

Guidelines for Authors

(Last update: October 2014)

1. General format: works must be original and unpublished, written in Spanish, and conform to the publication rules of the Journal. All works must abide by the following rules, developed according to the style and nature of the Journal and the "Uniform Requirements for the Manuscripts submitted to Biomedical Journals", established by the *International Committee of Medical Journal Editors*, updated in October, 2014 (www.icmje.org). Additional editorial information may be found on the World Association of Medical Editors' website at www.wame.org. All materials, including material for supplements, must be sent to the Editor of the Chilean Journal of Neuropsychiatry.

2. Peer reviews: Papers that comply with the formal requirements will be submitted for peer review to two experts who are not part of the editorial committee. The opinions of the experts will be transmitted to the associated editor or to the editor, and will later be anonymously disclosed to the author. If the experts' opinions disagree on the relevance of publishing the paper under evaluation, wherein one of them favors approval while other favors rejection, the editorial committee shall make the final decision. When experts provide recommendations about necessary modifications to a paper for its publication, the editorial committee will review future versions to evaluate compliance with the proposed changes. The Journal reserves the right to make formal modification to the original texts. The list of participating expert peer reviewers is published in the last publication of each year.

3. Submission of material: via email, Word only format. The use of Wordpad format (.rtf) used in some MAC computers is prohibited. The manuscript must comply with the following format: page number on the top right-hand corner beginning at the title page, no letterhead, single page print, 3 cm margins in all borders, typed double-spaced, Times New Roman 12-point font, and justified to the left.

The maximum word limits for the total length of the paper and supporting references or materials are determined by its classification type: article reviews, up to 3500 words, 80 references and 5 tables or figures; research papers, up to 3000 words, 40 references and 5 tables or figures; clinical cases, up to 2500 words, 20 references and 4 tables or 2 figures; paper club, up to 2500 words, 10 references and 3 tables or figures; letters to the editor, up to 1500 words, including 6 references and 1 table or figure.

4. Front page: the title of the paper must be written in a short, informative manner, in English and Spanish. Authors must be identified by their first name, last name, and the first letter of the maternal last name. Those who would like to include their maternal last name may use a hyphen in between both last names. Identify each institution, department, division, or service associated with each author during the development of the paper, and source(s) of any grant-funded financial support in areas such as research, equipment, medication, or all of them. All financial support received must be disclosed, stating explicitly whether the organization providing the funding influenced the design of the study, compiling of data, the analysis or the interpretation of the data, and in the preparation, revision or approval of the manuscript (see conflict of interests in section 13). Use lowercase superscript to identify the professional titles of authors who are not medical practitioners, or to denote student status at a specific university. Separately, indicate the name, mailing address, email address and phone number of the author who will manage the communications related to the manuscript and with the editorial committee. A digital word count must be included at the bottom of this page. Begin the word

count from the beginning of the Introduction until the end of the Discussion, excluding the first page, the abstract, the acknowledgements, and the references, tables and figures.

5. Second page: It must include a summary in Spanish, no longer than 250 words. The format for research paper must include: introduction, methodology, results, and conclusions. Do not use non-standardized abbreviations. The authors must propose at least three key words in both Spanish and English, which must be selected from the list of the Index Medicus (*Medical Subjects Headings*). The authors must provide an English translation of the title and abstract.

6. Ethical format: When reporting on experiments on human subjects, authors must disclose compliance with the ethical standards of the Helsinki Declaration, updated in 2008. A letter of approval from the *Ethical Committee* of the institution in which the research took place must also be attached. When reporting on experiments on animal subjects, the authors must disclose whether the institutional and national guidelines for the care and use of animals in laboratory were followed.

7. Format of the articles and units of measure: The authors do not have to use a uniform format, although for research articles the recommendation is to use sections that have the following headings: introduction, methodology, results and discussion. Likewise, in research papers, the methodology section must include: the selection of the subject under study: patients or experimentation animals, organs, tissue, cells, and their respective controls. Identify the methodology, instruments or devices, and procedures used, with the adequate precision to allow others observers to reproduce the results. If a well-established, commonly used methodology was employed (even statistical ones), only identify it and cite the corresponding references. When the methodology has been published but is not well known, provide references and include a brief description. If it is a new methodology, or if a established methodology was modified, please describe it with precision, justify their use, and detail their limitations. Identify drugs and chemical compounds used, with their generic name, their dose, and administration protocols. Identify the patients by correlative numbers; do not use their initials or the numbers in their clinical forms from their hospital.

Always indicate the number of patients or observations, the statistical methodology used, and the mean level previously chosen to evaluate the results. Length, height, weight and volume must be measured in metric units (meters, kilograms or litres), or their multiples and decimals. Temperature must be measured in Celsius degrees. Blood pressure must be measured in mercury millimeters. Results must be presented in clear and logical way, leaving the discussion for the relevant section. The conclusions must be related to the objectives of the study, avoiding statements and inferences not based on the results.

8. Tables: Tables must be shown in separate pages, indicating their approximate corresponding position in the text. They must be identified with Arabian numbers and text in the top border. Number the tables in consecutive order, and use descriptive titles that explain their contents without having to refer back to the text of the manuscript (title of the table). Write a short or brief heading for each column. Use horizontal lines to separate only column heading and general titles. Data columns must be separated by spaces, not vertical lines. Use footnotes whenever explanatory notes are required, including them at the bottom of the page. Use footnotes for all non-standard abbreviations. Cite each table consecutively, in order of appearance as referenced in the text.

9. Figures: the term "Figure" corresponds to any illustration that is not a table. (e.g. graphs, radiographs, EEG and EMG register, etc.) Graphics must be produced by a professional or using

a suitable computer software. Titles and captions must not appear in photographs, but must be included in a separate page, to be added later during printing. The symbols, arrows, and letter used in photos of microscopic preparations must be sufficient in size and contrast to be distinguishable from its context. Cite each Figure as referenced in the text in order of appearance, in consecutive order. If a Figure reproduces material already published, you must identify the original source and obtain written authorization from the author and the original editor to publish it in your work. Photographs of patients must cover part(s) of their faces in order to protect their identity. Present Figures' titles and captions in a separate page. Identify and explain every symbol, arrow, number, or letter that has been employed to show any part of an illustration. Disclose amplification and methods of staining used in the reproduction of microscopic preparations. Figures must be send in digital format, in the highest resolution that permits reproduction. The publication of figures in color must be discussed with the Journal; costs will be set by the printers and shall be paid for by the authors.

10. **References:** Bibliographic references are limited to works cited in the text, must not exceed 40 entries (except for revision works, in which case the editorial committee could accept up to 80 entries as deemed necessary), and must be numbered consecutively in order of appearance in the text. **In the text, references for charts and epigraphs at the bottom of illustrations, will be identified with Arabian numbers between parentheses.** References cited only in charts or illustrations must be numbered accordance to the sequence established by their first mention in the text.

11. Citation Forms: details about formatting and samples of proper citation form and different types of references can be found in the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" at www.icmje.org. Below are some examples of the more frequent citations forms used:

I. Journals

a. Standard article

Format: Author(s), title of the paper, name of the journal according to the abbreviation in the Index Medicus, followed by the year; volume: first and last page with complete numbers. (we have decided to omit the number within the volume). Only the first six authors are listed. If there are more than six authors, the first six must be listed followed by the expression *et al.* in italics.

Brink G. Trastornos de la vigilia y el sueño. *Rev Chil Neuro-Psiquiat* 1965; 4: 14-21
Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukaemia in Europe after Chernobyl: 5 year follow-up. *Br J Cancer* 1996; 73: 1006-1012

b. Organization as author

The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996; 164: 282-284

c. Volume with supplement

Carvajal C. Trastorno por estrés postraumático: aspectos clínicos. *Rev Chil Neuro-Psiquiat* 2002; 40 Supl 2: 20-34

d. Number of pages with Roman numbers

Fisher GA, Sikic BI. Drug resistance in clinical oncology and hematology. Introduction. *Hematol Oncol Clin North Am* 1995; 9:xi-xii

II. Books and monographs

Format: authors, title of the book, city in which it was published, publishing house and year. Punctuation must be limited to commas between authors.

a. Author(s) of the complete paper

Matte I. Estudios de psicología dinámica. Santiago of Chile: Ediciones de la Universidad de Chile, 1995

b. Editor(s) as authors.

Pumarino H, Pineda G, editores. Hipotálamo e Hipófisis. Santiago of Chile: Editorial Andrés Bello; 1980

c. Chapter of 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. p. 465-478

III. Other sources

a. Electronic Material

Online Journal

Tsui PT, Kwok ML, Yuen H, Lai ST. Severe acute respiratory syndrome: clinical outcome and prognostic correlates. *Emerg Infect Dis* [serial online] 2003 Sept [date cited]. Available at: <http://www.cdc.gov/ncidod/EID/vol9no9/03-0362.htm> Document found in the website of the International Committee of Medical Journal Editors (ICMJE). Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Updated October 2014. Available at: <http://www.icmje.org/>

12. Acknowledgements: Express your appreciation only to people and institutions who made significant contributions to your work.

13. Related documents: Requirement guidelines for manuscripts, copyright responsibility notice, transfer of copyrights and conflict of interests notice. These four documents must be submitted along with the manuscript, notwithstanding its nature: research articles, clinical case, revision article, letter to the editor, or other, providing the information requested, and identification and signature of all authors. The Journal publishes facsimiles for this purpose. Photocopies can be included if deemed necessary.

Self-evaluation guide for requirements of the manuscripts

They must be applied once the paper has been received. If any listed items are unfulfilled, the article will be returned to the author for modifications to be made accordingly.

1. This paper is original and unpublished (except for the congress summaries), and will not be sent to other journals while the editorial committee of this journal is deliberating.

2. The text must be double-spaced, in letter size paper, Times New Roman 12-point font.

3. The paper is no longer than 12 pages for research papers and 15 pages for research papers, which are the maximum length limits allowed.
4. It has a title in both English and a Spanish.
5. It has a structured abstract in both English and Spanish, of no more than 250 words with key words.
6. Bibliographic citations do not exceed 40 items (80 in case of revision), and they are presented in the format required by the Journal. The citation must be done according to the order of appearance in the text.
7. Tables and figures must go in a separate page. Figures must have an identification and orientation mark in the back. Reading must be possible in ad-hoc pages, and the text can be reduced for printing. 1 One sample of each must be submitted.
8. If tables or figures from other publications are reproduced, they are submitted along with a written authorization of the authors for their reproduction.
9. Phone number, fax, and email of the author are provided.
10. Copyright notice and transfer of copyright notice are completed.

Copyright responsibility notice and transfer of copyright notice

The following document must be completed by all the authors of the manuscripts. If the space for the signature of all authors is not sufficient, photocopies of this page may be included.

TITLE OF THE MANUSCRIPT:

.....

CERTIFICATION: I certify that I have made a direct contribution to the intellectual content of this manuscript, to the inception and analysis of the data, therefore I am in a condition to take public responsibility for same and I approve of my name being included in the list of authors.

In the "Code of Participation" column, I have personally written all the letters of the codes that designate/identify my participation in this paper, selected from the following

Table:

Codes of participation

- | | |
|---------------------------------------|--|
| A Creation and design of the paper | G Contribution of patients or study material |
| B Compiling/securing results | I Statistical advising |
| C Analysis and interpretation of data | H Financing |
| D Preparation of the manuscript | J Technical or administrative advising |
| E Critical revision of the manuscript | K Other contributions (define) |
| F Approval of the final version | |

The authors certify that the above-mentioned article is an original paper, and has not been published, except as an abstract. Once the paper is accepted by the Chilean Journal of Neuropsychiatry, the author's rights will be transferred to the latter. Likewise, they declare that the paper has not been sent simultaneously to other journals for publication. The authors agree, depending on the case, that this article be published in electronic media as the Editor of the Chilean Journal of Neuropsychiatry deems convenient.

NAME AND SIGNATURE OF EACH AUTHOR, CODES OF PARTICIPATION

Code

Name and last names	Occupation	Participation	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date:

CONFLICTS OF INTERESTS DISCLOSURE

This disclosure must be completed separately by each of the authors of the article.

There is conflict of interests whenever there is a *primary* interest (such as the well-being of the patients or the validity of the scientific research) that can be affected by a *secondary* interest (such as a personal gain or rivalries).

the Editorial Committee of Neuropsychiatry has deemed necessary to request that the authors who are submitting papers for their publication report any conflict of interests through a disclosure. The objective is to give the editorial team, the reviewer, and the reader all the relevant background information to properly evaluate an article submitted for their consideration.

Please answer the following questions

1. Have you personally accepted any of the following benefits from institutions that could be financially impacted by the conclusions of your paper?

- Economical support to attend a conference or educational activity
- Fees for delivering a lecture
- Funds for research
- Funds to hire any of your collaborators
- Consulting fees

2. Have you had any working relationship with any organization that could benefit or be harmed financially from the publication of your article (or letter)?

- Yes
- No

3. Do you have any stock or other financial interests in any organization that could benefit or be harmed financially by the publication of the article (or letter)?

- Yes
- No

4. Have you been a party in any legal dispute related to the topic of your publication?

- Yes
- No

5. Do you have any conflict of interests that you would like to disclose?

- Yes
- No

If you have answered yes, please specify below:

If you have answered yes to any of the previous five questions, please write a brief disclosure, which will be published along with your article, at the end of the text and before the bibliography (space for acknowledgements). A disclosure sample is provided below:

Conflict of interests: R X has received economical support from laboratory XXX to assist to congress of his/her specialty. She/he has also received fees for participating in educational and promotional activities organized by the same company.

If none of your answers was affirmative, the following paragraph will be published in your article:

The author did not disclose any possible conflict of interests

The authors did not disclose any possible conflict of interests

Although this form is focused on conflicts of interests of a economical nature, you may disclose other conflict of interests you may deemed necessary to inform the readers.

Choose one of the following options:

1. Please insert the statement "no conflict to disclose" in the declaration of conflict of interests.
2. Please include the following disclosure of conflict of interests:

Title of the article:

Name of the author:

Signature:

Date:

Adapted from the form of disclosure of conflict of interests used by the *British Medical Journal*.

Available at: <http://bmj.bmjournals.com/cgi/content/full/317/7154/291/DC1>