MUST KNOW AND *MUST HAVE* FOR RESEARCHERS

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STAFF TRAINING WEEK
"Training on Academic Writing and Research Methods"
September 21-24, 2021

Research ethics

Author Responsibilities

Originality and Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

Multiple, redundant or concurrent publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Parallel submission of the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable.

Authorship of a manuscript

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors; others who have participated in certain substantive aspects of the research project, should be named in an Acknowledgement section.

The corresponding author should ensure that all appropriate co-authors (according to the above definition) and no inappropriate co-authors are included in the author list of the manuscript, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Disclosure and conflicts of interest

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or their interpretation in the manuscript. All sources of financial support for the project should be disclosed.

Be careful!

{Spam?} Scopus / WoS - become a co-author of ready-made article

From Scopus.Today
Sender bounce+a7@m14.esputnik.com
To jelena.titko@eka.edu.lv
Date 2020-06-17 23:00

🔍 Co-authors search service for the publication Scopus / Web of Science (WoS) scientific materials of various aims and scope.

✓ Time to publish: 2-6 months
✓ Co-authorship cost: $300-$500 (depends on the journal quartile and the count of co-authors of the article)
✓ The h-index (Hirsch) increasing: $40 for one citation (only for articles published via the Scopus.Today service)
✓ Number of authors involved in a single article: should not exceed 5 (five) persons
✓ Guarantee of publication: 100%
✓ Prepayment: 100%

⛔ We do not provide services for the publication of your scientific materials, but only offer co-authorship in ready-made, accepted for publication articles.

Avoid ghost authorship!

2. I declare the following percentage contribution of individual authors to creation of the submitted paper for publication:

Author(s) name and last name	Concept development and study design	Data collection	Data analysis and interpretation	Draft of article preparation	Critical revision of the article for important intellectual content
Oksana Lentjusenkova	40 %	20 %	40 %	50%	40%
Vita Zarina	10%	60 %	10 %	0%	20 %
Jelena Titko	50 %	20%	50%	50%	40 %
	… %	… %	… %	… %	… %
	… %	… %	… %	… %	… %

What about self-citation?

«The key to interpretation is the need to determine the relationship between summary citation impact and fundamental research influence. A paper with an exceptionally high ratio of self- to total-cites is clearly not reflecting the same degree of influence as one with a similar citation count where most of the cites are from other researchers.»

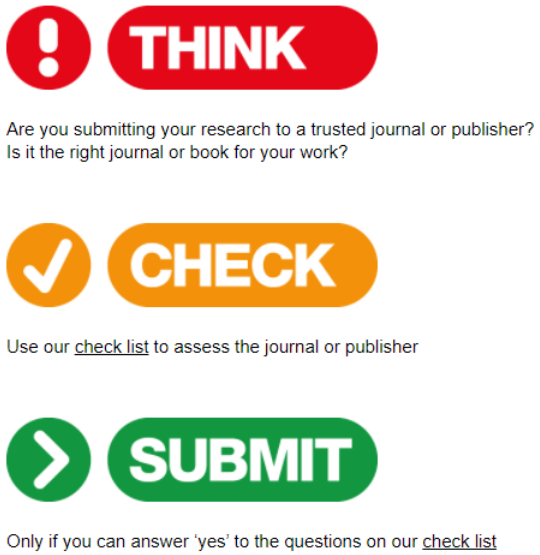
(Szomszor et al., 2020) https://link.springer.com/article/10.1007/s11192-020-03417-5

Where to publish papers?

Avoid publishing in *fake journals, predatory journals, suspicious journals, illegitimate journals.*

Stop Predatory Journals https://predatoryjournals.com/

BEALL'S LIST OF POTENTIAL PREDATORY JOURNALS AND PUBLISHERS



Review paper vs. Research paper

A review paper presents a balanced review of a particular topic so that a person who is not an expert on the subject will understand it.

The paper summarizes the current understanding by experts of the topic and discusses the findings of recent research papers.

A review paper is **NOT a report on some references you found.** It IS an analysis of several papers to produce a clear and logical argument about a topic. Some of the papers should be "Primary" papers that are the original research papers that many people will refer to when citing research.

Impact Factor (IF/JIF)

-index that reflects the yearly average number of citations that articles published in the last two years in a given journal received. (not really true!)

Calculation of 2020 IF of a journal:

A = the number of times articles published in 2018 and 2019 were cited by indexed journals during 2020.

B = the total number of "citable items" published in 2018 and 2019.

A/*B* = 2020 impact factor

- IF is calculated for journals, that have been indexed in WoS at least 3 years.

SNIP

SNIP - Source normalized impact per paper

Differencies between IF and SNIP:

- Based on Scopus (SNIP) vs. based on Web of Science (JIF).
- Correction for field differences (SNIP) vs. no correction for field differences (JIF).
- Three years of cited publications (SNIP) vs. two years of cited publications (JIF).
- Citations from selected sources and selected document types only (SNIP) vs. citations from all sources and document types (JIF).

Quartile rankings

- Q1 denotes the top 25% of the IF distribution,
- Q2 for middle-high position (between top 50% and top 25%),
- Q3 middle-low position (top 75% to top 50%)
- Q4 the lowest position (bottom 25% of the IF distribution).

The most prestigious journals within a subject area are those occupying the first quartile, Q1.

JOURNAL CONTENT

Make a Submission

About Journal

Guidelines

Scopus Business, Management and Accounting

Q2 Strategy and Management

CiteScore 2019	SJR 2019	SNIP 2019
1.8	0.273	0.662

Elsevier, 2020

ABOUT THE JOURNAL

Business: Theo
strategic mana

8.880 Impact Factor

Journal Indexing & Metrics »

Search

Current Issue Archive Issues

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Hirsch index

Hirsch index – an author-level metric that measures both the productivity and citation impact of the publications of a scientist or scholar.

The index is based on a list of publications ranked in descending order by the number of citations these publications received. The value of h is equal to the number of papers (N) in the list that have N or more citations.

No.	Number of citation
1	12
2	9
3	5
4	4
5	2

ORCID

An ORCiD is a digital identifier that distinguishes you from every other researher

Connected with SCOPUS

ResearchGate – social network for researchers.

Publons can automatically import or update all your publications from Web of Science, ORCID, or your bibliographic reference manager (e.g. EndNote, Zotero or Mendeley)

Title of the paper

- Avoid using “Investigation of …”; “Study of …”; More about …”; “… revisited”
- Avoid acronyms and numbers
- Avoid very long /short titles

~~*Job Search with Legal and Illegal Workers: A comparative statics analysis*~~

~~*An Economic Analysis of Yogurt Production in Kurdistan Region of Iraq*~~

~~*Research on product value added based on values and interests of stake holders: case of Milzu!*~~

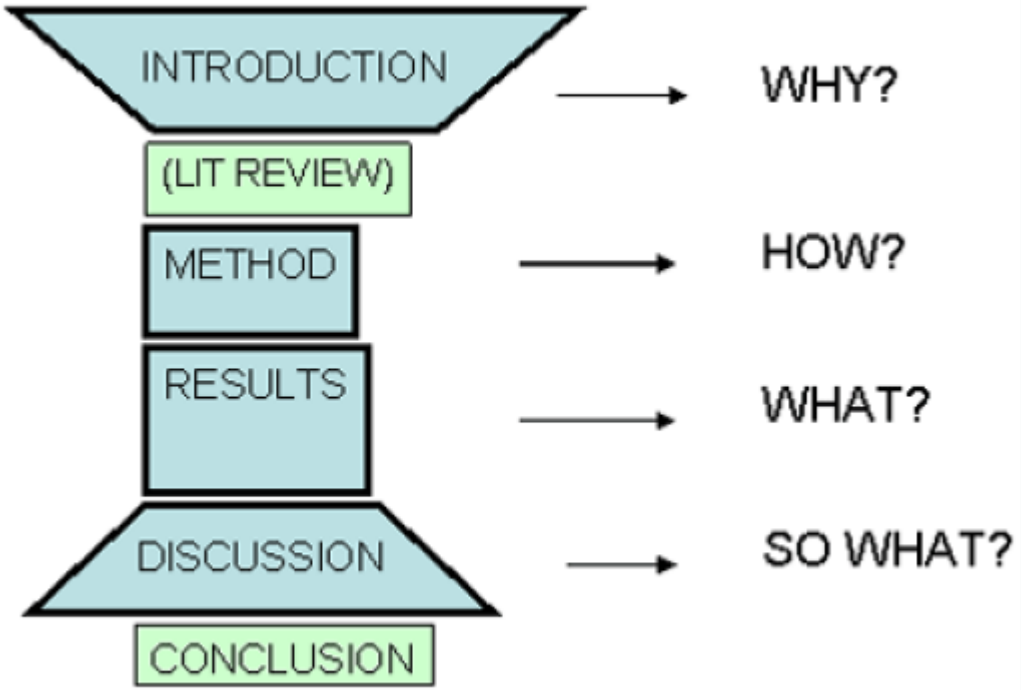
~~*Advantages and disadvantages of time-saving innovation “Bytex feasibility analyzer v5.18” in feasibility study consulting*~~

Title: good examples

- Consumer perception of sharing economy: A pilot survey in Latvia
- Competence Development of Young Entrepreneurs through Educational Innovations
- Tax Governance as a Part of Corporate Social Responsibility
- Non-Financial Value Drivers: Case of Latvian Banks

From review...

*... The authors do not follow **IMRAD** structure...*



Avots: IMRAD In Science, https://medium.com/literacy-discourse/imrad-in-science-4a29e6c63ccc

Essential Parts of a Scientific Paper

Title: Describe concisely the core contents of the paper
Abstract: Summarize the major elements of the paper
Keywords / JEL codes
Introduction: provide context and rationale for the study
Literature review: Describe the existing knowledge base and an existing scientific gap
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

Abstract

- The abstract in any scientific research publication should list the main results and conclusions, using simple statements.
- The abstract must emphasize the key findings of the work and its general significance. The abstract should convey: **The purpose** of the project identifying the area of study to which it belongs, **the research problem** that motivates the project, **the methods** used to address this research problem. The **conclusions** reached, the significance of the research project, and why are the results useful?.

... From review

... Please, revise the abstract – it should contain a clear statement of the research goal and a short description of the research methodology

... the abstract should not be less than 2000 characters...

Short abstract (200-250 words)

PAPER TITLE

Name Surname[1], Name Surname[2]

[1]The name of the institution, Country, e-mail adress

[2]The name of the institution, Country, e-mail adress

Abstract. The length of the abstract should be approximately 200-250 words. Formatting requirements for the text of the abstract: Times New Roman font, 10 pt, justified, single line spacing. The abstract should reflect the main idea of the study. The abstract should include the following: research relevance, aim of the paper, research methods applied, predicted theoretical and/or practical value of the research. Abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract, abstract abstract, abstract, abstract.

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

Extended abstract

etECH 2020 Conference abstracts proceedings

International Conference
ETECH
Emerging Trends in Economics, Culture and Humanities

/

Name Surname*[1]*, Name Surname*[2]. **PAPER TITLE*

Abstract

Research purpose. Text, text.

Design / Methodology / Approach. Text, text.

Findings. Text, text.

Originality / Value / Practical implications. Text, text.

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

JEL codes: code 1; code 2 (system can be found in the website of American Economic Association: https://www.aeaweb.org/econlit/jelCodes.php)

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Some tips...

1. Begin writing the abstract after you have finished writing your paper.
2. Pick out the major objectives/hypotheses and conclusions from your *Introduction* and *Conclusion* sections.
3. Select key sentences and phrases from your *Methods* section.
4. Identify the major results from your *Results* section.
5. Now, arrange the sentences and phrases selected in steps 2, 3, and 4 into a single paragraph in the following sequence: Introduction, Methods, Results, and Conclusions.
6. Make sure that this paragraph does not contain:
   - new information that is not present in the paper
   - undefined abbreviations or group names
   - a discussion of previous literature or reference citations

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 (optional)

From review...

... Introduction is not the right place for Hypothesis; it should be derived from literature, so please place it in Literature review section (as the results of analysis of the literature).

... Research goal is not stated neither in the abstract, nor in the Introduction.

... The author has to emphasize the importance of the research topic – currently the importance does not seem to be high/worth attention

... Introduction needs revising, following the commonly accepted criteria for structure: research relevance, goal, hypotheses, methods, brief description of the results.

Research relevance

The research contributes to the:

- Solution of a problem in a sector of the economy.
- Solution of important social issues in the particular country/region.
- The expansion of knowledge base, if there is a lack of research on the subject discussed or all studies are performed abroad and their results cannot be used in the particular country/region.

Research relevance

Substantiation:

1. Statistics
2. Publicly available and official information about planned ammendments in legislation, policies, national strategies
3. Scientific gap

How to justify? Example

«Call for digital transformation in Google Scholar data basis yielded three million results. The request for the key words “digital transformation” in Web of Science and SCOPUS bases also resulted in a plenty of scientific papers, the amount of which is increasing every year (Fig. 1).» (Verina & Titko, 2019)

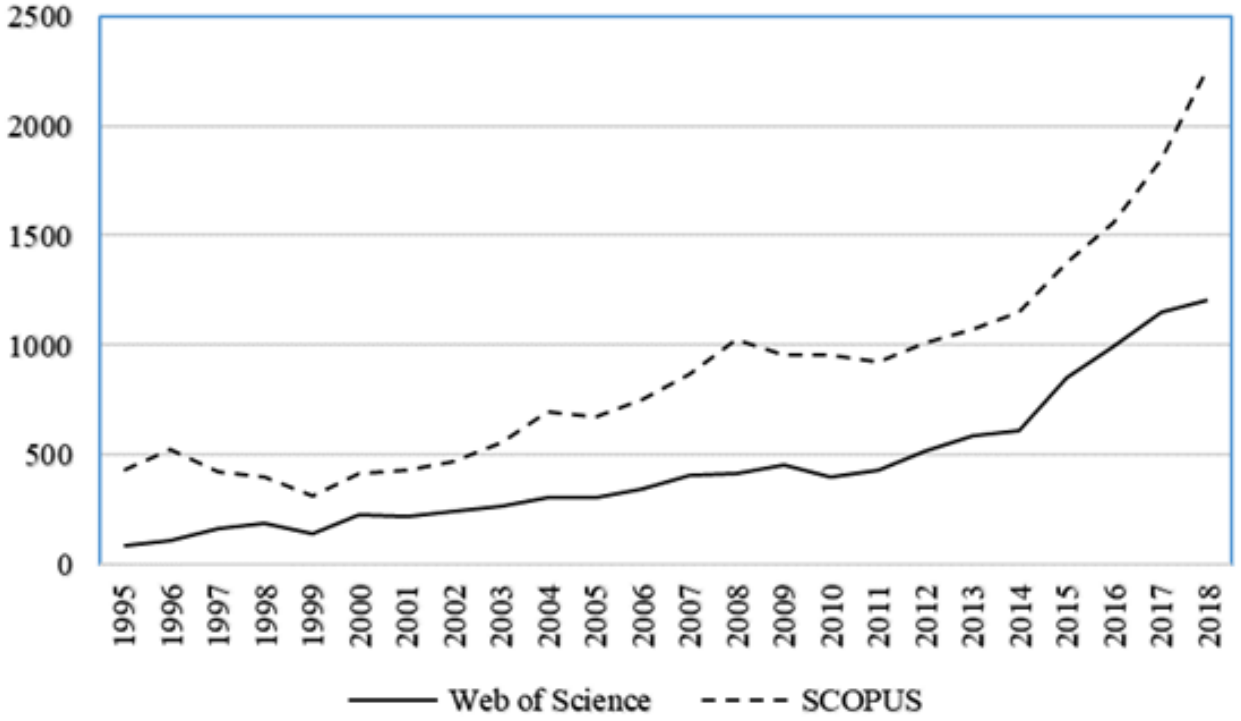


Figure 1. Number of publications devoted to Digital transformation: results from Web of Science and SCOPUS scientific databases 1995 – 2018 (source: Authors’ compilation)

Literature review

1. Analysis of the problem situation

- Statistics
- What others have done for the solution of the research problem?

2. Justification for the topicality of the research

- Statistics
- Previous studies

3. Analysis of the concept (definitions, historical development, elements...)

4. Substantiation for hypotheses

From review....

...In literature analysis section not only the major research directions and the authors have to be mentioned, but also their main findings and their relevance to your study...

... The research hypothesis must be justified by recent literature. Try to bridge the gap between literature review and your own research by argumentation why the hypotheses were formulated in this way...

... Authors don´t use recent literature. It would be useful to enrich the literature and to include also references from journals indexed in reputable databases (WoS resp. Scopus) in last two years.

....Literature review is based on 21 sources (it is not a sufficient amount for sound scientific publication). 16!!!! sources were published in 2004 and before. The author(s) write(s) that "upgrade concept is relatively new" and substantiate(s) this (1.3 chapter) with 5 papers dated with 2001-2006.

Literature review: mistakes

- Sources in your literature review do not clearly relate to the research problem;
- Relies exclusively on secondary analytical sources rather than including relevant primary research studies or data;
- Uncritically accepts another researcher's findings and interpretations as valid, rather than examining critically all aspects of the research design and analysis;
- *Does not describe the search procedures that were used in the literature review;*
- Only includes research that validates assumptions and does not consider contrary findings and alternative interpretations found in the literature.

Methodology

The author describes the main stages of the research, informative sources (literature, statistics), methods of data collection and processing.

Examples:

- Structure of the questionnaire; description of the development process
- Respondent profile
- Information about experts
- Formulas; critical values
- Hypotheses; development of the hypotheses

From review...

... Methodology has to be improved by thoroughly describing what exactly you were doing to conduct a research, which methods have been used to achieve the goal of the research.

...Methodological part of the paper is rather poor. The appropriate statistical apparatus is not described at all. Thus, it should be completely revised and enriched by formulas and explication of statistical background which has been used.

... The structure of the research instrument is not clear. How many statements (items, variables) the questionnaire involved? Please, put the questionnaire into appendix.

Results

- State the results using tables and figures and draw attention in the text to important details shown in those tables and figures.

Avoid

- **Discussing or interpreting your results**. Save all this for the next section of your paper, although where appropriate, you should compare or contrast specific results to those found in other studies [e.g., «Adamson (2015), one of the findings of this study is the strong correlation between motivation and...."].
- **Ignoring negative results**. If some of your results fail to support your hypothesis, do not ignore them. Document them, then state in your discussion section why you believe a negative result emerged from your study.
- **Including raw data or intermediate calculations**. Ask your professor if you need to include any raw data generated by your study, such as transcripts from interviews or data files. If raw data is to be included, place it in an appendix or set of appendices that are referred to in the text.

Discussion

Point out the significance of the results in relation to the reasons for doing the work, and place them in the context of other related work for other researchers.

From review...

.... there is no Discussion section; one can either link it with 'Main Findings' or create the separate section. Reference to the results of other scholars should also be added here.

Conclusions

- clearly state the implications of the answers your results gave you. The conclusion should focus on what was achieved and what still needs to be improved.

Examples:

- Highlight key points in your analysis or findings.
- Summarizing your thoughts and conveying the larger implications of your study. The conclusion is an opportunity to succinctly answer the "so what?" question by placing the study within the context of past research about the topic you've investigated.
- Show the directions for further research
- Show the limitations of the study (if it was not done in Discussion)

Reference list

- Authors should focus on recent papers....
- Authors should, where possible, provide DOIs for the articles they cite
- Follow the journal guidelines regarding the minimum number of sources, quality and etc....
- The «acceptable» number for journals is usually not less than 25-30 papers

From review... From guidelines...

- *All references and citations should be in APA style.*
- *All references should have the DOI and link to Google Academia*
- *In every article minimum 5 references have to be from Web of Science Database.*
- *In the article only references to literature in English language should be made.*

Reference list

To find **DOI** – use https://www.crossref.org/guestquery/

To find link to **Google Academia –** go to Google Scholar

Reference styles

- **APA** (*American Psychological Association*) – Amerikas Psihologu asociācijas stils
- **CMS** (*The Chicago Manual of Style*) – Čikāgas stils
- **Harvard style** – Harvardas stils
- **IEEE** (*Institute of Electrical and Electronic Engineers style*) – Elektronikas un elektrotehnikas inženieru institūta stils
- **ISO 690** (*standard for bibliographic referencing of International Standards Organization*) – Starptautiskās Standartu Organizācijas standarts bibliogrāfiskajām atsaucēm
- **MLA** (*Modern Language Association of America*) – Amerikas Mūsdienu valodu asociācijas sistēma
- **OSCOLA** (*Oxford Standard for Citation of Legal Authorities*) – Oksfordas Standarts juridisko iestāžu dokumentu citēšanai

Create a reference

1. Google Scholar
2. Find a paper
3. Use the function «cite»

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.

Reviewer's list

Features of the paper	Poor 1	Below Average 2	Average 3	Good 4	Excellent 5
Relevance of the paper title to the paper content					
Scientific importance of the topic					
Structure of the paper, its logic					
Relevance of the abstract and its structure					
Clear statement of research objectives					
Appropriateness of the applied research methods					
The literature review is					
Description of the research results					
Validity of the conclusions					
English style is clear and understandable					

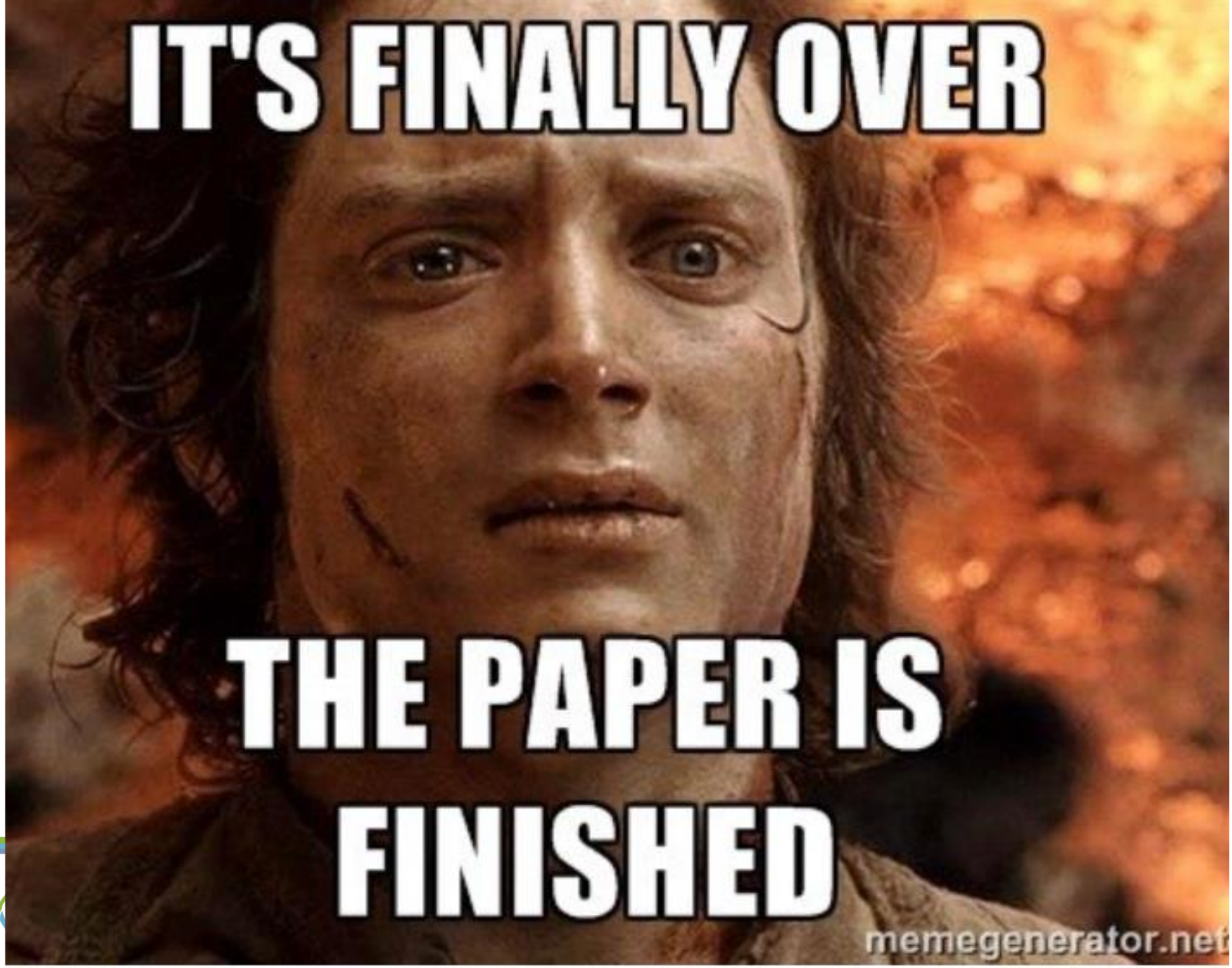
Reasons for rejection

1. The author has submitted their paper to the wrong journal: it doesn't fit the **Aims & Scope** or fails to engage with issues addressed by the journal.
2. The manuscript is not a true journal article, for instance it is too journalistic or clearly a thesis chapter.
3. The manuscript is too long or too short.
4. Poor style, grammar, punctuation or English throughout the manuscript.
5. The manuscript does not make any new contribution to the subject.
6. There is a poor theoretical framework used.
7. The manuscript is poorly presented.
8. The manuscript is unethical.

Source: https://authorservices.taylorandfrancis.com/peer-review/

Reason for rejection from JEC

- Does not correspond to the Journal codes (Aims&Scope)
- The paper is not formatted according to the template
- Tables and figures are not applicable for formatting and had no source or indication "developed by the authors";
- The number of literature sources is not sufficient
- There is no empirical research
- There is no scientific contribution
- At least 1 of the reviewers rejected the paper
- Poor communication with the authors


IT'S FINALLY OVER
THE PAPER IS FINISHED
memegenerator.net