Academic Psychiatry

INSTRUCTIONS FOR AUTHORS

Academic Psychiatry is the international journal of the American Association of Chairs of Departments of Psychiatry (AACDP), American Association of Directors of Psychiatric Residency Training (AADPRT), Association for Academic Psychiatry (AAP), and Association of Directors of Medical Student Education in Psychiatry (ADMSEP). It is affiliated with the World Psychiatric Association Section on Education in Psychiatry (WPA).

Academic Psychiatry publishes original, scholarly work in psychiatry and the behavioral sciences that focuses on innovative education, academic leadership, and advocacy. The scope of the journal includes work that furthers knowledge and stimulates evidence-based advances in academic psychiatry in the following domains: education and training, leadership and administration, career and professional development, ethics and professionalism, and health and well-being.

Authors submit their manuscripts via Editorial Manager (www.editorialmanager.com/acps). All submissions undergo review, and publication is not guaranteed. Accepted papers are published online ahead of print publication.

Academic Psychiatry is a member of the Committee on Publication Ethics (COPE) and subscribes to its principles on how to deal with acts of misconduct, committing to investigate allegations of misconduct to ensure the integrity of research. The journal uses plagiarism detection software to screen submissions. If plagiarism is identified, COPE guidelines on plagiarism are followed. Content published in this journal is double anonymous peer reviewed.

Academic Psychiatry 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).

Academic Psychiatry follows the World Association of Medical Editors Professionalism Code of Conduct.

MANUSCRIPT SUBMISSION REQUIREMENTS

Submission of a manuscript implies that the work described has not been published before, the work is not under consideration for publication anywhere else, and 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. Failure to follow journal instructions may lead journal staff to send manuscripts back to authors for corrections before manuscripts are assigned to handling editors.

1. **Cover Letter.** The cover letter should describe the purpose of the work and its fit with the journal's mission.
    1.1. **Preprint postings**. Authors must provide information about any preprint postings on preprint servers or authors' or institutional websites, including copies of the posted manuscript and a link to it, at the time of submission of the manuscript, in the cover letter to the editors. Details of the journal publisher's policy on posting, licensing, citation of preprints, and communications with the media about preprints of primary research manuscripts may be found at https://www.springer.com/gp/authors-editors/journal-author/journal-author-helpdesk/submission/1302.
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    1.5. **Acknowledgment permission**. Use the cover letter file type to upload documentation of permission from people named specifically in Acknowledgments.
2. **Title Page.** The title page should be prepared in Microsoft Word (not pdf). It is not viewable by Reviewers, in accordance with the journal's double anonymous review process (see template at end of section [2.8]). Authors are responsible to ensure their names are spelled correctly and their affiliations are accurate; the journal is not responsible for errors submitted by the authors.
    2.1. **Title**. The title of the article should be succinct and specific to the content. It should appear in title case (not in all capital letters or sentence case).

2.2. **Author(s).** First and last names should be specified in full in the order of participation in the writing, with middle names or initials included according to author preferences. The journal does not publish degrees or certifications with author names; do not include these details in the title page file.

2.2.1. **Open Researcher and Contributor ID**. 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. NIH and Grants.gov use it to relate publications to grants. Visit orcid.org/register to obtain an ORCID. Add the ORCID to your Editorial Manager profile using the Update My Information link. If the ORCID is not included in the profile, Editorial Manager will ask authors to input their ORCID during the manuscript submission process. ORCID will be included in published articles.

2.2.2. **Authorship.** Authors may wish to review literature on the assignment of authors, such as ICMJE guidelines and the article "Authorship in Scholarly Manuscripts: Practical Considerations for Resident and Early Career Physicians."

2.2.2.1. **Co-First Authorship**. The journal discourages co-first authorship. The editors will consider co-first authors only rarely in situations in which a compelling argument is made by the authors.

2.2.2.1.1. If two authors wish to share the role of first author, the corresponding author should specify this arrangement in the submission cover letter and provide justification for the decision for the editors to consider.

2.2.2.1.2. If the editors were to approve the requested co-first authorship, include in the Acknowledgment section of the title page file a statement that "The authors have informed the journal that they agree that both X and Y completed the intellectual and other work typical of the first author." (X and Y would be replaced by the author names.)

2.2.2.2. **Coauthor notification.** Upon submission of manuscripts in Editorial Manager by the corresponding author, any coauthors receive an email to notify them that they have been included as a coauthor on the article. The journal will investigate any undeliverable responses received from this email; ensure coauthor contact details are entered accurately.

2.2.3. **Authorship changes.** If authorship changes are made after the initial manuscript submission, authors must complete a change of authorship request form. Incomplete forms will be returned to authors for completion. 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 obtain 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).

2.3. **Affiliation(s).** The journal publishes only 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/province, and country of the affiliation (note: Springer Nature remains neutral with regard to jurisdictional claims in published maps and institutional affiliations).

2.4. **Corresponding author.** The journal publishes one email address for the corresponding author of the article. No other contact information is necessary on the title page file.

2.5. **Acknowledgments.** Authors should obtain permission from all individuals named in an acknowledgment, because readers may infer their endorsement of data and conclusions. In acknowledging material that was previously presented at a conference, include the name, date, and place of the conference.

2.6. **Funding source.** Authors must disclose on the title page any funding sources that supported research reported in the manuscript.

2.7. **Declarations**. Authors must disclose any competing role or interest, including financial or personal relationships with individuals or entities, that may influence their work.

2.7.1. The Disclosure statement should be placed on the title page file only and not in the manuscript file, in keeping with the double anonymous review process.

2.7.2. Authors must state explicitly if there is nothing to disclose, such as, for 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 declares no conflict of interest."

2.7.3. Save and upload ICMJE disclosure form(s) as pdf(s) to ensure readability in the submission.

2.7.4. All details in the ICMJE disclosure form(s) must correspond with the Disclosure statement included in the title page file. It is not sufficient to state on the title page file that Disclosures are stated on the form(s).

2.7.5. Manuscripts that are authored by a member of the Editorial Board undergo the same editorial review process applied to all manuscripts, including double anonymous review.

2.8. **Template.** Use the following model to prepare the title page file; see also published articles in the journal as examples of how the information is presented.

Manuscript Title (in title case; avoid using all capital letters)
Author One[1] – Author Two[2] – Author Three[1] – Author Four[2]
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Acknowledgments [if applicable, otherwise, do not include]
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Declarations
  Disclosure [required; if nothing to disclose, state explicitly, e.g., "The author(s) declare(s) no conflict of interest."]

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3. **Manuscript.** Failure to follow the guidelines may impede the review process.
    3.1. **Spelling.** Use US English.
    3.2. **Text.** Manuscript files should be submitted in Microsoft Word (not PDF).
        3.2.1. Use a normal, plain font for text (12-point Times New Roman is preferred).
        3.2.2. Double-spacing and 1-inch page margins are preferred.
        3.2.3. Avoid starting sentences with Arabic numerals; spell out numbers at the beginning of sentences (e.g., not "100 residents responded" but "One hundred residents…") or recast the sentence to not begin with a number.
        3.2.4. Use italics rather than underlining or boldface or all capital letters for emphasis but avoid extended sections of italicized text because it is hard to read (e.g., do not place quoted text in italics).
        3.2.5. Use the automatic page numbering function to number pages at bottom center.
        3.2.6. Do not use field functions.
        3.2.7. Use tab stops or other commands for indents, not multiple spaces.
        3.2.8. Ensure no tracked changes or comments appear in the submitted manuscript file (tracked changes documents requested for the re-review process of revised submissions should be uploaded using the item type "Supporting Material for review only").
    3.3. **Abstract.** Abstracts are published only with Empirical Report, In Brief Report, Systematic and Other Review, and Annotated Bibliography papers and should not be included in other manuscript categories.
        3.3.1. Ensure that the Abstract pasted into the submission box in Editorial Manager is de-identified for the journal's review process and identical to the Abstract text included in the manuscript file.
        3.3.2. Abstracts should not include reference citations.
        3.3.3. Abstracts cannot exceed 250 words.
        3.3.4. Abstracts are written in the third person (e.g., avoid using "we") with an active voice (e.g., "The authors examined data" rather than "Data were examined").
        3.3.5. Abstracts are structured with the following specific subheadings:
            3.3.5.1. **Objective**: the primary purpose of the article, framed as a complete sentence and not as a "To…" phrase.
            3.3.5.2. **Methods**: subjects, design, setting, interventions if any, measurements, data analysis; for review articles: data sources, study selection, data extraction
            3.3.5.3. **Results**: key findings and data such as response rates and numbers of participants.
            3.3.5.4. **Conclusions**: potential implications, future directions.

    3.4. **Keywords**. Three to five descriptive keywords are published with Empirical Report, In Brief Report, Systematic and Other Review, and Annotated Bibliography papers to aid indexing services such as MEDLINE and should be included after the Abstract in the manuscript file. Other submission types should not include keywords.

    3.5. **Headings.** Attend to the article type descriptions to determine whether headings are to be structured (i.e., specifically Methods, Results, and Discussion) or descriptive.
        3.5.1. Use title case rather than all capital letters.
        3.5.2. Do not begin the manuscript text with any headings (e.g., Background or Introduction).
        3.5.3. Do not use separate headings for limitations or conclusions; authors may begin the last paragraph of text with the words "In conclusion" or "In summary."

3.5.4. Use no more than three levels of displayed headings.

3.5.5. Position headings on separate lines (i.e., do not run headings into paragraph text).

3.5.6. Use **bold** for first-level headings, ***bold italic*** for second-level headings, and *italic* for third-level headings.

3.5.7. The In Brief Report format uses no subheadings but only Methods, Results, and Discussion.

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3.6.1. 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. See "Institutional Review Board Approval as an Educational Tool" for more information about the benefits of IRB review.

3.6.2. 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 prospectively by the local IRB or ethics committee chair. Papers that receive retrospective institutional review may be considered in special circumstances.

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3.8. **Footnotes**. The journal prefers to avoid publishing footnotes. Incorporate such information into the main narrative of the manuscript.

3.9. **References**. The journal follows Vancouver style. Authors are responsible for the accuracy of their citations and encouraged to consult articles published in the journal for referencing models.

3.9.1. To help authors and editors ensure best practice in their citation of the literature, and avoid inadvertent accusations of citation manipulation, the journal's publisher advises the following:

3.9.1.1. Any statement in the manuscript that relies on external sources of information — that is, apart from the authors' own new ideas and findings, or general knowledge — should include a citation to those sources of information.

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3.9.1.5. Authors should not preferentially cite their own or their friends', peers', or institution's publications.

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3.9.1.8. Ideally, authors should cite sources that have undergone peer review where possible.

3.9.1.9. Authors should not cite advertisements or advertorial material.

3.9.2. In-text citations are neither placed in (parentheses) nor as superscript numbers. Rather, reference citations in the text should be identified by numbers in [square brackets] within the end-of-sentence punctuation and outside quotation marks. Examples:
• Negotiation research spans many disciplines [3].
• This result was later contradicted by Becker and Seligman [5].
• This effect has been widely studied [1-3, 7].

3.9.3. Number the references in order of appearance in the text (not alphabetically by author name).

3.9.4. The References list 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 and are in press. Personal communications and unpublished works (including works under review) should be mentioned parenthetically in the main body of the text rather than cited in the reference list. Mask as necessary for the anonymous review process, being sure to provide to the editors in the cover letter the full details of any masked sources.

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3.9.7. Examples of Vancouver referencing style (note: Endnote software has "Vancouver" available for download on its website):
• Journal article:
Smith JJ. The world of science. Am J Sci. 1999; 36:234-5.
• Article by DOI:
Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. J Mol Med. 2000; doi:10.1007/s001090000086
• Book:
Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998.
• Book chapter:
Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. International review of cytology. London: Academic; 1980. pp. 251-306.
• Online document:
Doe J. Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. 1999. http://www.rsc.org/dose/title of subordinate document. Accessed 15 Jan 1999.

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3.10.1. Name files with care and ensure document properties are anonymized.

3.10.2. Avoid using department letterhead for any manuscript documents other than the cover letter. Reviewers see the Author's Response to Reviewers' Comments; do not place those comments on department letterhead or sign them.

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   4.3. All details in the ICMJE form(s) must correspond with the Disclosure statement included in the title page file of the submission.
   4.4. Save the completed ICMJE forms as pdfs to ensure readability when they are uploaded to Editorial Manager for the submission.

5. **Author's Response to Reviewers' Comments.** For revised manuscripts, authors must include a 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 be returned to authors for correction. Reviewers see the Author's Response to Reviewers' Comments document; the text must not include identifying details and should not be placed on department letterhead or signed by the author(s).

6. **Optional files.**
   6.1. **Checklist**. If applicable to your manuscript, please upload a completed checklist for the following types of work:
      6.1.1. Randomized controlled trials: CONSORT
      6.1.2. Systematic reviews and meta-analyses: PRISMA

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      6.2.7. Cite tables in the manuscript text in consecutive numerical order and be sure tables are uploaded to the submission in the correct order.
      6.2.8. Identify any previously published material by giving the original source with a reference citation at the end of the table caption (numbering the reference by order of the table's first citation in the manuscript text).
      6.2.9. Indicate footnotes to tables by superscript lower-case letters (or asterisks for significance values and other statistical data) and place beneath tables.
      6.2.10. Adhere to the parameters of the category regarding total number of tables/figures allowed.

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         6.3.1.1. Include the captions in the text file of the manuscript, on a separate page after the References, not in the figure file, which should only contain the image.
         6.3.1.2. Figure captions begin with **Fig** (in bold type), followed by the figure number, also in bold type.
         6.3.1.3. No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption. See previous publications in the journal for examples.
         6.3.1.4. Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption (numbering the reference by order of the figure's first citation in the manuscript text).
      6.3.2. Number figures using Arabic numerals (e.g., **Fig 1**). Figure parts should be denoted by lowercase letters (e.g., a, b, c).
      6.3.3. Save and name figure files with "Fig" and the figure number (e.g., Fig1.eps).
      6.3.4. Upload each Figure as an individual .tif, .eps, or .jpg file using the Figure option in the drop-down menu of the Attach Files screen.

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6.5.1. Upload additional files to assist Reviewers in their evaluation of the manuscript such as survey forms, questionnaires, or teaching materials as Supporting Material for review only, not for publication online or in print.

6.5.2. "Supporting Material for review only" should not contain any information that would identify the authors and impede the double anonymous peer review.

6.5.3. Use the item type "Supporting Material for review only" to upload the tracked changes manuscript file for a revised submission.

6.6. **Certificate of English Language Editing**. The editors may recommend that the authors obtain assistance from an English language expert or an independent professional editor to edit the paper, such as www.edanzediting.com/springer, www.aje.com, www.editage.com, www.bels.org/find-a-board-certified-editor. The journal does not endorse any specific service or make publication decisions on the basis of particular services used.

MANUSCRIPT TYPES AND GUIDELINES

Use the following descriptions along with examples of previous publications in the journal to plan manuscript submissions. Manuscript type is evaluated as part of the review process. The journal editor makes the final determination of manuscript type ahead of publication. Submissions that exceed the maximum parameters for a category will be returned to authors for correction ahead of review.

Manuscript Type	Words	Abstract	Headings	Keywords	Max# Table/Figure	Max# References
Empirical Report	2,500-5,000	Yes	Structured*	Yes	5	40
In Brief Report	1,250-2,250	Yes	Structured*	Yes	2	20
Systematic and Other Reviews	2,500-5,000	Yes	Structured*	Yes	5	60
Annotated Bibliography	2,500-5,000	Yes	Names of Works	Yes	1	100
Educational Case Report	1,250-2,250	No	Descriptive	No	2	20
Commentary	1,750-3,000	No	Descriptive	No	2	30
Faculty Viewpoint	750-1,000	No	None	No	0	5
The Learner's Voice	750-1,000	No	None	No	0	5
Letter to the Editor	500-1000	No	None	No	0	5
"Down to Earth" Academic Skills	1,750-2,500	No	Descriptive	No	2	25
Literary Resources	750-1,750	No	None	No	0	5
Media Column	1,750-2,500	No	Descriptive	No	2	25
Missions Column	1,750-2,500	No	Descriptive	No	2	25
Organizational Statement	1,250-2,250	No	Descriptive	No	2	15
Poetry	Variable	No	Poet's Statement	No	0	0

*Methods, Results, Discussion

1. **Empirical Report.** Empirical reports of data may derive from multisite studies or analyses of existing databases. A completed CONSORT checklist is required for reporting randomized controlled trials.

2. **In Brief Report.** In Brief Reports may include small-scale projects and research that is in early stages of development, such as a preliminary study using a simple research design or a small sample size with limited pilot data and initial findings that indicate need for further investigation. Use only the three specific headings Methods, Results, and Discussion in the narrative, with no subheadings.

3. **Systematic and Other Reviews.** Systematic and other reviews could include, for example, reviews of teaching materials on a particular topic, such as evaluation forms, curricular outcomes or websites; methods and

outcomes for teaching on a particular topic; or methods of application of a particular clinical skill. Articles should describe the analysis or application of teaching materials, rather than simply reproducing teaching materials. One exception could be publication of a curricular outline for teaching a particular psychiatric or health profession subspecialty when it is innovative or produced by a national organization officially representing that subspecialty. Scoping reviews can map existing literature on a topic that has not been reviewed in depth or that is wider or more complex than what a systematic review might cover. Authors are encouraged to review Coverdale et al. "Some Potential 'Pitfalls' in the Construction of Educational Systematic Reviews," and Pham et al. "A Scoping Review of Scoping Reviews: Advancing the Approach and Enhancing the Consistency." A completed PRISMA checklist is required for reporting systematic reviews.

4. **Annotated Bibliography.** Annotated bibliographies present a summary of resources compiled on a topic specific to the scope and mission of the journal and support readers in their academic development, teaching efforts, or development of leadership skills, for example, supporting material for designing a course on ethics for child and adolescent psychiatry fellows, programs on leadership in the health sciences, or promotion of well-being among clinicians. 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. See Jibson et al. "Medical Education Teaching Resources" as an example.

5. **Educational Case Report.** Educational case reports are practical in nature and might analyze, descriptively or ethnographically, how a particular teaching practice was applied in a specific setting. Examples include unexpected and subtle discoveries made while developing an innovative teaching method, reforming a curriculum, or launching a new course. A holistic review process considers that case reports in education tend to be naturalistic and relatively lacking in empirical data, but outcome data are still expected, such as qualitative or quantitative participant feedback. Quality of data, novelty of the case, and topic significance will be considered (manuscripts that include data derived only from standard course evaluations would not meet journal expectations).

6. **Commentary.** Commentaries are tightly reasoned thought pieces that address an important issue in psychiatric education, professional development in medicine, and academic psychiatry.

7. **Faculty Viewpoint.** The journal welcomes brief papers that share a personal experience, clinical vignette, or teaching moment in order to make a point relevant to *Academic Psychiatry*'s mission and scope.

8. **The Learner's Voice.** The community of academic psychiatry has much to learn by listening to trainees. These brief reflections center around a trainee's experience of learning psychiatry or becoming a psychiatrist. The Learner's Voice feature is generally intended to center around the subjective experience in training leading to some idea and not beginning with the idea or the report of a project. Faculty should not co-author submissions for The Learner's Voice; they can be acknowledged for their help in the Acknowledgments section on the title page. A learner presenting original material that may be received with differing opinions and could have implications for other programs is encouraged instead to consider submitting such work under the category Letter to the Editor.

9. **Letter to the Editor.** Letters to the editor may be responses to articles published in the journal or thought pieces that raise an issue to which the editor and/or editorial board may respond or a description of a small intervention or course that occurred at a single site.

    9.1. Letters begin explicitly with "To the Editor:" and do not contain any headings within the narrative.

    9.2. Letters submitted in response to articles published in the journal should be titled "Comment on" followed by the title of the article that prompted the letter. The authors of the original article may be invited to respond to the letter commenting on their work.

10. **"Down to Earth" Academic Skills Column.** The "Down to Earth" Academic Skills column is intended to describe the nuts and bolts of some area of medical education and/or academic career development that is relatively well established and accepted yet not so well established that everyone knows exactly how to do it on a practical level. Publications in this column are not hypothesis driven, nor do they propose new interventions or tools. Column submissions are assessed for the quality of the text in articulating the nuts and bolts in a user-friendly and scholarly manner (evidence-based where possible) and for whether this information is hard to find or access elsewhere. Authors usually have extensive experience in the area described in the submission.

11. **Literary Resources Column.** Literary Resources include reviews (often invited) of recently published works relevant to the mission of *Academic Psychiatry*, providing a constructive overview of the objective, content, intended audience, scope, clarity of material and writing, and potential use to readers. Distantly published works that have not been reviewed before may be considered if attention to the work would be appreciated by readers and if aligned with the mission and scope of the journal.

    11.1. Book reviews require a title separate from the title of the work under review.

    11.2. A subtitle of the review includes the title of the work, authors/editor name, publisher place and name, publication year, ISBN, page count, price, and format (e.g., paperback or hardcover).

12. **Media Column.** The Media Column includes original papers regarding the relationship between media and psychiatry. Papers focus on media in psychiatric education, the impact of media on mental health and illness, how mental illness and psychiatry are portrayed in media, and how media may be used for public education, among other topics. Evidence-based, educational, creative, innovative, or exploratory papers are encouraged.

13. **Missions Column.** Articles in the Missions Column are often invited and may be creative, innovative, or exploratory and pertain generally to leadership, administration, education, professional development, ethics, and health and well-being across psychiatry, behavioral sciences, and the health professions at large.

14. **Organizational Statement.** The journal will consider analyses of issues and related descriptions of policies and recommendations by organizations whose missions align with that of the journal. In preparing statements for submission, authors should consider whether the content is a product of a workgroup or taskforce versus a position of an organization.

    14.1. If from a workgroup/taskforce, every person on the workgroup/taskforce must be named on it, either as authors or acknowledged contributors, and documentation of the parent organization's approval of the submission is required (use Editorial Manager's cover letter file type for this documentation).

    14.2. If a position statement, the executive council of the organization should approve it before submission (use Editorial Manager's cover letter file type for this documentation).

15. **Poetry.** The journal encourages original submissions of poetry that clearly relate to the mission and scope of the journal. Include a Poet's Statement (max 250 words) in the manuscript file to be published with the poem, giving the context of the work and how it may be used to enhance the reader's educational progress.

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