

# 从编辑的角度 看期刊投稿

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# 提 纲

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# 希望达到的效果

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- 作者更好地利用期刊平台
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# 一. 选择期刊

当考虑行文时，首先需要选择目标期刊。

按照期刊读者的受众面来分，可分为三种类型。

按照读者群

- 大学科的综合刊（Science, Nature, PNAS等）

- 领域内综合类期刊

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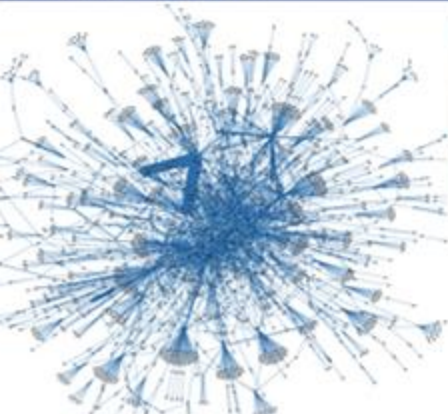
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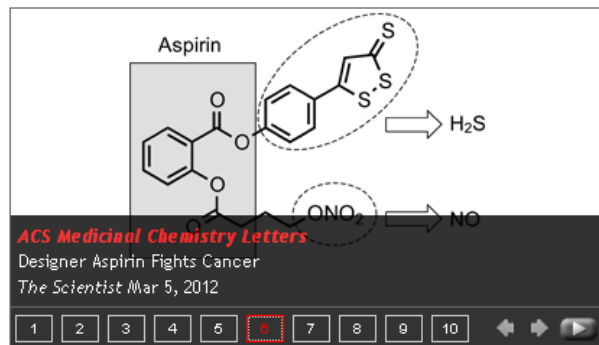
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# 选择合适期刊的重要性

## ◆ 帮助作者稿件尽快发表

- 若稿件投递的期刊不合适（领域偏颇）：稿件被拒，或被延迟发表，甚至可能会不能发表（抢先发表）

## ◆ 稿件得到公正的同行评议

- 同领域内编辑和审稿人对作者研究成果正确理解，有助于提出中肯的审稿意见，帮助作者提升稿件水平

## ◆ 保证文章的可见度

- 期刊稳定的出版，可持续的发布的方式，保证文章的后续访问

## ◆ 提升同行关注

- 文章被关注的面广，达到与小同行、大同行交流的目的

## 二. 确定稿件类型

期刊通常会有以下几种文章类型：

- ① **Review**：综述，一般由期刊特别约稿，对于版面（字数）有限制；文章过于长，在投稿前要先与期刊编辑沟通。
  - ② **Minireview**：小综述，展示某个领域最近的研究成果，以稍微简短的论文见刊，同样对于版面有限制。
  - ③ **Highlights**：重要的、新颖的原创性研究成果，对于版面有限制，有些期刊甚至对参考文献的条目数目也有要求。
  - ④ **Communications**：快讯，以比较简短的文章呈现；在某个研究方向最新的进展，版面有限制（3-4pages），如：JACS要求最多4页。
  - ⑤ **Full Paper**：研究论文，比较全面的报道一个研究成果。
- 还有Perspectives, News, Letter, Note等文章类型，但需要注意：因期刊的不同文章同类型要求也会不同。
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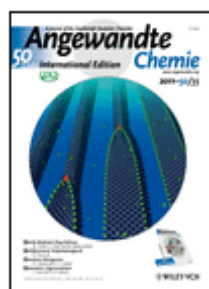
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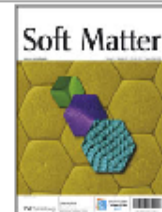
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- What did you find?
- What does it mean?

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- 前言 Introduction
- 实验部分 Experimental
- 结果和讨论 Results and Discussion
- 结论 Conclusions

文后

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- 清楚——重点
- 简洁——不宜过长

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- ① 充分参与科学研究（构思，设计或获得数据，对数据的分析和解释）
- ② 撰写论文或者参与重要内容的修改
- ③ 同意最后修改稿的公开发表

➤ 在作者名列中两个重要的人：

- **第一作者**（共同第一作者，Nature称为Joint First Authors）：一般为论文研究实验的从事者，或者是对论文贡献最大的人员（e.g., These authors contributed equally to this works.）
- **通讯作者**(Corresponding Author)：统筹处理稿件和承担答复审稿意见的主导者，一般是研究工作的负责人（论文立义点的发起人，经费申请者等），对论文实验的贡献不亚于第一作者

➤ 注意：

- ① 一定要有给予合理的署名与排序（顺序的先后一般为贡献的大小）
- ② 对研究成果却有贡献但不够署名的人员可以在致谢中列出
- ③ 一定要对通讯作者予以标识，留下常用的联系方式，Email，电话，或者传真等信息
- ④ 一般情况下，作者人数以及先后顺序在后续修稿过程中不宜做太大变动
- ⑤ 作者尽量采用相对固定的英文姓名的表达方式

# 稿件的构架（文前）

## ◆ **单位**——研究论文来源机构

- **目的：** 便于编辑部或文章发表后读者与作者联系
- **注意：** 名称要规范，排序要合理（若作者同时任职于不同的机构，所在机构对发表的研究论文有贡献时方考虑列上）



# 稿件的构架（文前）

◆ **关键词**——论文主题的浓缩，是文章非常重要的检索条目

使用关键词的目的：满足文献标引或检索工作的需要而从论文中取出的词或词组

➤ 读者从中可以判断论文的主题、研究方向、方法等。

➤ **注意**：国际标准和我国标准均要求论文摘要后标引3~8个关键词。

# 稿件的构架（文前）

◆ **摘要**——简明扼要地准确概括论文的研究目的、主要方法、重要发现、主要结论等。

➤ 目的：为读者阅读、信息检索提供方便。

➤ **注意：**

- ① 避免引用文献，若无法回避使用引文，应在引文出现的位置将引文的书目信息标注在方括号内；
- ② 不使用非本专业难于理解的缩略语、简称、代号；如确有需要，应在缩写符号第一次出现时给出其全称；
- ③ 不使用一次文献中列出的章节号、图、表号、公式号以及参考文献号
- ④ 要求使用法定计量单位和标点符号
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- ⑥ 为方便检索系统转录，应尽量避免使用图、表、化学结构式、数学表达式、角标和希腊文等特殊符号。

# 稿件的构架（正文）

## ◆ 前言——正文开篇时适度铺垫与研究的相关背景知识

- **内容：**论文的写作背景、理由、主要研究成果及其与前人工作的关系。基本内容应该包括研究背景、存在问题和研究目的三个方面（解释：为什么要选这个论题？这个论题为什么重要？）
- **注意：**前言的如何撰写，决定了读者对论文的第一印象。因此，在前言中如何表述，方能引起读者的阅读兴趣要多多思考

# 稿件的构架（正文）

- 文章的主体部分，是陈述一个事实的过程，“所得即所写”
- 实验部分：表述实验的过程
- 结论部分：陈述结果
- 讨论部分：难点
- 注意：平常积累，大量阅读。通过引经据典，分析和进一步阐述自己的观点

注意：单位，图，表，公式等



# 单位

✓ SI基本单位——国际单位制 the International System of Units

- 分别是相互独立的最重要的7个基本量的单位. 它们是SI单位的基础, 所有的SI单位都是由这7个基本单位导出的.

.....

量纲	单位名称	单位符号
长度	米	m
质量	千克	kg
时间	秒	s
电流	安[培]	A
热力学温度	开[尔文]	K
物质的量	摩[尔]	mol
发光强度	坎[德拉]	cd

- ✓ **SI导出单位**——借助乘、除符号,通过代数式运算用基本单位表示的单位. 如:力的单位 $\text{kg} \cdot \text{m}/\text{s}^2$  (或 $\text{kg} \cdot \text{m} \cdot \text{s}^{-2}$ )。  
22个导出单位给出了专门名称

量名称	单位名称	单位符号	其他符号
频率	赫[兹]	Hz	$\text{s}^{-1}$
力	牛[顿]	N	$\text{kg} \cdot \text{m}/\text{s}^2$
压力, 压强, 应力	帕[斯卡]	Pa	$\text{N}/\text{m}^2$
能[量], 功, 热量	焦[耳]	J	$\text{N} \cdot \text{m}$
功率, 辐[射能]通量	瓦[特]	W	J/s
电荷[量]	库[仑]	C	$\text{A} \cdot \text{s}$
电压, 电动势, 电位, (电势)	伏[特]	V	W/A
电容	法[拉]	F	C/V
电阻	欧[姆]	$\Omega$	V/A
电导	西[门子]	S	A/V
磁通[量]	韦[伯]	Wb	$\text{W} \cdot \text{s}$
磁感应强度	特[斯拉]	T	$\text{Wb}/\text{m}^2$
电感	亨[利]	H	$\text{Wb}/\text{A}$
摄氏温度	摄氏度	$^{\circ}\text{C}$	K
[放射性]活度	贝可[勒尔]	Bq	$\text{s}^{-1}$
吸收剂量	戈[瑞]	Gy	J/kg
剂量当量	希[沃特]	Sv	J/kg
光通量	流[明]	lm	$\text{cd} \cdot \text{sr}$
[光]照度	勒[克斯]	lx	$\text{lm}/\text{m}^2$
[平面]角	弧度	rad	$1 \text{ m}/\text{m}=1$
立体角	球面度	sr	$1 \text{ m}^2/\text{m}^2=1$

## ✓ 我国选定的非SI的单位

- 共16个, 其中14个为国际计量大会选定的可与SI并用(11个)或暂时可与SI并用(3个)的非SI单位

量名称	单位名称	单位符号	
时间	分	min	与SI并用
	[小]时	h	
	天(日)	d	
[平面]角	[角]秒	"	
	[角]分	'	
	度	°	
质量	吨	t	
	原子质量单位	u	
体积	升	L, (l)	
能	电子伏	eV	
级差	分贝	dB	
长度	海里	n mile	暂时可与SI并用
速度	节	kn	
面积	公顷	hm <sup>2</sup>	
旋转速度	转每分	r/min	
线密度	特[克斯]	ex	

## ✓ 组合而成的单位

- 通过乘或除组合而成的单位,只要具有物理意义,都是法定单位

量名称	单位名称	单位符号
电阻率	欧[姆]米	$\Omega \cdot \text{m}$
浓度	摩[尔]每升	$\text{mol/L}$
磁旋系数	安[培]平方米每焦[耳]秒	$\text{A} \cdot \text{m}^2 / (\text{J} \cdot \text{s})$
粒子辐射度	每平方米秒球面度	$\text{m}^{-2} \cdot \text{s}^{-1} \cdot \text{sr}^{-1}$

参考：任胜利，《英语科技论文撰写与投稿》，科学出版社，2004



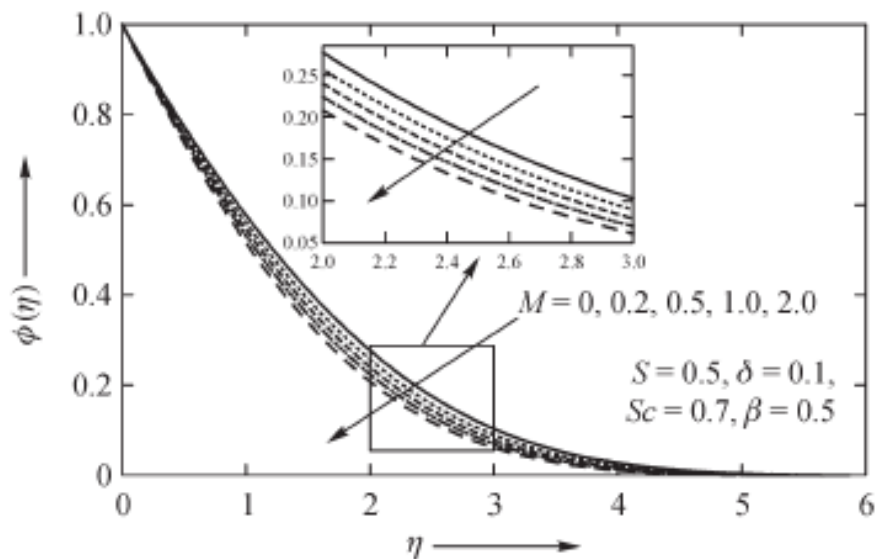
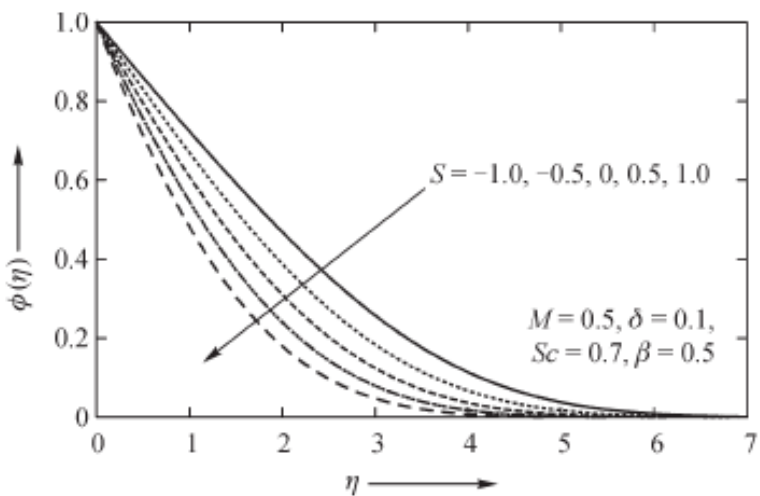
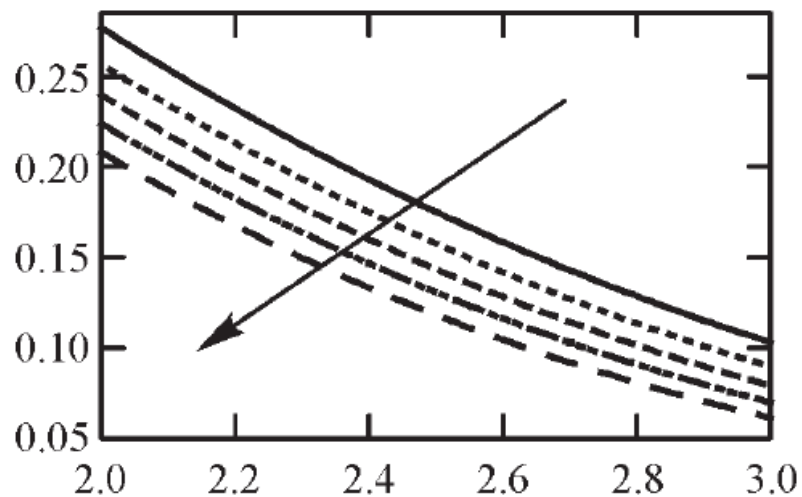


给读者对文章以最直观的感受，在文章的表现形式上是非常重要的一个部分

注意：

- ① 信息量要充足，信息表达要明确
- ② 图的排列或者叠加也有相应的规则（Guide for Authors）
- ③ 图题：准确，简洁，清楚
- ④ 投稿时要特别注意图，尤其是彩图的分辨率。要使用原图投稿，而不要用出版物中的图（若使用出版物中的图，出版印制时在原有的印制网格线中再加印一次，导致图的呈现效果差）
  - 黑白线条图：1200 dpi
  - 灰白图：600 dpi
  - 彩图：300 dpi

## ✓图合理的叠加



# ➤ 表格

- ✓ 可以方便的列举大量精确的数据或者资料
- ✓ 各项资料应该清楚、完整，读者在不读正文的情况下也能理解表中表达的内容
- ✓ 应遵循目标期刊的相关规定，目前期刊对于表格多数都是采用三线表的形式
- ✓ 一个表包括表题，栏头（列头和行头），表的主体。表中涉及数值时要注意个位数或者小数点对齐

Table 1 Effect of the material/water ratio on sweet potato fermentation

Effect	Material-water ratios $(w \cdot w^{-1})$				
	1 : 2.9	1 : 2.6	1 : 2.3	1 : 2.0	1 : 1.7
Ethanol concentration (w/v) /%	11.8	13.4	14.8	15.2	–
Total initial sugars $/(g \cdot L^{-1})$	224.9	251.5	284.2	312.8	–
Initial reducing sugars $/(g \cdot L^{-1})$	115.5	127.1	142.4	151.5	170.7
Total residual sugars $/(g \cdot L^{-1})$	15.6	13.4	22.6	40.1	–
Residual reducing sugars $/(g \cdot L^{-1})$	5.0	5.8	8.5	25.1	178.1
Ethanol yield /%	87.2	87.0	87.5	86.2	–
Sugar utilization /%	93.3	94.8	92.3	87.6	–
Fermentation time /h	28	32	45	52	–

表头

栏头

表的主体

## ➤ 公式，方程式，缩写

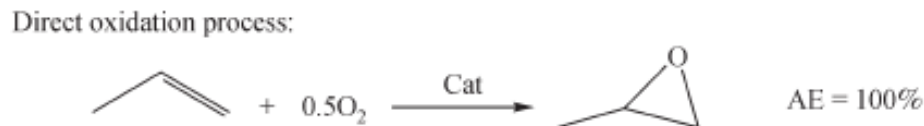
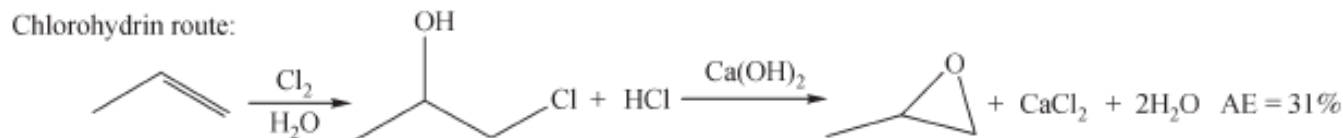
- ✓ 必要的软件：Mathtype，Chemdraw等
- ✓ 注意公式中的正斜体：变量用斜体，非变量用正体
- ✓ 缩写：文中第一次出现时给出全称
- ✓ 符号：需要在文后予以注解

- 公式

$$\frac{\partial Q_i}{\partial t} + (\bar{u})_z \cdot \nabla Q_i + W_z \frac{\partial Q_i}{\partial z} = (\bar{W}_i)_z + (\bar{N})_z \frac{\partial^2 Q_i}{\partial z^2}, \quad (9)$$

$$\frac{\partial \langle \beta \rho \rangle P_z}{\partial t} + \nabla \cdot ((\bar{u})_z \langle \beta \rho \rangle P_z) + \frac{\partial W_z \langle \beta \rho \rangle P_z}{\partial z} + \frac{\partial^2 (\bar{N})_z \langle \beta \rho \rangle P_z}{\partial z^2} = 0, \quad (10)$$

- 方程式



# 稿件的构架（文后）

## ■ 致谢

- ✓ 内容：感谢基金资助，某机构或单位、个人（比如：协助研究实验的个别的实验员、检测人员等，帮助润色语言的人员等）。
- ✓ 尊重资助方或者是赞助方，严谨科学研究态度的一种体现。
- ✓ 注意：
  - ① 正确的基金表达方式（列出全称，不要用简写）
  - ② 列出基金项目和编号
    - a) 973: the State Key Development Program for Basic Research of China (Grant No. )
    - b) 863: the National High Technology Research and Development Program of China (Grant No. )
    - c) 自然科学基金: the National Natural Science Foundation of China (Grant No. )

# 稿件的构架（文后）

## ■ 参考文献

- ✓ 是一篇完整科技论文中不可或缺的一部分。它不仅是论文内容的缘起或者延伸，同时也可为有兴趣的读者提供进一步的查询的资料或信息的线索

## ✓ 引用原则

- ① 必须是已阅读过
- ② 与论文密切相关
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- ④ 正确的文献
- ⑤ 一手文献，避免文献转引

## ✓ 参考文献引用的两种规则

### ◆ 著者年制（哈佛Harvard体系）

➤ 引文的作者姓在正文中自然列出，括号中只列出版年，文后按照作者姓氏音序和出版年先后排列。

- 正文中文献引用方式为：**姓（年份）**  
Xin et al. (2009) examined the role of miRNAs in resistance to the “pure antiestrogen” fulvestrant, using fulvestrant-resistant MCF7-FR cells and their drug-sensitive parental

- 文后文献列出形式为：  
按照第一位作者的姓氏音序排列

### REFERENCES

- Anastase, S., Letourneur, D., and Jozefonvicz, J. (1996). Affinity chromatography of human anti-dextran antibodies. Isolation of two distinct populations. *J Chromatogr B Biomed Appl* 686, 141–150.
- Arnett, F.C., Edworthy, S.M., Bloch, D.A., McShane, D.J., Fries, J.F., Cooper, N.S., Healey, L.A., Kaplan, S.R., Liang, M.H., Luthra, H. S., *et al.* (1988). The American Rheumatism Association 1987 revised criteria for the classification of rheumatoid arthritis. *Arthritis Rheum* 31, 315–324.
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- Chacko, B.K., and Appukuttan, P.S. (2003). Dextran-binding human plasma antibody recognizes bacterial and yeast antigens and is inhibited by glucose concentrations reached in diabetic sera. *Mol Immunol* 39, 933–939.

## ◆ 顺序编码制 (Number System 或者温哥华 Vancouver 体系)

➤ 正文引用文献按照出现的先后顺序连续编码，序号外加方括号（或圆括号），文后按序号依次列出。

• 正文中文献引用方式为出现的先后：引用之处[序号]

• 文后文献列出形式为：按照正文中引用的先后顺序排列

flat plate was first discussed by Blasius [1] and the heat transfer for this problem was investigated by Pohlhausen [2]. Howarth [3] numerically studied the various aspects of the Blasius flat plate problem. The existence of a solution for the flow past a flat plate was established by Abu-Sitta [4]. Further, some important aspects of flat plate flow were studied by Wang [5], Cortell [6] and Batallar [7].

### References

1. Blasius H. Grenzschichten in Flüssigkeiten mit kleiner Reibung. *Z Math U Phys*, 1908, 56: 1–37
2. Pohlhausen E. Der Wärmeaustausch zwischen festen Körpern und Flüssigkeiten mit kleiner Reibung und kleiner Wärmeleitung. *Zeitschrift für Angewandte Mathematik und Mechanik*, 1921, 1 (2): 115–121
3. Howarth L. On the solution of the laminar boundary layer equations. *Proceedings of the Royal Society of London. Series A: Mathematical and Physical Sciences*, 1938, 164(919): 547–579
4. Abu-Sitta A M M. A note on a certain boundary-layer equation. *Applied Mathematics and Computation*, 1994, 64(1): 73–77
5. Wang L. A new algorithm for solving classical Blasius equation. *Applied Mathematics and Computation*, 2004, 157(1): 1–9
6. Cortell R. Numerical solutions of the classical Blasius flat-plate



## ✓ 参考文献引用需要注意:

- ① 被引文献一定要以相应的方式出现在正文中
- ② 正文中出现作者名引用时, 需要对应于文献列出的作者

plate was studied by Sparrow and Cess [8]. Gupta [9] discussed the laminar free

Sparrow and Cess  
两位作者

Gupta  
一位作者

Damseh et al. [12] reported the similarity solution for a forced convection

三位作者及以上

- ③ 文献引用时标注期刊全名或是简称
- ④ 文献引用作者列出的方式

○ Bhattacharyya K, Layek G C. Chemically reactive solute distribution in MHD boundary layer flow over a permeable stretching sheet with suction or blowing. Chemical Engineering Communications, 2010, 197(12): 1527–1540

○ V. V. Ivanovskaya, C. Köhler, and G. Seifert, Phys. Rev. B, 2007, 75(7): 075410

参考文献

-----参见大讲堂课程

# 稿件的构架（文后）

## ◆ 补充材料

- 顾名思义，是对文章的补充，帮助读者理解论文的辅助材料
- 经常在快讯类文章中出现，内容可长可短
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JACS

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Occasionally manuscripts include materials such as extensive tables, graphs, spectra, etc. Such Supporting Information should be submitted electronically via the ACS Paragon Plus Environment. Once published, it is available free of charge by clicking on “Supporting Information” on the Web version Contents of the issue, under the title of the article, or, in general, via the Internet from the *Chemical Reviews* home page (<http://pubs.acs.org/cr>) under “supporting info.”

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Experimental procedures, spectroscopic data, graphics, etc. that are essential for understanding the main points of the publication but could be considered supplementary or cannot be included in the actual publication for space reasons or because of technical limitations (e.g. **animated multimedia applications** and **movies**) should be provided online as Supporting Information (in

# 四. 投稿

## ◆ 投稿前的准备

- 下载期刊的 Guide for Authors (投稿指南)
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- 准备 Cover Letter

## ◆ 撰写Cover Letter

- 投递稿件时必要的文件之一，帮助编辑确定稿件是否准确投递
- 形式：言简意赅，重点突出
- 目的：表述作者投稿的意愿，陈述对期刊相关的申明（稿件不涉及版权纠纷）
- 内容：
  - ① 稿件的基本信息，类型，论文创新点，意义何在等
  - ② 作者详细的联系方式
  - ③ 推荐审稿人或者回避审稿人的信息
- 篇幅：一般一页以内，便于阅读
- 注意：不能遗漏

## ◆ 投稿要求细节（因期刊的不同而异）

- ① 投递何种文件，需要何种格式，是否需要单独提交图表文件等
- ② 是否需要自荐或回避审稿人
- ③ 是否需要缴纳彩图费（若需要避免缴纳，投稿前作者可以自行选择将彩色图转为黑白图）
- ④ 是否需要缴纳版面费、审稿费
- ⑤ 是否需要作者投稿时提交Table of Contents
- ⑥ 是否同意文中图刊登在封面
- ⑦ 是否需要一并签署版权转让协议
- ⑧ 是否对语言要求（美式或英式英语）

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## Notice to Authors of Papers

(Revised February 2011)

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- Use of excessive self citations is discouraged.

# Instructions for Authors of Articles for *Chemical Reviews*

February 2011

**Josef Michl, Editor**

**Robert D. Kuchta, Associate Editor**

*Department of Chemistry and Biochemistry, University of Colorado at Boulder, Boulder, Colorado 80309-0215*

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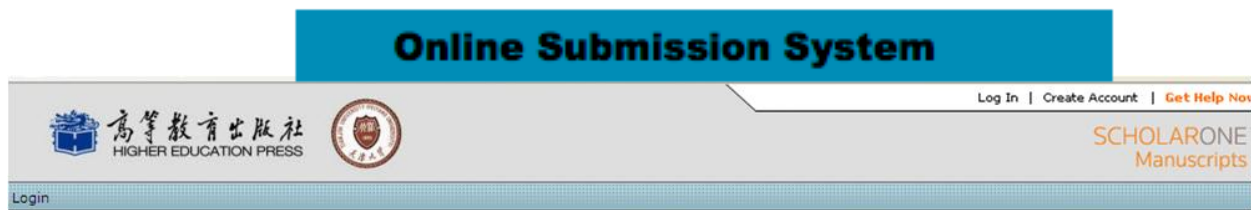
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