EAST ASIAN ARCHIVES OF PSYCHIATRY

INFORMATION FOR AUTHORS

30 July 2021

EAST ASIAN ARCHIVES OF PSYCHIATRY

Categories of Manuscripts

Category	Description	Abstract	Text (excl. abstract and references)	Tables plus Figures	References
Editorial	Editorials are invited contributions on papers published elsewhere in the journal. Unsolicited Editorials are not accepted.	Not required	≤1000 words	≤1	≤10
Review Article	Systematic reviews or meta-analyses of recent developments in clinical topics, emphasising factors such as causes, diagnosis, prognosis, therapy, or prevention. Scoping reviews of the literature that identify area(s) for future research will also be considered.	Structured with headings: Objective(s), Methods, Results, Conclusion. ≤250 words	≤5000 words	≤4 tables; ≤2 figures	≤80
Original Article	Provides new information based on original research. Includes controlled trials, interventional studies, studies of screening and diagnostic tests, outcome studies, cost-effectiveness analyses, and large-scale epidemiological studies.	Structured with headings: Objective(s), Methods, Results, Conclusion. ≤250 words	≤4000 words	≤4 tables; ≤2 figures	≤40
Perspective	Narrative review articles discussing recent developments in a specific topic. No new information is described; may include subjective opinion or personal experiences.	Unstructured ≤250 words	≤2500 words	≤2	≤60
Case Report	Brief discussion of a case with unique features not previously described. Case reports should provide appropriate clinical information including year, month, and place of presentation.	Not required	≤1000 words	≤2	≤5
Commentary	Discuss an area of controversy or difficulty, whether in diagnosis, treatment, broader aspects of management or conceptualisation. Commentaries are usually solicited by the Editors; unsolicited commentary will be considered only after authors submit a pre-submission inquiry.	Not required	≤1200 words	Allowed only exceptionally	≤15
Letter to the Editor	Letters discussing a recent article in the journal are welcome. Letters that do not refer to a recent article may also be considered. The authors of the article commented on would be invited to reply.	Not required	≤ 800 words	≤1	≤5

Information for Authors

Manuscript Submission

Manuscripts for consideration for publication in *East Asian Archives of Psychiatry* (EAAP) should be submitted to the Chief Editor by email at admin@easap.asia.

Before submission, please ensure that your article meets the requirements detailed below.

Before Submission

General

EAAP adheres to the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals of the International Committee of Medical Journal Editors (ICMJE; http://www.icmje.org), and the Core Practices of the Committee on Publication Ethics (COPE; https://publicationethics.org).

Submitted manuscripts must be unpublished works that have not been published elsewhere (in whole, in part, or as a preprint) and are not under consideration by another publication.

Reporting Guidelines

To improve the quality and clarity of published research, EAAP requires a CONSORT checklist and flow diagram to accompany reports of randomised trials. For other manuscripts, reporting guidelines such as those advocated by the EQUATOR Network (for example, PRISMA for Reviews, or CARE for Case Reports) are recommended.

Funding

Any sponsor(s) of the research involved, along with grant number(s) must be provided.

Conflicts of interest

All authors must provide a statement disclosing any financial and non-financial relationships and activities, and conflicts of interest. Where none exist, please state 'The authors have no conflicts of interest to declare.' Authors may use the ICMJE Disclosure of Interest form.

Ethics

All studies must be conducted in accordance with the Declaration of Helsinki.

For all studies involving living humans (including those involving human tissue, retrospective studies, and database studies), an appropriate ethics review board must be consulted. A statement must be included in the manuscript that provides the name of the review board and approval number (or waiver).

A statement on patient/guardian consent must also be included, indicating how patients provided informed consent (eg, written or verbal), or that the requirement for patient consent was waived by the review board.

For studies involving animals, appropriate ethics approval is required, and this should be stated in the manuscript.

Data availability

The authors shall make available the complete data on which the manuscript is based. A statement describing how the data can be accessed must be included in the manuscript. For clinical trials and other large datasets, authors are recommended to deposit data in a public repository and to share data using a permanent identifier (such as a DOI).

Preparation of Manuscripts

In general, manuscripts should be prepared following the 'IMRaD' structure as recommended by the ICMJE (http://icmje.org/recommendations/browse/manuscript-preparation/preparing-for-submission.html).

Language

Manuscripts must be written in English, using British English spellings (e.g., anaemia, randomise).

Title Page

The Title Page should be submitted separately from the blinded manuscript file, and include the following elements:

Title

The title should concisely convey the main topic of the study. Avoid 'a', 'the' or obvious terms such as "a study of" or "novel". If appropriate, please include the study design in the title (eg, 'randomised controlled trial', 'systematic review', 'case report'). An abbreviated title of ≤45 characters is also required

Authors

For each author, please provide the full name, professional qualifications (up to two), and affiliation (where the study was conducted).
The full name, postal address, telephone and fax numbers, and email address of the corresponding author must be provided. The corresponding author, on behalf of the authors, is responsible for all contact with the journal.

Required Statements

The Title Page should include statements on Author Contributions; Funding; Conflicts of Interest; Ethics Approval and Patient Consent; and a Declaration regarding any prior publication of the work.

Acknowledgement(s)

Any individuals who contributed substantially to the study but do not qualify for inclusion as authors should be acknowledged. Written permission from acknowledged individuals is required.

Key Words

Five relevant index terms should be provided, selected from the Medical Subject Headings (MeSH; https://meshb.nlm.nih.gov/).

Blinded Manuscript

Please provide a blinded manuscript as a single file, with figures and tables included. Any identifying information (eg, references to past publications, name of an author's institution) should be masked or removed from the blinded manuscript. The title page (if any) should be provided separately. Manuscripts should be submitted in Word format (.doc or .docx).

Abstract

A structured abstract of ≤250 words is required for Review Articles and Original Articles. The abstract should provide a complete summary of the article, with the headings 'Objective(s)', 'Participants and Methods', 'Results', and 'Conclusion(s)'. Abbreviations and clinical or technical jargon should be avoided. Please refer to the Categories of Manuscripts for details.

Tables

Tables should be typed on separate pages in as simple a format as possible, ideally using the 'Insert Table' feature in MS Word, or MS Excel. They should be numbered and concisely titled. Abbreviations should be defined in footnotes.

Figures

The number of illustrations should be restricted to the minimum necessary to support the textual material. The illustrations should be carefully marked with the figure number. Illustrations should be submitted in .jpg format with a resolution of 350 dpi or above. Reproduction of colour illustrations will be charged to the author. Legends should be provided to indicate the anatomical area and pathological condition shown. All symbols and abbreviations should be defined in the legend. Please ensure that legends and illustrations correspond.

References

The references should be numbered in the order in which they are first cited in the text. Each reference citation should be in superscript Arabic numerals after full-stops and commas. At the end of the article, the full list of references should be presented in Vancouver style. Include the complete title, and names and initials of all authors. Examples are shown below:

Journal Article

1. Yu YW, Chung KH, Lee YK, Lam WC, Yiu MG. Prevalence of maternal affective disorders in Chinese mothers of preschool children with autism spectrum disorders. East Asian Arch Psychiatry 2016;26:121-8.

Chapter in a Book

2. Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995:465-78. .

Please refer to the latest ICMJE recommendations for further information on references and style:
http://icmje.org/recommendations/browse/manuscript-preparation/

Supplementary Material

Supplementary material will be considered only in exceptional circumstances. Any such material should be submitted for review with the manuscript. Accepted supplementary material will be formatted and proofread by the journal and published online only.

After Submission

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Editing

Accepted manuscripts undergo technical editing and copyediting, to make style and language consistent with international standards and EAAP style, and to ensure that the journal can be clearly understood by our international readers. The corresponding author is sent the edited manuscript (galley proof). A few days are usually given for the authors to check the paper, respond to any queries, and to suggest changes. Only minimal changes to accepted manuscripts are permitted; substantial changes may require a new round of peer review. Authors are responsible for all statements made in their work, including changes made by the copyeditor.

Proofs

The corresponding author is sent the final version (page proof) of the manuscript to proofread. The corresponding author is responsible for ensuring that all authors read and approve the final version of the manuscript.

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Costs to Authors

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Sharing Your Article

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Preprint servers, such as medRxiv and ResearchSquare, are becoming a popular way to disseminate research early. However, these papers are not peer reviewed before being made available to the public. Submissions of papers previously posted to a preprint server will be considered only in exceptional circumstances.

Version of Record

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Information for Reviewers

All manuscripts submitted to the *East Asian Archives of Psychiatry* (EAAP) are subject to double-blind peer review (except Editorials and Letters to the Editor, which are reviewed internally).

Invitation to review

Individuals invited to review articles for EAAP must have sufficient expertise in the area of research to evaluate the originality, scientific content, conclusions, and importance of the research. Reviewers are required to respond to the review request and to complete the review by the deadline (typically within 2-3 weeks). Reviewers should decline the review promptly if they have any reason to think they cannot deliver an objective review within the timeframe given.

Conflicts of Interest

Reviewers must disclose any potential financial or personal conflicts of interest relating to the study.

Communication

Communication with the Editors and Editorial Office should be conducted via email at admin@easap.asia.

Comments for the authors

Please provide thorough comments for the authors in 3 parts:
1. Summary: Provide a summary of the manuscript in your own words, highlighting the aims and purpose of the study, the conclusions, and novelty and importance of the work to the field.
2. Main points: Provide some key points of interest. Reviewer comments should be objective, acknowledging positive aspects of the material under review, as well as identifying negative aspects constructively, and indicating areas for improvement. Reviewers should explain and support their judgement clearly enough that editors and authors can understand the basis of the comments.
3. Minor points: All manuscripts are copyedited after acceptance, so please do not comment on matters of English grammar or style. However, comments on aspects that the copyeditor might overlook, such as missing references, misused or uncommon terminology, or unclear descriptions of procedures, are welcomed.

Comments for the Editor (confidential)

You may provide additional comments for the Editors that will be considered confidential and not shared with the authors. Reviewers should disclose any potential financial conflicts of interest here. The manuscript will be blinded, but if you suspect that one or more authors is a collaborator or direct competitor, this should also be disclosed here.

Confidentiality

Material under review should not be shared or discussed with anyone outside the review process unless approved by the editor. Reviewers should not retain copies of submitted manuscripts and should not use the knowledge of their content for any purpose unrelated to the review process.

Editorial Policies

Pre-submission inquiries

Pre-submission inquiries are welcomed, for authors who wish to submit a review article. Inquiries should be addressed to the Chief Editor (admin@easap.asia).

Peer-review process

EAAP operates a double-blind peer-review process. The identities of authors and peer reviewers are kept confidential. Authors should not recommend the names of any reviewers but may give the names of people whom they wish to exclude as reviewers at the beginning of the manuscript file.

All submitted manuscripts are initially reviewed internally. Those manuscripts that do not comply with the Information for Authors, or those that are of insufficient priority for publication, are rejected. The remaining manuscripts are assigned to the Chief Editor or an Editor to send for external peer review (except Editorials and Letters to the Editor which are reviewed internally). Reviewers and Editors (including the Chief Editor) who are authors of the paper, who disclose any other conflicts of interest relating to the study, or who recuse themselves for any other reason are excluded from the review process. Reviewers are invited by email and should submit comments via email at admin@easap.asia. At least two independent reviewers are invited for each manuscript; 2 to 3 weeks are usually given.

Manuscripts that require revision are returned to authors, and 2 to 3 weeks are usually given for re-submissions; a request for a revision does not indicate that the manuscript will be accepted. When preparing a revision, authors should clearly respond to each point raised by each reviewer, indicating where appropriate changes were made in the manuscript.

When appropriate, a manuscript will be reviewed by the journal's statistical advisor to specifically appraise the statistical content.

EAAP reserves the right to send a paper for further rounds of peer review if necessary.

The final decision rests with the Chief Editor.

Conflicts of interest

EAAP follows the ICMJE definition of conflict of interest. Authors may use the ICMJE Disclosure of Interest form when submitting a manuscript.

Authorship

EAAP follows the ICMJE Recommendations for defining authorship, using the following four criteria:

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

All individuals meeting these requirements should be credited as authors. Individuals who contributed substantially to the study but do not meet these requirements should be acknowledged.

Group Authorship

If authorship is attributed to a group, all members of the group must meet the full criteria and requirements for authorship described in the following paragraphs. Alternatively, one or more authors may take responsibility 'for' a group, in which case the other group members are not authors, but may be listed in an acknowledgement

Ethical policies and procedures

Plagiarism

All manuscripts are assessed for plagiarism before being sent for peer review.

Duplicate submission and redundant publication

Duplicate submission is submission of a manuscript to two or more journals simultaneously. Redundant publication is publication of a paper that overlaps substantially with one already published.

Manuscripts are considered on the understanding that they are submitted solely to EAAP and have not been published previously, either in print or electronically, and are not under consideration elsewhere. When submitting a paper, authors should make a full statement to the Chief Editor about all submissions and previous reports that might be regarded as a redundant publication of the same or similar work. If in doubt, submit copies of any material that has been previously published or that is being considered elsewhere at the time of manuscript submission. If redundant publication is attempted without such notification, authors should expect editorial action to be taken; at the least, rejection of the manuscript.

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If authors wish to appeal a decision, they should contact the Editorial Office admin@easap.asia, stating clearly the reason(s) for appeal and how the manuscript could be revised or clarified to address limitations identified by the editor(s) or reviewer(s).

If the Editorial Board considers that the appeal is with merit, authors will be invited to submit a revised manuscript. Invitation to submit a revised version after appeal is not a guarantee of acceptance. The manuscript will enter a new round of peer review.

Allegations of Misconduct

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