

# Information for Contributors to the *Bulletin*

The *Bulletin* publishes clinical and professional information bi-monthly (February to December) for psychiatrists and other physicians working in mental health.

While the editors solicit material from members with special areas of expertise, they also welcome digested information, views, news and practical tips in the following categories:

- Clinical practice areas and issues: advances in treatment, including pharmacology and psychotherapy, psychiatry and technology, psychiatry and the law, standards and ethics, geriatric psychiatry, child psychiatry, community psychiatry, and shared care of family medicine and psychiatry
- Continuing professional development and maintenance of certification issues
- Residents' issues
- News from and about the psychiatric community and its members
- News about mental health policy and service developments
- Association news

## Submissions

Upon receiving a submission, the *Bulletin* notifies authors and forwards the submission to the appropriate editor. In the case of multiple authors, staff send all correspondence to the first-named author unless otherwise specified. Please include an address, telephone number, fax number and e-mail with your correspondence. Submit all items in French or English.

## Articles

The *Bulletin* accepts articles for consideration with the understanding that they represent original material, have not been published previously and have been approved by each author. Periodically, the *Bulletin* publishes articles jointly with other publications that share similar or complementary interests. Unsolicited manuscripts may be subject to an independent peer review process. Submit manuscripts of no more than 1500 words and no more than two tables. Include a summary of 100 words for translation into the alternate language in which the item is submitted (French or English). Include a list of key words for indexing purposes.

## Photos and graphics

Editors encourage authors to submit photos, graphics, figures and tables to enhance text submissions. The *Bulletin* accepts either prints or electronic formats (tif, eps, jpg or gif). Whenever possible, please send figures and

charts in the program in which they were created.

## Continuing Professional Development

The CPD editor welcomes information, news items or questions about continuing professional development, as well as technological resources and opportunities for CPD such as upcoming meetings, workshops and conferences. Submit items up to 750 words.

## Letters to the Editor

The *Bulletin* welcomes comment on any items within its pages or items of clinical or professional significance for psychiatrists and other physicians in mental health. Please limit letters to fewer than 500 words.

## News

The news editor welcomes story ideas and news items about the psychiatric community, information about notable achievements of individuals or programs, national or provincial health policy developments or innovative service initiatives, newly released documents of relevance to service development or mental health policy, views and opinions about current events in mental health policy. Brief obituaries are published on a periodic basis. Keep submissions of ideas or information items brief less than 300 words.

## Format

Submit all material typed on one side of 8½ by 11-inch paper, double-spaced, with all margins set to 1½ inches. Include a brief, informative title. Limit authors listed in the byline to principal writers. Use authors' first names rather than initials. Provide the institutional affiliation and position of each author, as well as all relevant degrees and qualifications. Include two print copies and provide an electronic version in Word or WordPerfect format by e-mail or diskette. The *Bulletin* is produced in a PC environment so please save the files accordingly.

## Style

The *Bulletin* uses the following style references, in order of priority:

- CPA in-house style sheet
- *The Canadian Press Style book*
- *Scientific Style and Format: The CBE Manual for Authors, Editors and Publishers (6th Edition)*
- *Chicago Manual of Style*

## References

The *Bulletin* follows the reference style outlined in *Scientific Style and Format: The CBE Manual for Authors and Publishers*. Number references and list them by order of appearance in the text: follow the text citation by the appropriate number in parentheses. Do not arrange the list of references alphabetically or chronologically. Please take note of CBE conventions for punctuation, capitalizing and using en-dash for page ranges. Accuracy of citations is the responsibility of the author.

## Examples of Reference Formats

### 1. Standard journal article

You CH, Lee KY, Chey RY, Menguy R. Electro-gastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterology* 1980 Aug;79(2):311-4.

(Note, no periods with initials, no spaces after semi colon and colon. With page references do not repeat digit, and use en-dash, not hyphen.)

### 2. Book chapter

Kuret JA, Murad F. Adrenohypophysial hormones and related substances. In: Gilman AG, Rall TW, Nies AS, Taylor P, editors. *The pharmacological basis of therapeutics*. 8th ed. New York: Pergamon; 1990. p 1334-60. (Note spacing after punctuation: In contrast to journal articles, colon and semi colon are followed by a space.)

## Author approvals and reprints

Accepted manuscripts and articles for the Clinical and Continuing Professional Development sections are edited and page proofs sent to the corresponding author for approval along with a copyright release form. Factual accuracy is the responsibility of the author.

CPA provides reprints for a fee. The corresponding author receives an order form before publication. Authors must secure permission to reprint material within the *Bulletin* before the material is published within the *Bulletin*.

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