

## Manuscript Transfer Process: Then and Now

Kelly Hadsell  
Editorial Director, KWF Editorial  
Kelly.hadsell@kwfco.com

---

---

---

---

---


---

---

---

### Background

- Self-published scientific society
- 8 journals
  - Separate Editorial Boards for each journal
  - Submissions range from ~200-5,000 per year
  - Impact Factors range from ~4.0-20



Document Title Lorem Ipsum 5/14/2018 2

---

---

---

---

---


---

---

---

### Why Offer Transfers?

- Member/author benefit
- Keep content within the “family”
- Encourage submissions to smaller, newer journals



Document Title Lorem Ipsum 5/14/2018 3

---

---

---

---

---

---

---

---

### Original Manuscript Transfer Process (I)

- Transfers **to** Journal A from another journal in the family
- Suggested by EIC or SE from another journal as potentially appropriate for Journal A
- May or may not have undergone review process
- Associate Editor evaluates and sends recommendation to the EIC who makes a final decision as to whether or not the ms should be transferred
- If the paper was already peer reviewed by the first journal, the EIC of Journal A must decide whether or not to consider the comments and allow the authors to respond or if the transferred submissions will be subject to a new review process
- If Journal A agrees to the transfer, the other journal then makes the transfer offer to the author in the decision letter

---

---

---

---

---

---

---

---

### Original Manuscript Transfer Process (II)

- Transfers **from** Journal A to other journals in the family
- As the EIC or the Senior Editors review incoming mss, those which are scientifically sound but are a better fit for another family journal may be recommended for transfer (some mss may be referred for transfer after peer review, but this is rare)
- To flag a ms for transfer, Editor makes a note in the corresponding comments box of the decision form
- The staff then consults with the EIC of the other journal to inquire as to whether they wish to review the paper
- If the second journal agrees, an invitation to transfer is made to the author in the decision letter

---

---

---

---

---

---

---

---



What could possibly go wrong?

---

---

---

---

---

---

---

---

## Stumbling Blocks

- Editor resistance to receiving previously rejected submissions
- Protracted turnaround times for transfer decision; only about 30% of requests received a response from EICs
- Manual process; no real way to track transfer requests in submission system

---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---

## Back to (Not Quite) Square One

- Rethought the process with an eye towards
  - Automation
  - Putting the authors in charge
  - Less work for EICs
  - Transparency to authors about the process

---

---

---

---

---

---

---

---

## What Changed?

- Engaged with society's Publications Committee
  - Presented transfer request/transferred manuscript statistics
  - Publications Committee communicated with EICs
- Better automation
  - Worked with submission system vendor to include a link in decision letters to let authors know they can transfer to another journal; letting the authors "drive" the process
- Increased transparency about the process
  - Updated author instructions
  - Promoted via e-mail and social media

---

---

---

---

---

---

---

---



Kelly Hadsell  
Editorial Director, KWF Editorial  
[Kelly.hadsell@kwfco.com](mailto:Kelly.hadsell@kwfco.com)  
(609)413-2250

---

---

---

---

---

---

---

---