



# INSTRUCTIONS FOR AUTHORS

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# INSTRUCTIONS FOR AUTHORS

## Types of Articles

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IJBM is interested in the submission of original research in the field of behavioral medicine. Integrative reviews and meta-analyses are also considered. Editorials, commentaries, scientific statements, and tutorials are typically by invitation only. In rare cases, IJBM will consider empirical papers reporting the development or adaptation of instruments with the potential for high impact to behavioral medicine (usually as a Brief Report). A convincing case for the need and rationale for instrument development or validation is necessary.

Article length conventions are detailed below. Authors may request consideration of longer papers, in advance of submission, when there is clear justification (e.g., the paper reports on two or more studies or has an unusual or complex methodology). When appropriate, excess material could be published as electronic supplemental material as an adjunct to the published manuscript.

### Full Length Manuscript

The majority of journal pages are devoted to the publication of original research articles, such as reports of randomized controlled trials, observational studies, qualitative studies, or other basic and clinical investigations. Manuscripts should clearly state the research objective/hypothesis, methods, essential features of interventions, measures, and the results, which should be discussed in the context of other published literature. Authors are encouraged to articulate, whenever possible, the translational potential of scientific findings. Submissions should not exceed 30 double-spaced pages typed in 12-point font with 1-inch margins, inclusive of all parts of the manuscript, including the title page, abstract, text, references, tables, and figures.

### Brief Report

IJBM accepts brief reports of soundly designed research studies of specialized interest or articles that are inappropriate as a full-length manuscript (e.g., small sample size, novel methodology, limited scope). An author who submits a Brief Report must agree not to submit the full report to another journal. Submissions should not exceed 15 double-spaced pages typed in 12-point font with 1-inch margins, inclusive of all parts of the manuscript, including the title page, abstract, text, references, tables, and figures.

### Systematic Review or Meta-Analysis

Systematic literature reviews and meta-analyses on current topics are encouraged. Systematic reviews and meta-analyses should not exceed 30 double-spaced pages typed in 12-point font with 1-inch margins, inclusive of all parts of the manuscript, including the title page, abstract, text, references, tables, and figures.

## **Manuscript Submission**

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All manuscripts must be submitted online via Editorial Manager. Please follow the hyperlink "[Submit Online](#)" on the right of IJBM's website and upload all of your manuscript files following the instructions given on the screen.

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

### **Authorship**

Conditions for authorship include: 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting and/or critically revising the article for important intellectual content; and 3) approval of the final publishable manuscript. Authors whose names appear on the submission share collective responsibility and accountability for the results.

All persons designated as authors should meet all three criteria, and all those who qualify should be listed. All contributors who do not meet these criteria for authorship, but have made a meaningful contribution (e.g., provision of purely technical help or writing assistance), should be listed in an acknowledgments section. Because readers may infer their endorsement of the data and conclusions, these persons must give written permission to be acknowledged.

Authors are strongly advised to ensure the correct author group, corresponding author, and order of authors at time of submission. Changes of authorship or in the order of authors are not accepted after acceptance of a manuscript. Adding and/or deleting authors at the revision stage may be justifiably warranted. In such case, authors must submit a 'Change of Authorship' form with their revised manuscript.

### **Use of Copyrighted Material**

Authors wishing to include figures, tables, or text passages that already have been published elsewhere are required to obtain written permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Manuscripts are sent out for review on the condition that any unpublished data cited within are properly credited and the appropriate permission has been sought. Any material received without such evidence will be assumed to originate from the authors.

## Cover Letter

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Authors should include a cover letter at the time of submission containing any comments to the editors as well as a statement indicating that:

- Reported findings have not been previously published
- The manuscript is not being simultaneously being considered for publication elsewhere
- The authors have full control of all primary data and that they agree to allow the journal to review their data upon request
- Any actual or potential conflicts of interest with the organization that sponsored the research

Cover letters can be addressed to:

Michael A. Hoyt  
Editor-in-Chief  
International Journal of Behavioral Medicine  
653 E. Peltason Drive  
Irvine, CA 92696-3957

## Title Page

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The title page should include:

- A concise and informative title
- The full name and degree of all authors
- Institutional affiliation and contact information for all authors
- E-mail address and telephone number of the corresponding author
- If available, the 16-digit ORCID of all authors
- Designation of the corresponding author
- Acknowledgments
- Conflict of interest declaration

### Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

### Conflict of Interest Declaration

Authors must disclose all relationships or interests that could have direct or potential influence or impart bias on the work. Although an author may not feel there is any conflict, disclosure of relationships and interests provides a more complete and transparent process, leading to an accurate and objective assessment of the work. Awareness of real or perceived conflicts of interest is a perspective to which the readers are entitled. This is not meant to imply that a financial relationship with an organization that sponsored the research or compensation received for consultancy work is inappropriate.

In addition, interests that go beyond financial interests and compensation (non-financial interests) that may be important to readers should be disclosed. These may include but are not limited to personal relationships or competing interests directly or indirectly tied to this research, or professional interests or personal beliefs that may influence your research.

The corresponding author will include a summary statement in a separate section on the title page that reflects what is recorded in the potential conflict of interest disclosure form(s). See below examples of disclosures:

Funding: This study was funded by X (grant number X).

Conflict of Interest: Author A has received research grants from Company A. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of committee Z.

If no conflict exists, the authors should state:

Conflict of Interest: The authors declare that they have no conflict of interest.

The corresponding author collects the conflict of interest disclosure forms from all authors. In author collaborations where formal agreements for representation allow it, it is sufficient for the corresponding author to sign the disclosure form on behalf of all authors.

These conflict of interest forms can be found online at the following links:

- [COI-All Authors Form](#)
- [COI-Corresponding Author Form](#)

## **Abstract**

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Please provide a structured abstract of 150 to 250 words, which should be divided into the following sections:

- Background (including the main study objective and research question)
- Methods
- Results
- Conclusions

## **Keywords**

Please provide 4 to 6 keywords that can be used for indexing purposes. It is recommend that you choose medical subject headings (MeSH) and/or psychological index terms for your keywords.



## Body of the Manuscript

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**For most submissions, the body of the manuscript should include the following sections. The absence of any of these sections may delay the peer review process.**

**Introduction.** A strong introduction will establish the current knowledge of the field as it applies to the manuscript; briefly summarize previous empirical and conceptual literature to provide the appropriate background and to establish the importance of the current study; indicate the relevant gaps in knowledge leading to the current research question; and to introduce the purpose and hypotheses of the current study. Although IJBM does not designate the length of the Introduction, most Introductory sections span 3-5 pages for full length submissions. Please be sure the full title of the manuscript appears at the beginning of the Introduction section.

**Method.** This section includes a clear description of the use of appropriate methods of participant sampling, study design, measures, and statistical analysis. Measures should be appropriately referenced, including notation of their reliability and validity, and any adaptations to their customary use should be noted.

**Results.** The Results section should include a summary of the collected data and analyses, which follows from the analytic plan. All results should be described, including unexpected findings. Authors should include both descriptive statistics and tests of significance, including null hypothesis testing, effect sizes, confidence intervals, inferential statistics, and supplementary analyses.

**Discussion.** The discussion section offers evaluation and interpretation of the findings. This section might include a statement of support or nonsupport for the original hypotheses in light of the findings. In interpreting the results, authors consider study limitation including sources of bias and other threats to internal validity, imprecision of measures, overall number of tests or overlap among tests, effect sizes, etc. Clinical implications of findings and recommendations for further study may also be included.

## Tables and Figures

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- Use the table function, not spreadsheets, to make tables.
- Tables are to be numbered consecutively using Arabic numerals and referred to by number in the text. Each table should be typed on a separate page. Each table must include a title that clearly and concisely explains the components of the table.
- Table notes should be indicated by superscript lowercase letters (or asterisks for significant values and other statistical data) and included beneath the table body.
- Figures and illustrations are to be numbered consecutively using Arabic numerals and referred to by number in the text. Figure captions are to appear on a separate page and must identify all elements found in the figure.

## Statements Page

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Please include following on the page before the References section:

- Statement Regarding Informed Consent
- Statement Regarding Ethical Approval
- Statement Regarding the Welfare of Animals (as appropriate)

Details for each these statements are provided below.

### Statement Regarding Informed Consent

The following statement (or an equivalent statement) should be included:

**Informed consent:** *“Informed consent was obtained from all individual participants included in the study.”*

If identifying information about participants is contained within the article, the following statement should also be included: *“Additional informed consent was obtained from all individual participants for whom identifying information is included in this article.”*

All individuals have individual rights that are not to be infringed. Individual participants in studies have, for example, the right to decide what happens to the (identifiable) personal data gathered, to what they have said during a study or an interview, as well as to any photograph that was taken. Hence it is important that all participants gave their informed consent in writing prior to inclusion in the study. Identifying details (names, dates of birth, identity numbers and other information) of the participants that were studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scientific purposes and the participant (or parent or guardian if the participant is incapable) gave written informed consent for publication. Complete anonymity is difficult to achieve in some cases, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic profiles, authors should provide assurance that alterations do not distort scientific meaning.

### Statement Regarding Ethical Approval

The following statements should be included:

**Ethical approval:** *“All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards.”*

For retrospective studies, please add the following sentence: *“For this type of study formal consent is not required.”*

When reporting studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and/or national research ethics committee and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study.

### **Statement Regarding the Welfare of Animals**

The welfare of animals used for research must be respected. When reporting experiments on animals, authors should indicate whether the international, national, and/or institutional guidelines for the care and use of animals have been followed, and that the studies have been approved by a research ethics committee at the institution or practice at which the studies were conducted (where such a committee exists).

For studies with animals, the following statement should be included in the text before the References section:

**Ethical approval:** *“All applicable international, national, and/or institutional guidelines for the care and use of animals were followed.”*

If applicable (where such a committee exists):

*“All procedures performed in studies involving animals were in accordance with the ethical standards of the institution or practice at which the studies were conducted.”*

### **Studies with No Human or Animal Subjects**

If articles do not contain studies with human participants or animals by any of the authors, please include one of the following statements:

*“This article does not contain any studies with human participants performed by any of the authors.”*

*“This article does not contain any studies with animals performed by any of the authors.”*

*“This article does not contain any studies with human participants or animals performed by any of the authors.”*

## References

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### Citations

Reference citations in the text should be identified by numbers in square brackets. Some examples:

- Behavioral medicine research spans many disciplines [3].
- This result was later contradicted by Becker and Seligman [5].
- This effect has been widely studied [1-3, 7].

### Reference List

Examples of format for the reference list are provided below. The reference list 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 in the text. Entries in the reference list should be numbered consecutively in the order in which they appear in the manuscript.

- **Journal Article with one to six authors:**

Shen BJ, Xu Y, Eisenberg S. Psychosocial and physiological predictors of mortality in patients of heart failure: Independent effects of marital status and C-reactive protein. *Int J Behav Med.* 2017;36:83-91.

- **Journal Article with more than six authors:**

Bauer MR, Harris LN, Wiley JF, et al. Dispositional and situational avoidance and approach as predictors of physical symptom bother following breast cancer diagnosis. *Ann Behav Med.* 2016;50:370-384.

- **Book with one to six authors:**

Lazarus RS, Folkman S. *Stress, appraisal, and coping.* New York, NY: Springer Publishing; 1984.

- **Book with seven or more authors:**

Revenson TA, Griva K, Luszczynska A, et al. *Caregiving in the illness context.* Basingstoke, UK: Palgrave Macmillan; 2016.

- **Chapter in edited book:**

Hoyt MA, Stanton AL. Adjustment to chronic illness. In: Baum A, Revenson, TA, Singer JE, editors. *Handbook of health psychology*, 2<sup>nd</sup> ed. New York, NY: Taylor & Francis; 2012. pp. 219-246.

- **Website:**

World Health Organization. "Noncommunicable diseases."  
<http://www.who.int/mediacentre/factsheets/fs355/en/>. Accessed June 15, 2017.

## Reference Format

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see: [ISSN.org LTWA](https://www.issn.org/LTWA). If you are unsure, please use the full journal title.

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list. See [EndNote style \(zip, 3 KB\)](#).

## Manuscript Format

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Authors should submit a manuscript file containing the entire text of the article, including abstract, all text, references, and appendices, figures, and tables. To promote a masked review process, this file should not include author information such as names, affiliations, or contact information. The manuscript itself should not identify the authors or the study. Manuscripts that contain this information will be returned to the authors.

Manuscripts should not exceed designated page limits, which are inclusive of all parts of the manuscript. Submissions that exceed the page limits will be returned to the author for shortening prior to the initiation of peer review.

### Text Formatting

- Manuscripts should be submitted in Word (Word 2007 or higher).
- All pages should be numbered (including title page, abstract, references tables, and figures).
- Double-space all copy.
- Use a normal, plain 12-point font (e.g., Arial, Times Roman) for text.
- Use tab stops or other commands for indents, not the space bar.
- First person language ("I", "we") should be avoided. Terminology should be sensitive to individuals who have a disease or disability. That is, terminology should reflect the "person with a disability" (e.g., children with diabetes, persons with HIV infection, families of people with cancer) rather than the condition as an adjective (e.g., diabetic children, HIV patients, cancer families). Non-sexist, non-racist, and non-heterosexual language should be used.
- Generic names of drugs are preferred; if trade names are used, the generic name should be given at first mention.

### Headings

Use no more than three levels of displayed headings.

### Abbreviations

The use of abbreviations and acronyms should be avoided throughout the manuscript whenever possible. Exceptions include common statistical terminology (e.g., ANOVA) and other widely recognized acronyms. Abbreviations should be defined at first mention and used consistently thereafter.

### Footnotes

Footnotes should be avoided unless absolutely necessary. They should never include the bibliographic details of a reference or any figures or tables. Footnotes to the text are numbered consecutively; footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Do not use endnotes.

### **Statistical Equations and Computer Code**

Whenever possible, statistical tests should include an effect size with confidence intervals. Authors are encouraged to report the relevant statistical information for both significant and non-significant effects.

### **Electronic Supplementary Material**

If electronic supplementary materials (ESM) are submitted, they will be published as received from the author in the online version only. ESM may consist of information that cannot be included in the printed version of the manuscript (e.g., animations, video clips, sound recordings, information that is more convenient in electronic form, sequences, spectral data, or additional tables or illustrations). If supplying ESM, the text must make specific mention of the material as a citation, similar to that of figures and tables (e.g. "...as shown in Electronic Supplementary Material 1.")



## Ethical Standards

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The Editors reserve the right to reject manuscripts that do not comply with the above-mentioned guidelines. The author will be held responsible for false statements or failure to fulfill the above-mentioned guidelines. The corresponding author should be prepared to collect documentation of compliance with ethical standards and send it if requested during peer review or after publication.

### Scientific Integrity

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results that could damage the trust in the journal, the professionalism of scientific authorship, and ultimately the entire scientific endeavor. Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice, which include:

- The manuscript has not been submitted to more than one journal for simultaneous consideration.
- The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work. In that case, please provide transparency on the re-use of material to avoid the hint of text-recycling (“self-plagiarism”).
- A single study is not split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time.
- No data have been fabricated or manipulated (including images) to support your conclusions
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*Important note:* the journal may use software to screen for plagiarism (including self-plagiarism).

If there is a suspicion of misconduct, the journal might carry out an investigation. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If misconduct has been established beyond reasonable doubt, this may result in the Editors-in-Chief’s implementation of the following measures, including, but not limited to:

- If the article is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The reason must be given in the published erratum or retraction note. Please note that retraction means that the paper is **maintained on the platform**, watermarked "retracted" and explanation for the retraction is provided in a note linked to the watermarked article.
- The author’s institution may be informed.

### Clinical Trials

Clinical trials include any research study in which one or more human subjects are prospectively assigned to one or more interventions (which may or may not include a control) to evaluate the effects of those interventions on health-related or behavioral outcomes.

Authors of randomized trials are requested to follow CONSORT guidelines in reporting their manuscript and to include a CONSORT (Consolidated Standards of Reporting Trials) checklist as an appendix to their submission (see [www.consort-statement.org](http://www.consort-statement.org)). Flow diagram should be included within the manuscript, as appropriate.

*IJBM* encourages clinical trials be registered at [ClinicalTrials.gov](http://ClinicalTrials.gov) or at another recognized, publicly accessible registry. A complete list of acceptable trial registries can be found via the [WHO International Clinical Trials Registry Platform](http://www.who.int/clinicaltrialsregistryplatform). Trial registrations should include all elements of each primary and secondary outcome. The name of the trial registry and the registration number should be listed below the abstract. All differences between (a) the reported methods and outcomes and (b) the registered methods and outcomes must be described and explained in the manuscript.

### Studies Other than Clinical Trials

Reporting guidelines have been developed for many other types of studies: observational studies, meta-analyses, diagnostic and prognostic studies, and qualitative research. *IJBM* encourages the inclusion of an appropriate checklist with submission. Reporting guidelines, checklists, and flow diagrams for many different types of studies are available at [www.equator-network.org](http://www.equator-network.org). These include, but are not limited to:

- TREND (Transparent Reporting of Evaluations with Non-randomized Designs).
- STROBE (Strengthening the Reporting of Observational Studies in Epidemiology).
- PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses).
- RATS (Qualitative Research Review Guidelines).

## English Language Editing

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For editors and reviewers to accurately assess the work presented in your manuscript you need to ensure the English language is of sufficient quality to be understood. If you need help with writing in English you should consider:

- Asking a colleague who is a native English speaker to review your manuscript for clarity.
- Visiting the English language tutorial which covers the common mistakes when writing in English.
- Using a professional language editing service where editors will improve the English to ensure that your meaning is clear and identify problems that require your review. Two such services are provided by our affiliates Nature Research Editing Service and American Journal Experts. Springer authors are entitled to a 10% discount on their first submission to either of these services, simply follow the links below.
- [English language tutorial](#)
- [Nature Research Editing Service](#)
- [American Journal Experts](#)

Please note that the use of a language editing service is not a requirement for publication in this journal and does not imply or guarantee that the article will be selected for peer review or accepted.

If your manuscript is accepted it will be checked by our copyeditors for spelling and formal style before publication.

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**如果您的稿件被接受**，在发表之前，我们的文字编辑会检查您的文稿拼写是否规范以及文体是否正式。

• エディターと査読者があなたの論文を正しく評価するには、使用されている英語の質が十分に高いことが必要とされます。英語での論文執筆に際してサポートが必要な場合には、次のオプションがあります：

- 英語を母国語とする同僚に、原稿で使用されている英語が明確であるかをチェックしてもらう。
- 英語で執筆する際によくある間違いに関する英語のチュートリアルを参照する。
- プロの英文校正サービスを利用する。校正者が原稿の意味を明確にしたり、問題点を指摘し、英語の質を向上させます。Nature Research Editing Service とAmerican Journal Experts の2つは弊社と提携し

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原稿が受理されると、出版前に弊社のコピーエディターがスペルと体裁のチェックを行います。

영어 원고의 경우, 에디터 및 리뷰어들이 귀하의 원고에 실린 결과물을 정확하게 평가할 수 있도록, 그들이 충분히 이해할 수 있을 만한 수준으로 작성되어야 합니다. 만약 영작문과 관련하여 도움을 받기를 원하신다면 다음의 사항들을 고려하여 주십시오:

- 귀하의 원고의 표현을 명확히 해줄 영어 원어민 동료를 찾아서 리뷰를 의뢰합니다.
- 영어 튜토리얼 페이지에 방문하여 영어로 글을 쓸 때 자주하는 실수들을 확인합니다.
- 리뷰에 대비하여, 원고의 의미를 명확하게 해주고 리뷰에서 요구하는 문제점들을 식별해서 영문 수준을 향상시켜주는 전문 영문 교정 서비스를 이용합니다. Nature Research Editing Service와 American Journal Experts에서 저희와 협약을 통해 서비스를 제공하고 있습니다. Springer 저자들이 본 교정 서비스를 첫 논문 투고를 위해 사용하시는 경우 10%의 할인이 적용되며, 아래의 링크를 통하여 확인이 가능합니다.

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원고가 수락될 경우, 출판 전 저희측 편집자에 의해 원고의 철자 및 문체를 검수하는 과정을 거치게 됩니다.

## **Review Policies**

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### **Double Blind Review**

As of July 1, 2017, the journal uses double-blind review.

### **Suggested Reviewers**

You may provide contact information for up to three individuals who are qualified to serve as unbiased reviewers for your paper. These people must have published peer-reviewed work in the topic area of the manuscript. Suggested reviewers must be without any real or perceived conflict of interest with you and your co-authors. They cannot be at the same institution as any author, cannot be a co-author on any publications, and must not be a former or current trainee, advisor, or mentor.

### **Appeals Process for Manuscript Submissions**

If your manuscript is rejected, and if you believe a pertinent point was overlooked or misunderstood by the reviewers, you may appeal the editorial decision by contacting the Editors-in-Chief. If you appeal to the Editors and are not satisfied with their response, you may appeal to the Governing Board of the International Society of Behavioral Medicine.

## Research Data Policy

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