

# Instructions for authors

## Aims and scope

The *Australian and New Zealand Journal of Psychiatry* is the official journal of the Royal Australian and New Zealand College of Psychiatrists. It is published twelve times per year and accepts submissions presented as original research, reviews, case reports, reflection papers or correspondence.

The acceptance criteria for all papers are the quality and originality of the research and its significance to our readership. All articles submitted are first screened by the Editor for suitability, quality and originality. If suitable, articles are assigned to the Editor or an Associate Editor who coordinates the peer review process, which usually involves seeking reviews from at least two researchers expert in the field. The Editorial Board reserves the right to refuse any material for publication and advises that authors should retain copies of submitted manuscripts and correspondence as material cannot be returned. Final acceptance or rejection rests with the Editorial Board.

## Submission of manuscripts

All articles submitted to the Journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

Manuscripts should be written so that they are intelligible to the professional reader who is not a specialist in the particular field. Where contributions are judged as acceptable for publication on the basis of scientific content, the Editor or the Publisher reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision.

## Covering letter

Papers are accepted for publication in the Journal on the understanding that the content has not been published or submitted for publication elsewhere. This must be stated in the covering letter.

Authors must also state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it conforms to the provisions of the Declaration of Helsinki in 1995 (as revised in Edinburgh 2000). All investigations on human subjects must include a statement that the subject gave informed consent and patient anonymity should be preserved. Any experiments involving animals must be demonstrated to be ethically acceptable.

Authors should declare any financial support or relationships that may pose **conflict of interest** by disclosing at the time of submission any arrangements (financial or otherwise) they have with a company whose product figures prominently in the submitted manuscript or with a company making a competing product. Such information will be held in confidence while the paper is under review and will not influence the editorial decision but, if the article is accepted for publication, the Editor will usually discuss with the authors the manner in which such information is to be communicated to the reader. Because the essence of review articles and editorials is selection and interpretation of the literature, the Editor expects that the authors of such articles will not have any financial or other interest in a company (or its competitor) that manufactures a product discussed in the article.

## Submission

Only electronically submitted manuscripts will be considered. Manuscripts must be submitted using the Journal's online electronic submission system found at: <http://anzjp.manuscriptcentral.com>. Further instructions are available at the website. If you require assistance submitting your article, please contact the Editorial Assistant, email: [psychiatry@informa.com.au](mailto:psychiatry@informa.com.au); tel: +61 (0)3 8530 7097; fax: +61 (0)3 8530 7094.

Authors are asked to refrain from submitting papers which have overlap in content with previously accepted papers by the same authors (regardless of the Journal in which they were accepted). If the differences between the two are substantial enough that the papers should be considered as distinct, authors are advised to forward copies of both to the Editorial Office for consideration: [psychiatry@informa.com.au](mailto:psychiatry@informa.com.au)

Submissions should be uploaded as Microsoft Word or rich text format (rtf) documents. Figures should be supplied in black and white at a minimum resolution of 300 dpi.

If you think your proposed article justifies 'jumping the queue', please call, fax or email the Editorial Office before submitting the manuscript.

## Copyright

It is a condition of publication that authors assign copyright or license the publication rights in their articles, including abstracts, to the Royal Australian and New Zealand College of Psychiatrists (RANZCP). This enables us to ensure full copyright protection and to disseminate the article, and the journal, to the widest possible readership in print and electronic formats as appropriate. Authors may, of course, use the material elsewhere after publication providing that prior permission is obtained from Informa Healthcare. Authors are themselves responsible for obtaining permission to reproduce copyright material from other sources. To view the 'Copyright Transfer Frequently Asked Questions' please visit <http://www.tandf.co.uk/journals/copyright.asp> Articles cannot be published until a signed copyright assignment form has been received.

## Preparation of the manuscript

Submissions should be double-spaced and the top, bottom and side margins should be 30 mm. All pages should be numbered consecutively in the top right-hand corner, beginning with the title page. Indent new paragraphs. Turn the hyphenation option off, including only those hyphens that are essential to the meaning.

The maximum lengths of articles (**including abstract and references**) are: 7500 words for **review articles** and 5000 words for **regular articles**. Authors should provide a word count (including abstract and references). These limits may be exceeded in exceptional circumstances, but authors are advised to confer first with the Editorial Office.

## Case reports

should normally be submitted as correspondence, in 500 words or less. In exceptional situations a case report, or series of case reports, of outstanding interest or quality may be acceptable as a regular article.

## Style

Manuscripts should follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors' revised 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication', as presented at [www.ICMJE.org/](http://www.ICMJE.org/)

The journal uses UK spelling and authors should therefore follow the latest edition of the *Concise Oxford Dictionary*.

All measurements must be given in SI units as outlined in the latest edition of *Units, Symbols and Abbreviations: A Guide for Medical and Scientific Editors and Authors* (Royal Society of Medicine Press, London).

Abbreviations should be used sparingly and only where they ease the reader's task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation.

Drugs should be referred to by their generic names, rather than brand names. Do not use pejorative labels such as 'schizophrenics', 'psychotics' and 'neurotics'. Instead refer to 'patients with schizophrenia' etc. Use the word 'patient' rather than 'client' or 'consumer' if possible.

## Parts of the manuscript

Manuscripts should be presented in the following order: (i) title page; (ii) abstract and key words; (iii) text; (iv) acknowledgements; (v) references; (vi) figure legends; (vii) tables (each table complete with title and footnotes); and (viii) figures.

Footnotes to the text are not allowed and any such material should be incorporated into the text as parenthetical matter.

**Title page** The title page should contain: (i) the title of the paper; (ii) the full names of the authors and, importantly, position titles at respective institutions/places of employment; (iii) the addresses of the institutions at which the work was carried out (addresses for authors

other than the correspondence author should contain the department, institution, city and country); (iv) the present address of any author if different to that where the work was carried out; and (v) the full postal and email address, plus facsimile and telephone numbers, of the author to whom correspondence about the manuscript, proofs and requests for offprints should be sent.

The title should be short, informative and contain the major key words. A short running title (less than 40 characters, including spaces) should also be provided.

**Abstract and key words** Articles must have a structured abstract of approximately 300 words for regular articles and reviews. The abstract should not contain abbreviations or references.

The following structure should be used for regular articles and review articles:

**Objective:** questions addressed; principal aims of a review.

**Method:** design, setting, sample, interventions (if appropriate), chief outcome measures; for reviews give sources of data and criteria for their selection.

**Results:** main findings.

**Conclusions:** only those related to results, both positive and negative, highlighting limitations as appropriate, and clinical and research implications; for reviews give principal conclusions and clinical and research implications.

**Key words:** up to five (see below).

Key words should be taken from those recommended by the US National Library of Medicine's Medical Subject Headings (MeSH) browser list at: [www.nlm.nih.gov/mesh/meshhome.html](http://www.nlm.nih.gov/mesh/meshhome.html)

**Text** Authors should use subheadings to divide the sections of their manuscript: Introduction, Materials and methods, Results, Discussion, Acknowledgements, References.

**Acknowledgements** The source of financial grants and other funding should be acknowledged, including a frank declaration of the authors' industrial links and affiliations. The contribution of colleagues or institutions should also be acknowledged. Thanks to anonymous reviewers are not appropriate.

**References** The Vancouver system of referencing should be used.

In the text, references should be cited using Arabic numerals in square brackets in the order in which they appear. If cited in tables or figure legends, number them according to the first identification of the table or figure in the text.

In the reference list, the references should be numbered and listed in order of appearance in the text. Cite the names of all authors when there are six or fewer; when seven or more list the first three followed by *et al.* Names of journals should be abbreviated in the style used by PubMed/MEDLINE.

Reference to unpublished data, papers not yet accepted and personal communications should appear in the text only: [Brown J: unpublished data, 2003] or [Smith J: personal communication]. Articles accepted for publication may be placed in the reference list with the phrase 'in press' cited after all available publication details.

References should be listed in the following form:

*Journal article*

1. Henderson S, Andrews G, Hall W. Australia's mental health: an overview of the general population survey. *Aust N Z J Psychiatry* 2000; 34:197-205.

*Book*

2. Rosenberg M. *Society and the adolescent self-image*. Middletown, CT: Wesleyan University Press, 1989.

*Chapter in a book*

3. Kadzin A. Psychosocial treatments for conduct disorder in children. In: Nathan PE, Gorman JM, eds. *A guide to treatments that work*. New York, NY: Oxford University Press, 1998:65-89.

*Website*

4. Nicholson J, Beibel K, Kinden B, Henry A, Stier L. *Critical issues for parents with mental illness and their families*. New York, NY: Centre for Mental Health Services; Substance Abuse and Mental Health Services Administration, 2001. [cited 9 Aug 2006.]

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**Tables** Tables should be self-contained and complement, but not duplicate, information contained in the text. Tables should be numbered consecutively in Arabic numerals. Tables should be double-spaced and vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations should be defined in footnotes. Footnote symbols: †, ‡, §, ¶, should be used (in that order) and \*, \*\*, \*\*\* should be reserved for p-values. The table and its legend/footnotes should be understandable without reference to the text.

**Figures** All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Figures should be sized to fit within the column (80 mm), intermediate (118 mm) or the full text width (169 mm).

Line figures should be supplied as sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package; lettering should be included.

Individual photographs forming a composite figure should be of equal contrast, to facilitate printing, and should be accurately squared. Photographs need to be cropped sufficiently to prevent the subject being recognized, or an eye bar used; otherwise, written permission to publish must be obtained. Magnifications should be indicated using a scale bar on the illustration.

Photographs should be supplied as high-resolution (minimum 300 d.p.i.) files, saved in .eps or .tif format. Digital images supplied only as low-resolution printouts cannot be used.

**Figure legends** Legends should be self-explanatory and should form part of the manuscript. The legend should incorporate definitions of any symbols used and all abbreviations and units of measurement should be explained so that the figure and its legend are understandable without reference to the text. (Provide a letter stating copyright authorization if figures have been reproduced from another source.)

#### Correspondence

Letters are welcome on any subject, including notable case reports. Please provide a title and prepare it in the customary journal format. Please note that the length should not exceed 500 words with no more than five references. (If you have trouble adhering to the length, please contact the Editorial Office.) Please submit the letter at: <http://mc.manuscriptcentral.com/anzjp>

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##### Proofs

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