

Hong Kong Journal of Psychiatry

Instructions for Authors

Mission

The *Hong Kong Journal of Psychiatry* is the official peer-reviewed, quarterly publication of the Hong Kong College of Psychiatrists. The Journal aims to provide a medium of communication for the cultivation and the advancement of psychiatry in general and for Hong Kong in particular, as well as to present original psychiatric research in the region. The Journal is circulated among fellows, members, inceptors, and affiliates of the College, as well as colleagues in psychiatry and in other fields of medicine and allied professions, both locally and abroad. The Journal is published by Scientific Communications International Limited, and is indexed in EMBASE/Excerpta Medica and PsycINFO.

Types of Articles

The Journal will publish original articles, review papers, case reports, commentaries, book reviews, and correspondence related to clinical practice and research in psychiatry and related disciplines.

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.

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be published in the Journal's website, which allows 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. 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 publishers may edit the manuscripts for clarity, brevity, and consistency with the Journal's style and format, as well as for readability.

Manuscripts

Three copies of the manuscript (complete with Tables and original Figures) should be submitted by mail to the Chief Editor. Alternatively, 1 hard copy of all material and an electronic copy (e-mail <admin@hkjpsych.com> or diskette) can be sent. 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. The article may also be sent by e-mail. High-quality, print-ready hard copies of Tables and Figures, and film positives should also be provided on separate sheets.

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 e-mail 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)', 'Patients 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 (from www.nlm.nih.gov/mesh).

4. Summary and Key Words in Chinese

The authors are required to provide a Chinese translation of the abstract and key words when the manuscript is accepted for publication. The Editorial Board may, at its discretion, arrange for an appropriate translation if the authors are unable to do so.

5. Body Text, Tables, and 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: *, †, ‡, §, ||, ¶, **, ††, ‡‡, §§, |||, ¶¶.

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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;8:469-476.

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; 1995:465-478.

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 (available at www.nlm.nih.gov).