

The Canadian Journal of Psychiatry Manuscript Preparation Checklist

Please be sure to carefully read and follow all Manuscript Preparation Guidelines: <http://bit.ly/TheCJPAuthorInfo>

Manuscript Types:

In Review (IR)

Original Research (OR)

Systematic Review (SR)

Perspectives (PER)

Research Letters (RL)

Letter to the Editor (LE)

(The CJP does not publish case reports.)

Manuscript Element	Required by Type	Document or Submission Form Placement	Description	Included
Style	All		Double-spaced (including captions, legends, and references) with 3cm left and right margins and 5cm head and foot; .docx or .rtf format; 12 point Arial or Times New Roman font.	
Word Count	All		Text excluding the abstract, references, tables, and figure legends. IR: 3500 words (IR Editorial: 1500) OR: 3500 words SR: 5000 words PER: 2500 words RL: 800 words LE: 500 words	
Abbreviations and Acronyms	All , if applicable		If an abbreviation is used only once the term should be spelled out and not abbreviated. If an abbreviation is used more than once, the abbreviation should be spelled out in the text on first use, with the abbreviation in parenthesis.	
Footnotes	All , if applicable		Type footnotes at the bottom of the manuscript page on which they are cited.	
Measurements and Weights	All , if applicable		Standard metric units.	
Statistical Nomenclature and Data Analysis	All , if applicable		Methodology for all statistical analysis should be described and references should be cited. Standard tests (chi-square, student's T, etc.) do not require citation of references. Proprietary software for statistical analysis should be documented.	
Suppliers	All , if applicable		Credit suppliers of drugs, equipment, and other commercial material mentioned in the article within parentheses in text, giving company name, city and state or city and country.	
Patient Consent	All , if applicable		State in the Methods whether participants provided informed consent and whether the consent was written or verbal.	
Cover Letter	All , optional		A Cover Letter is optional and can be entered or uploaded within the online submission form.	
Fees	All		The only fees are for color figures; see Figures below.	

MAIN DOCUMENT:			
• Title	All	Title Page	Title should be descriptive. (No running head required.)
• Author Names	All	Title Page	List all authors by first name, all initials, and family name. See full authorship guidelines in Manuscript Submission Guidelines.
• Author Affiliations	All	Title Page	List the name and full address of all institutions in which the described work was done (even if not the author's current affiliation). List departmental affiliations of each author affiliated with that institution after each institutional address. Connect authors to departments using numbered superscripts.
• Corresponding Author	All	Title Page	Provide the name, exact postal address with zip or postal code, telephone number, and e-mail address of the author to whom communications, proofs, and requests for reprints should be sent after publication.
• Abstract	IR OR SR	Follows Title Page	IR, OR, SR: Structured, no longer than 300 words, divided into sections: Objectives, Methods, Results, and Conclusions. PER: optional. RL, LE: none.
• Keywords	All	Follow Abstract	Provide 3 to 10 keywords for all submissions. MeSH terms are preferred.
• Introduction	OR	Follows Abstract and Keywords	OR: A short introductory section that clearly states the objective of, or the hypothesis tested by, the research.
• Materials (or Patients) & Methods	OR	Follow Introduction	
• Results	OR	Follow Materials (or Patients) & Methods	
• Discussion	OR	Follows Results	
• Conclusion	OR	Follows Discussion	
• Data Access	All , if applicable	Follows Conclusion	Provide a statement of access to data. E.g. whether it is provided as a supplementary file, is available from a third party platform, or state the reason it is not available.
• Acknowledgements	All , if applicable	Follow Conclusion or Data Access if applicable	All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section.
• Conflicts of Interest	All	Follow Acknowledgments	At manuscript submission, ALL authors must submit a completed ICMJE COI form at the time of submission. See full description in Manuscript Submission Guidelines.
• Funding	All	Follows COIs	See full description in Manuscript Submission Guidelines.
• References	All , if applicable	Follow Funding	Follow a citation sequence referencing style with superscript numbers (no brackets) based on the <i>Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers</i> . Number references in the order of their first appearance in the text, using the same number when repeating the reference. <i>Example:</i> Adair CE, Streiner DL, Barnhart R, et al. Outcome trajectories among homeless individuals with mental disorders in a multisite randomised controlled trial of housing first. <i>Can J Psychiatry</i> . 2017;62(1):30-39.

<ul style="list-style-type: none"> Tables 	All , if applicable	Follow References	<p>Must be self-explanatory, not duplicated in the text or figures. Must be created within the text file and not imported or pasted as images.</p> <ul style="list-style-type: none"> • Double-space on separate pages • Do not use vertical lines • Number (Arabic) in order of appearance • Title above • Legends and explanatory notes below • Abbreviations follow legend in alphabetic order • Lower case letter superscripts beginning with “a” following in alphabetic order for notations regarding statistics. <p>IR, OR, SR: Maximum of 5 figures and tables, combined. PER, RL: Maximum of 1 figure or table. LE: No figures or tables permitted.</p>	
<ul style="list-style-type: none"> Figure Legends 	All , if applicable	Follow Tables	<p>Add a placeholder note in the running text (i.e. “[insert Figure 1.]”) for each figure.</p> <p>Cite the source of previously published (print or electronic) material in the legend and indicate permission has been obtained. Proof of permission must be scanned and uploaded with manuscript files or emailed to the editorial office.</p> <p>Figure legends should be double-spaced and numbered (Arabic) in order of appearance. Identify (in alphabetical order) all abbreviations appearing in the figures at the end of each legend.</p>	
Figures	All , if applicable		<p>See full description in Manuscript Submission Guidelines.</p> <ul style="list-style-type: none"> • Format: JPEG, TIFF, EPS • Placement: Figures should be submitted separately. Please add a placeholder note in the running text (i.e. “[insert Figure 1.]”). • Resolution: Rasterized based files (i.e. with .jpeg or .tiff extension) require a resolution of at least 300 dpi (dots per inch). Line art, 800 dpi. • Images cannot be scaled up after origination. <p>IR, OR: Maximum of 5 figures and tables, combined. SR: Maximum of 5 figures and tables, combined. Include PRISMA flow sheet. PER, RL: Maximum of 1 figure or table. LE: No figures and tables permitted.</p> <p>The fee for colour figures in print is US\$800 for the first figure and US\$200 for each additional figure in the same article. There is no fee for colour online only.</p>	
Supplementary Data	All , if applicable		See full description in Manuscript Submission Guidelines.	
Revisions	All		<p>Must be submitted in two parts as word-processing files (1) revised, marked text file showing additions and deletions, preferably using Track Changes strike through format for deletions; (2) revised, unmarked manuscript text file.</p> <p>A point-by-point response to reviewers’ comments must be pasted into the appropriate field on the submission form or uploaded as an attachment.</p> <p>Make sure that a completed ICMJE COI form has been uploaded for each author.</p>	