

PSYCHIATRIKI

INSTRUCTIONS TO CONTRIBUTORS

PSYCHIATRIKI is the official journal of the Hellenic Psychiatric Association. It is published quarterly and has the same scope as the Hellenic Psychiatric Association, namely the advancement of Psychiatry. The journal invites contributions in the fields of Epidemiology, Psychopathology, Social Psychiatry, Biological Psychiatry, Psychopharmacology, Psychotherapy, and Preventive Psychiatry. The journal follows the standards approved by the International Council of Scientific Publishers. For a detailed description of the specifications see "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (www.CouncilScienceEditors.gr). Other sources: Br Med J 1991, 302:338-341/Can Med Assoc J 1995, 152:1459-1465. Apart from the printed edition, the journal is freely available in electronic version at the websites: www.psych.gr or www.betamedarts.gr.

PSYCHIATRIKI is indexed and included in MEDLINE/PubMed, Index Copernicus, Google Scholar, EMBASE/Excerpta Medica, GFMER, CIRRIE, SCIRUS for Scientific Inf., EBSCOhostTM, and in Iatrotek

Instructions to contributors, the "Submission form" and the "Authorship responsibility, financial disclosure, and acknowledgement form" can be found in the first issue of each year of the journal as well as in the website of the HPA: www.psych.gr.

EDITORIAL POLICIES

PSYCHIATRIKI accepts manuscripts for consideration with the understanding that they represent original material not previously published (except in abstract form) or submitted for publication elsewhere. All authors of a paper submitted must sign the submission form and declare that they agree with the text of the paper, the publication in the journal and the transfer of the copyright to the publishers. The authors also declare that:

- (a) there was no source of financial support (if any should be stated),
- (b) there were no conflicting interests concerning the material submitted,
- (c) the protocol of the research project has been approved by the Ethics Committee of the Hospital or the Institution within the work was undertaken according to the ethical standards laid down in the Declaration of Helsinki (1995) as revised in Edinburgh (2000), and
- (d) the participants gave their informed consent prior to their inclusion in the study.

Peer review policy

The acceptance criteria for all papers are the quality and originality of the research and its significance to the journal readership. All papers submitted are first screened by the Editor or members of the Editorial Board for suitability and quality. If suitable, papers are then reviewed by two reviewers, expert in the field. Reviewers are blinded as to the contributors of each paper. The reviewers remain anonymous for contributors. The comments of the reviewers along with proposed revisions or corrections are sent to the authors. The authors are informed of the final decision of the Editorial Board after the procedure of review is over. The names of the reviewers for the past year appear in a list in the first issue of the next year. The Editorial Board reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between authors and readers.

PUBLICATION ETHICS

PSYCHIATRIKI follows closely the industry associations, such as the Committee on Publication Ethics (COPE), International Committee of Medical Journal Editors (ICJME) and World Association of Medical Editors (WAME), that set standards and provide guidelines for best practices in order to meet these requirements. Key expectations of editors, peer-reviewers and authors are presented below.

Editors' responsibilities

PSYCHIATRIKI follows COPE Ethical Guidelines for Editors as described at http://publicationethics.org/files/Guidance_for_Editors_Research_Audit_and_Service_Evaluations_v2_0.pdf

The editor:

- has complete responsibility and authority to reject/accept an article
- can only accept a paper when reasonably certain
- preserves anonymity of reviewers
- promotes publication of correction or retraction when errors are found,
- certifies that he/she has no conflict of interest with respect to articles they reject/accept;

The editor's role is:

- To act in a balanced, objective and fair way while carrying out their expected duties, without discrimination on grounds of gender, sexual orientation, religious or political beliefs, ethnic or geographical origin of the authors.
- To handle submissions for sponsored supplements or special issues in the same way as other submissions, so that articles are considered and accepted solely on their academic merit and without commercial influence.
- To adopt and follow reasonable procedures in the event of complaints of an ethical or conflict nature, in accordance with the policies and procedures of the Society where appropriate. To give authors a reasonable opportunity to respond to any complaints. All complaints should be investigated no matter when the original publication was approved. Documentation associated with any such complaints should be retained. □

Reviewers' responsibilities

Reviewers should follow COPE Ethical Guidelines for Peer Reviewers as described at http://publicationethics.org/files/Peer%20review%20guidelines_0.pdf

Reviewers guarantee that:

- their judgments concerning the reviewing article are objective;
- they have no conflict of interest with respect to the research, the authors and/or the research funders;
- relevant published work which is not yet cited will be pointed
- reviewed articles are treated confidentially

Reviewers role is:

- To contribute to the decision-making process, and to assist in improving the quality of the published paper by reviewing the manuscript objectively, in a timely manner.
- To maintain the confidentiality of any information supplied by the editor or author. To not retain or copy the manuscript.
- To alert the editor to any published or submitted content that is substantially similar to that under review.
- To be aware of any potential conflicts of interest (financial, institutional, collaborative or other relationships between the reviewer and author) and to alert the editor to these, if necessary withdrawing their services for that manuscript.

Authors' responsibilities

Authors should follow COPE Ethical Guidelines for Peer authors as described at http://publicationethics.org/files/2003pdf12_0.pdf

By signing Authorship statement authors agree:

- To maintain accurate records of data associated with their submitted manuscript, and to supply or provide access to these data, on reasonable request. Where appropriate and where allowed by employer, funding body and others who might have an interest, to deposit data in a suitable repository or storage location, for sharing and further use by others.
- To confirm/assert that the manuscript as submitted is not under consideration or accepted for publication elsewhere. Where portions of the content overlap with published or submitted content, to acknowledge and cite those sources. Additionally, to provide the editor with a copy of any submitted manuscript that might contain overlapping or closely related content.
- To confirm that all the work in the submitted manuscript is original and to acknowledge and cite content reproduced from other sources. To obtain permission to reproduce any content from other sources.
- That any studies involving human or animal subjects conform to national, local and institutional laws and requirements (e.g. WMA Declaration of Helsinki, NIH Policy on Use of laboratory Animals, EU Directive on Use of Animals) and confirm that approval has been sought and obtained where appropriate. Authors should obtain express permission from human subjects and respect their privacy.
- To declare any potential conflicts of interest (e.g. where the author has a competing interest (real or apparent) that could be considered or viewed as exerting an undue influence on his or her duties at any stage during the publication process).
- To notify promptly the journal editor or publisher if a significant error in their publication is identified. To cooperate with the editor and publisher to publish an erratum, addendum, corrigendum notice, or to retract the paper, where this is deemed necessary.

PROCEDURES FOR DEALING WITH UNETHICAL BEHAVIOUR INCLUDING PLAYARISM

Identification of unethical behavior/playarism

- Misconduct and unethical behavior including playarism may be identified and brought to the attention of the editor and publisher at any time, by anyone.
- Misconduct and unethical behaviour may include, but need not be limited to, examples as outlined above.
- Whoever informs the editor or publisher of such conduct should provide sufficient information and evidence in order for an investigation to be initiated. All allegations should be taken seriously and treated in the same way, until a successful decision or conclusion is reached.

Investigation

- An initial decision should be taken by the editor, who should consult with or seek advice from the editorial board, if appropriate.
- Evidence should be gathered, while avoiding spreading any allegations beyond those who need to know.

Minor breaches

- Minor misconduct might be dealt with without the need to consult more widely. In any event, the author should be given the opportunity to respond to any allegations.

Serious breaches

- Serious misconduct might require that the employers of the accused be notified. The editor, in consultation with the publisher or Hellenic Psychiatric Society as appropriate, should make the decision whether or not to involve the employers, either by examining the available evidence themselves or by further consultation with a limited number of experts.

Outcomes (in increasing order of severity; may be applied separately or in conjunction)

- Informing or educating the author or reviewer where there appears to be a misunderstanding or misapplication of acceptable standards.
- A more strongly worded letter to the author or reviewer covering the misconduct and as a warning to future behaviour.
- Publication of a formal notice detailing the misconduct.
- Publication of an editorial detailing the misconduct.
- A formal letter to the head of the author's or reviewer's department or funding agency.
- Formal retraction or withdrawal of a publication from the journal, in conjunction with informing the head of the author or reviewer's department, Abstracting & Indexing services and the readership of the publication.
- Imposition of a formal embargo on contributions from an individual for a defined period.
- Reporting the case and outcome to a professional organisation or higher authority for further investigation and action.

ARTICLE TYPES

1. Editorials: Short articles in both English and Greek language covering topics of particular importance, written by members of the Editorial Board by members of International Advisory Board and by invited authors (500-700 words and 5-8 references).

2. Review articles: Should be written by one or two authors. They should not exceed 3,000 words.

3. Research papers: These articles must be based on a research protocol. Statistical evaluation of the findings is essential. They should not exceed 3,000 words.

4. Brief communications: This section includes research reports which can be accommodated in a small space. They should not exceed 1,500 words.

5. Special articles: Invited articles concerning topics of special interest (up to 3,000 words).

6. Case reports: This section includes interesting case reports and descriptions of cases where new diagnostic or/and therapeutic methods have been applied (up to 1500 words).

7. General articles: These articles may reflect opinions on the theory and practice of Psychiatry, on the systems of provision of psychiatric services, on matters concerning the borderland between Psychiatry and other specialties or disciplines, etc. They should not exceed 2,000 words.

8. Letters to the editor: Brief letters (maximum 400 words) will be considered for publication. These may include comments or criticisms of articles published in *PSYCHIATRIKI*, comments on current psychiatric topics of importance, preliminary research reports (along with a short abstract in Greek).

9. Book review: Presentation and critical review of selected books is carried out by the editorial board or by persons invited by it (up to 600 words along with a short abstract in Greek).

* **Issues in English:** The issues of *PSYCHIATRIKI* will be published in Greek always with an abstract in English. Twice a year the issues will be published in English (with extensive abstract in Greek, 400-500 words). In this issue, papers by foreign and Greek writers will be published. Papers by Greek writers could be submitted in Greek or in English. Papers submitted in Greek that have been chosen to publication in English will be translated with the cooperation of the Editorial Board and the writers.

* **Abstracts:** All articles should be accompanied by abstracts, both in Greek and English, about 400-500 words each.

MANUSCRIPT SUBMISSION

Papers either in English or in Greek are considered for publication and should be sent to:

PSYCHIATRIKI

Hellenic Psychiatric Association, 11 Papadiamantopoulou str., GR-115 28 Athens, Greece

E-mail: editor@psych.gr

The original manuscript, three copies as well as a copy on a CD or an electronic copy by e-mail should be submitted. The text must be written with a word process or compatible with any Windows program, or with any program for a Macintosh computer.

The submitted manuscripts should be accompanied by the "Submission form" accurately filled in. A code number to be used in further correspondence will be assigned to all papers submitted. Manuscripts should be typewritten, double-spaced on one side of the paper with a margin of at least 3.5 cm. On the right upper corner of the first page a characterization on the article should appear (e.g., Brief Communication, Research Article).

MANUSCRIPT PREPARATION

All pages must be numbered, starting with the title page.

Title page: It indicates the title (which should not exceed 12 words), the names and surnames of the authors, the Institute, Hospital, University, etc. where the work was conducted and the address, telephone number and e-mail of the author who will be responsible for the correspondence. In the same page appreciation for those who have contributed to the presented work can also be included.

Abstract: The second page must include an informative abstract (400-500 words) as well as 4-6 key words.

Main part: Must be divided in sections (e.g., for the Research Papers: Introduction, Material and method, Results, Discussion). Results appearing in the tables should not be reported again in detail in the text.

References: They must be identified in the text by arabic numbers (in brackets) and must be numbered in the order in which they are first mentioned in the text (Vancouver system), e.g. *Birley¹ found that... but Alford² disagreed.* Cite the names of all authors. The list of references should include only those publications which are cited in the text. References should not exceed 100 in the Review articles and the Special articles, 50 in the General articles, 15 in the Brief Communications and in Case reports, and 8 in the Editorials and the Letters to the Editor.

The following paradigms illustrate the various reference categories:

1. Birley JLT, Adear P, Singer D, Rosenberg M. Electro-gastrographic studies in elderly patients. *Gastroenterology* 1980, 79:311-314 (Journal Article)
2. Alford J, Nemiah J. Peptic ulcer in childhood. In: Sodeman WA (ed) *Pathologic Physiology*. Saunders, Philadelphia, 1970:457-472 (Chapter in Book)
3. Kinden A. *Stress and emotion*. Springer, Berlin, 1990 (Book)
4. Larsen E, Elliot B. Fatigue in major depression. *Psichiatriki* 2007, (Suppl 1):S143-S144 (Journal Supplement)
5. Silverstone A, Leman H, Stark J. *Attempted suicide by drug overdose*. Paper presented at 2nd Congress on Suicide behaviour, 4-6 May 2002, Rome, Abstracts Book, pp 212-213 (Conference Presentation - Abstract Book)
6. Henry A, Andrews B. *Critical issues for parents with mental illness*. N.Y. Centre for Mental Health Services 2001 (Cited 2 June 2005) Available from www.mentalorg/publications (Website)

Abbreviations of journal titles should conform to the style used in *Index Medicus*; journals not indexed there should not be abbreviated.

Tables: They must appear in a separate page, double-spaced. They must be numbered in the order in which they are mentioned on the text, with arabic numbers (Table 1). A descriptive concise title should be included. Avoid vertical lines.

Figures: They must be professionally prepared glossy or other camera-ready prints. They must be numbered with arabic numbers (Figure 1) in the order in which they appear in the text. The figure number, the authors' names, the title on the paper and the figure title should be written with soft pencil on the back

of each figure (or on a label affixed to it). A copy of each table and figure must be included with each copy of the manuscript.

Symbols and abbreviations: Spell out all abbreviations (other than those for units of measure) the first time they are used. Follow Iatriki 1980, 37:139 (in Greek) or «Units, Symbols and Abbreviations: a Guide for Biological and Medical Editors and Authors» (3rd ed, 1977) available from the Royal Society of Medicine of the United Kingdom.

PROOFS

Proofs will be sent to the first author of each article. Extensive changes are not allowed in proofs.