



# INSTRUCTION OF CONTRIBUTORS

Dr. Vishal Sinha

## INFORMATION FOR AUTHORS

Indian Journal Behavioural sciences is the official publication of the The Indian Psychiatric Society (Central Zone) that considers for publication articles in all fields of Psychiatry. 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 Behavioural Sciences are summarized below

## 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. The Editors review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific flaws, or absence of importance of message are rejected. The journal will not return the unaccepted manuscripts. Other manuscripts are sent to two or more expert reviewers without revealing the identity of the contributors to the reviewers. Within a period of ten to twelve weeks, the contributors will be informed about the reviewers' comments and acceptance/rejection of manuscript. Articles accepted would be copy edited for grammar, punctuation, print style, and format.

## TYPES OF MANUSCRIPTS AND WORD LIMITS

**Original Research Papers:** These should only include original findings from high-quality planned research studies such as experimental designs, outcome studies, casecontrol series and surveys with high response rates, randomized controlled trials, intervention studies, studies of screening and diagnostic tests, and cost-effectiveness analyses. The word limit is 5000 excluding references and an abstract (structured format) of not more than 250 words.  
**Brief Research Communication:** These manuscripts, with not more than 1 table/figure, should contain short reports of original studies or evaluations, service oriented research which may not be methodologically sound but points towards a potential area of scientific research or unique first-time reports. The word limit is 1500 words and up to 20 references, and an abstract (structured format) of not more than 150 words.

**Case Reports:** These should contain reports of new/interesting/rare cases of clinical significance or with implications for management. The word limit is 1500 words and up to 10 references, and an abstract of not more than 150 words.

**Review Articles (invited):** These are systemic and critical assessments of the literature which will be invited. Review articles should include an abstract of not more than 250 words describing the purpose of the review, collection and analysis of data, with the main conclusions. The word limit is 5000 words excluding references and abstract.

**Letters to the Editor:** These should be short, decisive observation with the notation 'for publication'. The word limit is 500 words and up to 5 references. Letters critical to an article published in the Journal must be received within 8 weeks of publication of the article.

**Grand Rounds in Psychiatry (Case Conference):** This should highlight one or more of the following: diagnostic processes and discussion, therapeutic difficulties, learning process or content/technique of training. This may be authored by an individual or a team, and may be an actual case conference from an academic department or a simulated one. The word limit is 1500 words and up to 10 references.

**Viewpoint:** These should be experience-based views and opinions on debatable or controversial issues that affect the profession. The author should have sufficient, credible experience on the subject. The word limit is 3000 words.

**Commentaries:** These papers should address important topics, which may be either multiple or linked to a specific article. The word limit is 3000 words with 1 table/figure and up to 20 references.

**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.

**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.

**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.

### **Sending the Manuscript to the Journal**

Send three copies of the manuscript along with a covering letter, contributors' form signed by all the contributors, checklist and C.D. Place the photographs in a separate envelope. The covering letter must include information on prior or duplicate publication or submission elsewhere of any part of the work/study; and a statement of financial or other relationships that might lead to a conflict of interest. Copies of any permission(s) to reproduce published material, and to use illustrations or report information about identifiable people must accompany the manuscript. The manuscript should be sent to

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E-mail: drvsinh2000@yahoo.com  
A soft copy at the above mail is also acceptable.

### **Preparation of the Manuscript**

Send laser printout, on white thick paper, of A4 size (212 x 297 mm), with margins of 1 inch from all the four sides. Type or print on only one side of the paper. Use double spacing throughout. Number pages consecutively, beginning with the title page. The language should be British English.

#### **Title Page**

Type of manuscript (Original/Review/Case) The title of the article, which should be concise, but informative; Running title or short title not more than 50 characters;

The name by which each contributor is known (Last name, First name and initials of middle name), with institutional affiliation;

The name of the department(s) and institution(s) to which the work should be attributed;

The name, address, phone numbers, facsimile numbers and e-mail address of the contributor responsible for correspondence;

The total number of pages, photographs and word counts separately for abstract and for the text (excluding the references and abstract).

**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 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. 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 ([]). 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.



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.

**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.

**Contributors' form**

(to be modified as applicable and one signed copy attached with the manuscript)

Manuscript Title: \_\_\_\_\_

Manuscript number: \_\_\_\_\_

I/we certify that I/we have participated sufficiently in the intellectual content, conception and design of this work or the analysis and interpretation of the data (when applicable), as well as the writing of the manuscript, to take public responsibility for it and have agreed to have my/our name listed as a contributor. I/we believe the manuscript represents valid work. Neither this manuscript nor one with substantially similar content under my/our authorship has been published or is being considered for publication elsewhere, except as described in the covering letter. I/we certify that all the data collected during the study is presented in this manuscript and no data from the study has been or will be published separately. I/we attest that, if

requested by the editors, I/we will provide the data/information or will cooperate fully in obtaining and providing the data/information on which the manuscript is based, for examination by the editors or their assignees. I/we also certify that we have taken all necessary permissions from our institution and/or department for conducting and publishing the present work. Financial interests, direct or indirect, that exist or may be perceived to exist for individual contributors in connection with the content of this paper have been disclosed in the cover letter. Sources of outside support of the project are named in the cover letter.

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