International Psychogeriatrics Instructions for contributors

These instructions will be published in the February issue of *International Psychogeriatrics* each year. An up-to-date version can be found at the *International Psychogeriatrics* website: http://www.journals.cambridge.org/ipg

Please read these instructions carefully before submitting articles. Articles which are not prepared in accordance with these guidelines will be returned to authors unreviewed.

Scope and contributions

International Psychogeriatrics is written by and for those doing clinical, teaching, and research work with elderly people. It is the official journal of the International Psychogeriatric Association (IPA) and is published by Cambridge University Press, Cambridge, UK. Although it is concerned primarily with psychogeriatrics, the journal welcomes contributions from all concerned with the field of mental health and aging. Original research papers are particularly sought.

Contributions include original research articles, reviews of the literature, "for debate" articles, case reports, letters to the editor, book reviews and editorials. Apart from editorials, "for debate" articles and book reviews, which are commissioned, contributions to International Psychogeriatrics are spontaneously written and submitted by authors. Papers are reviewed by two expert reviewers selected by the Editorin-Chief. At present, about half of the papers submitted are accepted for publication in this journal which is published six times per annum. The journal's Science Citation Index Impact Factor (2007) is 2.207. Submission of a paper implies that it is neither under consideration for publication elsewhere, nor previously published in English. Manuscripts must be formatted double-spaced with ample margins on all sides and the pages should be numbered. International Psychogeriatrics uses the spelling of American English. Manuscripts written by those whose primary language is not English should be edited carefully for language prior to submission. The Editor-in-Chief has formed a Language Advisory Panel of English speakers willing to check manuscripts for style prior to submission. Details can be found at both the journal website (http://www.journals.cambridge.org/ipg) and the IPA website (http://www.ipa-online.org/).

Submission of manuscripts

Each paper should be submitted by email as an attachment to ipaj-ed@unimelb.edu.au with a cover letter that should have the abstract attached for circulation to potential reviewers as detailed below. Authors with no access to email may submit papers on disk by post to the Kew, Victoria, Australia address below, but submission by email is strongly preferred. The text file should be in MS Word format, and all figures in TIFF or JPEG format. If the paper reports the results of a randomized controlled trial please ensure that it conforms to our requirements listed below under the heading "Submission of randomized clinical trials". If the research was paid for by a funding organization, the cover letter must contain the following three statements. If

the research was not paid for by a funding organization only the third statement is required:

The authors have not entered into an agreement with the funding organization that has limited their ability to complete the research as planned and publish the results.

The authors have had full control of all the primary data.

The authors are willing to allow the journal to review their data if requested.

Submission of a manuscript will be taken to imply that all listed authors have seen the final version and approved it.

All papers will be assessed by two reviewers. If their opinions are too disparate to permit the Editor-in-Chief to make a decision on publication, the paper will be assessed by a third reviewer. The Editor-in-Chief's decision to accept or reject the paper for publication will be final. The abstract and author details will be seen by prospective reviewers of the manuscript. Authors can suggest the names and contact information of two experts qualified to review the work, but the Editor-in-Chief is not obliged to follow these suggestions. Papers must bear the authors' names, titles (e.g. Dr, Professor, etc.), affiliation(s), and address(es). This information will be seen by reviewers. Reviewers' names will not be supplied to authors unless a reviewer asks to be so identified. Authors will be provided with a copyright transfer form to sign after acceptance of the manuscript, consenting to publication of the paper in *International Psychogeriatrics*.

The receipt of all submitted papers will be acknowledged. Authors who do not receive an acknowledgement of receipt of their paper within three weeks of submission should assume that their paper has not been received and should contact ipaj-ed@unimelb.edu.au, Professor David Ames, Normanby House, St George's Hospital, 283 Cotham Road, Kew, Victoria, 3101, Australia, Tel: +66 3 9816 0477, Fax. +61 9816 0432 or +61 3 9816 0477. Most authors can expect to receive an initial decision on the fate of their paper together with referees' reports within no more than 100 days of submission. Authors who have received no further communication 120 days after acknowledgment of receipt of their article should contact ipaj-ed@unimelb.edu.au.

Submission of papers reporting randomized controlled trials

In order to ensure the public availability of the results of randomized controlled trials, the International Committee of Medical Journal Editors has suggested that all such trials should be registered. In common with many leading medical journals *International Psychogeriatrics* has decided to follow this policy. From 31 December 2006 we will no longer review any paper submitted to us reporting a randomized clinical trial unless the trial was registered in a public trial registry from the date it commenced recruitment or, if recruitment started before 30 November 2006, we require that the trial was registered no later than 30 November 2006. For further details on the reasons for this policy see the June 2006

editorial, Ames, D. (2006). Registration of Clinical Trials submitted for publication in *International Psychogeriatrics*. *International Psychogeriatrics*, 18, 191–193.

All manuscripts reporting randomized controlled trials should have the following sent with them or they will be returned to the authors.

- a. A check list and flow chart in accordance with the CONSORT guidelines which can be found at http://www.consort-statement.org. Please send in the checklist as a supplementary file and include the flow chart as Figure 1 in the manuscript.
- b. The trial protocol is to be submitted as a supplementary file. This will not be published but it is needed to appraise and peer review the paper.
- c. The registration number of the trial and the name of the trial registry in which it was registered. Please add these to the last line of the paper's structured abstract. Trials that began enrolment of patients after 31 December 2006 must be registered in a public trials registry at or before the onset of enrolment to be considered for publication in International Psychogeriatrics. Trials that began enrolment prior to 30 November 2006 must have been registered no later than that date. Our criteria for a suitable public trial registry are: free to access; searchable; identification of trials by unique number; free or minimal cost for registration; validation of registered information; inclusion of details to identify the trial and the investigator within the registered entry (including the status of the trial); research question; methodology; intervention; and funding and sponsorship disclosed.

Organization and style of research articles

Title page and corresponding author: Each article must have a title page with the title of the article, a list of all authors and their titles, affiliations and addresses. The title page should explicitly identify the author to whom correspondence about the study should be addressed and that author's email address, telephone number, fax number and postal address must be clearly stated.

Abstract: Abstracts should be brief, structured and should incorporate the sub-headings: background, method(s), results and conclusion(s). Abstracts should communicate the primary findings and significance of the research. They should not exceed 250 words in length.

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Running title: This should contain no more than 50 characters including spaces.

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Further advice about statistics and *International Psychogeriatrics* can be found in the following article: Chibnall, J. (2000) Some basic issues for clinicians concerning things statistical. *International Psychogeriatrics*, 12, 3–7. The following article may also be of assistance to intending contributors: Chibnall, J.T. (2004). Statistical audit of original research articles in *International Psychogeriatrics* for the year 2003. *International Psychogeriatrics* 16, 389–396. Both of these are available at the *International Psychogeriatrics* website by following the link to Statistical Advice for intending contributors.

Results: This section may contain subheadings. Authors should avoid mixing discussion with the results. Sample sizes should be delineated clearly for all analyses. Some indicator of variability or sampling error should be incorporated into the reporting of statistical results (e.g. standard deviation, standard error of the mean). Wherever possible an indicator of effect size (e.g. Cohens d, η^2 , Cramers V, 95% confidence interval) should be reported in addition to p values. If multiple univariate statistical tests are used p values should be adjusted for multiple comparisons or alternatively a multivariate test should be used. Obtained statistical values for tests should be reported with degrees of freedom (e.g. t, F, χ^2).

Discussion: Interpretation of the results with respect to the hypothesis(es) and their significance to the field should be discussed here. Results should be interpreted in the light of the size of the effect found and the power of the study to detect differences. Any methodological weaknesses of the study should be outlined, including limitations imposed by sample size. Careful consideration of the conclusion(s) for accuracy and alternative interpretation, and possible conflicts or resolution of conflicts in the field is encouraged. Limited speculation and directions for future research can be included.

Conflict of interest declaration: **This section must be completed.** This should follow the discussion and precede the references. Even where there is no conflict of interest perceived to be present, this heading should be included. For full details see below.

Description of authors' roles: This section must be completed. It should contain a very brief description of the contribution of each author to the research. Their roles in formulating the research question(s), designing the study, carrying it out, analyzing the data and writing the article should be made plain. For example: "H. Crun designed the study, supervised the data collection and wrote the paper. M. Bannister collected the data and assisted with writing the article. N. Seagoon was responsible for the statistical design of the study and for carrying out the statistical analysis."

Acknowledgements: Any acknowledgements other than conflict of interest declarations in regard to sponsorship should be listed briefly here.

References: No more than 30 articles that have been published or are in press should be cited. If authors believe that more than 30 references are essential this must be justified in the cover letter. Unpublished data, personal communications, and manuscripts submitted for publication should be cited in the text and the supporting material submitted with the manuscript. International Psychogeriatrics uses the Harvard referencing system. Within the text of each paper journal articles should be cited in the style (Smith and Jones, 1999). Where an article quoted in the body of the text has more than two authors the term "et al." should be employed, i.e. (Smith et al., 1999). Text citations of multiple articles should be separated by semicolons, i.e. (Smith and Jones, 1999; Smith et al., 1999). At the end of each paper, all cited references should be listed alphabetically in the style indicated below. If the Digital Object Identifier (doi) is known, it should be added to the reference.

For a journal article: **Smith, J., Jones, W. I. and Doe, J. T.** (1996). Psychogeriatrics for pleasure and profit: an expanding field. *International Journal of Unreproducible Results*, 3, 240–242. doi: 12.3456/S123456789.

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For a book chapter. **Park, K., Tiger, B. and Runn, F.** (1999). Psychogeriatrics in context. In G. Verdi and A. Boito, (eds.), *New Medical Specialties* (pp. 240–260). Cambridge: Cambridge University Press.

Where an article or book chapter has more than six authors only the first author's name should be given followed by the words "et al.".

For further examples of reference style see papers in recent issues of *International Psychogeriatrics*.

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Reader's letters will be considered for publication. Letters should be no longer than 1000 words and should have no more than 5 references. No abstract is required. Tables will not be published in the Letters section of the journal, but may be accepted for online publication as supplementary material at the journal website.

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International Psychogeriatrics has the facility to publish unedited figures, tables, appendices and other material which is not suitable for inclusion in papers published in the paper copy of the journal as supplementary online material attached to the electronic version of individual papers at http://www.journals.cambridge.org/ipg. This renders such supplementary material accessible without clogging the journal with materials that will be of interest to only a small minority of readers. If submitting such supplementary material please follow the instructions below. If referring to supplementary material in a paper the following form of words should be used: "See table S1/figure S1/appendix A1 published as supplementary material online attached to the electronic version of this paper at http://www.journals.cambridge.org/ipg."

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International Psychogeriatrics



Scope and contributions

International Psychogeriatrics is written by and for those doing clinical, teaching, and research work with older people. It is the official journal of the International Psychogeriatric Association (IPA) and is published by Cambridge University Press, Cambridge, UK. Although it is primarily concerned with psychogeriatrics, the journal welcomes contributions from all concerned with the field of mental health and aging. Original research papers are particularly sought.

Contributions include original research articles, case reports, reviews of the literature, book reviews, letters to the editor, and editorials. Apart from editorials and book reviews, which are commissioned, contributions to International Psychogeriatrics are spontaneously written and submitted by authors. Papers are reviewed by two expert reviewers selected by the Editor-in-Chief. At present, about half of the papers submitted are accepted for publication. The journal's Science Citation Index Impact Factor (2007) is 2.207. Submission of a paper implies that it is neither under consideration for publication elsewhere, nor previously published in English. Manuscripts must be formatted double-spaced with ample margins on all sides and the pages should be numbered. International Psychogeriatrics uses the spelling of American English. Manuscripts written by those whose primary language is not English should be edited carefully for language prior to submission. The journal has a Language Assistance Panel consisting of both native English speakers willing to check mauscripts for style prior to submission, and bilingual experts willing to assist with the translation of manuscripts into English. Further details including contact information for individual panel members can be found at both the journal and IPA websites (journals.cambridge.org/ipg and www.ipa-online.org).

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International Psychogeriatrics

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