

East Asian Archives of Psychiatry

Instructions for Authors

Mission

The *East Asian Archives of Psychiatry* is a continuation of the *Hong Kong Journal of Psychiatry*. It is the official peer-reviewed, quarterly publication of the Hong Kong College of Psychiatrists. The Journal aims to encourage the exchange of ideas, research and development of psychiatry between the East and the West. Selected quality papers are presented in both English and Chinese. The Journal is circulated among psychiatrists, colleagues in other fields of medicine and allied professions, both locally and abroad. The International Advisory and Editorial Boards ensure that the Journal has a global perspective. The Journal is published by Hong Kong Academy of Medicine Press, and is indexed in EMBASE/*Excerpta Medica*, PsycINFO, and Index Copernicus, and can be accessed online at <http://www.easap.asia> and <http://www.hkjpsych.com>.

Types of Articles

The Journal publishes original research articles, reviews, commentaries, case reports, editorials, and book reviews.

Peer Review Process

Each paper submitted for publication will be assessed by 2 independent reviewers. Additional and statistical review may be performed at the discretion of the Editorial Board. The final publication decision lies with the Editorial Board.

The peer review process generally takes 6 to 12 weeks. The corresponding author will be informed of the outcome by mail, along with the reviewers' comments. Reviewers and authors will remain anonymous. There should be no direct reference to the authors in the manuscripts, other than in the title page, in order to maintain anonymity.

Copyright

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may also be published in the Journal's websites <<http://www.easap.asia>> and <<http://www.hkjpsych.com>>, which allow free access by all browsers, as well as in any other format or language, for free or for charged access as determined by the College.

Responsibility of the Authors

All persons named as authors must agree that they have reviewed and approved the manuscript before submission and that they accept responsibility for the information contained in the article. Individuals who are not involved researchers or writers should not be listed as authors; alternatively, they may be acknowledged for their roles in the 'Acknowledgement' section on the title page.

The authors must agree that the original research data are available for review upon a formal request from the Chief Editor. The authors are responsible for all statements in their articles.

Financial Support and Conflicts of Interest

The author must disclose financial support received for the study (e.g., drug company) or any conflicts of interest in the 'Acknowledgement' section on the title page. Authors may refer to the <Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Conflicts of Interest> for guidance on disclosing all financial and personal relationships that might bias their work: <http://www.icmje.org>. Should the manuscript be accepted for publication following peer review, the disclosure information will be published in the Journal.

Informed Consent and Ethics Approval

For studies involving humans, manuscripts should clearly state that written informed consent was obtained after the experimental procedures were fully explained to the humans participating in the study. Studies involving humans or animals require approval from an ethics committee or institutional review board. Photographs of patients who can be identified should be accompanied by written informed consent to publish the photograph.

Editing

The Editorial Board or the publisher may edit the manuscripts for clarity, brevity, and consistency with the Journal's style and format, as well as for readability.

Manuscripts

All materials on electronic copy (emails: admin@easap.asia, admin@hkjpsych.com or diskette) can be sent to the Chief Editor. All papers should be written in English, using British spelling. The manuscripts should be word-processed or typed double-spaced on one side of good-quality A4 (21.0 x 29.7 cm) paper. Margins should measure 2.5 cm on all 4 sides. The pages must be numbered. Receipt of the paper will be acknowledged.

Once the paper has been accepted for publication in the Journal, the author will be asked to send an electronic copy of the article on a 3.5-inch diskette or a CD-ROM prepared on either an IBM-compatible personal computer or a Macintosh computer to facilitate the editing and publishing process. The author must name the software program used (e.g., Microsoft Word 97 or above). The disk should be labelled with the name of the author, manuscript title, program, and filename.

Style and Format Specifications

Manuscripts for submission should comply with the format guidelines of the latest edition of the *Uniform requirements for manuscripts submitted to biomedical journals: writing and editing for biomedical publication*, issued by the International Committee of Medical Journal Editors (available at www.icmje.org).

Other Format Requirements

1. Title Page

The title page should include the following:

- the title of the paper (brief and to the point)
- the full names, professional qualifications, and current affiliations of all authors
- the full name and mailing address of the author to whom correspondence and requests for reprints should be sent (an email address, a telephone number, and a fax number may also be included)
- an 'Acknowledgement' section stating sources of financial support and conflicts of interest, and acknowledging individuals who are not involved researchers or writers
- a running title of not more than 45 characters.

2. Abstract

The second page should be a summary of the article (maximum, 200 words) including the objective(s), the methodology, the principal findings, and the clinical significance of the study. The abstract should be prepared in a structured format, with the headings 'Objective(s)', 'Participants and Methods', 'Results', and 'Conclusion(s)'.

3. Key Words

No more than 5 key words or short phrases should

be provided for indexing and referencing purposes. These should be Medical Subject Headings <www.nlm.nih.gov/mesh>.

4. Body Text, Tables, and Figures

Papers should not exceed 4,000 words, with a maximum of 4 tables and 2 figures. Abbreviations should not appear in the title or abstract, and their use in the text should be limited. Abbreviations should be defined at the first mention in the text unless they are standard units of measurement. Système International (SI) measurements should be used for all laboratory values. Generic drug names must be used unless the specific trade name of a study drug is directly relevant to the discussion. Tables and Figures must be cited in the text in numerical order. When symbols, arrows, numbers, or letters are used to identify part of an illustration, each one should be identified and clearly explained in the legend. Electronic figures should be in separate files of at least 350 dpi; hard copies should be 12.5 cm x 8.5 cm (3R) and bear an adhesive label on the reverse with the following information: Figure number, top of the illustration, and principal author's name. Reproduction of colour illustrations will be charged to the author. Abbreviations should be avoided in Tables and Figure legends. If abbreviations are necessary, they must be explained in a footnote. Footnotes for Figures and Tables must use the following symbols, in this order: *, †, ‡, §, ||, ¶, **, ††, ‡‡, §§, |||, ¶¶.

5. References

References should be cited in the text as superscript numbers, and listed in the order of their appearance in the text. Do not list the reference list alphabetically. It is the author's responsibility to ensure that all citations are accurate, and that all references have been cited in the text. The format of citing references in the *Uniform requirements for manuscripts submitted to biomedical journals: writing and editing for biomedical publication* is to be used in the Journal. For example:

Standard journal article:

Lee H, Swanwick GR, Coen RF, Lawler BA. Use of the clock drawing task in the diagnosis of mild and very mild Alzheimer's disease. *Int Psychogeriatr* 1996;8:469-76.

Chapter in a book:

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology, diagnosis, and management*. 2nd ed. New York: Raven Press; 1995:465-78.

Journal titles should be abbreviated according to the style used in the *List of journals indexed in Index Medicus*, published annually by the United States National Library of Medicine <www.nlm.nih.gov>.