



AUTHOR GUIDELINES FOR THE JOURNAL OF THE CANADIAN ACADEMY OF CHILD & ADOLESCENT PSYCHIATRY

GENERAL

The Journal of the Canadian Academy of Child & Adolescent Psychiatry (“Journal”) is an open access publication (with no publication charges) that seeks to advance knowledge on child, adolescent, and youth mental health. Although the Journal is interested in a broad range of research, it is particularly interested in work that has clinical or population relevance. The Journal publishes four issues per year. Submission are managed through ScholarOne: <https://mc04.manuscriptcentral.com/jcacap>

Manuscript Types

Manuscripts types are listed below with their maximum word length. Exceeding word limits will not be accepted without permission from the Editor. Word limits do NOT include the abstract, references, tables and figures.

Table			
Type	Maximum word length for main text	Abstract	Tables & Figures
Original Research Article	4000 words	Structured, max. 250 words	Maximum 6 combined
Review Article	4000 words	Structured, max. 250 words	Maximum 6 combined
Commentary	2500 words	Unstructured, max. 250 words	Maximum 2 combined
Arts & Literature and Nature (ALAN)	500 words	Not applicable	Not applicable
Letters to the Editor	500 words	Not applicable	Not applicable

Original Research Articles

Original Research consists of original data or analysis not published elsewhere. Original research can be qualitative and/or quantitative. Only manuscripts meeting standard methodological requirements will be considered for external review. Please review the EQUATOR checklist relevant to the research study design to ensure the manuscript is complete. <http://www.equator-network.org/>. For example, for a randomized controlled trial, review the CONSORT checklist, for observational studies review the STROBE checklist. Manuscripts missing key checklist elements will be returned to the author and NOT sent out for review. If none of the checklists are applicable to your research, state the reason in your cover letter.

ETHICS: Research involving humans must have been conducted according to the World Medical Association Declaration of Helsinki. <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>. All papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Authors are required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal. Information on informed consent to report individual cases or case series should be included in the manuscript text. Identifying patient information should NOT be included in any manuscript.

CLINICAL TRIALS: If reporting on a clinical trial, trial registry name, registration identification number, and the URL for the registry should be included at the end of the abstract. Trials should be registered in one of the recognized trial registries and require the minimum registration data set as described by the ICMJE (www.icmje.org/faq.pdf). The reported study should have been registered prior to its conduct. If the study was retrospectively registered, then after the trial registration number, you must write “retrospectively registered”.

Review Articles

Reviews should not duplicate existing reviews available elsewhere and should critically appraise and systematically synthesize the literature. Systematic reviews should follow the PRISMA checklist and should be registered with PROSPERO (<https://www.crd.york.ac.uk/prospéro/>). If the systematic review was registered after conducting the review, this should be stated. Scoping reviews will be considered where there is a compelling argument for using that approach. If submitting a scoping review, ensure you review the relevant checklist to ensure your manuscript meets these recommendations, i.e., <http://prisma-statement.org/Extensions/ScopingReviews>

Commentary

This section of the Journal provides space to address clinical and/or population relevant topics. Criteria for acceptability will be whether the submission introduces novel concepts or addresses current controversies or dilemmas in the field. Authors must rigorously appraise, review and cite the relevant literature as part of their submission. For these submissions, the Editor may identify an independent discussant to provide expert opinion in response to the commentary. An unstructured abstract should be included.

Arts & Literature and Nature (ALAN)

Readers are invited to submit short reviews and reflections on art and literature, for example books and movies, and aspects of nature. Contributions that widen and contextualize the psychiatric experience are welcome. Caution is advised with regarding to endorsing any non-evidence-based interventions. Submissions up to 500 words can include figures or photos, and are managed outside of ScholarOne. Please submit directly to Vicki at vsimmons@shaw.ca with the subject heading "ALAN submission". A subcommittee of the Journal will review all contributions.

Letters to the Editor

Letters should relate specifically to articles published in the Journal and be submitted within 2 months of the relevant article's publication. Include a descriptive title. No tables and figures are allowed. Once accepted, the Journal will contact the author of the identified article to offer an opportunity to reply. The author(s) of the letter waives the right to review or respond to the original author(s)' reply. All letters are subject to editing and shortening. Not all letters will be published.

CONFLICT OF INTEREST

Authors are responsible for recognizing and disclosing financial and other ties that are, or might appear to be, a conflict of interest. A summary should be included on the title page. If all of the authors have nothing to disclose, include the statement: "The authors have no financial relationships or other ties to disclose." The submitting author(s) should ensure they confirm this with all co-authors.

The lead author should also complete the generic ICMJE Disclosure Form <http://www.icmje.org/disclosure-of-interest/> and submit this with their manuscript. If the lead author can confirm that their co-authors' responses are "none" to all categories on the disclosure-of-interest form, additional disclosure forms are not required. Otherwise, each co-author who cannot indicate "none" for each domain needs to complete a disclosure form.

AUTHORSHIP

The Journal adheres to the definition of authorship as set out by the International Committee of Medical Journal Editors (ICMJE). <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

This includes the expectation that all authors meeting the four criteria described by the ICMJE:

- "Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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."

Persons making limited contributions not meeting the level of authorship may be recognized in the acknowledgment section (with their permission).

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Authors must submit written permission from the copyright owner to use direct quotations, tables or illustrations that have appeared in copyrighted form elsewhere, along with complete details about the source. Permission fees are the responsibility of the submitting author. At the time of submission, the corresponding or lead author is required to indicate agreement to the following statement:

- The author(s) hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership to the Canadian Academy of Child and Adolescent Psychiatry in the event that such work is published in the Journal. I (we) warrant that the material contained in the manuscript represents original work and has not been published or under consideration for publication elsewhere.

MANUSCRIPT PROCESSING AND PEER REVIEW

Manuscripts must be submitted via the online submission system at <http://mc04.manuscriptcentral.com/jcacap> (except ALAN submissions). All submissions are reviewed internally and only those that are well-written, address content relevant to the Journal, and meet methodological standards will be sent for external expert review. The authors will be notified if their manuscript is not sent out for external review.

The external peer review process is anonymous. Reviewers' comments will be sent back to the authors with the editorial team's decision. Accepted papers are subject to editorial revisions and copyediting.

Corrected proofs must be returned within 48 hours. Changes that have been made to conform to Journal style will stand if they do not alter the authors' meaning. Only the most critical changes to the accuracy of the content will be accepted. Changes that are stylistic or are a reworking of previously accepted material will not be allowed. The Editor reserves the right to deny any changes that do not affect the accuracy of the content.

PREPARATION OF MANUSCRIPTS

All submissions must be formatted for 8 ½ by-11-inch paper with 1-inch margins, in 10-point or larger font, double spaced.

General

- Spell out all abbreviations (other than units of measure) the first time they are used
- Do not use footnotes in the main text
- Always use the generic term for a drug. When it is necessary to refer to the proprietary name, list it in parentheses after the generic term, followed by the register mark ®

Title Page

- Title (max 15 words)
- Name, address, telephone and e-mail address of the corresponding author

- Full name, academic degrees, affiliation, city, state/province and country for each author
- Acknowledgment paragraph (max 120 words), with any necessary credit lines and description of any funding or support
- A conflict of interest declaration. If none, explicitly state this.

Main Text (the following sections should be provided in this order for original research and review articles)

- Title
- Abstract
- Introduction
- Methods
- Results
- Discussion

Abstract (include both in the online abstract submission section AND with the full manuscript)

- Structured abstract for original research and review articles (max. 250 words) and should include:
 - Background: very brief background points
 - Objective: the primary purpose of the study
 - Method: design of the study, main outcome measures
 - Results: key findings (including sample size[s] where appropriate)
 - Conclusions: including clinical significance or implications
 - Key words: 3-5 to be used for indexing (not counted as part of maximum word count)
- Unstructured abstracts are acceptable for Commentaries (max 250 words)

References

The Journal has now switched to Vancouver referencing style, i.e., a sequential numbered referencing style. Unpublished or submitted manuscripts or personal communications should only be noted in the text, not the reference list. Include "in press" manuscripts in the reference list. For citing in text, place the sequential number within parentheses, e.g., (1). The following are format examples for the reference list:

1. Maughan B, Collishaw S. Development and psychopathology: a life course perspective. In: Thapar A, Pine DS, Leckman F, Scott S, Snowling M, Taylor E,

- editors. Rutter's Child and Adolescent Psychiatry. 6th ed. New York, NY: John Wiley & Sons, Ltd; 2015. p. 1–16.
2. Straus MA, Hamby SL, Finkelhor D, Moore DW, Runyan D. Identification of child maltreatment with the parent-child Conflict Tactics Scales: Development and psychometric data for a national sample of American parents. *Child Abuse Negl.* 1998;22(4):249–70.
 3. World Health Organization. Update of the mental health gap action programme (mhGAP) guideline for mental, neurological and substance use disorders. [Internet]. Geneva, Switzerland. 2015 [cited 2018 May 20]. Available from: http://apps.who.int/iris/bitstream/10665/204132/1/9789241549417_eng.pdf?ua=1

Tables and Figures

- See maximum number of combined tables and figures in **table**. The Journal does not publish tables or figures that have appeared in other publications.
 - Cite each table and figure in the main text and note approximate placement
 - Number tables and figures consecutively in order of appearance
- Figures should be loaded as separate documents in the online system and should be clearly labeled
 - Tables may be placed at the end of the main manuscript (after the references), each table on a separate page (single spacing is acceptable for tables if this allows them to be displayed better on a single page). Alternatively, tables can be loaded as separate documents in the online system and should be clearly labeled.
 - If reporting percent and counts in columns in tables, the Journal's preference is for the column heading to following the convention: % (n)
 - Use lower case letters for footnotes (i.e., “a”, “b”, “c”, etc.)

Language

- Articles are accepted in English or French.
- If the author is not proficient in the manuscript language, they should have someone proficient in the language review the manuscript BEFORE submitting it to the Journal. If there are excessive grammatical problems in the submitted manuscript, it will be returned to the author and NOT sent out for review.