

## GUIDE FOR AUTHORS

*Biological Psychiatry: Cognitive Neuroscience and Neuroimaging (BP:CNNI)* is an official journal of the Society of Biological Psychiatry. The *Journal* focuses on studies using the tools and constructs of cognitive neuroscience, including the full range of non-invasive neuroimaging and human extra- and intracranial physiological recording methodologies. It publishes both basic and clinical studies, including those that incorporate genetic data, pharmacological challenges, and computational modeling approaches. Except where explicitly stated otherwise, *BP:CNNI* conforms to the guidelines set forth by the International Committee of Medical Journal Editors (ICMJE) (see Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (December 2014): Available from <http://www.ICMJE.org>).

All new manuscripts must be submitted through the journal website: <http://ees.elsevier.com/bpsc>. Please direct questions to the Editorial Office at (214) 648-0880, or [BPCNNI@utsouthwestern.edu](mailto:BPCNNI@utsouthwestern.edu).

**ARTICLE TYPES AND CONTENT** Our readership is diverse, and authors should consider that many of our readers are in specialty areas other than their own. It is important, therefore, to avoid jargon. A focused and clearly written manuscript is more likely to appeal to the readership. The brevity and clarity of the presentation will be taken into consideration by the Editors. In highly specialized areas, the introduction should be a concise primer.

**Archival Reports** are original research papers reporting novel results on a broad range of topics related to the pathophysiology and treatment of major neuropsychiatric disorders. Clear explication of methods and results is critical to facilitate review of papers and replicability of findings. The main text must be no more than 4000 words, and be structured with sections entitled and ordered as follows: Introduction, Methods and Materials, Results, Discussion. Abstracts should be 250 words or less, structured with sections entitled as follows: Background, Methods, Results, Conclusions. Figures, tables, and references should be included as necessary.

**Priority Communications** are Archival Reports that clearly document novel experimental findings of unusual and timely significance. These papers should represent a conceptual advance in the field and are not intended for publication of preliminary results. They are expected to be acceptable for publication in essentially the form submitted. Papers that require substantial revisions or do not fit the criteria will be considered as Archival Reports. See Archival Reports for structure, word length, and other requirements.

**Reviews** are concise (4000 words or less) and focus on current aspects of interest and research. Up to 150 references are allowed. Abstracts are

**PREPARATION & SUBMISSION REQUIREMENTS** All manuscripts must be submitted in electronic form through the *BP:CNNI* online submission and review website (<http://ees.elsevier.com/bpsc/>). Submission is a representation that all authors have personally reviewed and given final approval of the version submitted, and neither the manuscript nor its data have been previously published (except in abstract) or are currently under consideration for publication elsewhere. To ensure transparency, authors are expected to clearly declare other reports/publications of their own that have used the same dataset or sample. Authors must also identify figures, tables, and/or data that have been published elsewhere. Permission from the copyright holder(s) must be obtained to reproduce or modify any previously published materials.

The *Journal* employs a submission notification policy, whereby upon receipt of every new submission, a notification will be sent to every individual named as an author on the submitted article. This email will provide details of the submission, including the full author list and the text of both the acknowledgments and disclosures sections. This policy requires valid email addresses for all coauthors to be supplied at submission; institutional email addresses are strongly preferred.

Files (cover letter, text, figures) will be uploaded separately during the submission process, and should be labeled with appropriate and descriptive file names (e.g., SmithText.doc, Fig1.eps, Table3.doc). The system will then build a single PDF of the submission from the uploaded files.

Upon finalizing the submission, the corresponding author will immediately receive an email notification that the submission has been received by the Editorial Office. If such documentation has not been received, then a problem likely occurred during the submission process and should be investigated. Any manuscripts not conforming to these guidelines will be returned to the author for correction before the manuscript is processed. The manuscript status is available to the corresponding author at all times by logging into the website.

**TRANSFERRED SUBMISSIONS** Some authors may be offered the opportunity to directly transfer their papers from *Biological Psychiatry* to *BP:CNNI*. Authors whose papers have not yet been peer reviewed should proceed through the submission steps normally. Authors whose papers have already been peer reviewed at *Biological Psychiatry* should proceed as if submitting a revision. The manuscript should be revised in response to the peer reviewers' comments and a detailed response to reviewers file should be included as part of the submission. Any other revised files should also be replaced as necessary. The

unstructured and limited to 250 words. Figures and tables should summarize or illustrate important points.

**Techniques and Methods** articles feature new, improved, or noteworthy comments about techniques or methods relevant to basic or clinical research in, or treatment of, psychiatric disorders. Maximum length is 3000 words (main body of text only; excludes acknowledgments, disclosures, legends, and references). Abstracts are unstructured and limited to 150 words. Figures and tables should illustrate important points and are limited to ½ typeset page.

**Correspondence** is directly related to methods, procedures or interpretation of data presented in work recently published in our journal and uses new analysis of data presented, the support of previously published work, and/or scientific points to be addressed based on methodological issues. It may also present a case report that clearly and unambiguously illustrates important new principles that have not yet been demonstrated in clinical trials. When warranted, a reply from author(s) of the original work is solicited. Correspondence is published online only as e-content. Maximum length is 1000 words (main body of text only). No abstract and no supplements are allowed. Figures and tables are not encouraged, but allowed to illustrate important points.

**Commentaries and Editorials** address points directly related to articles in the concurrent issue, and/or focus on topics of current research and interest. These are generally invited, but interested contributors are encouraged to contact the Editor. A summarizing figure or table is encouraged. Length is restricted to 1500 words with no more than 10 references.

revised paper will be returned to the original reviewers at the editor's discretion. All other instructions remain applicable.

**COVER LETTER** A cover letter is required for submissions designated as Priority Communications to outline the significance of the work and is suggested for all other submissions. A cover letter must be uploaded as a separate file, as it is not made available to peer reviewers.

**MANUSCRIPT** Manuscripts should be structured with sections entitled and ordered as follows: Title Page, Abstract, Text, Acknowledgments, Financial Disclosures, References, Footnotes, and Table/Figure Legends. Begin all sections on separate pages. The text of research papers should be organized into sections titled Introduction, Methods and Materials, Results, and Discussion. Tables may also be included in a text format at the end of the manuscript file. The manuscript file should be uploaded in Word, not in PDF.

**Style** Manuscripts should be double-spaced. Pages must be numbered and include the first author's name. Acronyms must be spelled out on first use in both the abstract and the text, and where used in tables or figures, in each of their legends. American spellings should be used. The location (city and state or country) of all manufacturers should be provided. Gene symbols should be italicized and differentiated by species. Human symbols should be all uppercase, whereas symbols for rodents and other species should be lowercase using only an initial capital. Protein products, regardless of species, are not italicized and use all uppercase letters. Accepted manuscripts are copyedited to conform to the *AMA Manual of Style*.

**Title Page** On the title page, include the full names of all authors and their academic or professional affiliations, along with the corresponding author's complete contact information. Multiple corresponding authors are not allowed. Six key words, used for indexing, should also be included. Separately list the number of words in both the abstract and article body (excluding abstract, acknowledgments, financial disclosures, legends and references), and the number of figures, tables, and supplemental information (if zero, state zero for each item). Article titles may not contain acronyms, and should be less than 100 characters. For full-length articles (Archival Reports, Priority Communications, Reviews), a short title of 55 characters or less (including spaces) must also be included. Only standard acronyms (e.g., ADHD, PTSD, etc.) and gene symbols are permitted in short titles.

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**Acknowledgments** This section should include acknowledgments for non-author contributors/collaborators and individuals who provided personal and technical assistance, in addition to detailed information regarding all sources of funding, including grant and other material or financial support. The role of study sponsor(s), if any, should also be provided. If a research group is listed as an author, then the individual members of the research team must be named here. Written permission should be obtained from all individuals named in this section. Data that was published previously, such as in an abstract or poster, should also be identified.

**Financial Disclosures** This section must include the required conflict of interest statements for each author (see section on disclosure, below).

**References** References should be numbered and listed by their order of appearance in the text. Refer to references in the text with the appropriate number in parentheses. References in tables and figures should also be numbered. List all authors; if there are more than seven authors, list the first six then *et al.* Periodical abbreviations should follow those used by Index Medicus. The following are sample references for a journal article (1), a book (2), and an edited book (3).

1. Krystal JH, Carter CS, Geschwind D, Manji HK, March JS, Nestler EJ, *et al.* (2008): It is time to take a stand for medical research and against terrorism targeting medical scientists. *Biol Psychiatry* 63: 725-727.
2. American Psychiatric Association (1994): *Diagnostic and Statistical Manual of Mental Disorders*, 4th ed. Washington, DC: American Psychiatric Press.
3. Martin JH (1985): Properties of cortical neurons, the EEG, and the mechanisms of epilepsy. In: Kandel ER, Schwartz JH, editors. *Principles of Neural Science*, 2nd ed. New York: Elsevier, pp 461-471.

**FIGURES AND TABLES** Figures and tables should be cited in the text, numbered consecutively (i.e., 1, 2, 3) in the order of their mention, and have brief descriptions. If not included in the manuscript file, tables should be uploaded individually in an editable text format, such as DOC. Table footnotes should use superscript lowercase letters, rather than symbols.

The preferred file format for figures and graphics is EPS, TIFF, or PDF. Please upload high quality versions of each figure individually (i.e., two figures should be uploaded separately as Figure 1 and Figure 2). Parts/panels in composite figures should be labeled with capital letters (A, B, C). Each figure should be consistent in color, size, and font, and be designed proportionally so that each item within it is to scale (particularly numbers, letters, and symbols) so it can later be sized as needed without loss of legibility or quality. Figure titles and legends should be included as text in the manuscript file and not in the figure file itself. Complete instructions for electronic artwork preparation and submission can be found at <http://www.elsevier.com/artwork>.

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*BP:CNNI* excludes reviewers who work at the same institution as any author, or those who have any other obvious conflict of interest. The identity of individual reviewers remains confidential to all parties except the Editorial Office.

**AUTHORSHIP** To qualify for authorship, an individual must have participated sufficiently in the work to take public responsibility for all or part of the content, given final approval of the submitted version, and made substantive intellectual contributions to the submitted work in the form of: 1) conception and design, and/or acquisition of data, and/or analysis of data; and 2) drafting the article, and/or revising it critically for important intellectual content. Authorship also requires agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or

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browse through available neuroimaging datasets; zoom, rotate and pan the 3D brain reconstruction; cut through the volume; change opacity and color mapping; switch between 3D and 2D projected views; and download the data. The viewer supports both single (.nii) and dual (.hdr and .img) NIfTI file formats. Recommended size of a single uncompressed dataset is  $\leq 100$  MB. Multiple datasets can be submitted. Each dataset should be zipped and uploaded separately. Please provide a short informative description for each dataset by filling in the 'Description' field when uploading a dataset. If an article is accepted, all uploaded datasets will be available for download from the online article on ScienceDirect. If you have concerns about your data being downloadable, please provide a video instead. For more information, see: <http://www.elsevier.com/3DNeuroimaging>.

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**REFEREE SUGGESTIONS** For all new submissions (except Commentaries and Correspondence), authors will be required to include the full names and contact information (affiliation and email) of 6 individuals who are especially qualified to referee the work and would not have a conflict of interest in reviewing the manuscript. Affiliations of the suggested referees should all be different, and none should have the same affiliation as any of the authors. Editors are not appropriate to suggest as a reviewer.

**REVISIONS** Authors may upload a 'tracked changes' version of their paper as a Response to Reviewers file, but should always include a 'clean' non-marked version of the manuscript. Authors should prepare a unique file (separate from the cover letter) with responses to reviewers' comments. In addition, the submission of revised manuscripts (except Commentaries and Correspondence) will require a new unique file with a brief summary for the *Journal* feature, In This Issue. The blurb should be uploaded as a text file, 50-75 words in length, and be written in laymen's terms. If revisions are a condition of publication, only two revised versions of the paper will be considered.

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