

# Journal of Technology in Behavioral Science (JTIBS)

## Instructions for Authors

### GENERAL INFORMATION

The *Journal of Technology in Behavioral Science (JTIBS)* explores the intersection of human behavior, telehealth, use of technology, and healthcare. It considers the technological, psychological, social, developmental, cultural, biological, medical and other contexts of behavior.

*JTIBS* is an international forum and repository for the exchange of ideas between professionals engaged in science, research, healthcare, clinical practice, policy and education/training. It promotes interprofessional scholarship and interdisciplinary collaboration, which transcend geographical, cultural, disciplinary and methodological boundaries. It bridges the separate but overlapping scientific literature and evidence-bases (e.g., for behavioral healthcare itself, *JTIBS* spans behavioral analysis, counseling, marriage and family therapy, psychiatry, psychology, social work and substance use). The foci include, but are not limited to, behavioral health, telemental health, mHealth, technology, eLearning, innovation, and communication.

*JTIBS* features original research, systematic reviews, and studies of evidence-based practice. It also publishes theoretical articles, position/concept papers, guidelines/best practices and editorials/commentaries on a wide range of topics. To achieve its goals, *JTIBS* embraces a variety of methodologies (e.g., surveys and questionnaires, randomized controlled trials, direct observation, descriptive methods, laboratory and field experiments, economic analyses, project and program case studies, ethnography and evaluation). It also provides resources, bibliographies, and information about conferences and other special events.

Authors submit their manuscripts online via Editorial Manager at <https://www.editorialmanager.com/JTIBS>. Note: All submissions undergo scientific peer review, and publication is not guaranteed. Accepted papers appear published online first, after which they are collated into issues.

For questions about Editorial Manager accounts and submissions, please see "Submission Related Inquiries" on the journal's Contact page (<https://www.springer.com/journal/41347/contact-the-journal>).

*JTIBS* is applying for scientific indexing with PubMed/Medline, PsychINFO and other services.

The Springer Author Academy ([academy.springer.com](http://academy.springer.com)) is a resource for authors as they prepare their manuscript submissions. *JTIBS* follows the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals of the International Committee of Medical Journal Editors (ICMJE), available at <http://www.icmje.org/journals-following-the-icmje-recommendations>.

*JTIBS* follows the World Association of Medical Editors Professionalism Code of Conduct, which is reprinted below with permission.

Medical journal editors are accountable and responsible for what they publish and should:

Use rigorous evaluation and peer review in publishing scholarly work that has been ethically conducted, is methodologically sound and clearly and completely reported. Editors should correct or retract publications as needed to ensure the integrity of the scientific record and pursue any allegations of misconduct relating to the research, the reviewer, or editor until the matter is resolved.

Pursue lifelong learning and teaching, both formal and informal, and recognize the need to remedy knowledge deficits in themselves and their coeditors.

Establish and disseminate clear and transparent policies for editors, authors, and

reviewers; identify potential conflicts of interest for editors and reviewers; and prevent conflicts of interest from affecting journal decision-making. Editors should maintain respectful relationships with other individuals, maintain their integrity in all professional relationships, and not misuse their positions for personal gain. Editors should preserve the reputation of their journals through their ethical behavior.

Ensure the journal is editorially independent from publishers, owners, corporations, industry, and other groups that could present potential conflicts of interest.

Publish the best journal they can through careful editing and attention to detail; evaluating journal procedures, reviewing journal manuscript and publication metrics, engaging in regular quality improvement, assessing journal and article impact, responding to author and reader feedback, ensuring the preservation of journal content, and maintaining author, reviewer, and editorial board relationships with experts in fields relevant to their journal.

Address medicine and health-related problems, concerns, and injustices that are relevant to the journal's readers; make the journal accessible to as many readers as possible; and seek representation of authors, reviewers, and editorial board members from low- and middle-income countries.

*JTiBS* follows Springer's Ethics Policies, which are described in detail at [www.springer.com/us/editorial-policies/ethical-responsibilities-of-authors](http://www.springer.com/us/editorial-policies/ethical-responsibilities-of-authors).

## MANUSCRIPT SUBMISSION REQUIREMENTS

Submission of a manuscript implies that 1) the work described has not been published before; 2) the work is not under consideration for publication anywhere else; and 3) its publication has been approved by all coauthors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher and journal sponsoring organizations will not be held legally responsible should there be any claims for compensation.

1. Cover Letter. The cover letter should describe the purpose of the work and its fit with the journal's mission and briefly summarize the improvements made if the submission is a revision.
2. Title Page. The title page includes several components and is not viewable by Reviewers, in accordance with the journal's double-blind review process (see template at the end of this section of the instructions).
  - 2.1. Title. The title of the article should be succinct and specific to the content. It should appear in title case (not uppercase or sentence case).
  - 2.2. Authorship. *JTiBS* follows the International Committee of Medical Journal Editors' Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals (<http://www.icmje.org/>).
  - 2.3. Names of all authors. First and last names should be specified in the order of the authors' participation in the writing, with middle names or initials included according to author preferences. The journal does not publish degrees following author names. Authors are responsible to ensure that their names are spelled correctly and their affiliations are accurate in the submission; the journal is not responsible for errors submitted by the authors. Upon submission of manuscripts in Editorial Manager, coauthors receive a link via e-mail to verify that they indeed contributed to the article. Author names are followed by superscript numbers that correspond to the author affiliations, as described in 2.5.
  - 2.4. Authorship changes. If authorship changes are made after the initial manuscript submission, the authors must complete a change of authorship request form. Incomplete forms will be rejected. We will consider the information you have provided to decide whether to approve the proposed change in authorship. We may choose to contact your institution for more information or undertake a further investigation, if appropriate, before making a final decision. Please note that we cannot investigate or mediate any authorship disputes. If you are unable

to obtained agreement from all authors (including those authors whom you wish to be removed), you must refer the matter to your institution(s) for investigation. Please inform us if you need to do this. If you are not able to return a fully completed form within 14 days of the date that it was sent to the author requesting the change, we may have to reject your manuscript. We cannot publish manuscripts where authorship has not been agreed by all authors (including those who have been removed).

- 2.5. One primary affiliation per author. Affiliations published in the journal are identified by superscript numbers after author names; authors from the same institution share the same superscript number and the matching affiliation. Affiliations do not extend to the department level at an institution. Specify the city, state, and country of the affiliation. See previous publications in the journal for examples.
- 2.6. E-mail address of the corresponding author. The journal publishes one e-mail address for the corresponding author of the article. No other contact information should be present on the title page.
- 2.7. Acknowledgments. Authors should obtain permission from all individuals named in an acknowledgment, because readers may infer their endorsement of data and conclusions. It is important that acknowledgments are included only in the title page because if they are present in the manuscript file, they may unblind the paper and impede the review process.
- 2.8. Adherence with ethical standards.
  - 2.8.1. Research studies and other manuscripts involving human participants should briefly but explicitly describe what ethical safeguards were in place (e.g., informed consent process) and institutional review board (IRB) or ethics committee approval or exemption.
  - 2.8.2. Although a paper may appear to meet criteria for exemption, the designation as "exempt" is not in the hands of the investigator/educator but formally determined by the local IRB or ethics committee chair, if necessary in retrospect.
  - 2.8.3. Include IRB documentation as an attachment in the submission using the file category "For Human Subject Research: Ethical (IRB) Approval or Exemption Form"; this documentation is viewable only by the editorial staff and not by the Reviewers. Do not upload this documentation using the file category "Supplementary material" because that material is viewable by Reviewers and would unblind the paper and thus impede the review process.
  - 2.8.4. Authors must complete their work in compliance with confidentiality standards (e.g., Health Insurance Portability and Accountability Act), and manuscripts should not contain Protected Health Information.
  - 2.8.5. In keeping with the journal's double-blind review process the manuscript file must not specify the name of the IRB or ethics committee; this information will be added to the manuscript text later.
  - 2.8.6. Authors are encouraged to review the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals of the International Committee of Medical Journal Editors (<http://www.icmje.org/journals-following-the-icmje-recommendations/>) and Springer's Ethics Policies (<https://www.springer.com/us/editorial-policies/ethical-responsibilities-of-authors>).
- 2.9. Disclosure. *JTIBS* follows the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals from the International Committee of Medical Journal Editors and Springer's Ethics Policies.
  - 2.9.1. Authors must disclose any competing role or interest, including financial or personal relationships with individuals or entities that may influence their work.
  - 2.9.2. If there is nothing to disclose, authors must include an explicit statement to

this effect, such as in the following example from a multi-authored work: "On behalf of all authors, the corresponding author states that there is no conflict of interest" or, for a single-authored work, "The author states that there is no conflict of interest."

- 2.9.3. In keeping with the journal's double-blind review process, the Disclosure statement should be placed on the title page as shown on the template on the following page, rather than within the manuscript file, which should not contain any identifying information.
- 2.9.4. Each author must complete the official ICMJE Conflict of Interest (COI) form. Click on [http://www.icmje.org/coi\\_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf) to download a PDF of the form. The corresponding author is responsible for collecting and uploading the forms from all coauthors.

Notes: If you have trouble viewing the ICMJE COI form to complete after you have downloaded it, make sure that you open and view the PDF directly from your "downloads" folder via Adobe Reader rather than by way of your online internet browser. If, when you are approving your manuscript PDF for submission, you see an error message when viewing the page(s) of the form(s), rest assured that we have received the form and you may continue with the submission process regardless of the message on the PDF.

- 2.9.5. Each author must complete the form even if no conflict of interest exists.
- 2.9.6. All details in the ICMJE COI forms must correspond with the Disclosure statement included in the title page of the manuscript.

2.10. Funding source. Authors must disclose any funding sources that supported research reported in the manuscript. Do not mention a grant awarded to a named person within the manuscript file in keeping with the journal's double-blind review process. (This information can be added to the manuscript later.)

*Figure.* Title Page Template. Follow the model on the next page in preparing the manuscript title page. The number of authors and affiliations will vary, as will the presence of any acknowledgments, ethical considerations, and funding sources. Author names should be specified (full first and last names) in the order of the authors' participation in the writing, with middle names or initials included according to author preferences. The journal does not publish academic or professional degrees following author names. Review previous journal publications for examples of how author names and affiliations are presented. Authors are responsible to ensure that their names are spelled correctly and their affiliations are accurate in the submission; the journal is not responsible for errors submitted by the authors.

Manuscript Title

Author One<sup>1</sup> – Author Two<sup>2</sup> – Author Three<sup>1</sup> – Author Four<sup>2</sup>

<sup>1</sup>Affiliation One (i.e., Institution Name, City, State, Country)

<sup>2</sup>Affiliation Two (i.e., Institution Name, City, State, Country)

Corresponding Author Name

Corresponding Author E-mail Address

Acknowledgments

Compliance with Ethical Standards

Ethical Considerations (e.g., IRB information, consent process, if applicable)

Disclosure

Funding Sources

### 3. Manuscript.

3.1. Spelling. The journal publishes in US English.

3.2. Title. The manuscript file must begin with the title of the paper.

3.3. Article Type. Review the guidelines for the manuscript type and adhere to the requirements regarding whether or not an abstract or key words are to be included in the manuscript file, whether headings in the text are to be structured or descriptive, and the recommended length and components. Failure to follow the guidelines may impede the review process.

3.4. Headings. Attend to the article type descriptions to determine whether headings in the text are to be structured as Methods, Findings/Results, and Discussion or descriptive. The journal does not begin articles with headings (such as Introduction) and does not include separate headings for limitations and conclusions.

3.5. Blinding. Manuscripts must be anonymous in keeping with the journal's double-blind peer review process. Besides the obvious need to remove names and affiliations under the title within the manuscript file, note the following other places that might identify the authors:

3.5.1. Name your files with care and ensure document properties are also anonymous in the metadata of any of the files submitted (e.g., remove tracked changes that specify the author).

3.5.2. Avoid using department letterhead for any manuscript documents other than the cover letter. Reviewers can see the Author's Response to Reviewers' Comments – do not place those comments on department letterhead or sign them with author names.

3.5.3. Place information regarding funding sources on the title page. Do not mention a grant awarded to a named person within the manuscript file. (This information can be added to the manuscript later.)

3.5.4. Do not include Acknowledgments in the body of the paper, but only on the title page.

3.5.5. In text, replace any information that would identify the author(s) by substituting words such as [name deleted to maintain the integrity of the review process] or replacing institutional or city or IRB names with X or using word processing software redaction tools, which blacken out identifying information.

3.5.6. Do not add any running headers or footers that would identify authors.

- 3.5.7. Refer to your own references in the third person. For example, "Doe and Smith [1] demonstrated" not "We have previously demonstrated [1]."
  - 3.5.8. Make sure figures do not contain any identifiers related to the authors or affiliations.
  - 3.5.9. When you submit the final version of the manuscript upon acceptance for publication, you will need to unblind the paper by putting back any references to yourself and the institution, specifying a grant awarded to a named person, or making a disclosure for a certain author.
4. Author's response to reviewers' comments. For revised manuscripts, authors must include a blinded, detailed, point-by-point response to the previous decision letter. It is not sufficient to state only that changes were made in response to the previous review. Revisions submitted without a detailed response to the review will not be reviewed but returned to authors for completion. Reviewers see all the text that appears in the Response to Reviewers box in the Editorial Manager system and the Author's Response to Reviewers' Comments – this text must be blinded to not include author names and to not be placed on department letterhead. Failure to follow the guidelines may impede the review process.
  5. Optional files.
    - 5.1. Tables and figures. Authors may wish to upload tables and figures separately in Editorial Manager rather than include them on separate pages after the References at the end of their manuscript file. It is important that the authors do not duplicate this material by both including it in the manuscript file and uploading it separately. See the detailed formatting information for tables and figures that appear later in these instructions.
    - 5.2. Supplementary material. Additional files to be considered for online-only publication or to assist Reviewers in their evaluation of the manuscript may also be uploaded, such as survey forms, questionnaires, or teaching materials. Supplementary material is viewable by Reviewers and should not contain any information that would identify the authors and impede the blinded peer review as a result. Electronic supplementary material will be published in the online version only and exactly as received from the author without any conversion, editing, or reformatting. See the detailed instructions for supplementary material that appear later in these instructions.
  6. Permissions. Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for the online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors. Authors should specify page numbers from the references for quoted material.

## MANUSCRIPT TYPES AND GUIDELINES

Authors use the following descriptions and examples of previous publications in the journal to plan their manuscript submissions. The type of manuscript is evaluated as part of the peer review process. The journal editor makes the final determination of manuscript type ahead of publication.

**Table. JTiBS Manuscript Types and Parameters**

Manuscript Type <sup>a</sup>	Words	Abstract <sup>b</sup>	Headings <sup>c</sup>	Keywords <sup>d</sup>	Max# Figure/Table	Max# References
<b>Original Research or Empirical Report</b>	3,000-5,000	250	Structured	Yes	4	50
<b>In Depth Article:</b> Systematic and Other Reviews Concept Paper	5000-7,000	250	Structured	Yes	4	100 <sup>e</sup>
<b>Special Reports:</b> Best Practices Guidelines Policy Statements Task Force Reports	3,000-7,000	250	Semi-structured <sup>f</sup>	Yes	4	100

<b>Commentary</b>	3,000-5,000	250	Semi-structured <sup>f</sup>	Yes	4	100
<b>Annotated Bibliography</b>	5,000-7,000	250	Structured	Yes	4	100
<b>Brief Report</b>	1,000-2,000	250	Structured	Yes	2	25
<b>Columns</b> Research New Developments and Resources Tele-competency, Evaluation and Outcomes Policy, Organizational, Reimbursement and Legal Factors Technological Innovation	1,000-2,000	No	Descriptive	No	2	25
<b>Book Review</b>	1,000-2,000	No	Descriptive	No	0	25
<b>Literary Resource</b>	1,000-2,000	No	Descriptive	No	0	25
<b>Technological Case Reports</b>	1,000-2,000	No	Descriptive	No	0	25

<sup>a</sup>Type of manuscript is evaluated as part of the peer review process.

<sup>b</sup>Abstracts have 250 words max with the structured headings: Objective, Methods, Findings/Results, and Conclusions.

<sup>c</sup>Structured text headings: Introduction, Methods, Findings/Results, and Discussion. Descriptive headings identify major sections of the text and are not structured as methods, Findings/Results, and discussion. The journal does not use a heading at the beginning (e.g., Introduction) or separate headings for limitations and conclusions at the end.

<sup>d</sup>Three to five descriptive keywords are published with the paper to aid indexing services such as PubMed.

<sup>e</sup>If a review summarizes 90 articles, then it may have up to 150 references.

<sup>f</sup>Format conducive to standards for such report.

1. **Original Research/Empirical Reports.** Empirical reports of data derive from studies with human participants or analyses of existing databases. Empirical reports must include the following: an Abstract with a maximum of 250 words and structured with the headings: Background, Methods, Findings/Results, Conclusions; five descriptive keywords to be published with the paper in aid of indexing services such as PubMed; and the headings: Introduction, Methods, Findings/Results, and Discussion in the text (IMRAD format). The journal does not use separate headings for the limitations and conclusions in the text. The recommended number of words for empirical reports ranges from 3,000 to 5,000 words with up to 4 figures or tables and 50 references. The journal may be flexible for these parameters and will evaluate length as part of the peer review process.
2. **In Depth Articles.** In depth articles are overview pieces that bring together important information on a topic of general interest to the journal's readers and align with the aim and scope of the journal. These must include the following: an abstract with a maximum of 250 words and structured with the headings: Background, Methods, Findings/Results, Conclusions; five descriptive keywords to be published with the paper in aid of indexing services such as PubMed; and the headings: Introduction, Methods, Findings/Results, Discussion in the text. The journal does not use separate headings for the introduction, limitations, and conclusions in the text. The recommended number of words for systematic and other reviews ranges from 5,000 to 7,000 with up to 4 figures or tables and 100 references.
  - 2.1. **Systematic and Other Reviews.** Systematic and other reviews could include educational and teaching materials, technologies used for telebehavioral interventions, applications of technologies, research on behavioral change and service/programmatic applications/interventions. Systematic and other reviews must include the following: an abstract with a maximum of 250 words and structured with the headings: Background, Methods, Findings/Results, Conclusions; five descriptive keywords to be published with the paper in aid of indexing services such as PubMed; and the headings: Introduction, Methods, Findings/Results, and Discussion in the text. The journal does not use separate headings for the introduction, limitations, and conclusions in the text. The

recommended number of words for systematic and other reviews ranges from 5,000-7,000 words with up to 5 figures or tables and 100 references.

- 2.2. **Concept Papers.** These generally serve the purpose of providing in-depth discussion of a topic, with a framework for moving forward with research, evaluation and further inquiry. This may include, but not be limited to a position on the topic or a plan to move a field forward (e.g., emerging evidence-base, competency set, call for funding).
- 2.3. **Commentaries.** Commentaries are tightly reasoned thought pieces that address an important issue in important issue in technology, behavior, telebehavioral health, education, training, policy, evaluation, program/service development, administration, and/or service provision.
3. **Special Reports.** In depth articles are overview pieces that bring together important information on a topic of general interest to the journal's readers and align with the aim and scope of the journal. These may use a semi-structured format conducive to such reports (e.g., see Task Force Statements). Alternatively, they may also use the following format: an abstract with a maximum of 250 words and structured with the headings: Background, Methods, Findings/Results, Conclusions; five descriptive keywords to be published with the paper in aid of indexing services such as PubMed; and the headings: Introduction, Methods, Findings/Results, and Discussion in the text. The journal does not use separate headings for the limitations and conclusions in the text. The recommended number of words for systematic and other reviews ranges from 3,000 to 7,000 with up to 4 figures or tables and 100 references. The journal may be flexible for these parameters and will evaluate length as part of the peer review process.
  - 3.1. **Best Practices.** These include educational, research, commercial and/or professional practices (i.e., procedures, methods, and/or techniques) that are accepted or prescribed as being correct, generally effective, well-accepted and/or advantageous to alternatives (e.g., a standard way of complying with legal or ethical requirements).
  - 3.2. **Guidelines.** These are based on the scientific literature with evidence- and consensus-based process (e.g., Institute of Medicine). For clinical practice, guidelines are statements that include recommendations intended to optimize patient care. Overall, guidelines are informed by a systematic review of evidence (e.g., Cochrane, National Library of Medicine) and they assess benefits and risks of alternative practices, approaches and/or policies.
  - 3.3. **Policy/Position Statements.** These are conceptualized/organized/contextualized at a national/international organizational, professional/discipline, institutional level and/or governmental level and are official documents that prescribe acceptable objectives, methods, objectives and/or standards. In preparing position statements for submission, authors must consider whether the content is a workgroup statement versus a position statement of the parent organization. If it is a workgroup statement, every person on the workgroup must sign it. If it is a policy/position statement, the executive council of the organization should approve it before it is submitted to the journal. If it is a commentary generated by opinion leaders of the organizations, it should be an opinion leader statement with the authors being exactly those individuals who contributed to the document and who also approved it.
  - 3.4. **Task Force Reports.** The journal will consider analyses of key issues and related descriptions of policies and recommendations from key organizations in behavioral health and sciences.

An example template may be:

- Task Force Charge: Supply official charge or function statement.
- Overview of Task Force Work Plan: Description of the Task Force's activities, including their action plan and how they communicated and worked. Finish by summing up work, "This report, which outlines recommendations for next steps, concludes the work of the task force."
- Summary of Task Force Findings:
- Key findings may be bulleted after a summary paragraph.



- Task Force Recommendations:
  - Based on xxx, we recommend the following (insert as many recommendations as developed by task force):
  - Recommendations:
- New Charge for Task Force:
- Action to Be Taken: The Task Force asks the ALSC Board adopt the “#” recommendations, which includes “*insert list of provisions such as a funding request outlined in one of the recommendations.*”
- Thank you for your consideration. Member(s) will be present at your Board meeting at Annual Conference.
- List of the Task Force Members

4. **Annotated Bibliographies.** Annotated bibliographies present a summary of resources compiled on a topic specific to the scope and mission of *JTiBS*. The annotations should provide the reader with a summary and an evaluation of the source. Each concise annotation should capture the source's central idea and the content that can be found. The abstract may be structured or unstructured, depending on the manuscript's organization, which may not strictly adhere to the IMRAD format. Queries about this may be addressed to Kenneth Drude, Ph.D. at [kdrude@gmail.com](mailto:kdrude@gmail.com).

## 5. Short Communications.

5.1. **Brief Reports.** In support of new research, this manuscript type is intended for small-scale projects or research that is in early stages of development, such as a preliminary study using a simple research design or small sample size with limited pilot data and initial findings that indicate need for further investigation. These brief reports must include the following: an abstract with a maximum of 250 words and structured with the headings: Background, Methods, Findings/Results, Conclusions; five descriptive keywords to be published with the paper in aid of indexing services such as PubMed; and the headings: Introduction, Methods, Findings/Results, and Discussion in the text. The journal does not use separate headings for the limitations and conclusions in the text. The recommended number of words for In Brief Reports ranges from 1,000 to 2,000 words with up to 2 figures or tables and 25 references. The journal may be flexible for these parameters and will evaluate length as part of the peer review process.

5.2. **Columns.** Columns are regularly scheduled components of the journal that appear throughout the issues of the volume year. They do not include an abstract or keywords, and headings in the text are descriptive (not structured as methods, findings/results, and discussion). The recommended number of words for columns ranges widely, as do the maximum number of tables, figures, and references. See the guidelines below for specific information on the different columns of the journal. Queries about columns may be addressed to the Column leader(s). Columns range from 1,000 to 2,000 words with up to 2 figures or tables and 25 references

- Research in Technology and Behavioral Science: *JTiBS* embraces research at the intersection of human behavior, use of technology and healthcare. It publishes a variety of methodologies (e.g., surveys and questionnaires, randomized controlled trials, direct observation, descriptive methods, laboratory and field experiments, economic analyses, project and program studies, ethnographic analysis, and other studies). Queries about this column may be addressed to Donald M. Hilty, M.D., M.B.A. at [donh032612@gmail.com](mailto:donh032612@gmail.com).
- New Developments and Resources in Technology for Behavioral Science: This includes information about education and training events and opportunities as well as references to articles, reports and books about telehealth. For example, material will be considered that encompasses the application of technology to all levels of behavioral health education (i.e., student, graduate, residents, faculty, clinicians and community partners). For clinical care, the column could be directly useful to translate technology into daily practice, whether that is focused on educational, clinical, or quality improvement work. The articles in this column are intended to be practical, offer sound options, and use technology so support dissemination and sustainability. Occasionally reviews and descriptions of new

products and services may also be provided. Queries about this column may be addressed to Jack Tsai Ph.D. at [jack.tsai@uth.tmc.edu](mailto:jack.tsai@uth.tmc.edu).

- **Tele-competency, Evaluation and Outcomes:** This column includes papers about identified telebehavioral health competencies, their acquisition, evaluation and intervention outcome measurement. These papers are encouraged to be evidence-based, educational, creative, innovative, or exploratory. Queries about this column may be addressed to Kenneth Drude, Ph.D. at [kdrude@gmail.com](mailto:kdrude@gmail.com).
- **Policy, Organizational, Reimbursement and Legal Factors:** This column addresses current events and their positioning as related to policy development for: general telehealth/telebehavioral health; administrative/documentation requirements by federal and national regulations; oversight agencies (e.g., CARF, COA, JCAHO, URAC); changes with insurance carriers; changes with local regulatory and licensing boards; hospital, agency, clinic and other community groups and individual practitioners. Reimbursement factors are also discussed in light of changing laws/CPT codes and changes in categories of technology being considered for reimbursement (e.g., new apps, remote patient monitoring, artificial or augmented reality and other aspects of innovation) internationally. Included legal factors include interjurisdictional practice, model acts proposed for licensing boards, privacy and confidentiality, informed consent, documentation for intakes, assessments and termination policies and their documentation. Lastly, social media policies, development and enforcement of best practices and the impact of such policies upon the regulatory establishment are also examined. Queries about this column may be addressed to Marlene M. Maheu, Ph.D. at [marlene@telehealth.org](mailto:marlene@telehealth.org).
- **Technological Innovation:** This column is intended to help readers and writers reflect on technology's role in clinical care, education, training and research related to engaging patients and learners, assessing/developing skills/behaviors and testing responses to/with technology. The column specifically involves direct utility and translation of technology into daily practice, whether focused on educational, clinical, or quality improvement work; practical and offering sound options to facilitate a purpose to existing or new settings, to leverage resources and to overcome obstacles. A fire-to-the-pavement approach adds something via technology but keeps the objectives, goals, and evaluation of technology. The column balances innovation with sustainability and generalizability. Queries about this column may be addressed to Steven Chan, M.D., M.B.A. at [steven@berkeley.edu](mailto:steven@berkeley.edu).

5.3. **Book and Other Literature Reviews.** These usually invited pieces review recently published works relevant to the mission of *JTiBS*, providing a constructive overview of the book's goals, content, intended audience, scope, clarity of material and writing, and potential use to our readers. These reviews require a title separate from the title of the work. A subtitle of the review includes the title of the work, names of the authors/editors, name of the publisher, year of publication, ISBN, page count, price, and format (e.g., paperback or hardcover). These reviews do not contain an abstract or keywords or headings within the text. The recommended number of words ranges from 1,000-2,000 words and these may have up to 25 references. Queries about this column may be addressed to Kenneth Drude, Ph.D. ([kdrude@gmail.com](mailto:kdrude@gmail.com))

5.4. **Technological Case Reports.** Technological case reports are practical in nature and might analyze, whether descriptively or ethnographically, how a particular technology practice was applied in a specific setting. Examples of topics include the unexpected and subtle discoveries made during the development of an innovative technological method, repetitive attempts to reform a curriculum, or the launching of a new course. The review process will take into account that case reports tend to be naturalistic, lacking in empirical data and might serve as precursors to more robust empirical studies. Authors do not include an abstract or keywords, but suggested headings: Introduction (1-2 paragraphs), Case Presentation, Findings/Results and Discussion/Conclusions (1-2 paragraphs). The recommended number of words for technological case reports ranges from 1,000

to 2,000 words with up to 2 figures or tables and 25 references.

6. **Special Elements.** Special elements do not fit the usual submission procedures of regular journal manuscript types but have special directions, as follows.
  - 6.1. **Black and White Art.** Original art pieces may be considered if they pertain to and advance the journal's mission. Art pieces must be black and white only and should be submitted via email to the editorial office. All artwork submissions undergo review, and appearance in the journal is not guaranteed.
  - 6.2. **Other.** Other kinds of articles may be considered if they pertain to and advance the journal's mission. Authors must contact the editorial office before submitting pieces that do not align with the manuscript types described in these guidelines.

## MANUSCRIPT SUBMISSIONS

**FORMATTING.** *JTIBS* uses the format of the American Psychological Association Publication Manual, Seventh Edition.

**DOUBLE-BLIND PEER REVIEW.** *JTIBS* follows a double-blinded review process. Submitting authors must ensure their manuscript file, tables, figures, and supplementary material do not include identifying information. See the previous section on Blinding for more information.

**ORCID.** ORCID is a digital identifier that distinguishes the author from other researchers and links the author and the author's professional activities to ensure that the author's work is recognized. Visit [orcid.org/register](http://orcid.org/register) to obtain an ORCID. Editorial Manager will ask authors to input their ORCID during the manuscript submission process and the ORCID will be included in published articles.

**TEXT.** Manuscripts should be submitted in Microsoft Word.

- Use a normal, plain font (e.g., 12-point Times New Roman) for text.
- Avoid starting sentences with Arabic numerals; spell out numbers at the beginning of sentences (e.g., not "100 residents responded" but "One hundred residents...").
- Use italics for emphasis (not underlining or boldface).
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Save your file in .docx format (Word 2007 or higher) or .doc format (older Word versions).
- Ensure that no tracked changes appear in the manuscript file.

**ABSTRACT.** The abstract, if appropriate to the manuscript type, has a maximum of 250 words and is written in the 3<sup>rd</sup> person (e.g., avoid using "we") with an active voice (e.g., "The authors examined data" rather than "Data were examined"). It is structured with subheadings as follows:

- Objective:** the primary purpose of the article, framed as a complete sentence and not as a "To..." phrase.
- Methods:** subjects, design, setting, interventions if any, measurements, data analysis; for review articles: data sources, study selection, data extraction.
- Findings/Results:** key findings.
- Conclusions:** potential implications, future directions.

**HEADINGS.** Use no more than three levels of displayed headings. The article types "Empirical Report" and "In Depth Article: Systematic and Other Reviews" require the main headings Introduction, Methods, Findings/Results and Discussion (the journal does not use a separate Limitations heading within the Discussion). Other manuscript types may include descriptive headings in the text as applicable to the content, and the "Annotated Bibliography" headings consist of the names of the works in the bibliography. The journal does not use the heading Introduction (or any other heading) at the beginning of the

manuscript or the heading Conclusion at the end of the paper; authors may wish to begin the first sentence of the last paragraph of their text with the words "In conclusion" or "In summary," if appropriate.

ABBREVIATIONS. Abbreviations should be defined at first mention and used consistently thereafter. Authors should avoid using abbreviations that are not widely recognized, especially among the journal's international readers. Authors should not use an excessive number of abbreviations and should not abbreviate terms merely for convenience or to reduce the overall word count of a paper.

FOOTNOTES. The journal prefers to avoid publishing footnotes, except in cases where authors wish to state that the material was previously presented at a conference, for example, or to give the context of a poem or other creative work.

REFERENCES. Authors are responsible for the accuracy of their reference and citation information. Reference citations in the text should be placed in (parentheses) like the examples below. Failure to adhere to the journal's referencing style will require revision and delay the publication process. Authors are encouraged to consult previous journal publications for referencing models. The journal's abbreviation for referencing is based on the American Psychological Association Publication Manual Seventh Edition.

Some in text examples:

- (Hoge et al., 2008)
- (Center for Medicare and Medicaid Services [CMS], 2013).
- (Calhoun et al., 2008; Hoge et al., 2014; Interprofessional Education Collaborative Expert Panel, 2011)

The list of references at the end of the manuscript should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned parenthetically in the main body of the text. Do not use footnotes or endnotes as a substitute for a reference list. The entries in the list should alphabetically ordered.

- *Journal article sample:*  
Aboujaoude, E., Salame, W., & Naim, L. (2015). Telemental health: A status update. *World Psychiatry, 14*(2), 223–230.  
Hilty, D. M., Crawford, A., Teshima, J., Chan, S., Sunderji, N., Yellowlees, P. M., Kramer, G., O'Neill, P., Fore, C., Luo, J. S., & Li, S. T. (2015). A framework for telepsychiatric training and e- health: Competency-based education, evaluation and implications. *International Review of Psychiatry, 27*(6), 569–592. <https://doi.org/10.3109/09540261.2015.1091292>
- *Website sample:*  
American Association for Marriage and Family Therapy. (2015). *Revised American Association for Marriage and Family Therapy code of ethics*. [http://www.aamft.org/iMIS15/AAMFT/Content/Legal\\_Ethics/Code\\_of\\_Ethics.aspx](http://www.aamft.org/iMIS15/AAMFT/Content/Legal_Ethics/Code_of_Ethics.aspx)
- *Book sample:*  
Bloom, B. (1956). *Taxonomy of educational objectives. Vol 1. (or handbook I)*. David McKay Co.
- *Book chapter sample:*  
Wyllie, A.H., Kerr, J.F.R., Currie, A.R. (1980). Cell death: the significance of apoptosis. In: G.H. Bourne, J.F. Danielli, & K.W. Jeon (Eds.), *International Review of Cytology* (pp. 251-306). Academic.
- *Online document sample:*  
Doe, J. (2020, January 1). *Title of document page*. Website name. <http://sampleurl.com>

## **TABLES**

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, supply a title and a caption explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

## **FIGURES AND ARTWORK**

### **Electronic Figure Submission**

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Save and name your figure files with "Fig" and the figure number (e.g., Fig1.eps).

### **Line Art**

- Line art is a black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.

### **Halftone Art**

- Halftone art includes photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
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### **Combination Art**

- Combination art is a combination of halftone and line art (e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.).
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### **Color Art**

- Color art is free of charge for online publication. The corresponding author will have the option to pay for color in the print version upon manuscript acceptance.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
- If the figures will be printed in black and white, do not refer to color in the captions.
- Color artwork should be submitted as RGP (8 bits per channel).

### **Figure Lettering**

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2-3mm (8-12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions into your illustrations.

### **Figure Numbering**

- All figures are to be numbered using Arabic numerals
- Figure parts should be denoted by lowercase letters (a, b, c, etc.)
- Figures should always be cited in text in consecutive numerical order
- If an appendix appears in your manuscript and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the

appendix figures, "A1, A2, A3, etc." Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

### **Figure Captions**

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption

### **Figure Placement and Size**

- When preparing your figures, size figures to fit in the column width.
- For most journals the figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.

**Accessibility:** In order to give people of all abilities and disabilities access to the content of your figures, please make sure of the following:

- All figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-Braille hardware)
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- All figure lettering has a contrast ratio of at least 4.5:1

### **ELECTRONIC SUPPLEMENTARY MATERIAL.**

Electronic supplementary material will be published in the online version only and exactly as received from the author without any conversion, editing, or reformatting. It may consist of the following content:

- Information that cannot be printed: animations, video clips, sound recordings
- Information that is more convenient in electronic form: sequences, spectral data, etc.
- Large original data, e.g., additional tables, illustrations

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- Supply all supplementary material in standard file formats, as described below
- Please include in each file the following information: article title, journal name, author names, and affiliation and e-mail address of the corresponding author.
- To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.

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- Maximum file size: 25 GB
- Minimum video duration: 1 sec
- Supported file formats: avi, wmv, mp4, mov, m2p, mp2, mpg, mpeg, flv, mxf, mts, m4v, 3gp

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- Submit the material in PDF format; .doc or .ppt files, for example, are not suitable for long-term viability.
- A collection of figures may be combined in a PDF file.

### **Spreadsheets**

- Spreadsheets should be converted to PDF if no interaction with the data is intended.
- If the readers should be encouraged to make their own calculations, spreadsheets should be submitted as .xls files (MS Excel).

### **Specialized Formats**

- Specialized formats such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.

### **Submitting Multiple Files**

- It is possible to submit multiple files in a .zip or .gz file.

## **Numbering**

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- Refer to the supplementary files as "Online Resource", e.g., "... as shown in the animation (Online Resource 3)", "... additional data are given in Online Resource 4".
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- The manuscript contains a descriptive caption for each supplementary material
- Video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk)

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