Manuscript Submission Guidelines: The Canadian Journal of Psychiatry (The CJP)

This Journal is a member of the Committee on Publication Ethics.

This Journal recommends that authors follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the Journal’s submission site http://mc.manuscriptcentral.com/cjp to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of The CJP will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works.

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1. Article types

The following describes the manuscript (MS) types published in The CIP, including requirements for each, such as word count (not including structured abstracts, acknowledgements, references, tables, and figures) and number of tables and figures. These restrictions are enforced to enable The CIP to publish as many papers in each issue as possible.

In Review
The Editor-in-Chief invites Guest Editors to take part in the In Review series. Unsolicited MSs are not accepted. This popular and highly cited series provides an updated and authoritative statement about an area of psychiatry. MSs define the issues, identify parameters, provide a brief history highlighting the main research findings and clinical applications, and identify remaining issues and the efforts made to address them. The Guest Editorial should be 700 to 1500 words. MSs must not exceed 3500 words, with a maximum combined total of 5 figures and tables.

Original Research
MSs require a structured abstract and must not exceed 3500 words, with a maximum of 5 figures and tables, combined.

Systematic Review
The CIP encourages submission of Systematic Reviews. MSs must adhere to the same abstract, word, table, and figure limits as Original Research articles. Authors should register reviews in a suitable registry, such as PROSPERO (http://www.crd.york.ac.uk/PROSPERO/index.asp). To ensure completeness of reporting, papers should use the PRISMA checklist and include a PRISMA flow sheet (see: http://www.prisma-statement.org) as a figure.

Perspectives
The CIP publishes brief articles covering emerging, contentious, or complex themes relevant to the journal’s mandate. MSs are not expected to provide a comprehensive coverage of existing literature and may instead adopt a specific perspective on a contemporary problem or issue. MSs must not exceed 2500 words, do not require an abstract, and are limited to 1 table or figure.

Brief Communications
Preliminary reports and secondary studies from previous publications may be accepted as Brief Communications. MSs must not exceed 1500 words, do not require an abstract, and are limited to 3 figures and tables, combined. The CIP does not publish case reports.

Book Reviews
The Book Review Associate Editor invites authors to review books of interest to The CIP readers, including general psychiatry, specific areas of psychiatry and subspecialties, and other nonfiction works dealing with mental health. Tables and figures are not accepted. Direct quotes should include references and page numbers.

Letters to the Editor
Letters must be related to The CIP-published articles; case reports are not accepted. Letters should be submitted within 2 months of mailing of the journal. Letters should have a descriptive title and the
body of any letter must not exceed 500 words. Tables and figures are not accepted. Once accepted, the Editorial Office will contact the corresponding author of the article in question to reply. The letter and reply will be published together.

2. Editorial policies

2.1 Peer review policy
The CJP operates a conventional single-blind reviewing policy in which the reviewers’ names are always concealed from the submitting author(s).

Additional Information
Peer Review Process: Each manuscript is reviewed by at least three referees. Decisions on manuscripts will be taken as rapidly as possible. Authors should expect to receive reviewer comments within approximately 8 weeks. In general, Editors will seek advice from three or more expert reviewers about the scientific content and presentation of submitted articles.

All manuscripts are reviewed initially by the Editors and only those papers that meet the scientific and editorial standards of the journal, and fit within the aims and scope of the journal, will be sent for outside review.

2.2 Authorship
MSs should only be submitted for consideration once consent is given by all contributing authors. Those submitting MSs should carefully check that all those whose work contributed to the MS are acknowledged as contributing authors. The list of authors should include all those who can legitimately claim authorship. This is all those who:

(i) Made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
(ii) Drafted the article or revised it critically for important intellectual content,
(iii) Approved the version to be published.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the International Committee of Medical Journal Editors (ICMJE) authorship guidelines for more information on authorship.

2.3 Acknowledgements
All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair that provided only general support.

2.3.1 Writing assistance
Authors must disclose any writing assistance – including the individual’s name, company and level of input – and identify the entity that paid for this assistance.
Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section.

Any acknowledgements should appear first at the end of the MS prior to the Declaration of Conflicting Interests, Funding, and References.

2.4 Declaration of conflicting interests
It is the policy of The CJP to require the ICMJE declaration of conflicting interests form from all authors, enabling a statement to be carried within the paginated pages of all published articles. If no conflict exists, please state that ‘The Author(s) declare(s) that there is no conflict of interest’.

Please ensure that the completed ICMJE Form(s) for Disclosure of Potential Conflicts of Interest is included with your manuscript submission. The form is required for each author and is available: here.

2.5 Funding
The CJP requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the Funding Acknowledgements page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

2.6 Research ethics and patient consent
Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki.

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

In terms of patient privacy, authors are required to follow the ICMJE Recommendations for the Protection of Research Participants. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients’ names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published, and the written consent should be included with the manuscript files.

2.7 Clinical trials
The CJP conforms to the ICMJE requirement that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

The registry must meet several criteria, including: being accessible to the public at no charge; being open to all prospective registrants; being managed by a not-for-profit organization; having a mechanism to ensure the validity of the registration data; and being electronically searchable. Examples include http://clinicaltrials.gov and
The registration name and number should be listed at the end of the Abstract.

While trial methodology must be registered, trial results need not be registered. Should the authors decide to register the results, they must be registered in the same registry as the initial methodology to be considered previously unpublished.

The International Committee of Medical Journal Editors defines a clinical trial as any research project that prospectively assigns people to an intervention, with or without concurrent comparison or control groups, to study the cause-and-effect relationship between a health-related intervention and a health outcome. Health-related interventions are those used to modify a biomedical or health-related outcome; examples include drugs, surgical procedures, devices, behavioural treatments, dietary interventions, quality improvement interventions, and process-of-care changes. Health outcomes are any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events.

2.8 Reporting guidelines
The relevant EQUATOR Network reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed Consolidated Standards of Reporting Trials (CONSORT) flow chart as a cited figure, and a completed CONSORT checklist as a supplementary file.

Other resources can be found at NLM’s Research Reporting Guidelines and Initiatives.

2.9 Data
SAGE acknowledges the importance of research data availability as an integral part of the research and verification process for academic journal articles.

The CJP requests that authors consider submitting primary data used in their research articles alongside their article submissions to be published in the online version of the journal, or provide detailed information in their articles on how the data can be obtained. This information should include links to third-party data repositories or detailed contact information for third-party data sources. Data available only on an author-maintained website can be loaded onto either the journal’s platform or a third-party platform to ensure continuing accessibility. Examples of data types include but are not limited to statistical data files, replication code, text files, audio files, images, videos, appendices, and additional charts and graphs necessary to understand the original research. All data submitted should comply with Institutional or Ethical Review Board requirements and applicable government regulations. For further information, please contact the editorial office at the CJP office.

3. Publishing Policies

3.1 Publication ethics
SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics’ International Standards for Authors and view the Publication Ethics page on the SAGE Author Gateway.

3.1.1 Plagiarism
The CJP and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of articles published in the journal. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked using duplication-checking software. Where an article is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where authorship of the article is contested, we reserve
the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author’s institution and/or relevant academic bodies or societies; banning the author from publication in the journal or all SAGE journals, or appropriate legal action.

3.2 Contributor’s publishing agreement
Before publication, SAGE requires the author as the rights holder to sign a Journal Contributor’s Publishing Agreement. SAGE’s Journal Contributor’s Publishing Agreement is an exclusive licence agreement which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case copyright in the work will be assigned from the author to the society. The corresponding author will receive an email link to the Agreement upon MS acceptance. For more information please visit our Frequently Asked Questions on the SAGE Journal Author Gateway.

3.3 Open access and author archiving
*The CJP* offers optional open access publishing via the SAGE Choice program. For more information please visit the SAGE Choice website. For information on funding body compliance, and depositing your article in repositories, please visit SAGE Publishing Policies on our Journal Author Gateway.

3.4 Permissions
Prior to submission, Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our Frequently Asked Questions on the SAGE Journal Author Gateway.

4. Preparing your manuscript

4.1 Word processing formats
Preferred formats for the text and tables of your manuscript are Word DOC, RTF, XLS. LaTeX files are also accepted. The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point. Word and LaTeX templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

4.2 Artwork, figures, other graphics and tables
For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE’s Manuscript Submission Guidelines. Figures supplied in colour will appear in colour online free of charge regardless of whether or not these illustrations are reproduced in colour in the printed version. The fee for colour figures in print is US$800 for the first figure and US$200 for each additional figure in the same article. For specifically requested colour reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

Keep the number of tables and figures to a minimum, using them to present relevant numerical data. Short tables can often be incorporated more concisely in the text. Tables and figures should complement, not repeat, the text and should be understandable without reference to the text. Cite each table and figure in the text and number them consecutively in the order of their first citation in the text. Tables will be placed near these citations. Include a brief descriptive title. Give each column a short or abbreviated heading. Include units of measure. P values up to 3 decimal places should be used, not *, **, and ***. Explanatory matter, such as nonstatistical abbreviations not included in the abbreviations list, should be in the footnotes (using superscript, lower-case letters), not in the heading. If tables or figures from another published or unpublished source are used, authors must
obtain permission and acknowledge the source in the footnote.

Large tables and figures may not be accepted for print publication but may be made available online as Supplementary Files.

Tables will be edited to conform to The CJP style, so original text files are required.

4.3 Supplementary material
This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc.) alongside the full-text of the article. These will be subjected to peer-review alongside the article. Make sure all supplementary files are cited within the MS text. Supplementary file names should reflect their status as such, ie, Table S1. For more information please refer to our guidelines on submitting supplementary files, which can be found within our Manuscript Submission Guidelines page.

4.4 Journal layout
With minor exceptions, MS requirements are based on 3 sources:


A MS Checklist is available for authors to use as a guide. Authors are encouraged to visit http://www.TheCJP.ca to view published articles.

Arrange the MS according to the sections listed below.
Please supply a title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on How to Help Readers Find Your Article Online.

1. Title Page
Title
Authors
Include authors’ full names (not initials, unless middle initial[s] or first initial[s] with middle name[s] spelt out, academic degrees, and titles and positions at their various institutions.

Limit authors in the byline to those who substantially contributed to the concept and design, data acquisition, analysis, and interpretation; drafted or critically revised the MS for important intellectual content; and approved the final version for publication. People who referred patients; assisted with data collection, statistical analysis, or writing of the MS; or supervised and provided general support should not be included as authors but thanked in the Acknowledgements.

While author names, degrees, and institutions are included in the metadata for Manuscript Central, they are also required on the MS itself to facilitate editing before layout. The CJP does a single-blind, peer-review process in which author information is available to reviewers, but reviewers are kept confidential.
Corresponding author contact details
Provide full contact details for the corresponding author including email, mailing address and telephone numbers.

2. Abstract, Key Words, and Abbreviations
Abstracts must not be more than 250 words and should be structured under the following headings: Objective, Method, Results, and Conclusions. References are not acceptable in the Abstract. If applicable, the clinical trial or systematic review registration number should appear at the end of the Abstract (see Clinical Trial Registration above). The CJP translates the Abstract into French or English.

Include 3 to 10 key words or short phrases for indexing purposes. MeSH terms are preferred.

If an abbreviation is used only once, it should be spelled out and not abbreviated. If an abbreviation is used more than once, the abbreviation should be spelled out in the text on first use, with the abbreviation in parenthesis.

3. Body Text
Refer to the MS Types above for the maximum words, tables, and figures allowed for each. See Word Processing Formats above.

After a short introductory section that clearly states the objective of, or the hypothesis tested by, the research, arrange the MS under the headings Method, Results, Discussion, and Conclusions. Use the MS Checklist to ensure all of the article requirements are met.

NOTE: MSs that are above the word count limit or are missing important elements will be unsubmitted from consideration, delaying peer review, decision, and publication.

4. Acknowledgements
The acknowledgment section is optional. Authors may thank people who were involved with specific content of the work but who do not qualify as authors.

If a personal communication is referenced in the MS (as a parenthetical statement, not in the reference list), the Acknowledgements section should include a statement that the person quoted gave permission for the information to be used. A copy of the email or letter granting permission should be sent to the Editorial Office for its records.

5. Conflict of Interest Disclosure
Each co-author must complete and sign an ICMJE Author Disclosure Form, which should be uploaded to Manuscript Central with the MS. The information provided on the forms should be included in this section. If there are no conflicting interests, this should be clearly stated.

6. Funding
All funding must be listed in the Funding section, including grant numbers. If no funding was received, this should be clearly stated.

7. References

8. Figure Legends

Tables are to be submitted as a text file separate from the Main Document, according to specifications in Artwork, figures, other graphics and tables above.

Figures will be submitted as individual files according to specifications in Artwork, figures, other graphics and tables above.
4.5 Reference style
Accuracy of citations, exact spelling, accents, and punctuation of the original reference is the author’s responsibility.

The CJP follows a citation sequence referencing style with superscript numbers based on the Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers. Number references in the order of their first appearance in the text, using the same number when repeating the reference. Direct quotes should include the page number (for example, p 3).

In the References, do not include personal communications, unpublished MSs, or MSs submitted but not yet accepted for publication. Note these parenthetically in the text as follows: (name, date, and personal communication) or (unpublished observation). Authors must provide the Editorial Office with a letter or email indicating that permission to publish the information was granted from the source of the personal communication or from the publisher. Accepted, but forthcoming MSs may be cited in the References: include the journal title (or book publisher and location) and tentative print date.

For reference manager software, use the style for the National Library of Medicine; otherwise, use the following style, noting the punctuation and capitalization.

• List the first 3 authors, followed by et al. Note punctuation conventions with author names (for example, Doe J, not Doe, J).

• Place book and article titles in sentence case, capitalizing only the first word, acronyms, and proper nouns.

• Use National Library of Medicine abbreviations but do not abbreviate journals that are not listed in the NLM catalogue at http://www.hcbi.nlm.nih.gov/nlmcatalog/journals.

• Do not italicize titles.

• When citing journal articles, include the volume and the issue number and do not include a space after colons and semicolons.

• Separate page ranges with an en-dash and do not omit any digits of the closing page number.

4.6 English language editing services
Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal’s specifications should consider using SAGE Language Services. Visit SAGE Language Services on our Journal Author Gateway for further information.

5. Submitting your manuscript
5.1 How to submit your original manuscript
The CJP has a rapid-publication policy and uses ScholarOne Manuscripts as its online MS submission and peer-review processing system. The CJP does not accept MS submissions, revisions, or reviews by mail or email. Authors can go to http://mc.manuscriptcentral.com/cjp to log in or create an account to submit their MSs. The website has helpful instructions, tutorials, and technical support to assist authors in uploading their MSs.

Authors will be notified by email of successful receipt of their MSs and of the tracking numbers assigned to them. These numbers must be included in all correspondence. Authors are responsible for keeping their contact information up to date in ScholarOne Manuscripts. This includes email and mailing addresses as well as phone and fax numbers.
All MSs are reviewed to determine the originality, validity, and importance of content and conclusions. Authors may suggest potential peer reviewers for their MSs; however, The CJP is not obligated to follow the suggestions. Authors will be provided with anonymous peer reviewers’ comments to make necessary revisions, usually within 2 months of submission. Revisions are expected within 30 days. Revisions will be reviewed by the Editor and possibly the original reviewers prior to acceptance. The authors will be informed of the final decision of the Editor-in-Chief. All editorial decisions are final.

Accepted MSs, including tables and figures, are accepted with the understanding that they may be edited for conciseness, clarity, and conformity with The CJP style. Copyedited page proofs will be sent to the corresponding author for corrections, answers to queries, and approval.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne: http://mc.manuscriptcentral.com/cjp.

5.2 How to submit your revised manuscript
All revisions must be submitted via the online MS submission and peer-review processing system at http://mc.manuscriptcentral.com/cjp. Revision submissions must include a point-by-point Response to Reviewer Comments in the appropriate field of the submission form. Both a tracked copy and a clean copy of the revised text must be submitted. When uploading revised files, please make sure all previous versions of those files are deleted.

6. On acceptance and publication

6.1 SAGE Production
Your SAGE Production Editor will keep you informed as to your article’s progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly.

6.2 Access to your published article
SAGE provides authors with online access to their final article.

6.3 Online First publication
Online First allows final revision articles (completed articles in queue for assignment to an upcoming issue) to be published online prior to their inclusion in a final journal issue which significantly reduces the lead time between submission and publication. For more information please visit our Online First Fact Sheet.

7. Further information
Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to The CJP editorial office at: thecipoffice@gmail.com.