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主 申: 刘昌 主 编 黄燕萍 副主编 刘华胜 李雁 祁雷 编辑 徐静

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为提供更加准确、有效的信息服务, 《医学信息报》版面较前有所变化, 每期介绍 1-3 个板块不等, 分别为资源获取与利用、文献检索技巧与方法、SCI 论文撰写与投稿、基金选题与申请、科研方法与工具、科技评价、循证医学、护理天地、实验技术与方法以及国内外最新医学动态、热点与前沿等主题板块将循环刊登。

通过《医学信息报》, 引导和辅助临床科研人员掌握科研方法、提升科研能力, 进而助力我院国家医学中心的建设。

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### SCI 论文选刊、投稿、修回全指南

#### 选稿投稿

##### 1、拟投期刊的选择

欢迎大家踊跃投稿 投稿电子信箱: xjtuxujing@126.com

(1) 选用 SCI 收录期刊。目前 SCI 收录核心刊 3000 种，加上增补期刊约 5600 种。研究者可事先将 SCI 中自己感兴趣的期刊找出来备用。

(2) 利用 SCI 收录期刊的影响因子 (Impact Factor) 来选择期刊。期刊的影响因子是该刊前 2 年发表的文献在当前的平均被引次数。《科学》、《自然》影响因子很高，SCI 收录中国期刊影响因子都在 1.00 以下。期刊影响因子愈大，有用信息愈多。作者可根据期刊的影响因子排名决定投稿方向。

(3) 利用学科带头人的影响或国际学术交流的条件，物色最了解中国学术研究、信任中国学者的那部分期刊投稿。SCI 选用的期刊中约 1 / 3 为美国期刊，因而要注意选美国期刊。

## 2、如何准备投稿

选择适合刊物投稿：从杂志 homepage 下载 Instruction for Author，按投稿要求，如投稿份数、论文体例、长度、图表、参考文献引法、配图说明 (Figure legends) 等，逐条遵循。Letter to editor-in-chief：

- ① 声明文稿权转让；
- ② 未一稿多投，和在稿件未作出决定前不准备一稿多投；
- ③ 所有列出作者均对文稿有确切贡献；
- ④ 文稿内容真实，无作伪；
- ⑤ 所有作者均已阅读文稿，且同意送稿；
- ⑥ 通信作者地址、电话、Fax、e-mail；
- ⑦ 通信作者签名。勿一稿多投。

## 3、向国外生物医刊投稿注意事项

### A. 期刊选择：

选择期刊的方法：如果论文主题在一个很窄的分支学科内，那么选择范围只能限制在几种刊物；如果论文信息交叉了几个研究领域，则可有多种选择。

### B. 阅读和使用投稿须知：

(1) 读刊头 (masthead statement，通常放在期刊前面的文题页上)，以了解刊名、简单的办刊宗旨、编辑委员会组成、编辑部成员、出版商及其联系地址等。

(2) 浏览目录 (table of contents)，确定该刊物是否发表你研究领域内的文章及发表的比例有多大。

(3) 注意栏目设置，确定拟投稿件的栏目。

(4) 看拟投栏目文章的范例，了解撰写要求及格式。

(5) 某些期刊刊登投稿和接收日期(submitted and accepted dates)，可据此计算论文发表周期。

(6) 广告数量可间接判断期刊质量。因为广告公司都愿意将金钱投到质量高、影响大的期刊上。

(7) 通过 11 或 12 月份出版的杂志最后几页上的“所有权、管理和发行声明”(statement of ownership, management, and circulation) 查找期刊发行量。

(8) 核查有无北美和欧洲以外国家作者撰写的文章。

(9) 有些期刊还刊登报道计划，作者可依此拟订自己的投稿计划。

#### C. 投稿注意事项：

论文撰写是一项艰苦的工作，并非一稿就能完成，往往需要反复易稿(修改)才能使文章达到投稿的要求，即“5C”——正确(correctness)、清楚(clarity)、简洁(concision)、完整(completion)和一致(consistency)。

#### D. 投稿：

(1) 准备投稿信(covering letter, submission letter)：生物医学期刊的编辑往往需要一些有关作者及其论文的信息，而作者也希望给编辑提供一些有助于其全文送审及决策的信息。这些信息都应该包括在投稿信中。

(2) 稿件包装：所谓稿件包装是指将稿件及其拟投期刊所需的伴随资料一并装入信封。

(3) 稿件邮寄：邮寄稿件应注意：应至少自留一份打印底稿；信封要足够大，并足够结实；正确的投稿地址及收稿人(“投稿须知”中常有说明，多要求直接寄给主编)；照片不可过大，最大不超过 8.5 英寸 x 11 英寸；贴足邮票；航空邮寄；以打印稿(hard copy)投稿。几乎所有的英文生物医学期刊均不接受传真(fax)投稿，某些期刊仅允许一些没有图表的短文或“给编辑的信”通过电子邮件(e-mail)投稿，长篇论著、研究报告等文章决定刊用后方接受软磁盘。以上信息可以从“投稿须知”中获得、有的期刊在“投稿须知”中特别指出投稿地址与订刊或订单行本地址不一样，以免造成时间耽搁。

#### 修回退稿

欢迎大家踊跃投稿 投稿电子信箱：xjtuxujing@126.com

## 1 正确对待审稿意见和退稿

国际核心刊物的审稿人大多是各领域权威学者，杂志出版社经常征询编委意见，选择最佳审稿队伍。审稿是无报酬的，审稿人的工作态度大多极其认真。因此，对审稿意见要十分尊重，对每一条批评和建议，都要认真分析，并据此修改论文。自己认为不正确的意见，要极其慎重和认真地回答，有理有据地与审稿人探讨。

如何对待杂志拒文，是作者犯难的问题。这里必须分析被拒绝的理由。

第一类拒绝是“完全的拒绝”，主编通常会表达个意见，对这类文章永远不愿再看到，再寄送这类文章是没有意义的；

第二是文章包含某些有用数据和信息，主编拒绝是因数据或分析有严重缺陷，这类文章不妨先放一放，等找到更广泛的证据支持或有了更明晰的结论后，再将经过修改的“新”文章寄给同一杂志，主编通常会考虑重新受理该文。

有审稿人抱怨，个别中国作者在论文被一家杂志拒绝后又原封不动地寄给另外一家杂志，而他们再次被邀请审稿并对此非常反感，论文理所当然地被拒绝。影响因子不同的刊物接受论文的标准和要求差别很大。如果被拒论文不是由于文稿中的错误，而是重要性或创新性不够，作者仔细考虑审稿人意见并认真修改文稿后，可以寄给影响因子较低的刊物。

值得注意的是，审稿人由于知识限制和某种成见，甚至学术观点不同，判断错误并建议退稿常会发生。如何处理情况？最近某青年的论文被杂志拒绝，经反复讨论检验，判断审稿人是错误的；为了论文及时发表，我们建议作者礼貌和认真地回信给主编并指出审稿人的错误，要求主编将意见转给审稿人，然后撤回论文再做必要改进，改寄影响因子更高的杂志；结果论文立即接受，并得到很好评价。

## 2 退稿后若干注意事项

(1) 稿件追踪(follow-up correspondence)。如果投稿2周仍无任何有关稿件收到的信息，也可打电话、发e-mail或写信给编辑部核实稿件是否收到。

(2) 稿件退修(revised manu)。几乎所有的经审查学术水平达到出版要求的自由来稿，在发表前都需要退给作者修改其表述及编辑格式，如压缩文章篇幅、重新设计表格、改善插图质量、限制不规则缩写词使用等。然而退给作者修改的稿件并不代表文章已经被接受，文章最终接

受与否取决于作者对文章关键性重要内容和表述方式的修改能否达到审稿专家及编辑的要求。

通常退给作者修改的材料包括原稿、审稿专家意见、(reviewers comments)和一封编辑的信(covering letter)。当作者收到退修稿后,首先应该仔细地阅读退修信(modify letter)和审稿专家意见。然后应考虑能否或愿意接受审稿专家或编辑的意见,修改稿件。

(3) 如何处理稿件修回? 从主编回信和审稿人(reviewer)修回意见可看出文章录用的可能性。主编的回信会特别提到你文章的科学先进性(scientific priority); 审稿人对文章总的评价中会提到对文章是否感兴趣(interesting)等; 修回不要仓促,反复阅读、理解审稿人的问题。

对每位审稿人提出的意见要逐条回答(response to reviewer1, 2, 3); 对修回稿中已修改的地方要具体标明(page, lines); 给主编回信,感谢给文稿提出的修改意见,并指出按修改建议已作的修改,未作修改的地方要说明理由。



### 英文论文期刊的选刊方法

论文的选刊是文章是否能成功发表的关键步骤之一,如何选择合适的期刊投稿,既能使研究的内容与期刊的刊登内容相一致,又能让论文在高水平的期刊上发表,是投稿者的常见困扰。好的选刊方法能增加学者学术成果的影响力及影响范围。

问题一: 如何确定期刊的收录情况?

1. 如何确定想要投稿的期刊是不是被 SCIE 收录,最权威的查询方法就是登陆

<https://jcr.clarivate.com/jcr/browse-journals> (西安交通大学图书馆科睿唯安网站)

查找当年的 SCIE 期刊目录,可以选择输入期刊名称或者期刊的 ISSN 号进行查找。

2. 如何确定想要投稿的期刊是不是被 Medline 收录,查询方法就是登陆

<https://www.ncbi.nlm.nih.gov/nlmcatalog>(Pubmed 的 NLM Catalog 子库)，

输入输入期刊名称或者期刊的 ISSN 号进行收录范围查看，带有 Currently indexed for MEDLINE 字样，就可以确定为 Medline 收录期刊。

### 问题二：常用的选刊网站有哪些？

1. 梅斯医学 (<https://www.medsci.cn/sci/index.do>) 免费
2. Letpub (<http://www.letpub.com.cn/index.php?page=journalapp>) 免费
3. Pubmedplus (<http://www.pubmedplus.cn/>)

### 问题三：选刊时应注意的几点问题？

1. 影响因子的大小。一般投稿的期刊影响因子越高，发表的成功率相应降低，学者可以根据撰写文章内容的新颖性及文章质量进行综合权衡，在同等条件下尽量选择影响因子高的期刊进行投稿。
2. 分区的大小。按照《中国科学院文献情报中心期刊分区表》基础版小区划分。
3. 期刊的出版周期。期刊的出版周期一般分为周刊、半月刊、月刊、双月刊、季刊、半年刊及年刊。一般期刊的出版周期越短，投稿的命中可能性越大。
4. 审稿的周期。每个期刊的审稿周期不同，一般在 3-6 个月不等，如果投稿者有需要尽快发表文章的需求，可以选择审稿周期较短的期刊。
5. 接收的难易程度。在一般的投稿分析网站如梅斯医学等，可以得到期刊的收录难易程度，通过百分率的形式清晰为投稿者呈现文章被期刊接收的难易程度。
6. 每年发文的数量。在其他同等条件相同的情况下，一般发文量越大的期刊，投稿的命中率越高。
7. 中国人的发文比率。在其他同等条件相同的情况下，一般中国人的发文比率越高说明期刊对中国人越友好。
8. 期刊的出版国家。因为地域的差异现象，期刊出版国家的不同也会影响投稿的接收率，一般是欠发达的小国家接收率高，欧美国家的相对较低。
9. 选择审稿人。英文期刊多是同行评审期刊，在选择审稿人时要选择与自己学术观点一致的学者。

欢迎大家踊跃投稿 投稿电子信箱：[xjtuxujing@126.com](mailto:xjtuxujing@126.com)



## SCI 论文投稿全程模板,

### 1. 最初投稿 Cover letter

Dear Editors:

We would like to submit the enclosed manuscript entitled “Paper Title”, which we wish to be considered for publication in “Journal Name”. No conflict of interest exists in the submission of this manuscript, and the manuscript is approved by all authors for publication. I would like to declare on behalf of my co-authors that the work described was original research that has not been published previously, and not under consideration for publication elsewhere, in whole or in part. All the authors listed have approved the manuscript that is enclosed. In this work, we evaluated …… (简要介绍一下论文的创新性). I hope this paper is suitable for “Journal Name”. The following is a list of possible reviewers for your consideration:

1) Name A           E-mail: ××××@××××

2) Name B           E-mail: ××××@××××

We deeply appreciate your consideration of our manuscript, and we look forward to receiving comments from the reviewers. If you have any queries, please don't hesitate to contact me at the address below. Thank you and best regards.

Yours sincerely,

××××××

Corresponding author:

Name: ××× Institution: xxx

E-mail: ××××@××××

### 2. 催稿信

Dear Prof. ×××:

Sorry for disturbing you. I am not sure if it is the right time to contact you to inquire about the status of my submitted manuscript titled “Paper Title”. (ID: 文章稿号), although the status of “With Editor” has been lasting for more than two months, since submitted to journal three months ago. I am just wondering if my manuscript has been sent to reviewers or not. I would be greatly appreciated if you could spend some of your time check the status for us. I am very pleased to hear from you on the reviewer's comments. Thank you very much for your consideration. Best regards!

Yours sincerely,

××××××

Corresponding author:

Name: ××× Institution: xxxE-mail: ××××@××××

### 3. 修改稿 Cover letter

Dear Dr/ Prof.. (写上负责你文章编辑的姓名, 显得尊重, 因为第一次的投稿不知道具体负责的编辑, 只能用通用的 Editors) :

On behalf of my co-authors, we thank you very much for giving us an opportunity to revise our manuscript, we appreciate editor and reviewers very much for their positive and constructive comments and suggestions on our manuscript entitled "Paper Title". (ID: 文章稿号). We have studied reviewer' s comments carefully and have made revision which marked in red in the paper. We have tried our best to revise our manuscript according to the comments. Attached please find the revised version, which we would like to submit for your kind consideration. We would like to express our great appreciation to you and reviewers for comments on our paper. Looking forward to hearing from you.

Thank you and best regards.

Yours sincerely,

××××××

Corresponding author:

Name: ××× Institution: xxxE-mail: ××××@××××

### 4. 修改稿回答审稿人的意见 (最重要的部分)

List of Responses

Dear Editors and Reviewers:

Thank you for your letter and for the reviewers' comments concerning our manuscript entitled "Paper Title" (ID: 文章稿号). Those comments are all valuable and very helpful for revising and improving our paper, as well as the important guiding significance to our research. We have studied comments carefully and have made the correction which we hope meet with approval. The revised portion is marked in red in the paper. The main corrections in the paper and the responses to the reviewer' s comments are as flowing:  
Responds to the reviewer' s comments:

Reviewer #1:

1. Response to comment: (……简要列出意见……)

Response: ××××××

2. Response to comment: (……简要列出意见……)

Response: ××××××

。 。 。 。 。

欢迎大家踊跃投稿 投稿电子信箱: xjtuxujing@126.com



逐条意见回答，切忌一定不能有遗漏

针对不同的问题有下列几个礼貌术语可适当用用：

We are very sorry for our negligence of …….

We are very sorry for our incorrect writing …….

It is really true as Reviewer suggested that……

We have made the correction according to the Reviewer' s comments.

We have re-written this part according to the Reviewer' s suggestion

As Reviewer suggested that……

Considering the Reviewer' s suggestion, we have ……

最后特意感谢一下这个审稿人的意见：

Special thanks to you for your good comments.

Reviewer #2:

同上述

Reviewer #3:

××××××

Other changes:

1. Line 60-61, the statements of “……” were corrected as “……”

2. Line 107, “……” was added

3. Line 129, “……” was deleted

××××××

We tried our best to improve the manuscript and made some changes in the manuscript. These changes will not influence the content and framework of the paper. And here we did not list the changes but marked in red in revised paper.

We appreciate for Editors/Reviewers' warm work earnestly and hope that the correction will meet with approval.

Once again, thank you very much for your comments and suggestions.

## 5. 文章接受后可以考虑感谢一下负责你文章的编辑或主编（根据需要）

Dear Prof. ××××××:

Thanks very much for your kind work and consideration on a publication of our paper. On behalf of my co-authors, we would like to express our great appreciation to editor and reviewers.

Thank you and best regards.

Yours sincerely,

××××××

Corresponding author:

Name: ××× Institution: xxxE-mail: ××××@××××

## 6. 询问校稿信件（如果文章接受后时间较长）

Dear ×××:

Sorry for disturbing you. I am not sure if it is the right time to

contact you to inquire about the status of our accepted manuscript titled “Paper Title” (ID: 文章稿号), since the copyright agreement for publication has been sent to you two months ago. I am just wondering that how long I can receive the proof of our manuscript from you?

I would be greatly appreciated if you could spend some of your time for a reply. I am very pleased to hear from you.

Thank you very much for your consideration.

Yours sincerely,

××××××

Corresponding author:

Name: ××× Institution: xxxE-mail: ××××@××××

## 7. 文章校稿信件

Dear Mr. ×××: Thanks very much for your kind letter about the proof of our paper titled “Paper Title” (ID: 文章稿号) for publication in “Journal Name”. We have finished the proofreading and checking carefully, and some corrections about the proof and the answers to the queries are provided below.

Corrections:

1. In \*\*\*\*\* should be \*\*\*\* (Page \*\*\*, Right column, line\*\*\*)
2. In \*\*\*\* the “\*\*\*\*\*” should be “\*\*\*\*\*” (Page \*\*\*\*, Right column, line\*\*\*\*)

Answers for “author queries” :

1. \*\*\*\*\*.
2. \*\*\*\*\*
3. \*\*\*\*\*

We greatly appreciate the efficient, professional and rapid processing of our paper by your team. If there is anything else we should do, please do not hesitate to let us know.

Thank you and best regards.

Yours sincerely,

××××××

Corresponding author:

Name: ××× Institution: xxxE-mail: ××××@××××



SCI 的修回稿上传流程

## 1 查询状态：



点开 “Submissions Being Processed”



稿件的相关信息都列在了这里。其中包括稿件编号；标题；提交时间；状态时间；以及稿件状态。

如果稿件状态有比较重要的变化，比如修回（revision），通讯作者的邮箱中会收到系统发来的邮件，邮箱的动态要实时关注

## 2 处理修回

Step 1: 确定修回类型和截止日期

修回的稿件会被移动到 “Revisions” 这个部分：

## New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

Submissions Being Processed (0)

## Revisions

[Submissions Needing Revision \(1\)](#)

Revisions Sent Back to Author (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

Revisions Being Processed (0)

Declined Revisions (0)

## Completed

Submissions with a Decision (0)

Submissions with Production Completed (0)

FSEditor

点开之后，可以看到稿件的一些信息：



Submissions Needing Revision for Author

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Step 2 : 查看审稿人意见

Page: 1

Action	Manuscript Number	Title
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Page: 1

FSeditor 点击 “ View Reviewer Comments ” 就可以查看审稿人的意见啦~

Reviewer: 1 ↓

↓

Detailed Comments for transmission to the authors ↓

This is improved but some minor revisions still needed ↓

↓

Page 14 of 79: Moreover, studies have already illustrated the ↓

predictive value of the tool just based on modifiable bleeding risk factors proposed by ↓  
ESC AF guidelines were restricted [44, 43]. ↓

>>> This sentence is unclear. Should state that bleeding risk assessment based on modifiable  
risk factors alone (as proposed by the ESC guidelines) is an inferior strategy compared to a formal  
bleeding risk score like the HAS-BLED score ↓

↓

The ABC-bleeding tool is a recently proposed assessment tool, which adds BNP-1B, Troponin T,  
Hemoglobin biological indicators to predict the risk of major bleeding events. ↓

>>> You need extra text to show that ABC-bleeding was derived in a highly selected  
anticoagulated clinical trial cohort - and that the performance of ABC-bleeding (or other biomarker  
based risk scores) confers limited advantage in real world cohorts. ↓

Discuss and cite: PMID: 31084333 ↓

PMID: 28799620 ↓

↓

This review offers important critique of the topic: PMID: 31499565 ↓

↓

The comparison with GARFIELD score should be discussed: PMID: 30371183 ↓

↓

Reviewer: 2 ↓

↓

Detailed Comments for transmission to the authors ↓

I would like to thank the authors for the extensive review. ↓

↓

I think that there is still a major and also a minor issue to be faced in the paper. ↓ 

意见大概就是长这个样子，每位审稿人的意见会按条单独列出来。



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\*回顾性研究

\*病例报告研究

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