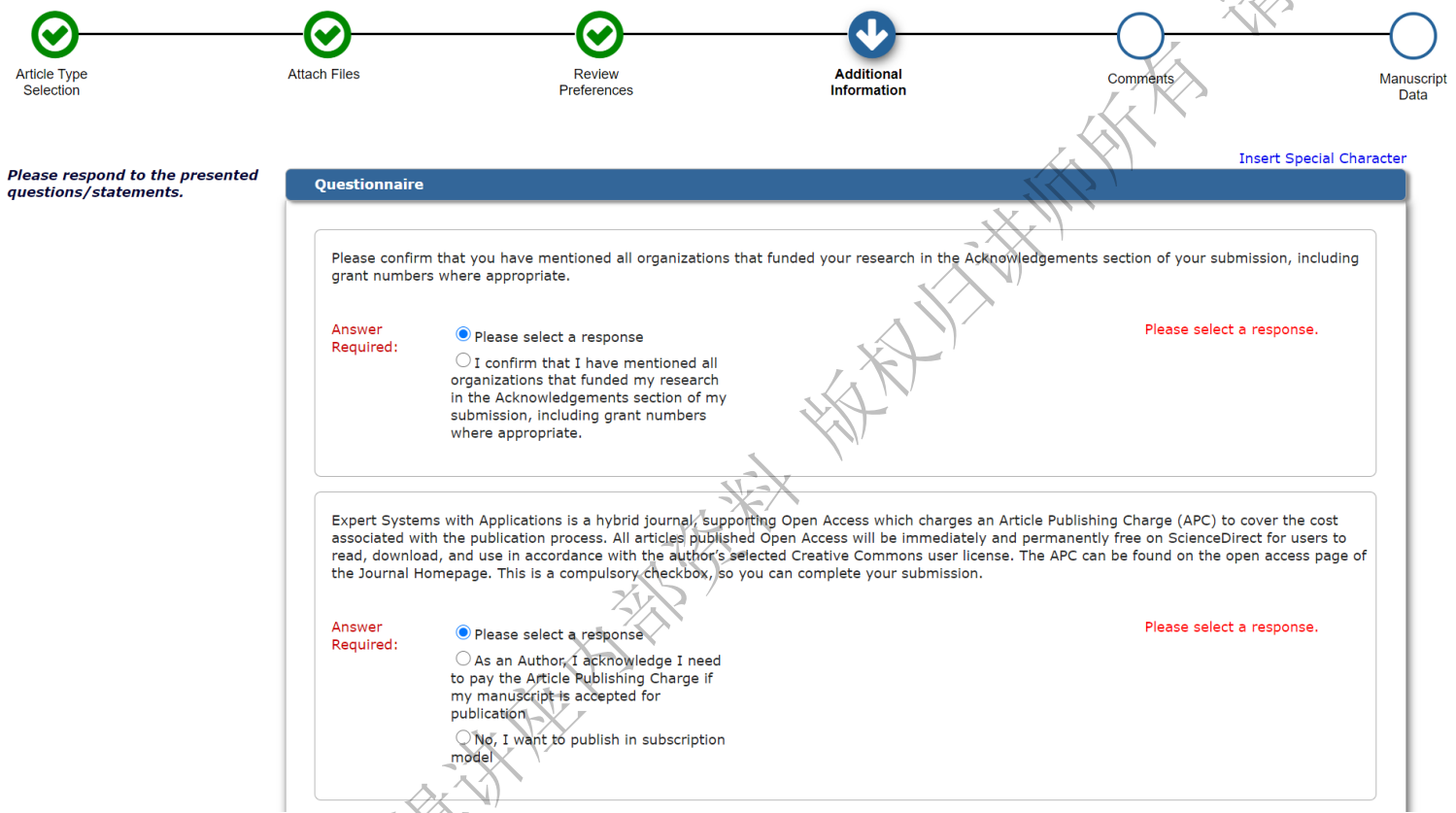


多个Editor的情况下可以选择
选一个负责领域最相关的 或 处理稿件最负责任的

投稿过程演示及所需材料

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按要求补充其他信息

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Article Type Selection

Attach Files

Review Preferences

Additional Information

Comments

Manuscript Data

Please provide the requested information.

Insert Special Character

Enter Comments

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

Back Proceed

补充评论（如果需要）

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The image shows a submission process flow and a screenshot of the 'Title' form in Editorial Manager.

Submission Process Flow:

- Article Type Selection (Completed)
- Attach Files (Completed)
- Review Preferences (Completed)
- Additional Information (Completed)
- Comments (Completed)
- Manuscript Data (Next Step)

Title Form Screenshot:

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

Title

Full Title (required) *

Insert Special Character

Next

Abstract

Keywords

Authors

Funding Information

Back Save & Submit Later Build PDF for Approval

填写稿件信息

生成PDF for Approval

完成提交

投稿过程演示及所需材料

➤ 补充说明

推荐审稿人环节：

Suggest Reviewers

- 一般需要提供审稿人姓名、工作单位及电子邮箱
- 找在相同领域已经发表过论文的研究人员
- 尽可能找优秀的研究人员
- 避免同一所研究机构的同事和以往的论文或项目合作者
- 多建议其他国家的研究人员
- 你不需要认识或者联系推荐的审稿人

Oppose Reviewers

- 与你有过观点冲突或者对你的研究有偏见的研究人员

投稿过程演示及所需材料

➤ 补充说明

常见稿件状态说明：

1. **Submitted:** 显示稿件成功提交到系统中了；
2. **With editor:** 稿件到主编手中，主编会分配给其他编辑，还包括技术审查；
3. **Reviewers invited/assigned:** 审稿人已经决定了，审稿邀请已经发出；如果被邀请审稿人拒绝审稿，编辑会重新邀请别的审稿人；
4. **Under review/With review:** 审稿人已经在审稿中；
5. **Required review completed/Decision in process/With editor:** 审稿工作已结束，等待编辑处理；如果编辑认为有必要增加审稿人，那么论文状态有可能回到状态3和4；
6. **Rejected/Minor revision/Major revision/re-submission:** 拒稿；小修；大修；大修后重投，按新稿件处理；
7. **Revision submitted:** 修改稿已经提交，等待编辑决定，有可能会送到原本的审稿人或者重找审稿人；
8. **Accepted/Rejected:** 论文最终接收。

投稿过程演示及所需材料

➤ 补充说明

Under review很久了，要不要催稿？

- 多久算很久？不同期刊的审稿时间不一样，至少要等待3个月再催稿；
- 怎么催稿？语气一定要诚恳，写清楚稿件编号，强调论文审稿时间已经远远超过了期刊以往稿件的审稿时间。

Dear editors,

Sorry for disturbing you. I am the corresponding author of the manuscript titled "文章题目 (文章编号)", I submitted it on the 具体时间. However, the status changes into Under Review on Dec 8 and it has not changed for six months until now. Could you help me check it and please send me an update on the status of my submission. I look forward to hearing from you, thank you very much.

Yours,

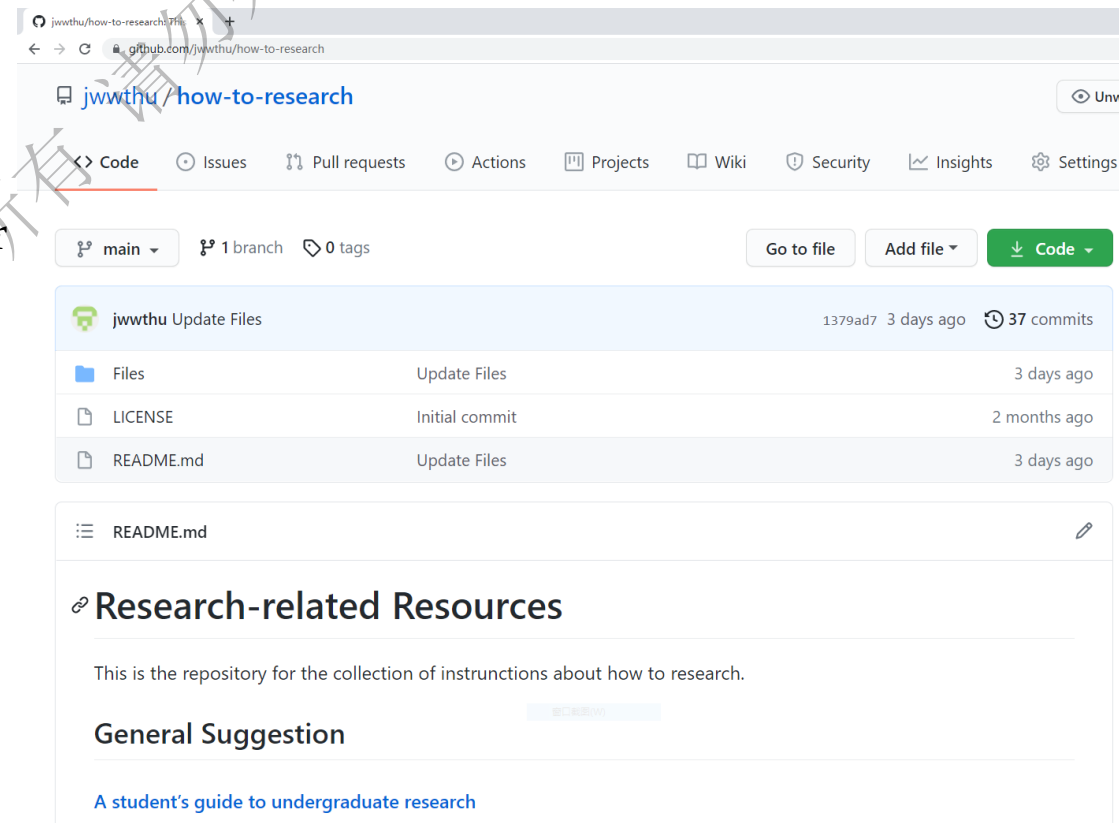
References (Recap)

参考资料

- [1] MIT Biological Engineering Communication Lab: How to go about writing a paper.
- [2] Writing Perfect Papers-Baochun Li-University of Toronto
- [3] Keshav S. How to read a paper[J]. ACM SIGCOMM Computer Communication Review, 2007, 37(3): 83-84.
- [4] 沈向洋、华刚：读科研论文的三个层次、四个阶段与十个问题
- [5] 论文七大部分应包含哪些内容
- [6] 【实用工具】技术人如何写好英文论文？

更多资料：

<https://github.com/jwwthu/how-to-research>



Thank you

Q&A