



## INSTRUCTIONS FOR AUTHORS

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### 1. Aims and Scope

The International Journal of Clinical Neurosciences and Mental Health is an open-access peer-reviewed journal published by ARC Publishing.

Our goal is to provide high-quality publications in the areas of Psychiatry and Mental Health, Neurology, Neurosurgery and Medical Psychology. Expert leaders in these medical areas constitute the international editorial board.

The journal publishes original research articles, review articles, drug reviews, case reports, case snippets, viewpoints, letters to the editor, editorials and guest editorials.

The International Journal of Clinical Neurosciences and Mental Health follows the highest scientific standards, such as the CONSORT / STROBE guidelines and the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (ICJME).

The journal offers:

- Trusted peer review process
- Fast submission-to-publication time
- Open-access publication without author fees
- Multidisciplinary audience and global exposure



## 2. Types of papers

The International Journal of Clinical Neurosciences and Mental Health publishes scientific articles in the following categories:

- Original Research.
- Reviews.
- Drug Reviews.
- Case Reports.
- Case Snippets.
- Viewpoints.
- Letters to the Editor.
- Editorials and Guest Editorials.

As an open-access, online-only publication, the International Journal of Clinical Neurosciences and Mental Health does not enforce arbitrary word count or illustration limits. The journal provides a recommendation on the length of manuscripts, but authors are welcome to submit manuscripts outside those recommendations if deemed appropriate.

### 2.1. Original Research

The International Journal of Clinical Neurosciences and Mental Health welcomes original clinical or translational research related with psychiatry, mental health, medical psychology, neurosurgery and neurology.

Reports of randomised clinical trials should follow the [CONSORT Guidelines](#) and reports of observational studies should follow with [STROBE Guidelines](#).

Original Research articles are recommended to have up to 4000 words (excluding title page, abstract, acknowledgements, references and tables) and up to 8 illustrations (figures or tables). Submission of supplementary material is encouraged. This may include additional illustrations of study results (both figures and/or tables), video files presenting study results or procedures, study protocol, study database and statistical analysis plan.

### 2.2. Reviews and Drug Reviews

Review articles on current topics related to psychiatry, mental health, medical psychology, neurosurgery and neurology, as well as CNS-related drugs are welcome. Both invited and unsolicited submissions are accepted.

Review articles are recommended to have up to 5000 words (excluding title page, abstract, acknowledgements, references and tables.). Inclusion of newly designed figures and tables to summarise key points is encouraged. The use of previously published material is subject to the licence agreement of the original publisher, and should generally be avoided. If previously published materials are, nonetheless, included in the illustrations, the authors should procure appropriate authorisation for use from the original publisher prior to submission.

### 2.3. Case Reports and Case Snippets

Highly meaningful Case Reports are accepted, presenting major educational content or major clinical findings. Case Snippets should describe a diagnosis or therapeutic challenge.

Case Reports and Case Snippets are recommended to have 750–1000 words (excluding title page, abstract, acknowledgements, references and tables) and up to 2 figures or tables.



## 2.4. Viewpoints

Viewpoints should provide an expert opinion on important topics for medical research or practice, with possibility for covering social and policy aspects. This section encourages dialogue and debate on relevant issues with expert views based on evidence.

Viewpoints are recommended to have 1500–3000 words (excluding title page, abstract, acknowledgements, references and tables) and can include figures or tables, as deemed appropriate.

## 2.5. Letters to the Editor

Letters to the Editor should share views on published articles, any findings insufficient for a research article or present ideas on any subject within the scope of the journal.

Letters to the Editor are recommended to have up to 1500 words (excluding title page, abstract, acknowledgements, references and tables) and can include figures or tables, as deemed appropriate.

## 2.6. Editorials and Guest Editorials

Authors are invited by the Editor-in-Chief to comment on specific topics and express their opinions in the form of Editorials. Nonetheless, interested authors are encouraged to contact the Editor-in-Chief with proposals for writing Editorials.

## 3. Manuscript Submission

These instructions advise on how the manuscript should be prepared and submitted. Manuscripts that do not comply with the guidelines will be returned to the authors before being considered for peer-review.

All manuscripts should be prepared in A4-size or US-letter size, in UK or US English throughout the manuscript, a mixture of UK and US English will not be accepted.

Manuscripts should be submitted in \*.doc and \*.pdf formats, in the appropriate section of the journal website: [IJCNMH online submission](#).

### 3.1. Cover Letter

A cover letter should be submitted together with the manuscript, in \*.doc or \*.pdf format, addressed to the Editor-in-Chief, and signed by the author submitting the manuscript.

A template for the cover letter is available for [download](#).

The cover letter should contain statements about originality of your publication, Ethics Committee approval and informed consent (if applicable), conflicts of interest and why in your opinion your manuscript should be published.

### 3.2. Manuscript Preparation

The manuscript must be divided in 2 files: the Title page (submitted in \*.doc format and \*.pdf formats) and the Manuscript body (submitted in \*.doc and \*.pdf formats).

Submitting these 2 files is essential to ensure double-blind peer-review. Failure to provide these 2 files will result in delay in the peer-review process, since the manuscript will be returned to the authors for adjustment.



### **Title page**

This should be submitted as a separate file from your manuscript (to ensure anonymity in the peer review process) and should include:

- Article title.
- Authors' names, titles (e.g. MD, PhD, MSc, etc.) and institutional affiliations.
- Corresponding author: name, mailing address, telephone and fax numbers, email address.
- Keywords (maximum of 10), according to MeSH terms, whenever possible.
- A short title (running head) (up to 70 characters).
- Abstract word count (up to 250 words).
- Disclosure of conflicts of interest. Any conflict of interests should be declared. If authors have no declaration it should be written: "The authors declare no conflict of interest".

### **Manuscript body:**

The Manuscript body must be anonymous, not containing the names or affiliations of the authors. It must be structured in the following order: title, abstract, body text, acknowledgements, references, tables, and figures captions/legends. The manuscript body should contain the title and the abstract, since the title page is not sent to reviewers during peer-review.

- The text must be formatted as follow:
- Arial fonts, size: 11 points.
- Double line spacing (see paragraph menu).
- Aligned to the left (not justified).

Showing continuous line numbers on the left border of the page. For MS Word you can add line numbers by going to: Page Layout -> Line Numbers -> select "Continuous"; for OpenOffice: Tools -> Line Numbering -> tick "Show numbering".

### **Title**

A descriptive and scientifically accurate article title should be provided.

### **Abstract (250 words maximum)**

An abstract should be prepared for all types of manuscript, except Editorials.

Abstracts of Original Research articles should be structured as: background/objective, methods, results, and conclusions. If the publication is associated with a registered clinical trial, the trial registration number should be referred at the end of the abstract.

Case-reports should be structured as background/introduction, case report, discussion.

Systematic review articles should have a structured abstract with generally the same headings as Original Research articles, whereas narrative review articles can have a structured or unstructured abstract, as deemed appropriate by the authors.

Abstracts for Viewpoint articles and Letters to the Editor, can have a structured or unstructured abstracts, as deemed appropriate by the authors.

### **Body text**

#### **Original research articles**

Original research articles should be structured as follows:

Introduction: Should present the background for the investigation and justify its relevancy. Claims should be supported by appropriate references. Introduction should end by stating the objectives of the study.

Methods: Should allow the reproduction of results and therefore must provide enough detail. Appropriate subheadings can be included, if needed.

Results: Should include detailed descriptions of generated data. This section can be separated into subsections with concise self-explanatory subheadings.

Discussion: Should be brief but comprehensive and well argued, summarise and discuss



the main findings, their clinical relevance, the strengths and limitations of the study, future perspectives with suggestion of experiments to be addressed in the future.

#### **Review articles and Drug Reviews**

These types of articles should be organised in sections and subsections, as deemed appropriate by the authors

#### **Case Reports and Case Snippets**

These types of articles should be organised in the general following sections: Introduction/ Background, Case Report, Discussion. Subsections should be used as deemed appropriate by the authors

#### **Acknowledgements**

This section should name everyone who has contributed to the work but does not qualify as an author. People mentioned in this section must be informed and only upon consent should their names be included along with their contributions. Financial support (with grant number, if applicable) should also be stated here.

#### **References**

References citation in the text should be numbered sequentially along the text, within square brackets. The use of a reference management tool (such as Endnote or Reference Manager) is recommended. References must be formatted in Vancouver style.

Only published or accepted for publication material can be referenced. Personal communications can be included in the text but not in the references list.

#### **Tables**

Tables should be smaller than a page, without picture elements or text boxes. Tables should have a concise but descriptive title and should be numbered in Arabic numerals. Table footnotes should explain any abbreviations or symbols that should be indicated by superscript lower-case letters on the body table.

#### **Figures**

Figures should have a concise but descriptive title and should be numbered in Arabic numerals. If the article is accepted for publication, the authors may be asked to submit higher resolution figures. Copyright pictures shall not be published unless the authors submit a written consent from the copyright holder to allow publishing.

Figures should be tested and printed on a personal printer prior to submission. The printed image, resized to the intended dimensions, is almost a replication of how the picture will look online. It shall be clearly perceived, non-pixelated nor grainy. Only flattened versions of layered images are allowed. Each figure can only have a 2-point white space border, thus cropping is strongly advised. For text within figures, Arial fonts between 8 to 11 points should be used and must be readable. When symbols are used, the font information should be embedded.

Photographs should be submitted as \*.eps at high-resolution (300 dpi or more), \*.tif or \*.pdf. Graphics should be submitted in \*.eps or \*.pdf format, to allow proper reproduction. MS Office graphics are also acceptable, if submitted in their original, editable formats.

Lines, rules and strokes should be between 0.5-1.5 points for reproducibility purposes.

#### **Nomenclature**

All units should be in International System (SI). Drugs should be designated by their International Non-Proprietary Name (INN).



### 3.3. Supporting Information

#### *Code of Experimental Practice and Ethics*

The minimal ethics requirements are those recommended by the Code of Ethics of the World Medical Association (Declaration of Helsinki). Authors should provide information regarding ethics on patient informed consent, data privacy as well as competing interests. If the authors have submitted a related manuscript elsewhere, they should disclose this information prior to submission.

### 3.4. Submission Checklist

Please ensure you have addressed the following issues prior submission:

- Details for competing interests.
- Details for financial disclosure.
- Details for authors contribution.
- Participants informed consent statement.
- Authorisation for use of figures included in the manuscript, not produced by the authors and subject to copyright.
- Authorship, affiliations and email addresses are correct.
- Cover letter addressed to the Editor-in-Chief.
- Identification of potential reviewers and their email addresses (to be introduced at the online submission platform).
- Manuscript, figure and tables comply with the author guidelines, including the correct format, SI units and standard nomenclature.
- Separated files for Title page (\*.doc+\*.pdf) and Manuscript body (\*.doc+\*.pdf)—4 in total.
- Manuscript body does not contain the names or affiliations of the authors, or other directly identifying information, and contain the title and the abstract.

If you have any questions, please contact the editorial office at [ijcnmh@arc-publishing.org](mailto:ijcnmh@arc-publishing.org)

## 4. Overview of the Editorial Process

The International Journal of Clinical Neurosciences and Mental Health aims to provide an efficient and constructive view of the manuscripts submitted to achieve a high quality level of publications. The editorial board is constituted by expert leaders in several areas of medicine particularly in Clinical Neuroscience and Mental Health.

Once submitted, the manuscript is assigned to an editor which evaluates and decides whether the manuscript is accepted for peer-review. At this initial phase, the editor evaluates if the manuscript fulfils the scope of the journal according to the content and minimum quality standards. For peer-review, one or two additional expert field editors will comment on the manuscript and decide on whether it is accepted for publishing with minor corrections or not accepted for publishing. The editor may ask authors to resubmit after revision (minor or major). Decision is based on technical and scientific merits of the work. Reviewers can be asked to be disclosed or stay anonymous. Authors can exclude specific editors or reviewers from the process, upon submission, a rationale should be provided.

Upon evaluation, an email is sent to the corresponding author with the decision. If accepted, the manuscript enters the production process. It takes approximately 2-4 weeks for the manuscript to be published.



#### **4.1. Appeal Process**

The editors will respond to appeals from authors which manuscripts were rejected. Their interests should be sent to the Editor.

Two directions can be followed:

- If the Editor does not accept the appeal, further right to appeal is denied.
- If the Editor accepts the appeal, a further review will be asked. After the new review, the editor can reject or accept the appeal. If rejected, nothing else can be done, if accepted the author is able to resubmit the manuscript.

The reasons for not accepting a manuscript for consideration can be:

- The manuscript does not follow the scope of the journal.
- The manuscript has potential interest but there are methodological concerns after peer-review or editorial examination.