

Lab guidelines for paper-writing

Writing

- For conferences, put papers in Microsoft Word and the correct conference format to start. However, references do not need to be in the final format, ESPECIALLY if you need to use [bracket] references. (It is best to handle these *last*.)
- For large, complex journal papers, it may make sense to work in Google Docs instead with a split token in early stages. In this case, save and export a copy regularly and especially after making any significant additions or edits to the document.
- Do not use LaTeX if at all possible. LaTeX is missing key functionality, and ShareLaTeX is too hard to use. If you really want to use LaTeX for formulas, work in Google Docs until the last possible point.
- Your first step in writing should be an outline for us to review. If possible, try to include any references you think will be important, esp in the intro/lit review sections.
- Your second step should be to write the methods and results and circulate those for comments. Finally, once the methods and results are in good shape, write the rest of the paper.
- Send a draft to your co-authors as long as possible before the deadline; ideally 2 weeks. The senior members of this lab reserve the right to declare that no article will be submitted if you send something with insufficient time to get it into acceptable shape.

Revisions

- Track your changes! It is inefficient to expect your co-authors to sit down with the current and previous versions of your document, and painstakingly figure out what you changed. In the event that your changes are too big to track, write a clear list of the untracked changes.
- Increment the version number of the document and add your initials every time you edit
 - Example: You are Ryan S Baker. You receive document AwesomePaper-v7-jlo. You take token and send back around AwesomePaper-v8-rsb.
- Upon receiving document token from senior author (usually Ryan, sometimes Jaclyn), accept all edits that you agree with, especially if there are only one or two co-authors. (Sometimes it's best to let other senior co-authors see who these changes came from)
- Upon receiving document token from someone other than senior author, leave all edits in place.
- Read and think about all comments made to you. They offer information on how to improve your writing going forward. Our goal is to for you to learn as well as get papers published today. Ask for clarification and advice, we are happy to give it!

Responding to Reviewers

- The first step in preparing a revision for a journal is to prepare the template for your response to the reviewers. You can get examples from lab members. This template should thank the reviewers at the top and then have each of the reviewers' comments,

in their original order. You respond immediately after each comment, in a different color.

- Write your response concurrently with writing the revisions and send both around for edits and comments.

Final Touches

- Quickly re-check your analysis results prior to submission.