

Instructions to the Authors

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Indian Journal of Psychiatry (Journal) is the official publication of the Indian Psychiatric Society that considers for publication articles in all fields of Psychiatry and allied disciplines. Manuscripts must be prepared in accordance with “Uniform requirements for Manuscripts submitted to Biomedical Journal” developed by International Committee of Medical Journal Editors (2006). The uniform requirements and specific requirement of Indian Journal of Psychiatry are summarized below. Articles should be submitted online from <http://www.journalonweb.com/psychiatry>. New authors will have to register as author, which is a simple two step procedure. **The journal will no longer accept manuscripts by post or e-mail.**

Editorial process

The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere. **Duplicate submission shall be considered as a serious offence and may attract appropriate penalty including blacklisting of authors.** The Editors will review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific flaws, lacking important message or not conforming to the scope of the journal will be rejected. Articles not conforming to submission rules of the journal may be sent back to the authors for technical modification. The journal will not return the unaccepted manuscripts. Other manuscripts will be sent to two or more expert reviewers without revealing the identity of the contributors to the reviewers. The Editorial team shall make earnest efforts to inform the contributors about the reviewers' comments and revision/acceptance/rejection of manuscript within a period of 3 months from submission. Articles accepted for publication would be copy edited for grammar, punctuation, print style and format.

The journal does not charge for submission, processing or publication of an article..

Types of Manuscripts and word limits



- 1. Original Research Papers:** These should only include original findings from high-quality planned research studies such as experimental designs, outcome studies, meta-analysis, cohort studies, case-control series and surveys with high response rates, randomized controlled trials, epidemiological assessment, intervention studies, studies of screening and diagnostic tests, cost-effectiveness analyses and decision analyses. The word limit is 3500 excluding abstract, tables, figures, acknowledgments and references. The abstract should be structured and cover 5 headings: Background, aim, methods, results and conclusion. The word limit for abstracts is 250. The number of tables and images (combined) should not exceed 5. The number of references should not exceed 40. The article should include an introduction, methods, results, discussion, acknowledgement if any, and references. The discussion section should include a paragraph mentioning the limitations of the study. All original research papers should follow EQUATOR reporting Guidelines. Clinical trials should conform to CONSORT Checklist available from <http://www.consort-statement.org>. Meta-analyses of clinical trials should include the PRISMA flow diagram and checklist whereas meta-analyses of observational

studies should incorporate the MOOSE checklist. Registration of clinical trials at an online public trial registry is mandatory, if the trial has been conducted after 2014. Permission from ethics committee/ Institutional Review Board (IRB), is mandatory and it must be mentioned in the “methods” section of all manuscripts. The authors must mention statement of sources of support and conflict of interest.

2. **Brief Research Communication:** These manuscripts, with not more than 2 tables/figures, should contain short reports of original studies or evaluations, preliminary investigative findings and early information of therapeutic trials, or unique first-time reports. The word limit is 1500 words (excluding abstract, tables, figures, acknowledgments and references) and up to 20 references, and an abstract (structured format incorporating background, aim, methods, results and conclusion) of not more than 150 words. Permission from ethics committee/ Institutional Review Board (IRB), is mandatory and it must be mentioned in the “methods” section. The authors must mention statement of sources of support and conflict of interest.
3. **Case Reports: Case reports are only considered as letters to the editor.**
4. **Case Series:** This should include 3 or more cases which are novel or interesting in terms of presentation or management. The word limit is 1500 words (excluding abstract and references, but including tables, if any) and upto 10 references. There should be a structured abstract of not more than 100 words. The case series should have a brief **introduction, description of individual cases** followed by **discussion** and **clinical implications**.
5. **Review Articles (invited):** Review articles are meant to critically assess and evaluate existing literature on a topic of general interest in the field of psychiatry and allied sciences. Review articles are usually invited by the Editorial Office although unsolicited reviews may also be considered in exceptional cases depending upon the quality of the review and its clinical relevance. Review articles can be either systematic reviews or narrative reviews. Systematic Reviews require a complete systematic search of literature with the help of several databases across many years. The quality of the cited evidence is to be graded subsequently. Systemic reviews should follow EQUATOR Reporting Guidelines which include a PRISMA style flow diagram and a PRISMA Checklist. Narrative Reviews are usually written by recognized experts on a particular field. These do not require a systematic review of literature but the recommendations and conclusions should be based on evidence including recent systematic reviews and guidelines. Review articles should include a structured abstract of not more than 300 words describing the purpose of the review, collection and analysis of data, main conclusions and relevance. The review article should include an introduction, methods, discussion/observation, conclusion and references. The word limit is 4000 words excluding tables, references and abstract. Tables/figures (combined) should not be more than 5. Number of references should not exceed 70.
6. **Letters to the Editor:** Brief letters in this section should be accompanied by a cover letter stating that the correspondence is “for publication”. Case reports may be considered for publication under this section. The word limit is 500 words (excluding references) and up to 5 references. Number of authors should not exceed 3. Letters discussing a recent article published in this journal may be considered provided it is received within 8 weeks of publication of the article. The word limit is 500 words (excluding references) and up to 5 references and number of authors should not exceed 3. One of the references in such cases should be that of the parent article which is being discussed. Such letters should provide objective, evidence-based feedbacks sighting proper references and avoid pejorative and judgmental language. Such letters, when considered for publication, will be sent to the authors of the original article so that they have an opportunity to reply. The authors of the original article must send their reply within 8 weeks of receiving the letter. Or else, their rebuttal will not be considered for publication. Letters written in reply should also be limited to 500 words and 5 references. Uncontrolled and preliminary observations may also be considered as letters to the editor. In such cases, the word limit is 700 words and 7 references.
7. **Viewpoint:** Contributions in this column should be clear, focused and well written and must deal with current issues or controversies that affect the mental health profession. The author(s) should have considerable experience and expertise on the topic. They are allowed to express their views and opinions on the topic which should be backed by evidence as far as possible. The article should not have more than 1500 words (excluding references), 15 references and 3 authors.
8. **CME:** This section should involve current updates on a recent topic of clinical interest. This section is included keeping trainee psychiatry residents in mind although all mental health professionals may find it useful. The recent literature (last five years) should be thoroughly reviewed to provide current update. The word limit is 3500 words (excluding references). The number of references should not exceed 50 and the number of authors should not be more than 3. The editor usually solicits the articles in this section though unsolicited contributions may be considered in exceptional cases
9. **Commentaries:** These papers should address important topics, which may be either multiple or linked to a specific article. The word limit is 2000 words with 1 table/figure and up to 20 references.
10. **Literary Psychiatry:** Original Contributions are welcome which cover both literature as well as mental health. These can be in the field of poetry, drama, fiction, reviews or any other suitable material. The word limit is 2000 words.
11. **My Voice:** In this section multiple perspectives are provided by patients, caregivers and paraprofessionals.

It should encompass how it feels to face a difficult diagnosis and what this does to relationships and the quality of life. Personal narratives, if used in this section, should have relevance to general applications or policies. Articles should underline the need to treat patients, rather than diseases, and to understand the impact such journeys may have on patients’ carers and families. The word limit is 1000 words.

12. **Announcements:** Information regarding conferences, meetings, courses, awards and other items likely to be of interest to readers should be submitted with the name and address of the person from whom additional information can be obtained (up to 100 words).

Specific innovative/new ideas or newly emerging concepts for the sections are actively encouraged.

- **Our Stand on Plagiarism**

The journal takes a strong note of plagiarism and authors must ensure that their manuscript is free from plagiarism. If plagiarism in any form is detected at any stage the manuscript may be rejected or withdrawn. All articles shall undergo mandatory plagiarism check after final submission. If there is any allegation of plagiarism in any form in a published article, the Editor shall investigate the matter as per ICMJE and COPE Guidelines. If plagiarism in any form is proven, the article shall be retracted and further actions, as deemed necessary, may be taken.

How to Submit Articles Online?



Articles can be submitted online from www.journalonweb.com/psychiatry. New authors will have to register as author, which is a simple two step procedure. For online submission articles should be prepared in two files (first page file and article file). Images should be submitted separately.

First Page File: Prepare the title page, covering letter, acknowledgement, etc. using a word processor program. All information which can reveal your identity should be here. Use text/rtf/doc/pdf files. Do not zip the files.

1. Type of manuscript (Original/Review/Case)
2. The title of the article, which should be concise, but informative;
3. Running title or short title of not more than 50 characters;
4. The name by which each contributor is known (Last name, First name and initials of middle name), with institutional affiliation;
5. The name of the department(s) and institution(s) to which the work should be attributed;
6. The name, address, phone numbers, facsimile numbers and e-mail address of the contributor responsible for correspondence;
7. The total number of pages, photographs and word counts separately for abstract and for the text (excluding the references and abstract).
8. Acknowledgement: Specify contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair and acknowledgments of technical, financial and material support; and
9. If the manuscript was presented as part at a meeting, the organisation, place, and exact date on which it was read.

Article file: The main text of the article, beginning from Abstract till References (including tables) should be in this file. Do not include any information (such as acknowledgement, your names in page headers, etc.) in this file. Use text/rtf/doc/pdf files. Do not zip the files. Limit the file size to 400 kb. Do not incorporate images in the file. If file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file.

Images: Submit good quality colour images. Each image should be less than 400 kb in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 800 pixels or 4 inches). All image formats (jpeg, tiff, gif, bmp, png, eps, etc.) are acceptable; jpeg is most suitable. Do not zip the files. **Please obtain permission for all images wherever required. Or else, it may attract legal action..**

Legends: Legends for the figures/images should be kept ready for copy-paste during the submission process.

Tables:

1. Tables should be self-explanatory and should not duplicate textual material. Tables with more than 10 columns and 25 rows are not acceptable. Limit the number to minimum required.
2. Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
3. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all non-standard abbreviations that are used in each table. For footnotes use the following symbols, in this sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡
4. Obtain permission for all fully borrowed, adapted, and modified tables and provide a credit line in the footnote.

Submission of copyright form: All the authors have to submit the signed copyright form by scanning and uploading it. This may not be required at the time of submission of article at the first instance; however, if the authors are asked to submit the revised version of the manuscript, submission of signed copyright form along with the revised version is a must.

Preparation of the Manuscript



Title Page

1. Type of manuscript (Original/Review/Case)
2. The title of the article, which should be concise, but informative;
3. Running title or short title not more than 50 characters;
4. The name by which each contributor is known (Last name, First name and initials of middle name), with institutional affiliation;
5. The name of the department(s) and institution(s) to which the work should be attributed;
6. The name, address, phone numbers, facsimile numbers and e-mail address of the contributor responsible for correspondence;
7. The total number of pages, photographs and word counts separately for abstract and for the text (excluding the references and abstract).
8. Acknowledgement: Specify contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair and acknowledgments of technical, financial and material support; and
9. If the manuscript was presented as part at a meeting, the organisation, place, and exact date on which it was read.

Abstract Page

The second page should carry the full title of the manuscript and an abstract (of no more than 150 words for case reports and 250 words for original articles). For original articles the abstract should be structured and state the Context (Background), Aims, Settings and Design, Methods and Material, Statistical analysis used, Results and Conclusions. Below the abstract should provide 3 to 6 key words.

Text of the article

State the purpose of the article and summarize the rationale for the study or observation in Introduction. For case reports give incidence of similar cases in past.

Describe the selection of the observational or experimental subjects clearly in Patients and Methods section. Identify the age, sex, and other important characteristics of the subjects. Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail. Give references to established methods, describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration. Reports of randomised clinical trials should be based on the **CONSORT statement** (<http://www.consort-statement.org>).

When reporting experiments on human subjects, procedures followed should be in accordance with the standards ethical committee on human experimentation and with the Helsinki Declaration of 1975, as revised in 2000 (http://www.wma.net/e/policy/17-c_e.html). Do not use patients' names, initials, or hospital numbers, especially in illustrative

material.

Present the results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasise or summarise only important observations. Use standard guidelines for statistics (See Ann Intern Med 1988;108:266-73).

Emphasize the new and important aspects of the study and the conclusions that follow from them along with implications of the findings and their limitations in the Discussion section.

References

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in superscript in square bracket ([¹]). References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. The titles of journals should be abbreviated according to the style used in Index Medicus. Avoid using abstracts, unpublished observations, and personal communication as references. Please refer <http://www.icmje.org> for other types of references such as electronic media, newspaper items, etc.

1. Standard journal article: Seshadri L, George SS, Vasudevan B, Krishna S. Cervical intraepithelial neoplasia and human papilloma virus infection in renal transplant recipients. Indian J Cancer 2001;38:92-5.

List the first six contributors followed by et al.

2. Personal author(s): Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.
3. Chapter in a book: Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. pp465-78.

Download a [PowerPoint presentation](#) on common reference styles and using the reference checking facility on the manuscript submission site.

Tables

- Tables should be self-explanatory and should not duplicate textual material. Tables with more than 10 columns and 25 rows are not acceptable. Limit the number to minimum required.
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
- Place explanatory matter in footnotes, not in the heading. Explain in footnotes all non-standard abbreviations that are used in each table. For footnotes use the following symbols, in this sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡
- Obtain permission for all fully borrowed, adapted, and modified tables and provide a credit line in the footnote.

Illustrations (Figures)

- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- Each figure should have a label pasted on its back indicating the number of the figure, the running title, top of the figure and the legends of the figure. Do not write on the back of figures, scratch, or mark them by using paper clips.
- If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. A credit line should appear in the legend for figures for such figures.
- Type legends (maximum 40 words, excluding the credit line) for illustrations with Arabic numerals corresponding to the illustrations. When symbols, arrows or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend.

Sending a revised manuscript

If the manuscript is submitted online, the contributors' form and copyright transfer form has to be submitted in original with the signatures of all the contributors within two weeks from submission.

Reprints

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Protection of Patients' Right to Privacy

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Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

- 1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
- 2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

Checklist

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(to be tick marked, as applicable and one copy attached with the manuscript)

Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Middle name initials provided
- Author for correspondence, with e-mail address provided
- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', name of institute in photographs, etc.)

Presentation and format

- Title page contains all the desired information (vide supra)
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (150 words for case reports and 250 words for original articles)
- Structured abstract provided for an original article
- Key words provided (three or more)
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS, not underlined)
- References cited in superscript in the text without brackets
- References according to the journal's instructions.

Language and grammar

- Uniformly American English
- Abbreviations spelt out in full for the first time

Tables and figures

- No repetition of data in tables/graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not, written permission enclosed)
- Credit note for borrowed figures/tables provided

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