

Instructions for authors

Note to Authors: please make sure your contact address information is clearly visible on the outside of all packages you are sending to Editors.

1. Submission of manuscripts. Manuscripts should be in English and up to 3000 words in length, but articles of any length will be considered. Please discuss longer articles with the Editor before submission.

Electronic submissions via email are preferred. Please send to: jsu@nice.wales.nhs.uk or to: The Editor, *Journal of Substance Use*, House 56, Cardiff Royal Infirmary, Newport Road, Cardiff, CF24 0SZ.

The first page should include (1) the title of the paper (2) name/s of the author/s (3) full institutional address/s (4) an abbreviated title (for running headlines within the article).

Each author's name should include one given name, the surname and any initials. Authors' qualifications should be given and one current relevant appointment.

At the bottom of the page give the full name and address (including telephone and fax number and email address if possible) of the author to whom all correspondence (including proofs) should be sent. The second page should repeat the title and contain an **abstract** of not more than 200 words (structured abstracts are welcomed). The third page should repeat the title as a heading to the main body of the text. Within the text section headings and subheadings should be typed on a separate line without numbering, indentation or bold or italic typeface.

Please provide three **keywords** relating to your paper, which will help others to locate it via database searches and on our website.

Headings should be provided to facilitate the reading of your paper. For research papers please follow the conventions of research: Introduction, Background/Literature, Method, Results, Discussion and Conclusions. For other types of paper use appropriate headings for which major headings should be indicated by underlined upper case letters in the centre of the page and minor headings should be underlined lower case letters beginning at the left hand margin.

All submissions must be accompanied by a signed statement from all authors confirming that:

- (a) the material has not been published elsewhere (if published in part elsewhere, this should be acknowledged and if necessary copies sent to the Editor).
- (b) the paper is not currently being considered for publication elsewhere.
- (c) all authors have been personally and substantially involved in the work leading to the paper, and will hold themselves jointly and individually responsible for its content.
- (d) that relevant ethical safeguards have been met in relation to the confidentiality and consent of the patients involved in the research. The Journal subscribes to the Farmington Consensus regarding the ethics of articles published in journals in the field of addiction. Work should be the responsibility of the authors and all named authors should have made a major contribution to the paper. Plagiarism is unacceptable and it is the responsibility of contributing authors to acknowledge this work as their own. Where it is discovered it will be exposed and we will decline to publish any further papers submitted by authors guilty of plagiarism.
- (e) where possible and appropriate that the subjects of the research are consulted in the design and execution of the research.

This statement must also declare sources of funding, direct or indirect. Authors are expected to declare any sponsorship they have had for their research and any affiliations with bodies which may sponsor them. A declaration is expected concerning ethical treatment of any participants used in research reports.

Authors should ensure that both clinical and non-clinical research is conducted under the highest achievable standards and the methodology demonstrating this is included in submitted articles.

Authors are themselves responsible for obtaining permission to reproduce copyright material from other sources. Such permission must be submitted with the manuscript. Borrowed material will be acknowledged in the paper.

2. Presentation of manuscripts. The Journal welcomes a range of contributions. The following will be considered for publication.

- Reports of research and innovative practice. These will all be peer-reviewed.
- Short reports and reports of clinical cases, either single cases of interest or small numbers of unusual presentations. These will be peer-reviewed.
- Review articles providing either a meta-analysis of a subject or a comprehensive literature review on a subject. These will be peer-reviewed.
- Personal opinions on a subject which may be controversial and of which we may commission a response.
- Letters on matters relating to substance use. (Remember that there may be at least a six-month delay between receipt of a Letter and its publication and therefore topicality should not rely on immediate publication.)
- Membership organisation profiles.
- Information about forthcoming events.

3. References. All publications cited in the text should be listed following the text; similarly all references listed must be mentioned in the text. Style, statistical reporting, and reference citations should conform to the American Psychological Association's guidelines, from the *APA Publication Manual*, fifth edition.

Within the text references should be indicated by the author's name and year of publication in parentheses, e.g., (Tones, 1996) or (Wilson & Styles, 1990), or if there are more than two authors (Power et al., 1996). Where several references are quoted consecutively within the text the order should be alphabetical. If more than one paper from the same author(s) and year are listed, the date should be followed by (a), (b), etc., e.g., (Plant, 1990a).

To conform with APA style, references should be alphabetized at the end of the manuscript text, in the following formats:

Kozlowski, L. T., Henningfield, J. E., & Brigham, J. (2001). Cigarettes, nicotine, and health. Thousand Oaks, CA: Sage Publications.

Weinstein, N. (2001). Smokers' recognition of their vulnerability to harm. In P. Slovic (Ed.), *Smoking: Risk, perception, & policy* (pp. 81-96). Thousand Oaks, CA: Sage Publications.

Perkins, K. A., Donny, E., & Caggiula, A. R. (1999). Sex differences in nicotine effects and self-administration: review of human and animal evidence. *Nicotine & Tobacco Research*, 1, 301-315.

Further examples are available in the APA style manual, fifth edition, or online at:

www.apastyle.org/elecref.html

4. Illustrations. All illustrations (including photographs, graphs and diagrams) should be referred to as Figures and their position indicated in the text (e.g. Fig. 3). Each should be submitted on a separate sheet of paper, numbered on the back with Figure number (Arabic numerals) and the title of the paper. The captions of all figures should be submitted on a separate sheet, should include keys to symbols, and should make interpretation possible without reference to the text. Figures should ideally be professionally drawn and designed with the format of the Journal in mind and should be capable of reduction.

5. Tables. Tables should be submitted on separate sheets, numbered in Arabic numerals, and their position indicated in the text (e.g., Table 1). Each table should have a short, self-explanatory title. Vertical rules should not be used to separate columns. Units should appear in parentheses in the column heading but not in the body of the table. Any explanatory notes should be given as a footnote at the bottom of the table.

6. Proofs. Proofs will be sent by email to the author nominated for correspondence. Proofs are supplied for checking and making essential typographical corrections, not for general revision or alteration. Proofs must be returned (by mail or fax) within 48 hours of receipt.

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