



INSTRUCTIONS FOR AUTHORS

Academic Psychiatry is the international journal of the American Association of Chairs of Departments of Psychiatry ([AACDP](#)), American Association of Directors of Psychiatric Residency Training ([AADPRT](#)), Association for Academic Psychiatry ([AAP](#)), and Association of Directors of Medical Student Education in Psychiatry ([ADMSEP](#)).

Academic Psychiatry publishes original, scholarly work in psychiatry and the behavioral sciences that focuses on innovative education, academic leadership, and advocacy. The scope of the journal includes work that furthers knowledge and stimulates evidence-based advances in academic psychiatry in the following domains: education and training, leadership and administration, career and professional development, ethics and professionalism, and health and well-being.

Authors submit their manuscripts via Editorial Manager (www.editorialmanager.com/acps). All submissions undergo review, and publication is not guaranteed. Accepted papers are published online ahead of print publication.

Academic Psychiatry is a member of the Committee on Publication Ethics (COPE) and subscribes to its principles on how to deal with acts of misconduct thereby committing to investigate allegations of misconduct in order to ensure the integrity of research. The journal may use plagiarism detection software to screen the submissions. If plagiarism is identified, the COPE guidelines on plagiarism will be followed. Content published in this journal is peer reviewed (Double Blind).

Academic Psychiatry follows the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals of the International Committee of Medical Journal Editors ([ICMJE](#)).

Academic Psychiatry follows the World Association of Medical Editors Professionalism Code of Conduct, available at <http://wame.org/wame-professionalism-code-of-conduct>.

The journal is on Twitter: @AcadPsychiatry. Editorial Manager has a place for authors to include their Twitter handles (usernames) and suggested text for Tweets during the manuscript submission process. Posting is not guaranteed.

| Manuscript Type ^a | Words ^b | Abstract ^c | Headings ^d | Keywords ^e | Max# Table/Figure | Max# References |
|--|--------------------|-----------------------|-----------------------|-----------------------|----------------------|--------------------|
| Empirical Report | 2,500-5,000 | Yes | Structured | Yes | 5 | 40 |
| In Brief Report | 1,250-2,250 | Yes | Structured | Yes | 2 | 20 |
| Systematic and Other Reviews | 2,500-5,000 | Yes | Structured | Yes | 5 | 60 |
| Annotated Bibliography | 2,500-5,000 | Yes | Names of Works | Yes | 1 | 100 |
| Educational Case Report | 1,250-2,250 | No | Descriptive | No | 2 | 20 |
| Commentary | 1,750-3,000 | No | Descriptive | No | 2 | 30 |
| Faculty Viewpoint | 750-1,000 | No | None | No | 0 | 5 |
| The Learner's Voice | 750-1,000 | No | None | No | 0 | 5 |
| Letter to the Editor | 500-1000 | No | None | No | 0 | 5 |
| "Down to Earth" Academic Skills | 1,750-2,500 | No | Descriptive | No | 2 | 25 |
| Literary Resources | 750-1,750 | No | None | No | 0 | 5 |
| Media Column | 1,750-2,500 | No | Descriptive | No | 2 | 25 |
| Missions Column | 1,750-2,500 | No | Descriptive | No | 2 | 25 |
| Organizational Statement | 1,250-2,250 | No | Descriptive | No | 2 | 15 |
| Poetry | Variable | No | Poet's Statement | No | 0 | 0 |

^a The journal may be flexible for these parameters; length and category are evaluated during the review process.

^b Include only the manuscript text, apart from words in the title, abstract, keywords, references, and tables/figures.

^c Abstracts have a maximum of 250 words with the specific headings Objective, Methods, Results, Conclusions.

^d *Structured* headings are Methods, Results, and Discussion. *Descriptive* headings identify major sections of the text with words other than Methods, Results, and Discussion. No headings are used at the beginning of articles (e.g., Introduction) or for Limitations or Conclusions in papers with a Discussion section. In Brief Reports do not publish with any subheadings but only with the headings Methods, Results, and Discussion.

^e Three to five descriptive keywords are published with papers to aid indexing services such as MEDLINE.

MANUSCRIPT SUBMISSION REQUIREMENTS

Submission of a manuscript implies that the work described has not been published before, the work is not under consideration for publication anywhere else, and its publication has been approved by all coauthors, if any, as well as by the responsible authorities—tacitly or explicitly—at the institute where the work has been carried out. The publisher and journal sponsoring organizations will not be held legally responsible should there be any claims for compensation.

Failure to follow journal instructions may lead journal staff to send manuscripts back to authors for corrections before manuscripts are assigned to handling editors. The journal may allow for deviations from these specifications if they do not interfere with the initial review of the manuscript and instead request corrections at a future revision stage.

1. **Cover Letter.** The cover letter should describe the purpose of the work and its fit with the journal's mission and briefly summarize the improvements made if the submission is a revision.
 - 1.1. **Preprint postings.** Authors must provide information about any preprint postings on preprint servers or authors' or institutional websites, including copies of the posted manuscript and a link to it, at the time of submission of the manuscript in the cover letter to the editors. Details of our publisher's policy on posting, licensing, citation of preprints and communications with the media about preprints of primary research manuscripts may be found at <https://www.springer.com/gp/authors-editors/journal-author/journal-author-helpdesk/submission/1302>.
 - 1.2. **Blinding details.** Any information blinded for peer review in the manuscript file (e.g., reference citations, details regarding ethical considerations or institutional reviews) may be specified in the cover letter.
 - 1.3. **Reprint permission.** If the submission contains material to be reprinted from another source, use the cover letter file type to upload the reprint permission documentation.
 - 1.4. **Organizational permission.** Use the cover letter file type to upload documentation of the parent organization's approval for submissions of organizational statements from a work group or task force.
2. **Title Page.** The title page is not viewable by Reviewers, in accordance with the journal's double-blind process (see template at end of section). Authors are responsible to ensure their names are spelled correctly and their affiliations are accurate; the journal is not responsible for errors submitted by the authors. See previous publications in the journal for examples of how author names and affiliations are published.
 - 2.1. **Title.** The title of the article should be succinct and specific to the content. It should appear in title case (not in all capital letters or sentence case).
 - 2.2. **Author(s).** First and last names should be specified in full in the order of the author's participation in the writing, with middle names or initials included according to author preferences. The journal does not publish degrees with author names.
 - 2.2.1. **Authorship.** Authors may wish to review literature on the assignment of authors, such as "Authorship in Scholarly Manuscripts: Practical Considerations for Resident and Early Career Physicians."
 - 2.2.1.1. **Co-First Authorship.** The journal discourages co-first authorship. The editors will consider co-first authors only rarely in situations in which a compelling argument is made by the authors. If two authors wish to share the role of first author, the corresponding author should specify this arrangement in the submission cover letter and provide justification for the decision for the editors to consider. To indicate co-first authorship, the published article will acknowledge that the authors have informed the journal that they agree that both X and Y completed the intellectual and other work typical of the first author.
 - 2.2.1.2. **Coauthor notification.** Upon submission of manuscripts in Editorial Manager by the corresponding author, any coauthors receive an email to notify them that they have been included as a coauthor on the article.
 - 2.2.2. **Authorship changes.** If authorship changes are made after the initial manuscript submission, authors must complete a change of authorship request form. Incomplete forms will be returned to authors for completion. We will consider the information you have provided to decide whether to approve the proposed change in authorship. We may choose to contact your institution for more information or undertake a further investigation, if appropriate, before making a final decision. Please note that we cannot investigate or mediate any authorship disputes. If you are unable to obtain agreement from all authors (including those authors whom you wish to be removed), you must refer the matter to your institution(s) for investigation. Please inform us if you need to do this. If you are not able to return a fully completed form within 14 days of the date that it was sent to the author requesting the change, we may have to reject your manuscript. We cannot publish manuscripts where authorship has not been agreed by all authors (including those who have been removed).
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the same superscript number and the matching affiliation. Affiliations do not extend to the department level at an institution. Specify the city, state/province, and country of the affiliation (note: Springer Nature remains neutral with regard to jurisdictional claims in published maps and institutional affiliations).

- 2.4. **Corresponding author.** The journal publishes one email address for the corresponding author of the article. No other contact information is necessary.
- 2.5. **Disclosure.** Authors must disclose any competing role or interest, including financial or personal relationships with individuals or entities, that may influence their work.
 - 2.5.1. In keeping with the journal's double-blind review process, the Disclosure statement should be placed on the title page rather than in the manuscript file.
 - 2.5.2. Authors must state explicitly if there is nothing to disclose, such as, for a multi-authored work, "On behalf of all authors, the corresponding author states that there is no conflict of interest" or, for a single-authored work, "The author declares no conflict of interest."
 - 2.5.3. Manuscripts that are authored by an Editor or by a member of the Editorial Board undergo the same editorial review process applied to all manuscripts, including double blinded peer review.
- 2.6. **Acknowledgments.** Authors should obtain permission from all individuals named in an acknowledgment, because readers may infer their endorsement of data and conclusions. In acknowledging material that was previously presented at a conference, include the name, date, and place of the conference.
- 2.7. **Funding source.** Authors must disclose on the title page any funding sources that supported research reported in the manuscript.
- 2.8. **Template.** Follow the model below in preparing the manuscript title page.

Manuscript Title
 Author One¹ – Author Two² – Author Three¹ – Author Four²
¹Affiliation One (i.e., Institution Name, City, State/Province, Country)
²Affiliation Two (i.e., Institution Name, City, State/Province, Country)
 Corresponding Author Name
 Corresponding Author Email Address
 Disclosure
 Acknowledgments [if applicable, otherwise, do not include]
 Funding Sources [if applicable, otherwise, do not include]

3. **Manuscript File.** Failure to follow the guidelines may impede the review process.
 - 3.1. **Spelling.** The journal publishes in US English.
 - 3.2. **Text.** Manuscripts should be submitted in Microsoft Word. PDF files are not acceptable.
 - 3.2.1. Use a normal, plain font for text (12-point Times New Roman is preferred).
 - 3.2.2. Double-spacing and 1-inch page margins are preferred.
 - 3.2.3. Avoid starting sentences with Arabic numerals; spell out numbers at the beginning of sentences (e.g., not "100 residents responded" but "One hundred residents...") or recast the sentence to not begin with a number.
 - 3.2.4. Use italics rather than underlining or boldface or all capital letters for emphasis but note that extended sections of italicized text are hard to read and should be avoided.
 - 3.2.5. Use the automatic page numbering function to number pages at bottom center.
 - 3.2.6. Do not use field functions.
 - 3.2.7. Use tab stops or other commands for indents, not the space bar.
 - 3.2.8. Save files in .docx (Word 2007 or higher) or .doc format (older Word versions).
 - 3.2.9. Ensure no tracked changes or comments appear in the submitted manuscript file.
 - 3.3. **Title.** Begin the manuscript file with the title of the paper, in title case (avoid using all capital letters).
 - 3.4. **Abstract.** Abstracts are published only with Empirical Report, In Brief Report, Systematic and Other Review, and Annotated Bibliography papers and should not be included in other manuscript categories. Abstracts should not include references or abbreviations. They have a maximum of 250 words and are written in the third person (e.g., avoid using "we") with an active voice (e.g., "The authors examined data" rather than "Data were examined") and structured with specific subheadings as follows.
 - 3.4.1. **Objective:** the primary purpose of the article, framed as a complete sentence and not as a "To..." phrase.
 - 3.4.2. **Methods:** subjects, design, setting, interventions if any, measurements, data analysis; for review articles: data sources, study selection, data extraction
 - 3.4.3. **Results:** key findings and data such as response rates and numbers of participants.
 - 3.4.4. **Conclusions:** potential implications, future directions.

- 3.5. **Keywords.** Three to five descriptive keywords are published with Empirical Report, In Brief Report, Systematic and Other Review, and Annotated Bibliography papers to aid indexing services such as MEDLINE and should be included after the Abstract in the manuscript file.
- 3.6. **Headings.** Attend to the article type descriptions to determine whether headings are to be structured specifically as Methods, Results, and Discussion or descriptive and whether subheadings are allowed.
- 3.6.1. Do not use all capital letters but use title case.
- 3.6.2. Do not begin the manuscript text with any headings (e.g., Background or Introduction).
- 3.6.3. Do not use separate headings for limitations or conclusions; authors may begin the last paragraph of text with the words "In conclusion" or "In summary."
- 3.6.4. Use no more than three levels of displayed headings.
- 3.6.5. Position headings on separate lines (i.e., do not run in headings with paragraph text).
- 3.6.6. Use **bold** for first-level headings, ***bold italic*** for second-level headings, and *italic* for third-level headings.
- 3.7. **Adherence with ethical standards.**
- 3.7.1. Research studies and other manuscripts involving human participants should briefly but explicitly describe what ethical safeguards were in place (e.g., informed consent process) and institutional review board (IRB) or ethics committee approval or exemption. See "Institutional Review Board Approval as an Educational Tool" for more information about the benefits of IRB review.
- 3.7.2. Although a paper may appear to meet criteria for exemption, the designation as "exempt" is not in the hands of the investigator/educator but formally determined prospectively by the local IRB or ethics committee chair. Papers that receive retrospective institutional review may be considered in special circumstances.
- 3.7.3. Include IRB documentation as an attachment in the submission using the file category "For Human Subject Research: Ethical (IRB) Approval or Exemption Form." Upload an English translation of the IRB document along with the original (untranslated) IRB document; the translation need not be prepared by the IRB as long as the authors attest to its accuracy.
- 3.7.4. Authors must complete their work in compliance with confidentiality standards (e.g., Health Insurance Portability and Accountability Act) and avoid including Protected Health Information.
- 3.7.5. In keeping with the journal's double-blind review process, the manuscript file must not specify the name of the IRB or ethics committee; this information can be specified for the editors in the cover letter and added to the manuscript file after the review process is completed.
- 3.7.6. Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors. Authors should specify page numbers from the references for quoted material.
- 3.8. **Abbreviations.** Abbreviations and acronyms should be defined at first mention and used consistently thereafter. Authors should avoid using abbreviations that are not widely recognized, especially among international readers, or that have alternative meanings which may be more commonly understood. Authors should not use an excessive number of abbreviations or abbreviate terms merely for convenience or as a strategy to reduce the word count.
- 3.9. **Footnotes.** The journal prefers to avoid publishing footnotes. Incorporate such information into the main narrative of the manuscript.
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- 3.10.1. Reference citations in the text should be identified by numbers in [square brackets] within the end-of-sentence punctuation and outside quotation marks:
- Negotiation research spans many disciplines [3].
 - This result was later contradicted by Becker and Seligman [5].
 - This effect has been widely studied [1-3, 7].
- 3.10.2. References are numbered in order of appearance in the text (not alphabetically by first author last name).
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- 3.10.4. The journal's abbreviation for referencing is Acad Psychiatry.
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- 3.10.6. Personal communications and unpublished works should be mentioned parenthetically in the main body of the text rather than cited in the reference list.
- 3.10.7. Do not use footnotes or endnotes as a substitute for a reference list.
- 3.10.8. Number reference list citations consecutively in order of appearance in the text.
- 3.10.9. Tables and figures should not have separate reference lists and numbering; citations should be incorporated into the one reference list at the end of the manuscript file.
- 3.10.10. The journal uses Vancouver referencing style in production (Endnote software has “Vancouver” available for download on its website):
- Journal article:
Smith JJ. The world of science. *Am J Sci.* 1999; 36:234-5.
 - Article by DOI:
Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. *J Mol Med.* 2000; doi:10.1007/s001090000086
 - Book:
Blenkinsopp A, Paxton P. *Symptoms in the pharmacy: a guide to the management of common illness.* 3rd ed. Oxford: Blackwell Science; 1998.
 - Book chapter:
Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. *International review of cytology.* London: Academic; 1980. pp. 251-306.
 - Online document:
Doe J. Title of subordinate document. In: *The dictionary of substances and their effects.* Royal Society of Chemistry. 1999. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Accessed 15 Jan 1999.
- 3.11. **Blinding.** *Academic Psychiatry* follows a double-blinded review process. Authors must ensure their manuscript file, tables, figures, and supplementary material do not include identifying information. Besides the obvious need to remove names and affiliations from the manuscript file, note the following:
- 3.11.1. Name files with care and ensure document properties are also anonymized.
- 3.11.2. Avoid using department letterhead for any manuscript documents other than the cover letter. Reviewers see the Author's Response to Reviewers' Comments; do not place those comments on department letterhead or sign them.
- 3.11.3. Place information regarding funding sources on the title page. Do not mention a grant awarded to a named person within the manuscript file.
- 3.11.4. Do not include Acknowledgments in the body of the paper.
- 3.11.5. In text, replace any information that would identify the author(s) by substituting ***blinded***.
- 3.11.6. Do not add any running headers or footers that would identify authors.
- 3.11.7. Refer to your own references in the third person. For example, “Doe and Smith [1] demonstrated” not “We have previously demonstrated [1].” References that are blinded for peer review should be specified in full in the cover letter.
- 3.11.8. Ensure figures do not contain any identifiers related to the authors or affiliations.
- 3.11.9. The editors will direct the authors to unblind the manuscript files completely after the external review process, ahead of final acceptance for publication.
4. **COI Disclosure Form for Each Author.** Each author must complete the official ICMJE Conflict of Interest (COI) form. Click on http://www.icmje.org/coi_disclosure.pdf to download a PDF of the form.
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- 4.2. Each author must complete the form even if no conflict of interest exists. Submissions without disclosure forms from all authors will be returned to the corresponding author for completion.
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- 4.5. If when approving the manuscript PDF for submission, you see error messages instead of the forms, continue with the submission process; editors are able to view the forms.
5. **Author's response to reviewers' comments.** For revised manuscripts, authors must include a detailed, point-by-point response to the previous decision letter. It is not sufficient to state only that changes were made in response to the previous review. Revisions submitted without a detailed response to the review will be returned to authors for completion. Tracked changes make manuscript files hard to read and may unblind the authors; the

editors prefer to review clean files. Reviewers see the Author's Response to Reviewers' Comments document; the text must not include identifying details and should not be placed on department letterhead.

6. Optional files.

6.1. **Tables.** Do not embed tables within the manuscript text or duplicate this material by both including it in the manuscript file and uploading it separately.

6.1.1. Use the table function in Word, not spreadsheets, to make tables.

6.1.2. Upload each table as an individual Word file using the Table option in the drop-down menu of the Attach Files screen.

6.1.3. All tables are to be numbered using Arabic numerals.

6.1.4. Table file names should correspond with their numbers (e.g., Table 1.doc).

6.1.5. For each table, supply a descriptive title and a caption explaining the components of the table. Include table titles directly with tables; do not list them with figure captions in the manuscript file.

6.1.6. Cite tables in the manuscript text in consecutive numerical order.

6.1.7. Identify any previously published material by giving the original source with a reference citation at the end of the table caption.

6.1.8. Indicate footnotes to tables by superscript lower-case letters (or asterisks for significance values and other statistical data) and place beneath tables.

6.2. **Figures.** Do not embed figures within the manuscript text or duplicate this material by both including it in the manuscript file and uploading it separately.

6.2.1. Upload each Figure as an individual .tif, .eps, or .jpg file using the Figure option in the drop-down menu of the Attach Files screen.

6.2.2. MS Office files are acceptable if Figures were originally created using this software but include only the image in the Figure file.

6.2.3. Save and name figure files with "Fig" and the figure number (e.g., Fig1.eps).

6.2.4. Figure captions should appear on a separate page after the References in the manuscript file.

6.3. **Supplementary material.** The journal prefers not to publish online-only supplementary material.

6.4. **Blinded Supporting Material for review only.** Although reviewers may find it helpful if surveys or curricula are uploaded for their viewing, such materials should not be embedded in the manuscript file itself. The manuscript text may indicate how readers may obtain a copy of the survey or curriculum from the authors.

6.4.1. Upload additional files to assist Reviewers in their evaluation of the manuscript such as survey forms, questionnaires, or teaching materials as Blinded Supporting Material for review only, not for publication online or in print.

6.4.2. Blinded Supporting Material for review only should not contain any information that would identify the authors and impede the blinded peer review.

6.5. **Certificate of English Language Editing.** The editors may recommend that the authors obtain assistance from an English language expert or an independent professional editor to edit the paper, such as www.edanzediting.com/springer, www.aje.com, www.editage.com, www.bels.org/find-a-board-certified-editor. The journal does not endorse any specific service or make publication decisions on the basis of particular services used.

MANUSCRIPT TYPES AND GUIDELINES

Use the following descriptions along with examples of previous publications in the journal to plan manuscript submissions. Manuscript type is evaluated as part of the review process. The journal editor makes the final determination of manuscript type ahead of publication.

1. **Empirical Report.** Empirical reports of data may derive from multisite studies with human participants or analyses of existing databases.
2. **In Brief Report.** In Brief Reports include small-scale projects or research that is in early stages of development, such as a preliminary study using a simple research design or a small sample size with limited pilot data and initial findings that indicate need for further investigation.
3. **Systematic and Other Reviews.** Systematic and other reviews could include, for example, reviews of teaching materials on a particular topic, such as evaluation forms, curricular outcomes or websites; methods and outcomes for teaching on a particular topic; or methods of application of a particular clinical skill. Articles should describe the analysis or application of teaching materials, rather than simply reproducing teaching materials. One exception could be publication of a curricular outline for teaching a particular psychiatric or health profession subspecialty when it is innovative or produced by a national organization officially representing that subspecialty. Scoping reviews can map existing literature on a topic that has not been reviewed in depth or that is wider or

more complex than what a systematic review might cover. Authors are encouraged to review Coverdale et al. "Some Potential 'Pitfalls' in the Construction of Educational Systematic Reviews," and Pham et al. "A Scoping Review of Scoping Reviews: Advancing the Approach and Enhancing the Consistency."

4. **Annotated Bibliography.** Annotated bibliographies present a summary of resources compiled on a topic specific to the scope and mission of the journal and support readers in their academic development, teaching efforts, or development of leadership skills, for example, supporting material for designing a course on ethics for child and adolescent psychiatry fellows, programs on leadership in the health sciences, or promotion of well-being among clinicians. The annotations should provide the reader with a summary and an evaluation of the source. Each concise annotation should capture the source's central idea and the content that can be found. See Jibson et al. "Medical Education Teaching Resources" as an example.
5. **Educational Case Report.** Educational case reports are practical in nature and might analyze, whether descriptively or ethnographically, how a particular teaching practice was applied in a specific setting. Examples include unexpected and subtle discoveries made while developing an innovative teaching method, reforming a curriculum, or launching a new course. A holistic review process will consider that case reports in education tend to be naturalistic and relatively lacking in empirical data, but outcome data are still expected, such as qualitative or quantitative participant feedback. Quality of data, novelty of the case, and significance of the topic will be considered.
6. **Commentary.** Commentaries are tightly reasoned thought pieces that address an important issue in psychiatric education, professional development in medicine, and academic psychiatry.
7. **Faculty Viewpoint.** The journal welcomes brief papers that share a personal experience, clinical vignette, or teaching moment in order to make a point relevant to *Academic Psychiatry's* mission and scope. Faculty Viewpoints will have a limit of 1,000 words and 5 references.
8. **The Learner's Voice.** The community of academic psychiatry has much to learn by listening to our trainees. These papers will be brief reflections that center around the experience of learning psychiatry or becoming a psychiatrist, with a limit of 1,000 words and 5 references. Accepted submissions will often be published with brief framing comments from the editor. The Learner's Voice feature is generally intended to center around the subjective experience in training leading to some idea and not beginning with the idea or the report of a project. Authors presenting original material that may be received with differing opinions and could have implications for other programs are encouraged instead to consider submitting such work under the category Letter to the Editor.
9. **Letter to the Editor.** Letters to the editor may be responses to articles published in the journal or thought pieces that raise an issue to which the editor and/or editorial board may respond or a description of a small intervention or course that occurred at a single site. Letters begin explicitly with "To the Editor:" and do not contain headings within the narrative. A figure or table may be considered in rare circumstances. Letters in response to articles published in the journal should be titled "Comment on" followed by the title of the article that prompted the letter. The authors of the original article may be invited to respond to the letter commenting on their work.
10. **"Down to Earth" Academic Skills Column.** The "Down to Earth" Academic Skills column is intended to describe the nuts and bolts of some area of medical education and/or academic career development that is relatively well established and accepted yet not so well established that everyone knows exactly how to do it on a practical level. Publications in this column are not hypothesis driven, nor do they propose new interventions or tools. Column submissions are assessed for the quality of the text in articulating the nuts and bolts in a user-friendly and scholarly manner (evidence-based where possible) and for whether this information is hard to find or access elsewhere. Authors usually have extensive experience in the area described in the submission.
11. **Literary Resources Column.** Literary Resources include reviews (often invited) of recently published works relevant to the mission of *Academic Psychiatry*, providing a constructive overview of the objective, content, intended audience, scope, clarity of material and writing, and potential use to readers. Distantly published works that have not been reviewed before may be considered if attention to the work would be appreciated by readers and if aligned with the mission and scope of the journal. Book reviews require a title separate from the title of the work under review. A subtitle of the review includes the title of the work, authors/editor name, publisher place and name, publication year, ISBN, page count, price, and format (e.g., paperback or hardcover).
12. **Media Column.** The Media Column includes original papers regarding the relationship between media and psychiatry. Papers focus on media in psychiatric education, the impact of media on mental health and illness, how mental illness and psychiatry are portrayed in media, and how media may be used for public education, among other topics. Evidence-based, educational, creative, innovative, or exploratory papers are encouraged.
13. **Missions Column.** Articles in the Missions Column are often invited and may be creative, innovative, or exploratory and pertain generally to leadership, administration, education, professional development, ethics, and health and well-being across psychiatry, behavioral sciences, and the health professions at large.
14. **Organizational Statement.** The journal will consider analyses of issues and related descriptions of policies and recommendations by organizations whose missions align with that of the journal. In preparing statements for

submission, authors should consider whether the content is a product of a workgroup or taskforce versus a position of an organization.

14.1. If from a workgroup/taskforce, every person on the workgroup/taskforce must be named on it, either as authors or acknowledged contributors, and documentation of the parent organization's approval of the submission is required (use Editorial Manager's cover letter file type for this documentation).

14.2. If a position statement, the executive council of the organization should approve it before submission.

15. **Poetry.** The journal encourages original submissions of poetry that clearly relate to the mission and scope of the journal. Include a Poet's Statement (max 250 words) in the manuscript file giving the context of the work and how it may be used to enhance the reader's educational progress.

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ORCID. The Open Researcher and Contributor ID (ORCID) is used within NIH and Grants.gov to relate publications to grants. ORCID is a digital identifier that distinguishes the author from other researchers and links the author and the author's professional activities to ensure that the author's work is recognized. Visit orcid.org/register to obtain an ORCID. Add the ORCID to your Editorial Manager profile using the Update My Information link. If the ORCID is not included in the profile, Editorial Manager will ask authors to input their ORCID during the manuscript submission process. ORCID will be included in published articles.

FIGURES AND ARTWORK

Electronic Figure Submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Save and name your figure files with "Fig" and the figure number (e.g., Fig1.eps).

Line Art

- Line art is a black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.

Halftone Art

- Halftone art includes photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

Combination Art

- Combination art is a combination of halftone and line art (e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.).
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- Color art is free of charge for online publication. The corresponding author will have the option to pay for color in the print version upon manuscript acceptance.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
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- Color artwork should be submitted as RGP (8 bits per channel).

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- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
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