

Information for Contributors

Prior Publication

The Canadian Journal of Psychiatry accepts manuscripts for consideration with the understanding that they represent original material, have not been published previously except in abstract form, are not being considered for publication elsewhere, and have been approved by each author. This information must be stated in the cover letter that accompanies the manuscript.

Types of Submissions

A. Research Papers and Review Articles

General papers and review articles should not exceed 4000 words, including structured abstract. The word count must appear on the title page. The word count will be enforced so the *Journal* can publish as many papers each issue as possible.

B. Brief Communications

Preliminary reports and spin-off studies will be published as Brief Communications. These will be no more than 1500 words, including structured abstract.

C. Book Reviews

Books of interest to *Journal* readers include general psychiatry, specific areas of psychiatry and the subspecialties, and popular fiction and nonfiction dealing with mental health issues. Please limit your reviews to 750 words and indicate in the review whether you have any personal ties to the authors or editors.

At the top of the review, include your name, the title of the book, authors or editors of the book, city of publication, publisher, year of publication, number of pages, and price in CAN or US dollars. Include your rating of the book (excellent, good, fair, or not recommended).

Wherever possible, answer the following questions in the review:

- What is the purpose of the book, including major points or new ideas?
- How well does the book fulfill the purpose for which it was written?
- How competent is the author or editor on the subject?
- Is the book well written?
- Is the book free from production errors?
- Is the price reasonable?

D. Letters to the Editor

Limit Letters to the Editor to 500 words. Do not include tables and figures. Case reports that make a valuable contribution to the literature will be published as Letters to the Editor. For case reports, include a section at the end of the letter, Funding and Support, where authors disclose all financial and personal connections to drug companies and all sources of funding and support for the research.

Preparing the Submission

The *Journal* uses the style book, *Scientific Style and Format: The CBE Manual for Authors, Editors and Publishers*. 6th ed. The style book is prepared by the style manual committee of the Council of Biology Editors (now the Council of Science Editors). Manuscript requirements are also based on *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* prepared by the International Committee of Medical Journal Editors.

Please avoid unnecessary formatting, as we strip all formatting from manuscripts. For example, we strip heading styles, paragraph styles, tabs, endnote and footnote functions. Please do not use endnote and footnote functions as entire endnotes and reference lists may disappear when we strip the coding.

Double-space all parts of the submission, including case reports, quotations, references, and tables. Type manuscripts in upper and lower case on one side only of 8 1/2 x 11 inch non-erasable bond paper. All 4 margins must be 1 1/2 inches. Arrange the parts of the manuscript in the following order, with each item beginning a new page: 1) title page, 2) structured abstract, key words, and clinical implications and limitations, 3) text, 4) references, and 5) tables and figures. Number all pages.

A. Cover Letter

Authors must indicate that the manuscript represents original material, has not been published previously except in abstract form, is not being considered for publication elsewhere, and has been approved by each author.

Authors must affirm in writing that they have not entered into an agreement with a funding organization that limited their ability to complete the research as planned and to publish the results. Authors must also state that they have had full control of all primary data.

B. Title Page

- Make the title as brief and informative as possible.
- Limit authors listed in the by-line to principal researchers or writers; acknowledge collaborators in a footnote. Authors' first names are preferred to 2 initials.
- Provide professional, academic, and financial affiliations of each author.
- If the paper has been presented at a meeting, please give the name of the meeting, the place, and the date.
- Include the full address, telephone numbers, fax number, and e-mail address of the corresponding author.
- Include a word count for the text and abstract; do not include the tables, figures, or references in this count.

C. Abstract, Key Words, and Clinical Implications and Limitations

Limit abstracts to 250 words. As much as possible, structure abstracts using the following headings: *Objective* (the primary purpose of the study), *Method* (basic procedures), *Results* (key findings), and *Conclusions* (principal conclusions). The *Journal* takes care of translating the abstract into the alternate language (French or English).

Include 3 to 10 key words or short phrases, as well as 3 clinical implications and 3 limitations of the study.

D. Tables and Figures

Tables and figures should supplement text, not duplicate it, and thus should be understandable without reference to the text. Include a descriptive title, and specify units of measurement for each table and figure. Keep the length and number of tables to a minimum. Full pages of tables and figures will not be published; authors should communicate this information in the text. Submit electronic copies of both tables and figures, along with print copies.

Include tables only when they present relevant numerical data; short tables can frequently be incorporated more concisely in the text. Tables will be edited to conform to the *Journal* style.

Some authors use asterisks to indicate footnotes in tables that contain probability levels. A single asterisk is used for the lowest level of probability, 2 for the next higher, and so on, with the specific levels given in the notes to the table (for examples, $*P < 0.05$; $**P < 0.01$; $***P < 0.001$).

Note: CJP style replaces asterisks with superscript letters to designate footnotes (^a $P < 0.05$; ^b $P < 0.01$; ^c $P < 0.001$).

Figures and charts should be professionally prepared as glossies or camera-ready prints. The *Journal* encourages the submissions of figures on disk in the program that they were created in; for example, Microsoft Excel, Microsoft Powerpoint, Microsoft Work (objects created with the draw tools), Corel Draw PC version, Corel Photopaint, Adobe Photoshop PC version. Other acceptable formats are eps, tif (300 dpi photographs without text), jpg (300 dpi), and gif (300 dpi).

Note: The *Journal* is produced in a PC environment and cannot support Mac software.

E. References

The *Journal* follows the citation sequence referencing style (see *CBE Manual*, Chapter 30). Number references and list them in order of appearance in the text. Follow the citation in the text with the appropriate reference number in parenthesis. Do not arrange the list of references alphabetically.

Accuracy of citations is the author's responsibility. Use exact spelling, accents, and punctuation of the original reference. Ensure that all references listed have been cited in the text.

Do not include personal communications, unpublished manuscripts, or manuscripts submitted but not yet accepted, in the reference list. Note such citations in the text as (name, date, and personal communication) or (unpublished observation).

Manuscripts that are actually "in press" may be cited in the reference list as "forthcoming," with the journal or publisher and location included.

For more than 6 authors, the *Journal* lists the first 6 authors, followed by "and others." Abbreviate journal names using *Index Medicus* abbreviations: do not abbreviate journals not included in *Index Medicus*.

Type references in the style below, double spaced throughout. References that do not conform to *Journal* style will be returned to the corresponding author for appropriate adjustment. Please note *CJP* conventions for punctuating, capitalizing, and use of en-dash for page ranges.

- Place book and article titles in "sentence case" (capitalize only the first word, acronyms, and proper nouns).
- Do not italicize titles.
- For more than 6 authors, list the first 6 authors, followed by "and others." Please note punctuation conventions with author names (for example, Doe J, not Doe, J).
- When citing journal articles, do not include a space after colons and semicolons.
- Abbreviate journal names using *Index Medicus* abbreviations. Do not abbreviate journals that are not included in *Index Medicus*.

Standard Journal Article

1. Author(s). Title. Journal title and year;volume:page range.

Sample

1. Silverstone PH, Lemay T, Elliot J, Hsu V, Starko R. The Prevalence of major depressive disorder and low self-esteem in medical inpatients. *Can J Psychiatry* 1996;41:67-74.

Book Chapter

2. Author(s). Chapter title. In: editor(s) name(s), editor. Book title. Place Published: Publisher; Year published. Page range.

Sample

2. Flach F. The resilience hypothesis and post traumatic disorder. In: Wolf ME, Mosnaim AD, editors. Post-traumatic stress disorder: etiology, phenomenology, and treatment. Washington (DC): American Psychiatric Press; 1990. p 37-45.

Conference Presentation

3. Author(s). Title. Paper presented at (name of conference); inclusive conference dates; place of conference.

Sample

3. Labrie F. Androgen deficiency syndrome in women: role of androgen and their precursor DHEA in Women. Paper presented at the Female Sexual Function Forum; October, 2001; Boston (MA).

F. Funding and Support

Authors must disclose all sources of funding and support for the research described in the paper, in a section at the end of

the paper. For grant support, please include the full name of the granting agency and grant number.

G. Acknowledgements

For individuals involved with specific content of the work, do not exceed 4 typed lines. The *Journal* does not allow acknowledgements of persons involved with the preparation or typing of manuscripts.

Submitting Research Papers, Review Papers, and Brief Communications

Submit the original manuscript and 3 copies, either in French or in English, to the editorial office. Also include a diskette of the manuscript or send an electronic copy by e-mail, formatted in WordPerfect or Microsoft Word. All correspondence will be sent to the corresponding author unless otherwise specified. Papers should be accompanied by a cover letter indicating that the paper is intended for publication and that the manuscript has been read by all authors. A statement that informed consent has been obtained must appear in the manuscripts that report results on human subjects.

Authors will be notified of the receipt of their paper and of the number assigned to it. This number must be included in all further correspondence or telephone inquiries. The corresponding author of submitted papers must notify the *Journal* of changes of address. Original papers will not be returned to authors.

Review Process for Research Papers, Review Papers, and Brief Communications

All papers are reviewed to determine the originality, validity, and importance of content and conclusions. Authors will be sent reviewer comments that are judged to be useful to them. All reviewer comments remain anonymous. The authors will be informed of the final decision of the editor.

Accepted Manuscripts

Manuscripts are accepted with the understanding that the editor and the editorial staff have the right to make revisions aimed at greater conciseness, clarity, and conformity with *Journal* style. Accepted papers will be edited and the copyedited manuscript and page proofs sent to the corresponding author for corrections and answers to queries. Authors who will be away from their office for a long period or who change their address after notification of acceptance should inform the *Journal* staff.

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The *Journal* requires transfer of copyright for all published manuscripts to the Canadian Psychiatric Association so that the author(s) and the Association are protected from misuse of copyrighted material. A copyright transfer form will be forwarded to the corresponding author along with the page proofs of the manuscript, prior to publication.

Media Release

The CPA has received increasing numbers of media inquiries. To quickly facilitate these requests, we ask that authors designate a spokesperson and permit the CPA to release the spokesperson's telephone number and e-mail address to the media, upon request.

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Reprints

Reprints are provided for a fee. An order form for reprints will be sent to the corresponding author before publication of the paper. The reprints will be mailed about 2 weeks after the article has been published.

Questions

For further information, contact the *Journal* editorial office (Tel: 613-234-2815 ext 226; Fax: 613-234-9857 or email: cjp@cpa-apc.org).

Uniform Requirements for Manuscripts Submitted to Biomedical Journals

The requirements stated above are in accordance with *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (<http://www.icmje.org>). They are available from three other sources:

1. International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *New Engl J Med* 1997;336:309-15.
2. International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *Br Med J* 1991;302:338-41.
3. International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *Can Med Assoc J* 1995;152:1459-65.