

International Psychogeriatrics

These instructions will be published in the March issue of *International Psychogeriatrics* each year. An up to date version can be found at the *International Psychogeriatrics* website www.journals.cambridge.org/jid_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 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 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, case reports, letters to the editor, book reviews 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 one-third of the papers submitted are accepted for publication in this quarterly journal. The journal's Science Citation Index Impact Factor (2003) is 1.577. 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 (www.journals.cambridge.org/jid_IPG) and the IPA website (www.ipa-online.org).

Submission of manuscripts

Each paper should be submitted by email as an attachment, to journal@ipa-online.org 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 disc by post to the Northfield, Illinois 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 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:**

1. That 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.
2. That the authors have had full control of all the primary data.
3. That 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, International Psychogeriatric Association, 550 Frontage Road, Suite 3759, Northfield, IL 60093, USA, Tel. +1 847 501 3310, Fax. +1 847 501 3317. 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.

Please note: papers are submitted to the journal's administrative headquarters in Chicago and will be forwarded at once to the office of the Editor-in-Chief. The current Editor-in-Chief's office is in Melbourne, Australia, but should NOT be contacted for the initial submission of manuscripts, though subsequent two-way communication with that office will ensue once the paper has entered the review process.

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.

Key words: Under this heading and beneath the abstract, please list up to 8 words which are not included in the title of the article, for the purpose of indexing.

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

Introduction: Briefly state the relevant background to the study to provide the necessary information and context to enable non-specialists to appreciate the objectives and significance of the paper. Most introductions to articles received for review are too long.

Method(s): Materials and procedures should be described in sufficient detail to enable replication. Any statistical procedures used should be outlined and their use should be justified here. Results should not be included in the Method(s) section. If statistical procedures are used, they should be described here in adequate detail. Choice of statistical technique should be justified including some indication of the appropriateness of the data for the technique chosen. Adequacy of the sample size for the statistical technique(s) used must be addressed. If appropriate, a description of the statistical power of the study should be provided. If multiple univariate significant tests are used, probability values (p-values) should be adjusted for multiple comparisons, or alternatively a multivariate test should be considered. 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, analysing 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.

For a book: **Smith, J.A., Brown, P.Q., Jones, H.A. and Robinson, D.V.** (2001). *Acute Confusional States*. New York: Cambridge University Press.

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*.

Figures/Tables: The manuscript should contain no more than five Figures or Tables. The copies submitted with the manuscript must be of sufficient quality to enable reviewers to evaluate the data. Figures that require color to communicate the data will be published only on payment of the additional cost by the authors.

Figure and table legends: Each caption should begin with a brief description of the conclusion or observation provided in the figure. These should be submitted as a separate section after the References.

Supplementary material: Supplementary material (additional tables, data, questionnaires, etc.) that are not included in the main body of the article or are unable to be printed in the journal may be published separately online. For further information about this service, authors should contact the Editor-in-Chief.

Word limits: At present *International Psychogeriatrics* does not have a fixed word limit for articles, but because of limited space, short articles have a higher chance of acceptance than longer ones of an equivalent standard.

Conflict of interest

Conflict of interest occurs when authors have interests that **might** influence their judgement inappropriately, regardless of whether that judgement is influenced inappropriately or not. *International Psychogeriatrics* aims to conform to the policies of the World Association of Medical Editors in regard to conflict of interest. For full details please see the website <http://www.wame.org/wamestmt.htm#fundres>. To this end all authors must disclose potential conflicts of interest so that others may be aware of their possible effects. Specifically, under the heading conflict of interest, all articles must detail:

1. The source(s) of financial support for the research (if none, write "none").
2. A description of any sponsor's role(s) in the research (e.g., formulation of research question(s), choice of study design, data collection, data analysis and decision to publish).
3. Information about any financial relationship between any author and any organization with a vested interest in the conduct and reporting of the study. For example, in a study on the effects of a drug made by Bigpharma which directly competes with another drug made by Megadrug a declaration might say "Jane Smith has received research support and speaker's honoraria from Bigpharma and has received financial assistance from Megadrug to enable her attend conferences."

Reviews of the Literature

International Psychogeriatrics will publish 1 or 2 literature reviews in each issue. Authors intending to submit a literature review should check recent issues of *International Psychogeriatrics* to ensure that no review of the topic they propose to discuss has been published in the journal in recent times. Review articles may have up to 50 relevant references. Authors contemplating the submission of a literature review article are welcome to contact the editor to discuss the appropriateness of the topic prior to submission (ipaj-ed@unimelb.edu). Literature reviews should have an abstract.

Case Reports

Case reports will be accepted for review and considered for publication. They should be of 1200 words or less and should have no more than 10 references. An unstructured abstract of 100 words or less is required. When submitting case reports authors **must** enclose a letter of consent to publication from each of the patient(s) described or, if the patient(s) is/are deceased or not competent to consent the authors must indicate that they have obtained such consent from the patient's legal guardian(s). These letters will be kept confidential.

Letters to the Editor

Reader's letters will be considered for publication. Letters should be no longer than 1,000 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.

Supply of author-generated artwork

Monochrome line subject illustrations supplied as hard copy only

These should have the author's name and figure number clearly marked on the back of each piece of artwork. The figures will be scanned at 1200 dpi and compressed using LZW. The scanning process can result in problems with some fine ornaments and with any grey tints used (e.g. tints can fill in; a Moiré interference pattern can be produced; or poor quality, patchy tints result). Illustrations of this kind may be acceptable in a desktop publishing format, but they do not proceed satisfactorily through the several stages before printing. Plain black/white is acceptable, but all other shades/tints should be replaced with distinct PostScript fills or custom fills.

Monochrome line subject illustrations supplied in digital form

Macromedia Freehand, Adobe Illustrator and Adobe Photoshop are the preferred graphics packages. Before submitting your artwork, please do the following:

- Where possible, please supply illustrations as TIFF or EPS files (300.000 dpi). When submitting EPS files you must convert your text within the file to artwork/outlines. If your EPS file contains a scanned image, you must ensure that you supply a full EPS, i.e. binary data. Do not supply PostScript files. PostScript files cannot be included within our integrated page make-up system, or worked on in any way. For best results please save your files as TIFF or EPS files. If files cannot be supplied in this way other formats can be handled (although we do not guarantee to use them).
- Draw or scan line artwork to finished size with appropriate line weights and typefaces.
- Indicate the file format (e.g. TIFF or EPS), the graphics software that you have used in originating the artwork files (e.g. Freehand 7.0, Illustrator 8.0, etc.) and the computer operating system used (e.g. Mac OS 8.6, Windows NT).
- Supply a laser print of all figures. List the name and version of the artwork package used and the names and libraries of fonts used in the artwork or EPS files.

Pattern fills and tints

Artwork packages do not always generate pattern fills for output on image/platesetters. Imagesetters will interpret them differently from your Mac or PC and the result often looks pixellated or blocked. Where possible, use PostScript fills, custom fills and conventional tints. PostScript fills frequently do not display well on screen but they do print out correctly. It is best to avoid the use of complex or very detailed tints, patterns and symbols. These seldom reproduce satisfactorily when reduced to fit the page and when used in a caption or legend may be completely illegible when represented on a screen (for example during page make-up, or on the Web) or when output on low-quality CUP artwork instructions.doc 2 laser printers.

Supplying as TIFF or EPS files (see above) alleviates this problem.

Please therefore:

- Use only the tints, patterns and symbols shown here.
- Use conventional fills: solids, tints, lines or cross-hatching.
- Use a PostScript fill if possible.
- Do not use a screen value above 133 lpi. Generally, 100 lpi is better (even when scanned at high resolution finer tints do not reproduce satisfactorily when reduced).
- If possible, use just one kind of screen (line angle or dot shape) and one screen value throughout the document.
- Do not use pattern fills from a graphics program, as these are usually bitmap patterns, which do not output adequately to plate/image setters.
- Do not use colour tints, even if the figure is intended for monochrome printing; use black/white/greyscale.
- Do not use .hairline. line widths in graphics packages.

Monochrome halftone subjects

Figures composed of (hard copy) photographs should be unscreened glossy prints presented at publication scale; each component part should be named with a lower-case letter. Photographic artwork is numbered as part of the sequence of figures, not as separate plates.

If supplying these in digital form, your repro house should follow these instructions:

- Scanning: Scan at a resolution that is around twice the intended screen value; for example scan at 300 dpi for 133 or 150 screen.
- Dot range (halftones only): This is the term we use to describe the highlight/white area and shadow/black areas within a printed image. To prevent the heavy or dark areas of your halftones from filling in or the light areas being washed out we specify a dot range that allows for gains or losses during the process to lithographic printing. Pre-set the dot range at 1% highlight to 96% shadow where possible, we will check your files before outputting as a safeguard.
- Data files: Supply data as TIFF files; if you wish to compress them, use lossless compression software such as the LZW compression package.
- Laser proofs: Supply a good quality laser proof of all figures. List the name and version of the artwork package used and the names and libraries of fonts used in the artwork. If we are unable to use your electronic file, we can scan in the laser proof as an alternative until a revised file can be supplied.
- Line & tone combination: Files scanned as line & tone combination should be scanned at a higher resolution than a standard halftone to ensure better type/line quality, for example, 600 dpi.

Colour halftone or line subjects

- Do not submit line subject drawings with coloured tints unless the figure is required as a colour plate; use only black/white/greyscale.
- If supplying colour subjects in digital form, submit as TIFF or EPS files and choose CMYK colour mode when saving your scans. If you supply files as RGB we need to convert them to the CMYK printing process before we can print, this usually results in a slight change of the colour values; therefore all colour correction must be carried out in CMYK mode on your machine.

Checklists

Always supply a printed directory of file names, laser proofs of all the figures, and a list of fonts/typefaces used in labelling artwork.

Transfer media

You can supply artwork files in any of the following media:

Apple Mac/PC

- disks at 3.5 inch
- 100/250 Mb Floppy ZIP drive
- CD-ROM

Virus check

Before dispatching your disks please run them through a virus checker program. If possible, also check Word and Excel files for viruses.

General notes

Upon acceptance of a manuscript, authors will be requested to submit it to Cambridge University Press electronically on computer disk and accompanied by one paper copy to enable cross checking and to ensure accurate publication. They also will be required to complete and forward a copyright form and authors' checklist both of which will be forwarded to the corresponding author by email when the article is accepted. Because of the current large number of submissions there is an approximate 12 month delay from acceptance of an article to its publication in *International Psychogeriatrics*.

Editorials and book reviews are commissioned by the editors.

In the past reviewers have been acknowledged in the December issue each year but these acknowledgements will next appear in the March 2006 issue and will appear in the March issue each year thereafter. *International Psychogeriatrics* no longer publishes an annual index as modern computerised search techniques have rendered annual hard copy indices obsolete.

Contributors should refer to recent issues of the journal for examples of formatting (abstracts, headings, references, tables, etc.).

Send the electronic manuscript either by email (or, if that is not possible, on computer disk) to the Office of the Journal:

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