

Manuscript Submission Guidelines: *The Canadian Journal of Psychiatry (The CJP)*

This Journal is a member of the [Committee on Publication Ethics](#)

This Journal recommends that authors follow the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#) formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the Journal's submission site <https://mc.manuscriptcentral.com/cjp> to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of *The CJP* will be reviewed.

SAGE Publishing disseminates high-quality research and engaged scholarship globally, and we are committed to diversity and inclusion in publishing. We encourage submissions from a diverse range of authors from across all countries and backgrounds.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

1. What do we publish?

1.1 Aims & Scope

1.2 Article types

1.3 Writing your paper

2. Editorial policies

2.1 Peer review policy

2.2 Authorship

2.3 Acknowledgements

2.4 Declaration of conflicting interests

2.5 Funding

2.6 Research ethics and patient consent

2.7 Clinical trials

2.8 Reporting guidelines

2.9 Data

3. Publishing policies

3.1 Publication ethics

3.2 Contributor's publishing agreement

3.3 Open access and author archiving

4. Preparing your manuscript

4.1 Formatting

4.2 Artwork, figures and other graphics

4.3 Supplementary material

4.4 English language editing services

5. Submitting your manuscript

5.1 ORCID

5.2 Information required for completing your submission

5.3 Permissions

6. On acceptance and publication

6.1 SAGE Production

6.2 Online First publication

6.3 Access to your published article

6.4 Promoting your article

7. Further information

1. What do we publish?

1.1 Aims & Scope

Established in 1956, *The Canadian Journal of Psychiatry* has been keeping psychiatrists up-to-date on the latest research for over 60 years. The Canadian Journal of Psychiatry provides a forum for psychiatry and mental health professionals to share their findings with more than 3000 researchers and clinicians.

The Canadian Journal of Psychiatry includes peer-reviewed scientific articles analyzing ongoing developments in Canadian and international psychiatry. Regular features include:

- The popular "In Review" series, written by world leaders in psychiatric research on a broad range of biopsychological topics;
- Perspectives articles that take evidence-based sides on controversial, complex, or emerging themes;
- The latest Original Research and Systematic Review papers;
- Research Letters which briefly communicate research findings;
- Letters to the Editor;
- Official Position Papers, Policy Statements, and Clinical Practice Guidelines of the Canadian Psychiatric Association; and
- Supplements

1.2 Article types

The following describes the manuscript (MS) types published in *The CJP*, including requirements for each, such as word count (not including structured abstracts, acknowledgements, references, tables, and figures) and number of tables and figures. These restrictions are enforced to enable *The CJP* to publish as many papers in each issue as possible.

Please ensure that you are using Times New Roman or a similar font and double-spaced line formatting.

Research

Article Type	Description	Requirements
Original Research	Includes research findings of substantive original research studies (eg. clinical trial, epidemiological studies, genetic studies, imaging, cohort studies, meta-analysis, mega-analysis, etc)	<ul style="list-style-type: none"> • 3,500 words • ≤300-word structured abstract • ≤5 figures and tables, combined • ≤70 references
Research Letter	Research findings of novel, pilot, and proof of concept studies for rapid review and publication.	<ul style="list-style-type: none"> • ≤800 words • 1 table or figure • ≤5 references • No abstract

Clinical Review and Education

Article Type	Description	Requirements
Systematic Review	Systematic search and critical assessment of the literature with or without quantitative analysis (meta-analysis or mega-analysis)	<ul style="list-style-type: none"> • 5,000 words • ≤300-word structured abstract • ≤5 figures and tables, combined • ≤70 references • Follow PRISMA checklist • Include PRISMA flow sheet as a figure
Commentary	Commentaries can be related to published articles. Invited commentaries are any manuscripts covering any contemporary or controversial areas.	<ul style="list-style-type: none"> • ≤1,200 words • No abstract required • ≤9 references • Perspective or In Review article (to which commentary is related) is cited in the commentary text and added to the reference list
In Review	Published by invitation ONLY. The Editor-In-Chief invites experts in the field to write state-of-the-art reviews for publication. Unsolicited manuscripts are not accepted.	<ul style="list-style-type: none"> • 3,500 words • ≤300-word structured abstract • ≤5 tables and/or figures • ≤100 references

	Updated and authoritative statement about an area of psychiatry.	<ul style="list-style-type: none"> • May be accompanied by an invited commentary of ≤1,200 words
--	--	---

Opinion

Article Type	Description	Requirements
Perspective	<p>Brief articles covering emerging, contentious, or complex themes relevant to the journal's mandate.</p> <p>By invitation only, but authors are encouraged to contact the Editor-in-Chief if they have ideas for a Perspective article.</p> <p>MSs not expected to provide comprehensive coverage of existing literature. Instead, MSs may adopt a specific perspective on a contemporary problem or issue.</p>	<ul style="list-style-type: none"> • 2,500 words • No abstract required • ≤1 table or figure • ≤30 references • May be accompanied by an invited commentary of approx. 1,200 words
Letter to the Editor	<p>Must be related to <i>The CJP</i>-published articles.</p> <p>Once accepted, the Editorial Office will contact the corresponding author of the article in question to reply. Letter and reply will be published together.</p>	<ul style="list-style-type: none"> • Submitted within 4 months of original publication • Descriptive title • ≤500 words for body • No tables and figures • ≤5 references

The CJP does not publish **case reports**.

1.3 Writing your paper

The SAGE Author Gateway has some general advice and on [how to get published](#), plus links to further resources.

See **4. Preparing your manuscript for submission** for section specific information.

1.3.1 Make your article discoverable

When writing your paper, think about how you can make it discoverable. The title, keywords and abstract are key to ensuring readers find your article through search engines such as

Google. For information and guidance on how best to title your article, write your abstract and select your keywords, have a look at this page on the Gateway: [How to Help Readers Find Your Article Online](#)

2. Editorial policies

2.1 Peer review policy

The CJP recognizes the value and importance of peer review in maintaining the integrity of the scientific record. The peer review process is essential to scholarly publication both as a critique and a collaboration to improve the quality of the manuscript.

The CJP operates a conventional single-blind reviewing policy in which the reviewers' names are always concealed from the submitting author(s).

Additional Information

All manuscripts are reviewed initially by the Editors and only those papers that meet the scientific and editorial standards of the journal and fit within the aims and scope of the journal, will be sent for outside review.

Decisions on manuscripts will be made as rapidly as possible. Authors should expect to receive reviewer comments within approximately 6 weeks. In general, Editors will seek advice from three or more expert reviewers about the scientific content and presentation of submitted articles.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor/Board member will have no involvement in the decision-making process.

Publons

Publons is a third party service that seeks to track, verify and give credit for peer review. Reviewers for *The CJP* can opt in to Publons in order to claim their reviews or have them automatically verified and added to their reviewer profile. Reviewers claiming credit for their review will be associated with the relevant journal, but the article name, reviewer's recommendation, and the content of their review is not published on the site. For more information, visit the [Publons](#) website.

2.2 Authorship

Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors. The list of authors should include all those who can legitimately claim authorship. This is all those who:

- (i) Made a substantial contribution to the concept or design of the work; or acquisition, analysis or interpretation of data,
- (ii) Drafted the article or revised it critically for important intellectual content,
- (iii) Approved the version to be published,

- (iv) Participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Authors should meet the conditions of all of the points above. When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the [International Committee of Medical Journal Editors \(ICMJE\) authorship guidelines](#) for more information on authorship.

2.3 Acknowledgements

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support. If a personal communication is referenced in the MS (as a parenthetical statement, not in the reference list), the Acknowledgements section should include a statement that the person quoted gave permission for the information to be used. A copy of the email or letter granting permission should be sent to the Editorial Office for its records.

2.3.1 Writing assistance

Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual's name, company and level of input – and identify the entity that paid for this assistance.

It is not necessary to disclose use of language polishing services.

2.4 Declaration of conflicting interests

The CJP requires authors to include a declaration of any conflicting interests and recommends you review the good practice guidelines on the [SAGE Journal Author Gateway](#)

It is our policy to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles. Please ensure that a 'Declaration of Conflicting Interests' statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'.

For guidance on conflict of interest statements, please see the ICMJE recommendations [here](#).

2.5 Funding

The CJP requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Funding from both public and private sources should be acknowledged,

including grant numbers if available, or if there was no funding state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

2.6 Research ethics and patient consent

Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal. Information on informed consent to report individual cases or case series should be included in the manuscript text.

In terms of patient privacy, authors are required to follow the ICMJE Recommendations for the Protection of Research Participants. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published, and the written consent should be included with the manuscript files.

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted. The journal has adopted the Consensus Author Guidelines on Animal Ethics and Welfare for Veterinary Journals published by the International Association of Veterinary Editors.

2.7 Clinical trials

The CJP conforms to the ICMJE requirement that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrollment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

The registry must meet several criteria, including: being accessible to the public at no charge; being open to all prospective registrants; being managed by a not-for-profit organization; having a mechanism to ensure the validity of the registration data; and being electronically searchable. Examples include <http://clinicaltrials.gov> and <http://www.who.int/ictrp/network/primary/en/index.html>. The registration name and number should be listed at the end of the Abstract.

While trial methodology must be registered, trial results need not be registered. Should the authors decide to register the results, they must be registered in the same registry as the initial methodology to be considered previously unpublished.

The International Committee of Medical Journal Editors defines a clinical trial as any research project that prospectively assigns people to an intervention, with or without concurrent comparison or control groups, to study the cause-and-effect relationship between a health-related intervention and a health outcome. Health-related interventions are those used to modify a biomedical or health-related outcome; examples include drugs, surgical procedures, devices, behavioural treatments, dietary interventions, quality improvement interventions, and process-of-care changes. Health outcomes are any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events.

2.8 Reporting guidelines

The relevant EQUATOR Network reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed CONSORT flow chart as a cited figure and the completed CONSORT checklist should be uploaded with your submission as a supplementary file. Systematic reviews and meta-analyses should include the completed PRISMA flow chart as a cited figure and the completed PRISMA checklist should be uploaded with your submission as a supplementary file. The EQUATOR wizard can help you identify the appropriate guideline.

Other resources can be found at [NLM's Research Reporting Guidelines and Initiatives](#)

2.9 Data

SAGE acknowledges the importance of research data availability as an integral part of the research and verification process for academic journal articles.

The CJP requests all authors submitting any primary data used in their research articles to provide such data alongside their article submissions to be reviewed and published in the online version of the journal, or to provide detailed information in their articles on how the data can be obtained. This information should include links to third-party data repositories or detailed contact information for third-party data sources. Data available only on an author-maintained website will need to be loaded onto either the journal's platform or a third-party platform to ensure continuing accessibility. Examples of data types include but are not limited to statistical data files, replication code, text files, audio files, images, videos, appendices, and additional charts and graphs necessary to understand the original research. Please note that appendices will not be included in the print version of the published article and will only be included in online supplementary material. The editor(s) may consider limited embargoes on proprietary data. The editor(s) can also grant exceptions for data that cannot legally or ethically be released. All data submitted should comply with Institutional or Ethical Review Board requirements and applicable government regulations. For further information, please contact the editorial office at cjp@sagepub.com.

3. Publishing Policies

3.1 Publication ethics

SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' [International Standards for Authors](#) and view the Publication Ethics page on the [SAGE Author Gateway](#)

3.1.1 Plagiarism

The CJP and SAGE take issues of copyright infringement, plagiarism, or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

3.1.2 Prior publication

If material has been previously published, it is not generally acceptable for publication in a SAGE journal. However, there are certain circumstances where previously published material can be considered for publication. Please refer to the guidance on the [SAGE Author Gateway](#) or if in doubt, contact the Editor at the address given below.

3.2 Contributor's publishing agreement

Before publication, SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. SAGE's Journal Contributor's Publishing Agreement is an exclusive licence agreement, which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case, copyright in the work will be assigned from the author to the society. Authors will be provided a link via email to complete the form electronically once their MS is accepted. For more information please visit the [SAGE Author Gateway](#)

3.3 Open access and author archiving

The CJP offers optional open access publishing via the SAGE Choice programme. For more information, please visit the [SAGE Choice website](#). For information on funding body compliance, and depositing your article in repositories, please visit [SAGE Publishing Policies](#) on our Journal Author Gateway.

4. Preparing your manuscript for submission

Please see the [Manuscript Preparation Checklist](#) available on the Journal's website.

4.1 Formatting

Preferred format for the text and tables of your manuscript is Word in 12 point Arial or Times New Roman fonts. Tables may be formatted in Word or Excel. The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Figures should be no longer than one page. Correct preparation of the manuscript will expedite the review and publishing process. Incorrectly formatted documents or those **that are above the word count limit or are missing important elements will be returned to the author** for correction prior to peer review, thus delaying peer review, decision, and publication.

With minor exceptions, MS requirements are based on 3 sources:

- International Committee of Medical Journal Editors (ICMJE). Recommendations for the conduct, reporting, editing, and publication of scholarly work in medical journals [Internet]. ICMJE. [updated 2013 Aug; cited 2013 Sep 6]. Available from: http://www.icmje.org/urm_main.html.
- Council of Science Editors, Style Manual Committee. Scientific style and format: The CSE Manual for Authors, Editors and Publishers. 8th ed.; 2014.
- Barber K, editor. Canadian Oxford Dictionary. 2nd ed. Don Mills (ON): Oxford University Press; 2004.

Word Count

The electronic total word count of the manuscript text should not exceed the following, excluding the abstract, references, tables, and figure legends:

In Review Series: Article – 3500

Invited Commentary – 1200

Original Research article – 3500

Systematic Review – 5000

Perspective – 2500

Research Letter – 800

Letter to the Editor – 500

Sections of the manuscript

Arrange the Main Document of the manuscript as follows: (1) Title Page; (2) Abstract (if included); (3) Body Text; (4) Data Access; (5) Acknowledgements; (6) Conflicts of Interest Disclosure; (7) Funding; (8) References; (9) Tables; (10) Figure Legends

(1) Title Page

Title. All submissions, including correspondence, must have a descriptive title.

Authors

Include authors' full names (not initials, unless middle initial[s] or first initial[s] with middle name[s] spelt out, academic degrees, and titles and positions at their various institutions.

Limit authors in the byline to those who substantially contributed to the concept and design, data acquisition, analysis, and interpretation; drafted or critically revised the MS for important intellectual content; and approved the final version for publication. People who referred patients; assisted with data collection, statistical analysis, or writing of the MS; or supervised and provided general support should not be included as authors but

thanked in the Acknowledgements.

While author names, degrees, and institutions are included in the metadata for Manuscript Central, they are also required on the MS itself to facilitate editing before layout. *The CJP* uses a single-blind, peer-review process in which author information is available to reviewers, but reviewer identities are kept confidential.

Corresponding author contact details

Provide full contact details for the corresponding author including email, mailing address and telephone numbers.

See **2.2 Authorship** above.

(2) Abstract and Keywords

Abstracts must not be more than 300 words and should be structured under the following headings: Objective, Method, Results, and Conclusions. References are not acceptable in the Abstract. If applicable, the clinical trial or systematic review registration number should appear at the end of the Abstract (see Clinical Trial Registration above). *The CJP* translates the Abstract into French or English.

Include 3 to 10 key words or short phrases for indexing purposes. MeSH terms are preferred.

No abstract is required for Commentary or Perspectives.

(3) Body Text

Cite references, tables, and figures in numeric order by order of mention in the text.

Abbreviations and acronyms. If they are used only once, they should be spelled out and not abbreviated. If used more than once, the abbreviation or acronym should be spelled out in the text on first use, with the abbreviation in parenthesis.

Measurements and weights should be given in standard metric units.

Statistical Nomenclature and Data Analysis. Methodology for all statistical analysis should be described and references should be cited. Use of standard tests (chi-square test, student's T-test, etc.) do not require citation of references. Use of proprietary software for statistical analysis should be documented.

Footnotes. Type footnotes at the bottom of the manuscript page on which they are cited.

Suppliers. 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.

(4) Data Access. 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 why the data is not available.

(5) Acknowledgements. See **2.3 Acknowledgements** above.

(6) Conflict of Interest Disclosure. See **2.5 Declaration of conflicting interests** above.

(7) Funding. See **2.4 Funding** above

(8) References

The CJP follows a citation sequence referencing style with superscript numbers (no brackets) based on the *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*. Number references in the order of their first appearance in the text, using the same number when repeating the reference. Direct quotes should include the page number (for example, p 3).

In the References, do not include personal communications, unpublished MSs, or MSs submitted but not yet accepted for publication. Note these parenthetically in the text as follows: (name, date, and personal communication) or (unpublished observation). Authors must provide the Editorial Office with a letter or email indicating that permission to publish the information was granted from the source of the personal communication or from the publisher. Accepted, but forthcoming MSs may be cited in the References: include the journal title (or book publisher and location) and tentative print date.

Use the following style, noting the punctuation and capitalization:

- List the first 3 authors, followed by et al. Note punctuation conventions with author names (for example, Doe J, not Doe, J).
- Place book and article titles in sentence case, capitalizing only the first word, acronyms, and proper nouns.
- Use National Library of Medicine abbreviations but do not abbreviate journals that are not listed in the [NLM catalogue](#).
- Do not italicize titles.
- When citing journal articles, include the volume and the issue number and do not include a space after colons and semicolons.
- Separate page ranges with an en-dash and do not omit any digits of the closing page number.

Accuracy of citations, exact spelling, accents, and punctuation of the original reference is the author's responsibility.

(9) Tables

Tables should be self-explanatory, and the data should not be duplicated in the text or figures. Tables should be *double-spaced* on separate pages. Do not use vertical lines. Each table should be numbered (Arabic) and have a title above. Legends and

explanatory notes should be placed below the table. Abbreviations used in the table follow the legend in alphabetic order. Lower case letter superscripts beginning with “a” and following in alphabetic order are used for notations regarding statistics. Tables must not be imported or pasted as images.

Tables will be edited to conform to *The CJP* style, therefore original text files are required.

(10) Figure Legends

Figure legends should be numbered (Arabic) and double-spaced in order of appearance. Identify (in alphabetical order) all abbreviations appearing in the figures at the end of each legend. Give the type of stain and magnification power for all photomicrographs.

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.

4.2 Artwork, figures and other graphics

Figures must be submitted as individual files according to the following specifications.

Illustrations, pictures, and graphs should be supplied with the highest quality and in an electronic format that helps us to publish your article in the best way possible. Please follow the guidelines below to enable us to prepare your artwork for the printed issue as well as the online version. Figures that do not meet journal guidelines and/or are not consistent with professional medical photography composition will be rejected.

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. For specifically requested colour reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

Keep the number of tables and figures to a minimum, using them to present relevant numerical data. Figures should be no longer than one page. Short tables can often be incorporated more concisely in the text. Tables and figures should complement, not repeat, the text and should be understandable without reference to the text. Cite each table and figure in the text and number them consecutively in the order of their first citation in the text. Tables will be placed near these citations. Include a brief descriptive title. Give each column a short or abbreviated heading. Include units of measure. P values up to 3 decimal places should be used, not *, **, and ***. Explanatory matter, such as non-statistical abbreviations not included in the abbreviations list, should be in the footnotes (using superscript, lower-case letters), not in the heading. If tables or figures from another published or unpublished source are used, authors must obtain and provide proof of permission and acknowledge the source in the footnote.

Large tables and figures may not be accepted for print publication but may be made available online as Supplementary Files.

For further guidance on the preparation of illustrations, pictures, and graphs in electronic format, please visit SAGE's [Manuscript Submission Guidelines](#).

4.3 Supplementary material

SAGE is able to host approved supplementary materials online, alongside the full-text of articles. They should generally be files that were used to create the research (such as datasets) or be additional pieces to the article that could not be included in the print version (such as audio/ video material that is impossible to produce in print form). Supplementary files will be subjected to peer-review alongside the article. Decisions about whether to include supplementary files will be made by the Editor as part of the article review process.

Supplementary files will be uploaded as supplied. They will not be checked for accuracy, copyedited, typeset, or proofread. The responsibility for scientific accuracy and file functionality remains with the authors. SAGE will only publish supplementary material subject to full copyright clearance. This means that if the content of the file is not original to the author, then the author will be responsible for clearing all permissions prior to publication. The author will be required to provide copies of permissions and details of the correct copyright acknowledgement.

Please note that data supplements are permanent records just like the articles themselves – i.e., they may not be altered after they have been published in the journal. The file sizes should be kept as small as possible, as large files will deter some users. Aim for less than 10 MB, where possible.

Video file size and length: Video files of reasonable time length. The longer the video time, the larger the file. For ease of download, the suggested file size is 1 Mb. The maximum file size of a single multimedia or audio file is 10 Mb. Whenever possible, the suggested limits should be adhered to. You can also include a link to the video via Dropbox, Google Drive or other similar platform.

Audio/Video file types accepted: mov, mp4, mpeg.

Additional Considerations: You will need to provide signed permission forms for any third-party content that is included in the text or video (images, graphics, etc.). Authors will need to secure Audio-Visual release forms if there are identifiable individuals (non-authors) in the videos.

4.4 English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal's specifications should consider using SAGE Author Services. Visit [SAGE Author Services](#) on our Journal Author Gateway for further information.

5. Submitting your manuscript

The CJP is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit <http://mc.manuscriptcentral.com/cjp> to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online, please visit ScholarOne Online Help.

Title, abstract and keywords. These are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on [How to Help Readers Find Your Article Online](#).

Authors will be notified by email of successful receipt of their MSs and of the tracking numbers assigned to them. These numbers must be included in all correspondence. Authors are responsible for keeping their contact information up to date in their ScholarOne Manuscripts user accounts. This includes email and mailing addresses as well as phone and fax numbers.

All MSs are reviewed to determine the originality, validity, and importance of content and conclusions. Authors will be provided with anonymous peer reviewers' comments to make necessary revisions, usually within 2 months of submission. Revisions are expected within 30 days. Revisions will be reviewed by the Editor and possibly the original reviewers prior to acceptance. The authors will be informed of the final decision of the Editor-in-Chief. All editorial decisions are final.

Accepted MSs, including tables and figures, are accepted with the understanding that they may be edited for conciseness, clarity, and conformity with *The CJP* style. Copyedited page proofs will be sent to the corresponding author for corrections, answers to queries, and approval.

How to submit your revised manuscript

All revisions must be submitted via the online MS submission and peer review system at <http://mc.manuscriptcentral.com/cjp>. Revision submissions must include a point-by-point Response to Reviewer Comments in the appropriate field of the submission form. Both a tracked copy and a clean copy of the revised text must be submitted. When uploading revised files, please make sure all previous versions of those files are deleted.

5.1 ORCID

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of ORCID, the Open Researcher and Contributor ID. ORCID provides a persistent digital identifier that distinguishes researchers from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkage between researchers and their professional activities ensuring that their work is recognised.

We encourage all authors to add their ORCID to their SAGE Track accounts and include their ORCID as part of the submission process. If you do not already have, one you can create one [here](#).

5.2 Information required for completing your submission

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. At this stage, please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

5.3 Permissions

Please also ensure that you have obtained any necessary permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please see the Copyright and Permissions page on the [SAGE Author Gateway](#)

6. On acceptance and publication

6.1 SAGE Production

Your SAGE Production Editor will keep you informed as to your article's progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate. Please note that if there are any changes to the author list at this stage all authors will be required to complete and sign a form authorizing the change.

6.2 Online First publication

Online First allows final articles (completed and approved articles awaiting assignment to a future issue) to be published online prior to their inclusion in a journal issue, which significantly reduces the lead time between acceptance and publication. Visit the [SAGE Journals help page](#) for more details, including how to cite Online First articles.

6.3 Access to your published article

SAGE provides authors with online access to their final article.

6.4 Promoting your article

Publication is not the end of the process! You can help disseminate your paper and ensure it is as widely read and cited as possible. The SAGE Author Gateway has numerous resources to help you promote your work. Visit the [Promote Your Article](#) page on the Gateway for tips and advice.

7. Further information

Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the editorial office at cjp@sagepub.com.