



Presented by
Management Forum

Understanding Scientific Journal Submission and Publication

17 November 2025
+ 11 May 2026

This course provides an overview of journal submission, including the types and steps of submissions, as well as effective pre- and post-submission communication to help participants navigate publication successfully.



Format:

Live online



CPD:

1.5 hours for your records



Certificate of completion

Overview

This course provides a thorough overview of the journal submission process, guiding participants through the different types of journal submissions and the essential steps involved in preparing and submitting a manuscript. Participants will learn about the key documents required for submission, including cover letters and supplementary materials, ensuring a complete and professional application. Additionally, the course addresses effective communication with journals both before and after submission, offering strategies for managing revisions, responding to reviewers' feedback, and navigating the publication process with confidence.

Benefits of attending

At the end of this workshop, attendees will be able to:

- **Understand** the types of journal submissions
- **Prepare** a manuscript in line with journal guidelines and navigate the submission process confidently
- **Communicate** professionally with journal editors and reviewers during and after the submission process

Who should attend?

- Early-career researchers and academicians looking to publish their research in reputable scientific journals
- Graduate and postgraduate students aiming to understand the academic publication process
- Research assistants, lab members, and academic staff involved in manuscript writing and submissions
- Science professionals, technical writers, and consultants seeking to enhance their knowledge of scholarly publishing practices
- Anyone interested in developing skills for selecting appropriate journals and navigating the publication process efficiently

Programme

Types of journal submissions

- Original research articles, review articles and case reports
- Letters to the editor and short communications

Steps of journal submission

- Preparing the manuscript according journal guidelines

Documents needed for submission

- Manuscript, cover letter and conflict of interest forms
- Author agreement and copyright transfer forms

Journal communication pre- and post- submission

- Pre-submission inquiries
- Managing correspondence with editors during the review process
- Responding to requests for additional information



Samaa Al Tabbah

Dr. Samaa Al Tabbah holds a B.S. in Medical Laboratory Technology (MLT) from the American University of Beirut (AUB) and a Pharm D. in Clinical Pharmacy from the Lebanese American University (LAU). After graduation, Dr. Al Tabbah held a position as a chief pharmacist at the World Health Organization (WHO), Beirut office. At a later stage, she established a pharmacy in Beirut, where she served as a community pharmacist for over 6 years. Dr. Al Tabbah is a strong supporter of the Children's Cancer Center in Lebanon where she served as a volunteer for 4 years. She also acts as a consultant and mentor at the Egypt Scholars Inc. and the International Pharmaceutical Students Federation (IPSF) where she works closely with mentees providing them with concrete clinical and research skills that allow them to identify new research topics, discover new techniques, and pursue a strong career development plan.

Through her work, she has been involved in clinical research; more specifically, in training workshops carried out at the national and international level, in the delivery of sessions on different aspects of the conduct of clinical research, as well as in the conduction of different international clinical research projects. She is the author of many scientific papers published in peer-reviewed journals as well as a book titled "The Clinical Research Process from Initiation to Publication". She is an editorial member of two peer-reviewed scientific journals. She is an Assistant Professor at University Institute for Nursing (Lebanese Red Cross), where she delivers Pharmacology, Microbiology and, Public Health, Community Health, and Clinical Research courses. She was lately appointed as the Global Pharmacovigilance Society Ambassador of Lebanon where she also acts as an acting board member of the society.

Course dates

17 November 2025

Live online

12:00-13:30 **UK (London)** (UTC+00)

Course code 15612

GBP **175** ~~200~~

EUR **245** ~~280~~

USD **280** ~~320~~

Until 10 Nov

11 May 2026

Live online

12:00-13:30 **UK (London)** (UTC+01)

Course code 15613

GBP **175** ~~200~~

EUR **245** ~~280~~

USD **280** ~~320~~

Until 09 Mar

How to book



Online:

ipi.academy/3214

Alternatively contact us to book, or if you have any queries:



Email:

info@ipiacademy.com



Phone:

[+44 \(0\)20 7749 4749](tel:+442077494749)

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note

IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions

The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

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IPI
Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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