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### 1. INTRODUCTION

The **Iranian Journal of Psychiatry (IJPs)** is an **open access peer-reviewed** journal that publishes high-quality articles and substantially contributes to progress in the field. The articles in this journal are freely available to audiences. After the publication of articles in the IJPs all authors and audiences could freely download and share them with the scholars they wish.

### 2. SUBMISSION PLATFORM

Manuscripts should be submitted online through the following platform as a word document:

<http://ijps.tums.ac.ir/index.php/ijps/about/submissions>

### 3. SUBMISSION CHECKLIST

#### What to Before Submission and what to Include While Submitting:

##### Before submission:

- 1- Our reviewers use critical appraisal tools including “Enhancing the QUALity and Transparency Of health Research and reporting academic papers” (EQUATOR) for scoring and judging the manuscripts. Hence the authors are encouraged to prepare their manuscript according to EQUATOR network reporting guidelines and follow the corresponding checklist(s). These include CONSORT reporting guidelines for randomized trials (<http://www.consort-statement.org>), STROBE for observational studies, PRISMA for systematic reviews, STARD for diagnostic

studies, CHEERS for economic evaluations, and RECORD for routinely collected health data. EQUATOR network guidelines are available here: <https://www.equator-network.org/>

- 2- Take care! The IJPs follows a strict Anti-Plagiarism Policy: we seriously take care of ethical violations in academic publishing including duplication, plagiarism and, salami publication. Please check the plagiarism of your manuscript before submitting it to the journal and resolve any possible issue. In this regard, you could use free plagiarism choker systems such as <https://smallseotools.com/plagiarism-checker/>
- 3- You need to suggest up to 4 reviewers for your paper. Please explore your research field to find international academic researchers who might be interested to review your work. Please prepare a various list of reviewers from different institutions and prepare their affiliation and *academic Emails* before submitting. Non-academic emails will be ignored. Please ensure that your recommendations are experts in your field and have no conflict of interest with your work. DON'T recommend reviewers for the reason that they will accept your manuscript. DON'T recommend reviewers with similar affliction with you or your coauthors. You and your coauthors must not have joint articles with the recommended reviewers. Try to recommend reviewers from different countries. It is important to have an international standpoint.
- 4- Please format the style of your manuscript according to the following points (if you don't obey these rules it would cause returning the manuscript back for formatting):
  - All pages should be numbered consecutively in the top right-hand corner and should be placed a running title in the top left-hand corner.
  - Please add the **Restart Each Page line numbers**
  - Font: Times New Roman
  - Font size: 12 points
  - Line spacing: single
  - There should be no more than three levels of headings.
  - Do not indent the first sentence of paragraphs.
  - A single space only should be placed between a full stop and the beginning of the next sentence in a paragraph.
  - Do not use enforced page breaks or any other enforced spacing.

**While submitting please include the following 4 files:**

**1- Cover letter:** Please include the following in the cover letter:

- a. Editor's name,
- b. Name of the journal (Iranian Journal of Psychiatry),

- c. Submission date,
- d. Your manuscript's title
- e. Statement that your paper has not been previously published and is not currently under consideration by another journal.
- f. Please describe that why you think your paper is suitable to be published in the Iranian Journal of Psychiatry. Furthermore, please highlight the novelty of your study and what it adds to previous literature.
- g. Please include a sentence in the cover letter that: “the submitting manuscript has been checked by a plagiarism checker system and is clean in this regard”

**2-Title page:** Please provide “Title page” in a separate file and include the following:

- a. *title* of the manuscript: should be easy-to-read, reflect the aim of the study rather than the findings and also include a description of the study type (e.g. a randomized controlled trial, systematic review and meta-analyses). Please don't use a very long title.
- b. a short *running title* (maximum 7 words)
- c. author details. Please ensure everyone meeting the International Committee of Medical Journal Editors (ICMJE) [requirements for authorship](#) is included as an author of your paper. All authors of a manuscript should include their full name and affiliation and, where available, ORCiDs.
- d. author contributions: Authors must include a statement about the contribution of each author to the manuscript.
- e. the postal address and phone number for the corresponding author
- f. the *funding details* with *Grant number*
- g. *conflict of interest* statement
- h. *acknowledgments*
- i. *ethics* committee review board license number
- j. *registration number* for clinical trials and systematic review and meta-analyses. (to provide a blind peer review please remove the above details from the main manuscript file).
- k. *data availability statement*: to preserve the transparency of the research policy we highly recommend including a data availability statements. The authors are

encouraged to make the data set associated with their research accessible for interested scholars. Authors are encouraged to upload their research data on a valid repository system and present the hyperlink, or DOI associated with the data set. If uploading to a data repository system is not possible the authors should state that: “**the associated data could be available by a reasonable request from scientists by sending email to the corresponding author.**” If it is not possible for the authors to provide the data set, then please provide the reason.

**3- Main document file:** Please prepare the *blind* main document in a separate file. It should contain the following:

- a. the main body of the manuscript that should start with the study title
- b. structured abstract of not more than 300 words that includes the following separate section: *Objectives, Methods, Results, Conclusion*. (To make your article more discoverable by search engines please choose an alphabetical list of 5–7 keywords according to the Pub Med’s MeSH terms accessible form: <https://www.ncbi.nlm.nih.gov/mesh/>.) Keywords should be separated with a semicolon [;].
- c. The main text should include: *Introduction, Methods, Results, Discussion, Limitations, and Conclusions*
- d. The IJPs follows the blind peer review policies. Hence, the main document should not contain any identifying information. Please remove any identifying information including authors name, affiliation, university name, authors contribution statement, conflict of interest statement, finding sources, acknowledgments, license number, and registration code from the main manuscript file and put this information in the title page file)
- e. References: References should be provided in accordance with the *Vancouver* system. Authors are advised to use Endnote or other electronic referencing software to facilitate referencing citations.
- f. The legends of tables and figures. (Please do not embed the tables and figures within the main text).

**4. Tables and Figures file:** please provide all tables and figures in a single separate file. Tables should not repeat the information presented in the text. Tables should be standalone. The readers should easily understand the tables without reference to the text. Please supply editable files. The quality of figures should be high (600 dpi for

grayscale, and 300 dpi for color). The authors should present the figures in one of the following file formats: JPEG, TIFF, or Microsoft Word (DOC or DOCX).

## 4. MANUSCRIPT TYPES AND REQUIREMENTS

### Original articles

The word count should be less than 4000 words (excluding abstract, references, tables, figures, and legends). Authors submitting randomized, controlled trials (RCTs) should refer to the CONSORT statement. These guidelines provide a set of recommendations comprising a list of items to report and a study flow diagram.

The main text should include the sections as below:

- *Introduction*: Should provide an adequate background, explanation of previous works, the rationale for performing this study, the need for performing the study (lack of knowledge and your novelty), and the aims of the study.
- *Methods*: Should include the study design, study settings, the inclusion and exclusion criteria of the participants, interventions, study tools, and outcomes. Moreover, the types of statistical analysis and ethical considerations should be included. All human subject studies should include a statement that informed consent has been obtained from all subjects and patients' anonymity is preserved.
- *Results*: Use the past tense to present the results. This section should include the baseline characteristics of participants or study materials for quantitative studies. Please report the response rates and numbers lost to follow up. Then systematically report the findings of your study in detail. Please don't miss anything. Results of statistical tests should be reported with measures of central estimations (Mean, Median), error estimates (e.g. SD, SEM, or 95% Confidence intervals), and effect sizes (e.g. Cohen's D). Do not interpret the findings here. Do not repeat the data of figures, and tables in the text.
- *Discussion*: You should interpret your results in this section, in order from the most to the least important. Please compare your finding with similar or opponent previous studies. Do not duplicate the detailed data or other material given in the introduction or the results section. Authors should avoid statements that are beyond the aims and findings of their study. It is recommended to explain the clinical or society application of your findings, how they expand the findings of the previous studies. We also encourage the authors to propose ideas for further research.
- *Limitation*: the authors are encouraged to declare the study's limitations and weaknesses.
- *Conclusions*: Please present the fruit of your study in this section. Authors should avoid statements that are beyond the aims and findings of their study.

## **Reviews, systematic reviews and meta-analyses**

Iranian Journal of Psychiatry does not accept systematic reviews without performing Meta-analyses; unless the authors present a reasonable logic that performing meta-analyses was impossible. **The main body and abstract follows the same format as original articles.** Review Articles should be a maximum of 7500 words and have up to 6 to 8 tables and figures.

## **Narrative reviews**

Iranian journal of psychiatry will invite the well-known scientist to write a narrative review on hot topics of interest. We do not consider unsolicited narrative reviews for publication.

## **Editorial**

The Editor-in-Chief of the IRJPs would invite recognized leaders in psychiatry to share their opinion about their specialties as an editorial. The editorial length should not exceed 1500 words and no more than 20 references.

## **Letter to the editor**

Up to three months from the online publication date, experts in the field could submit a *Letter to the editor* of no more than 750 words about previously published papers in Iranian Journal of Psychiatry. The authors of the original article have the opportunity to reply (in 750 words) to this letter and IRJPs will publish the reply. Letter to the editor should not have tables or figures and the author must declare any conflict of interest.

## **Short communication**

Short communications should not exceed 3 to 4 pages and follow the same format as original articles. They present original and significant material for rapid dissemination, usually hot topics and novel findings never explored before.

## **Protocols**

Iranian Journal of Psychiatry *does not accept* the protocol articles since the beginning of 2022.

## Case reports

Iranian Journal of Psychiatry *does not accept* the case report article type since the beginning of 2022.

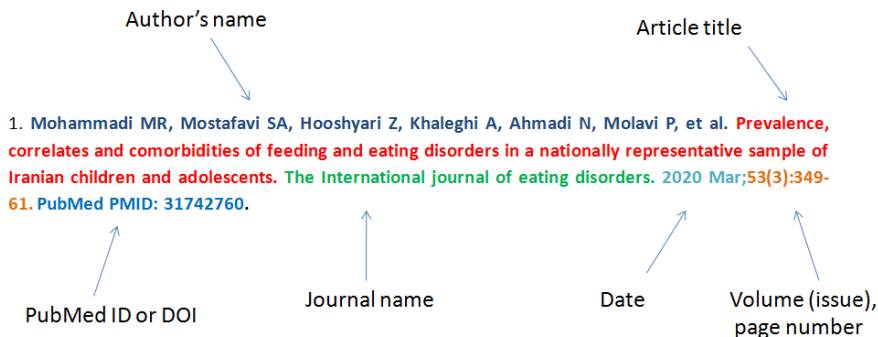
## 5. PREPARING THE MANUSCRIPT

### Pejorative Language

Do not use pejorative labels like "schizophrenics", "psychotics" and "neurotics". Instead refer to "clients or patients with schizophrenia", etc. Abbreviations should in general be avoided. However, phrases may be abbreviated if their shortened form is widely known and they are used repeatedly (e.g. CSF, DSM, ICD and SSRI). When first used in the text, they should be spelt out in full followed by the abbreviation in parentheses.

### References style

For citation in text, please use the Arabic numbers within parentheses. The order sources in the reference list should match with the order of citations in the body text. References should be in **Vancouver style**. When references have six authors or fewer, all authors should be listed, and when references have seven or more authors, only the first six authors should be listed followed by 'et al'. We advise automatic reference inserting using electronic referencing software such as **Endnote** with selecting the Vancouver style. Please make sure that the tables and figures are cited properly in the main text and if you use reference in the tables or figures please ensure the sequence of citation are correct in the text. For web references, please insert the URL and the accurate date the URL was accessed. Please do not cite the manuscripts not yet accepted nor peer-reviewed. You can hint from the following guide:



## Vancouver reference list examples:

### ❖ Journal article

1. Mohammadi MR, Mostafavi SA, Hooshyari Z, Khaleghi A, Ahmadi N, Kamali K, et al. National Growth Charts for BMI among Iranian Children and Adolescents in Comparison with the WHO and CDC Curves. *Childhood obesity*. 2020 Jan;16(1):34-43. PubMed PMID: 31599653.

### ❖ Book (one author)

2. Nowotny J. *Oxide semiconductors for solar energy conversion: titanium dioxide*. London: CRC Press; 2011.

### ❖ Book (two or more authors)

3. Peleg Y, Pnini R, Zaarur E, Hecht E. *Quantum mechanics*. 2nd ed. New York: McGraw-Hill; 2010.

### ❖ Chapter in an edited book

4. Radu O. A review of the literature in undergraduate mathematics assessment. In: Iannone P, Simpson A, editors. *Mapping university mathematics assessment practices*. Norwich: University of East Anglia; 2012. p. 17-23.

### ❖ Conference paper (published)

5. Smith A. Development of a simulated Internet for education. In: Hawkrige D, Ng K, Verjans S, editors. *18th International Conference of the Association for Learning Technology: Thriving in a Colder Climate and More Challenging Climate*; 2011 Sep 6-8; University of Leeds, Leeds. Oxford: ALT-C; 2011. p.100-111.

### ❖ Website with author

6. Amos J. Eavesdropping on the squid world [Internet]; 2012 Feb 12 [cited 2012 Feb 27]. Available from: <http://www.bbc.co.uk/news/science-environment-17117194>

### ❖ Website with no author

7. Department of Health. Characteristics of disabled people in employment: April to June 2017. Available from: <https://www.gov.uk/government/statistics/characteristics-of-disabled-people-in-employment-april-to-june-2017> [Accessed 10th November 2018].

## Preparing Tables

Tables should be standalone and present complete information. They should be understandable without referring to the text. However, tables should not duplicate the information presented in the body text. They should be numbered consecutively in Arabic numerals. The tables' legend should be comprehensive but concise and should be placed above the tables. Column headings should be brief, with units of measurement in



parentheses; all abbreviations should be defined in footnotes. Footnote symbols: †, ‡, §, ¶, could be used (in that order) and \*, \*\*, \*\*\* could be used for P-values. Please submit all tables and figures in a single file named: "Tables and Figures". No more than 6 tables and figure should be included (exceptionally for systematic reviews and meta-analyses up to 8 tables and figures are allowed).

## **Figures**

All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text and must contain legend below. The legend should incorporate definitions of any symbols used and all abbreviations and units of measurement should be explained so that the figure and its legend are understandable without referring to the text. Graphics should be supplied as high resolution (at least 300 d.p.i.) files, saved as JPEG, TIFF, or JPG format. Patient identifications must be removed from all figures. Except for removing patient's identity, the image files must not be manipulated in anyway. If the figures are taken from other publications, the authors must provide a letter stating copyright authorization. Please submit all tables and figures in a single file named: "Tables and Figures". No more than 6 tables and figure should be included (exceptionally for systematic reviews and meta-analyses up to 8 tables and figures are allowed).

## **6. EDITORIAL POLICIES AND ETHICAL CONSIDERATIONS**

### **Data Availability:**

Please include a statement at the end of your paper that tells readers where the data generated or analyzed during this study can be found e.g. within the published article and its supplementary files, within a recognized repository, with a link to the data or if additional data are available from the corresponding author on reasonable request.

### **Authorship:**

All those listed as coauthors must substantially contribute to the work according to the Committee on Publication Ethics (COPE) instructions. All authors must be involved at least in one of the stages of the work including hypothesis/design, execution, analysis, interpretation or writing/drafting/revising the manuscript. The role of all authors should be identified in the title page within the author contribution statement. All authors should finally approve the last version of the manuscript and accept the responsibility for the content proportional to their role. Anyone who does not meet the full criteria for authorship should be acknowledged in the Acknowledgments section, with permission from him/her. Before submitting the manuscript all contributors should be in agreement about the order in which their names will be appeared in the article.

### **Author Contributions:**

The role of each author should be identified in the title page within the author contributions statement.

**Funding:**

It is necessary for authors to declare and acknowledge their funding source. Even if no financial support was received, please mention it.

**Conflict of Interests:**

In this section each author must declare any financial or nonfinancial competing interests in relation to the work. (Conflict of interest includes but not limited to membership/advisory board of a company, receiving financial aid/fund/gift from industries, companies, charities, patent ownership, receiving job or employment offers, speaker's fees ...). The existence of a conflict of interest does not prevent publication. We will publish the conflict of interests section as a part of the paper. If the authors have no conflict of interest to declare, they must also state this.

**Industry-originated studies:**

For industry funded research the authors should clearly declare whether or not the industry involved in each of the conception/design, implementation, data analysis and interpretation.

**Editorial Pre-Screen:**

After submission to the journal completed, the Editor-in-Chief will perform a pre-screen to evaluate the manuscripts according to the scope of journal and novelty. Manuscripts supposed to fall outside of the journal's scope or those with lack of novelty or major methodological flaws will not be sent out for peer review.

**Peer Review:**

Manuscripts are blinded for peer review. Submissions that successfully pass the editorial pre-screen stage will be forwarded to expert reviewers for thorough appraisal. Authors are invited to recommend expert reviewers. However, the editorial team will independently choose the reviewers and would decide to send the manuscript to suggested reviewers or not.

**Revision Submission:**

Authors are asked to revise their manuscript according to the every concerns rose by the reviewers. The authors are needed to prepare two files a "response to reviewers" file. They should answer the reviewer's comments point by point. And the second file they should provide is a "revised manuscript" file in which they should explicit the changes by "highlighting" the corrections or by activating the "Track change" option in the Office Word processor.

### **ORCID:**

To support the authors at the publishing process of their manuscript, we require only the corresponding author to provide an ORCID ID at what time of submitting the manuscript. Presenting the ORCID ID for co-authors is not mandatory. If the author(s) are not registered with ORCID by now, they can easily register here: [orcid.org/register](https://orcid.org/register)

### **Publication Ethics:**

The *IJPs* uses iThenticate software for detecting plagiarism and monitor the web for duplication, salami publications and any other violations in publication ethics.

## **7. PUBLICATION PROCESS AFTER ACCEPTANCE**

**Please note although the manuscript will be accepted, the files will now be checked to ensure that everything is ready for publication, and you may be contacted if final versions of files for publication are required. In addition, the Editor-in-Chief has the right to withdraw the manuscript for technical and scientific reasons before publication.**

### **Signing the copyright form:**

If a paper is accepted for publication, the author identified as the corresponding author will receive an acceptance email. They will be required to complete a copyright license agreement on behalf of all authors of the paper. According to our journal's copyright agreement the authors are allowed to self-archive the PDF version of the article.

### **Proofs:**

Proofs will be sent via e-mail to the corresponding author directly from the publisher. Please note that the author is responsible for all statements made in their work, including changes made during the editorial process—authors should check proofs carefully and they should be returned within 3 days of receipt. Alterations to authorship and the text and figures (other than the essential correction of errors) are unacceptable at proof stage.

### **Open Access Fees:**

The accepted articles will undergo an Article Publication Fee. The corresponding authors should consider **Open Access Fees** before submitting an article to the *IJPs*.

## Publication Fee:

Open access publishing is not without costs. Therefore, from the first of July 2022, “Iranian Journal of Psychiatry” is considering an article publication fee after acceptance, according to the bellow table. **The corresponding authors should consider the article Publication Fee before submitting their manuscript.**

| Article type         | Article Publication Fee (must be paid after acceptance) |                               |   |
|----------------------|---|-------------------------------|---|
|                      | Iranians (Toman)  | High income countries (US \$) | Other (low and middle income) countries (US \$) |
| Original articles    | 1,000,000 T   | 500 \$                        | 200 \$  |
| Review articles      | 1,000,000 T   | 500 \$                        | 200 \$  |
| Short communications | 500,000 T   | 300 \$                        | 100 \$  |
| Case reports         | 500,000 T   | 300 \$                        | 100 \$  |
| Other type articles  | 500,000 T   | 300 \$                        | 100 \$  |
| Letter to the editor | Free  | Free                          | Free  |
| Editorial (invited)  | Free  | Free                          | Free  |

**Important note:** If the authors want to withdraw their papers, after acceptance, they should pay a withdrawal fee of 50% of the above amounts.

## Payment Methods:

1. Authors outside of Iran should contact the editorial office to ask for payment methods: Email: [irjp@tums.ac.ir](mailto:irjp@tums.ac.ir)
2. Iranian authors: Please make the payment to Mellat Bank, and send the receipt to: [irjp@tums.ac.ir](mailto:irjp@tums.ac.ir)

## 8. POST PUBLICATION

### When the article is published online:

- The author receives an email alert (if requested).
- The link to the published article can be shared through social media.
- The author will have free access to the paper and is allowed to archive the article file in PDF format.
- The authors could promote their papers on scientific and social networks.

## 9. JOURNAL CONTACT DETAILS

Author queries regarding submissions under review or accepted articles in production should be directed to the Editorial Office ([irjp@tums.ac.ir](mailto:irjp@tums.ac.ir)).

*Author Guidelines updated on January 2022*