

Instructions to Authors

Alcoholism and Psychiatry Research

Journal on Psychiatric Research and Addictions

The journal *Alcoholism and Psychiatry Research* is an international peer reviewed journal, open to scientists dealing with all aspects of psychiatry or addictions. The journal publishes original scientific and professional papers, preliminary communications, reviews and conference papers, case reports, news and book reviews, letters to the editor, provided they have not been published elsewhere.

All manuscripts should be written in English. Instructions for preparation of manuscripts submitted to *Alcoholism and Psychiatry Research* are consistent with the recommendations issued by the International Committee of the Medical Journal Editors, Uniform requirements for manuscripts submitted to biomedical journals (N Engl J Med 1997; 336: 309-315).

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Article processing charges: Manuscript submission, article processing and publishing is free of charge.

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Each manuscript submitted for consideration for publication should be provided with a statement declaring that the paper has not been published or accepted for publication elsewhere.

Editorial procedure: Each manuscript received is evaluated by the Editor-in-Chief. The manuscripts that do not meet the main criteria listed in the Instructions for authors are returned to authors. Contributions that qualify for further consideration are further processed. Each manuscript is subjected to the additional editorial review of the methodological quality, statistical analysis, and data presentation. The estimated time from submission to the first decision is 4-8 weeks. Authors are usually given 4 weeks for manuscript revision, while articles will be published within 2 to 6 months after acceptance.

Alcoholism and Psychiatry Research gives equal consideration to every carefully performed study investigating an important question relevant to the Journal's readership, whether the results are negative or positive.

Editor-in-Chief has full authority over the whole editorial process and also decision making responsibility.

Peer-review policy: The Editorial Board anonymously sends all manuscripts received to two or more reviewers. If the reviewers suggest any changes and/or supplements, a copy of their reviews without the names of the reviewers will be sent to the author to make his final decision.

Authorship: *Alcoholism and Psychiatry Research* adheres to guidelines for authorship set forth by the International Committee of Medical Journal Editors (ICMJE) (available at: <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>). Each author should meet all four criteria as follows: 1. substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data 2. drafting the article or revising it critically for important intellectual content 3. final approval of the version to be published 4. agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. According to ICMJE: "In addition to being accountable for the parts of the work the author has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors. All those designated as authors, should meet

all four criteria for authorship, and all who meet the four criteria should be identified as authors." All persons who have made substantial contributions to the work but do not meet the criteria for authorship should be listed in the *Acknowledgments* section (technical help, writing assistance, language translation service, general support, financial and material support). All persons named in the *Acknowledgments* section of the manuscript must give their permission to be named. Statement for such permission is included in the manuscript submission process.

Ethical approval and informed consent: When reporting trials on human subjects, authors should indicate whether the procedures were in accordance with the ethical standards set by the responsible human experimentation committee (institutional and national) and latest version of the Declaration of Helsinki given by World Medical Association (available at: <http://www.wma.net/en/30publications/10policies/b3/>). Ethical approval (institutional or national) should be obtained for every study that includes collection of additional patient sample of any biological material (more than those required for the medical evaluation). All subjects should sign an informed consent form and this information should be provided in the manuscript. Signed informed consent forms should be archived by the authors. The authors have to provide a statement that they have received and archived all patient informed consent forms, as required during the manuscript submission process. It should be noted that informed consent to participate in the research does not imply consent to publish personal individual data (names, initials, pictures, hospital identification). Therefore, for publication that includes any individual

data, patient must give his written consent. This is especially applied when it is not possible to obtain anonymity of the data without distorting scientific evidence. Regardless of the preserved anonymity, patients presented in case report articles should always sign informed consent. Case reports without patients' consent are not eligible for publication in *Alcoholism and Psychiatry Research*. Specific types of case reports are not obliged to obtain informed consent as long as there are no patient's personal data revealed. However, if there is a need to publish a patient's rare diagnosis or specific demographic or personal data, by which patient's identity can be implied, than the authors must obtain patient's signed informed consent.

Conflict of interest: *Alcoholism and Psychiatry Research* encourages all authors and reviewers to report any potential conflicts of interest to ensure complete transparency regarding the preparation and reviewing the manuscript (research funding, grants, sponsorship, competing interests etc.). According to the International Committee of Medical Journal Editors (ICMJE): "Conflict of interest exists when an author (or the author's institution) has financial (employment, consultancies, stock ownership, honoraria and paid expert testimony) or personal relationship, academic competition or intellectual passion that inappropriately influences his actions." (available at: <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/author-responsibilities--conflicts-of-interest.html>)

Preparation of Manuscript: The manuscripts, including all supplements, should be submitted in triplicate. They should not exceed 20 pages typewritten on one side of the paper, double-spaced throughout the paper,

including the list of references and tables (not exceeding 30 lines on a page), with ample leftside margin (3 cm).

Papers should be arranged as follows: Title page, Abstract, Key words, Introduction, Subjects and methods, Materials and methods, Results, Discussion and conclusion(s), Acknowledgments (when appropriate), References, Tables, Legends and Figures.

Title Page: The title page should include: the title of the article, phrased as concisely as possible; full first and second names of all author(s); names of the department(s) and institution(s) to which the work should be attributed; short running head of not more than 40 characters; the name and address of the author who will receive and respond to correspondence, including the telephone/fax number and e-mail address if available.

Abstract and Key words: Abstract not exceeding 250 words, should be provided on a separate sheet of paper. The abstract should briefly describe the topic and aim of the study, methods, main results and conclusion. The abstract should be followed by 3-10 key words for the rapid identification classification of the paper contents. In selecting the key words, the authors should strictly refer to the Medical Subject Headings (MeSH) list of the Index Medicus. The abstract should be submitted in Croatian and English.

Manuscripts should be divided into following sections: Introduction, Subjects and methods or Material and methods, Results, Discussion and References.

In the *Introduction*, studies directly related to the presented study should be briefly described. At the end of the Introduction, the Aim of the study should briefly describe the aim(s) and purpose of the study.

Subjects/Materials and methods: should be so presented as to allow the reader to repeat the study without further explanations. The methods known from the literature need not be described, but referred to by their generic names (trade names can be given in parentheses).

Results should be presented clearly and logically. Significance of the results should be expressed statistically. All measurement results should be listed in SI units.

Discussion is the conclusive part of a paper, in which the results are more extensively described and interpreted, and compared with the existing knowledge in the field. Conclusions are supposed to provide an answer to the aim of the study.

Tables and figures: Each table should be on a separate sheet of paper with a heading and numbered as cited in the text. Figures and other illustrations should be numbered in same order as they are cited in the text. Figures and sketches should be drawn in black ink on white paper or tracing paper. Photographs should be black-and-white, of high quality to allow good reproduction, on glossy paper. The number, title of the paper (without author 's names) should be written and top indicated in pencil on the back of each photograph. Reproduction of figures and tables from other sources should be accompanied by full reference and permit by their authors and publisher.

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followed by »et al«. The title of the journal should be abbreviated according to *Index Medicus*:

Marušić S, Thaller V, Katinić K, Matošić A. The significance of family therapy in the process of treatment of alcoholism. *Alcoholism* 2000;36:51-60.

Journal supplements:

Lundstrom I, Nylander C. An electrostatic approach to membrane bound receptors. *Period Biol* 1983;85(Suppl 2):53-60.

Books and monographs:

Personal author or authors

Eisen HN. *Immunology: an introduction to molecular and cellular principles of the immune response*. 5th ed. New York: Harper and Row; 1974. p. 406.

Editor

Dausset J, Colombani J, eds. *Histocompatibility testing 1972*. Copenhagen: Munksgaard; 1973. p. 12-18.

Chapter in book:

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sode-man WA, ed. *Pathologic physiology: mechanism of disease*. Philadelphia: WB Saunders; 1974. p. 457-472.

Proceedings:

DuPont E. Bone marrow transplantation in severe combined immunodeficiency with unrelated MLC compatible donor. In: White HJ, Smith R, eds. *Proceedings of the Third Annual Meetings of the International Society for Experimental Hematology*. Houston: International Society for Experimental Hematology; 1974. p. 44-46.

Dissertation:

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization (disserta-

tion). St. Louis (MO): Washington University; 1995.

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