

# GLOBAL MENTAL HEALTH

Author Guide Updated: 25<sup>th</sup> January 2022

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# Preparing your materials

This journal accepts the following types of articles:

Article Type	Limits	Description	Main text components
Overview Review	The length of the article will depend on the scope of the subject area and its topicality. Upon submission, you should only select a topic.	An overview review provides a broad overview of the current state of knowledge in a major subject field and will not present original (primary) research. Systematic updating of published review content will reflect the progress of research.	I) an introduction,     2) the main text of the article divided into sections,     3) conclusion and possibly future perspectives
Review (standard review)	3000-4000 words and should contain no more than five display items (figures or tables). Upon submission, you should select both a topic and a subtopic.	A standard review will outline a specific sub-topic within a major subject area, providing a current review on the current state of knowledge in a major subject field and not present original (primary) research. Systematic updating of published review content will reflect the progress of research.	I) an introduction,     2) the main text of the article divided into sections,     3) conclusion and possibly future perspectives
Research article	The main text of an original research article, excluding the abstract, tables, figures and references, should be no longer than necessary (up to 5000 words for a longform article). Articles should contain no more than five display items (figures or tables). Upon submission, you should select both a topic and a subtopic.	A research article is an original piece of research with strong, well-supported conclusions that mark a significant advance in understanding. The text should be divided into the following sections: abstract, impact statement, introduction, methods, results and discussion.	I) an introduction, summarizing the objectives and main conclusions of the work, 2) the main text of the article, 3) a conclusion, summarizing the conclusions that can be drawn, and optionally 4) an experimental or methods section.

Perspective	2000- 3000 words. These	Perspectives examine	I) an introduction,
	type of articles usually do	the strengths and	2) the main text of the article
	not have display items but	weaknesses of a	divided into sections,
	if needed no more than	hypothesis or	3) conclusion and possibly
	three.	scientific theory.	future perspectives
	Upon submission, you		
	should select both a topic		
	and a subtopic.		

# Policy on prior publication

When authors submit manuscripts to this journal, these manuscripts should not be under consideration, accepted for publication or in press within a different journal, book or similar entity, unless explicit permission or agreement has been sought from all entities involved. However, deposition of a preprint on the author's personal website, in an institutional repository, or in a preprint archive shall not be viewed as prior or duplicate publication. Authors should follow the Cambridge University Press <a href="Preprint Policy">Preprint Policy</a> regarding preprint archives and maintaining the version of record.

# **Article requirements**

Authors should note the following:

- Articles can be submitted in either American or British English.
- All articles submitted must contain line numbers. Up to three levels of headings are allowed. Please indicate what level each heading should be.
- S.I. units should be used throughout in text, figures and tables.
- Authors should spell out in full any abbreviations used in their manuscripts.
- Foreign quotations and phrases should be followed by a translation.

All manuscripts should have the following parts:

- Title page
- Impact Statement
- Abstract
- Keywords (8-10)
- Social Media Summary (final draft only)
- Main text
- Acknowledgements

- Author Contribution statement
- Financial Support
- Conflict of Interest statement
- Ethics statements (if appropriate)
- Data Availability statement
- References
- Table(s) with caption(s) (on individual pages)
- Figure caption(s) (as a list)

# Title page

The title page should include:

- The title of the article, which should be short but informative and accurately reflect the content.
- Authors' names and contact details: please list a brief affiliation (including town
  or city and country) for each author (assigned with superscript numbers) below
  the author names, and in addition, indicate the corresponding author with an
  asterisk and in this case provide an email address
- Word count, including all text but excluding tables, figures and references.

# **Impact Statements**

Impact statements are required for all articles submitted to the journal and should provide a short summary on the wider beneficial use of the research presented in your article. This statement should not give a mere comparison to existing literature, but instead give a wider perspective on the contribution this research is making to the field. The reported impact can be local, regional, or international in its reach. Please note these statements may be used in promotional activities to increase the visibility of your published article. Impact statements should not exceed 300 words and be comprehensible to a broad, potentially non-academic audience.

#### **Abstract**

Abstracts (200 words max for a research article, it can be longer for a review) should summarize the background, findings, and implications of the work.

#### **Social Media Summary**

Please include a summary of your article in 120 characters or less for use in social media promotion.

# Image for thumbnail

Please suggest one of the images from your article or an alternative to be used in social media as well as an identifier of your article on the volume page online.

## Figures and tables

Tables should be supplied as editable files only. Resolution: halftone images must be saved at 300 dpi at approximately the final size. Line drawings should be saved at 1000 dpi, or 1200 dpi if very fine line weights have been used. Combination figures must be saved at a minimum of 600 dpi. Cambridge recommends that only TIFF, EPS, or PDF formats are used for electronic artwork. For more detailed guidance on the preparation of illustrations, pictures and graphs in electronic format please see the <a href="Cambridge Journals Artwork Guide">Cambridge Journals Artwork Guide</a>.

#### Main text

Main body of the article.

# Acknowledgements

You may acknowledge individuals or organisations that provided advice, support (non-financial). Formal financial support and funding should be listed in the Financial Support section (see below).

#### **Author Contribution statement**

Authorship should be based on the following principles, as outlined in the Cambridge University <u>Publishing Ethics Guidelines</u>:

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

In the process of submitting the article through the ScholarOne system, the corresponding author is prompted to provide further details about contributions to the article using the CRediT taxonomy. People who have contributed to the article but do not meet the full criteria for authorship should be recognised in the acknowledgements section; their contribution can be described in terms of the <a href="CRediT taxonomy">CRediT taxonomy</a>.

Our default position is that the corresponding author has the authority to act on behalf of all co-authors, and we expect the corresponding author to confirm this at the beginning of the submission process.

# **Financial Support**

Please provide details of the sources of financial support for all authors, including grant numbers. For example, "This work was supported by the National Science Foundation (grant number XXXXXXXX)". Multiple grant numbers should be separated by a comma and space, and where research was funded by more than one agency the different agencies should be separated by a semi-colon, with 'and' before the final funder. Grants held by different authors should be identified as belonging to individual authors by the authors' initials. For example, "This work was supported by the Deutsche Forschungsgemeinschaft (A.B., grant numbers XXXXX, YYYY), (C.D., grant number ZZZZZ); the Natural Environment Research Council (E.F., grant number FFFF); and the Australian Research Council (A.B., grant number GGGG), (E.F., grant number HHHH)".

Where no specific funding has been provided for research, please provide the following statement: "This research received no specific grant from any funding agency, commercial or not-for-profit sectors."

#### Conflict of Interest statement

Authors should include a Conflicts of Interest declaration in their manuscript.

- Conflicts of Interest are situations that could be perceived to exert an undue influence on an author's presentation of their work. They may include, but are not limited to, financial, professional, contractual or personal relationships or situations.
- Conflicts of Interest do not necessarily mean that an author's work has been compromised. Authors should declare any real or perceived Conflicts of Interest in order to be transparent about the context of their work.
- If the manuscript has multiple authors, the author submitting the manuscript must include Conflicts of Interest declarations relevant to all contributing authors.
- Example wording for a Conflicts of Interest declaration is as follows: "Conflicts of Interest: Author A is employed at company B. Author C owns shares in company D, is on the Board of company E and is a member of organisation F. Author G has received grants from company H." If no Conflicts of Interest exist, the declaration should state "Conflicts of Interest: None".

## Ethics statements (if appropriate)

See Publishing Ethics for more information.

#### Data Availability statement

See Data Availability Statements for more information.

#### References

In text citations should follow the author and year style. When an article cited has three or more authors the style 'Smith et al. 2013' should be used on all occasions.

At the end of the article, references should first be listed alphabetically, with a full title of each article, and the first and last pages. Journal titles should be given in full.

Accuracy of references is the responsibility of the author(s). References must be checked against the text to ensure (a) that the spelling of authors' names and the dates given are

against the text to ensure (a) that the spelling of authors' names and the dates given are consistent and (b) that all authors quoted in the text (in date order if more than one) are given in the reference list and vice versa.

Authors should follow the examples below for layout and punctuation:

#### In-text citation:

- (Royo et al., 1988; Sherry, 1969; Gardiner, 1985) Journal article:
  - Mustafi M and Weisshaar JC (2018) Simultaneous binding of multiple EF-Tu copies to translating ribosomes in live Escherichia coli. mBio 16, e02143–17.
  - Smith DA and Jones RM (2008) The sulfonamide group as a structural alert: a distorted story? Current Opinion in Drug Discovery & Development 11, 72–79.
- Tourigny DS, Fernández IS, Kelley AC and Ramakrishnan V (2013) Elongation factor G bound to the ribosome in an intermediate of translocation. Science 340, 1235490
   Section in edited book:
  - Sherry HS (1969). The ion-exchange properties of zeolites. In Ion Exchange, (ed. J. Marinsky), pp. 89-133. New York: Marcel Dekker.

#### Book:

• Blankenship RE (2014) Molecular Mechanisms of Photosynthesis. Chichester: Wiley

## **Graphical Abstracts**

In addition to the standard abstract, **submission of graphical abstracts is** also encouraged for all articles to help promote their impact online. A Graphical Abstract is a single image that summarises the main findings of a paper, allowing readers to quickly gain an overview and understanding of your work. Well-designed and prepared graphical abstracts are an important way to publicise your research, attracting readers, and helping to disseminate your work to a wider audience. Ideally, the graphical abstract should be created independently of the figures already in the paper, but it could include a (simplified version of) an existing figure or a combination thereof.

Post-publication the graphical abstracts will be used for journal article social media promotion and will be displayed at article level and on the article landing page online.

The graphical abstract should be submitted separately from the main paper using the 'Graphical Abstract' file designation on ScholarOne. Graphical abstracts should be clear and easy for the viewer to read and should illustrate the main pointers of your manuscript. The Editors will decide if your Graphical Abstract is satisfactory or needs improvement, but this will not determine the result of the peer-review findings.

# Technical specifications for graphical abstracts

- We recommend that only TIFF, EPS or PDF formats are used for electronic artwork. Other non-preferred but usable formats are JPG, PPT and GIF files and images created in Microsoft Word
- Single panel
- Landscape orientation
- Simple, clean design with minimal text (if it must be used, it should be legible in a small thumbnail (2.4cmx2cm))
- Aspect ratio 1.2:1 (e.g. 6cm x 5cm)
- GIF or high-resolution JPEG format (300 dpi) unless very large, vector graphics are preferred to ensure image sharpness regardless of sizing
- Captions and titles are not required
- A graphical abstract does not need the text 'graphical abstract' on it!

The image may be scaled to fit the appropriate space on Cambridge Core, so please ensure that any font used is clear to read, and that any text is included as part of the image file (although text should ideally be kept to a minimum).

For further information about how to prepare your figures, including sizing and resolution requirements, please see our artwork guide.

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Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the Editor and any reviewers.

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This journal uses an open peer review model. Please check the full details of this journal's peer review process.

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Cambridge Prisms: Global Mental Health operates open peer review for full transparency about decision-making and in order to mitigate issues that contribute to editorial bias, and to enable reviewers to collect their contributions as part of their academic record. Reviewers are named and they are asked for agreement when posting their comments on the field box on ScholarOne. Accepted manuscripts will be published with their signed review reports; these reports will be assigned an individual DOI.

Open peer review does not mean that reviewers should contact authors directly, or that authors should contact reviewers. All queries should be directed through the <u>editorial</u> <u>office</u>.

## Instructions for peer reviewers

If we need your help with reviewing a manuscript, we will email you and ask you to accept or decline the invitation through our submission site. If you accept, you will be asked to submit your report in a field box in ScholarOne. You will not be able to attach or upload any documents.

Before writing your review you may find it helpful to browse our Instructions for authors.

- We need your agreement to have you review published online with your name associated, and to make it available under a CC-BY open access licence.
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- Example wording for a Conflicts of Interest declaration is as follows: "Reviewer is employed at company B/owns shares in company D/ is on the Board of company E/is a member of organisation F/ has received grants from company H." If no Conflicts of Interest exist, the declaration should state "Reviewer declares none".
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As Cambridge Prisms: Global Mental Health aims to be a fast publication journal, we are recommending that reviews be returned within ten days where possible. Please do let us know if you need extra time, or if you are unavailable so that we can approach alternative reviewers.

We ask reviewers to help us ensure that experiments published in *Cambridge Prisms: Global Mental Health* are scientifically credible and ethical. Reviewers should judge whether the experiment was well conducted and designed, and the data is valid. The editorial team will make the final decision to accept or reject a manuscript, based on the reviewers' comments.

#### Becoming a reviewer

If you would like to become a reviewer for *Cambridge Prisms: Global Mental Health*, please register at the journal's <u>Submission site</u>.

#### Resources

Introductory resources for peer reviewers can be found on Cambridge Core here.

#### **Ethics**

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#### **Reviewer benefits**

Peer review is fundamental both to the quality and rigour of the scholarship we publish and the smooth running of our journals. Peer review is typically an unpaid activity carried out by scholars as a means of contributing to their field.

# Why peer review?

- 1. To learn more about the editorial process.
- 2. To keep up to date with novel research in your field.
- 3. To demonstrate your expertise in a field, and fulfil a professional responsibility to contribute that expertise to others as they develop their research.

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# **Publishing ethics**

# Peer review

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This journal uses an open peer review model. Please check the journal's <u>peer review information</u> for full details of this process.

For further information on the Publishing ethics of Global Mental Health, please see: <a href="Information">Information (cambridge.org)</a>