

Author Guidelines

The *Journal of Psychiatric Intensive Care* welcomes submissions of the following article types:

Original Research Article: a report of a research study including detailed methodology, results and discussion; usually approximately 10 printed pages; requires an abstract and 3–6 key words.

Review Article: an in-depth discussion of a topical subject including a comprehensive literature review; requires an abstract and 3–6 key words.

Brief Report: shorter discussion of the findings of a study or observations of a particular unit; requires an abstract and 3–6 key words.

Commentary: general discussion of a topical subject or publication; usually invited, although suggestions for topics would be welcome.

Product Review

News: a report of a relevant meeting

Book Review

Papers are accepted on the understanding that they have not been submitted to any other English language journal, and that all authors have approved and agreed to publication of the material.

General information

To submit an article, please email the following material to journal@napicu.org.uk:

- **Main text** in Word *excluding* author names or affiliations, but including:
 - The intended article type
 - A short title for the running head
 - A list of **captions** for any figures or tables
- **Title page** including:
 - All author names and institutions
 - A full postal and email address for the corresponding author (this does not need to be the first named author)
 - A statement of the number of tables and figures (state 'none' if applicable)
 - Additional information if required (see next section).
- Any **tables** on separate pages at the end of the main text document, or as separate files
- Any **figures** as separate files (see guidelines below)*

*If your figures are too large to email, please contact the Technical Editor (journal@napicu.org.uk).

Additional information

All **Original Research Articles**, **Review Articles** and **Brief Reports** require the following statements on the title page:

- **Funding:** Please provide details of the sources of financial support for all authors, including grant numbers. Grants awarded to individual authors should be identified with initials. For example:

This work was supported by the Wellcome Trust (AB, grant numbers xxxx, yyyy), (CD, grant number zzzz); the Natural Environment Research Council (EF, grant number HHHH).

Where no specific funding has been provided for research, please state:

This research received no specific grant from any funding agency, commercial or not-for-profit sectors.

- **Conflict of interest:** Please provide details of all known financial, professional and personal relationships with the potential to bias the work. Where no known conflicts of interest exist, please state: [None](#).

- **Ethics:** Where research involves human and/or animal experimentation, please state (as applicable):

The authors assert that all procedures contributing to this work comply with the ethical standards of the relevant national and institutional committees on human experimentation and with the Helsinki Declaration of 1975, as revised in 2008.

or:

The authors assert that all procedures contributing to this work comply with the ethical standards of the relevant national and institutional guides on the care and use of laboratory animals.

You may acknowledge individuals or organisations that provided advice, support (non-financial) at the end of the manuscript. Formal financial support and funding should be listed under Funding.

Figures

General

- All figures should be submitted as separate files, not embedded in the manuscript file
- They should appear crisp and sharp when viewed in Photoshop (or similar) at their intended final size
- All labels should be in Arial, Helvetica or similar sans serif font
- Font size should be at least 10 pt (Arial equivalent)
- Make sure that any labelling is legible against the background, and that lines are of a suitable thickness (minimum 0.3 pt for black lines on a light background; 0.4 pt for white lines on a black background)
- Do not use italics for emphasis in figure labels
- Avoid:
 - Drop shadows
 - Outlined text
 - Unnecessary colour
 - Use of red and green together on graphs.

Size

- 166 mm full page width (= 3924 pixels at 600 dpi)
- 80 mm single column (= 1890 pixels at 600 dpi)
- 110 mm two-thirds page width (= 2598 pixels at 600 dpi)
- Use the ruler in your drawing package to check the actual size (can be viewed in mm or pixels)
- Examples:

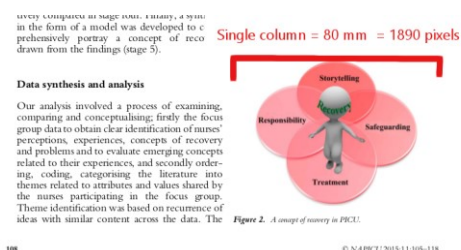
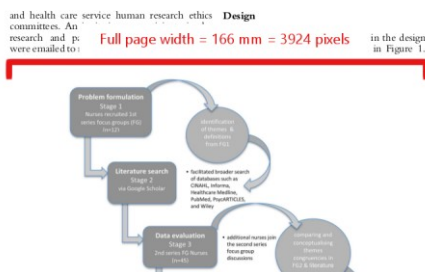


Figure 2. A concept of recovery in PICU.

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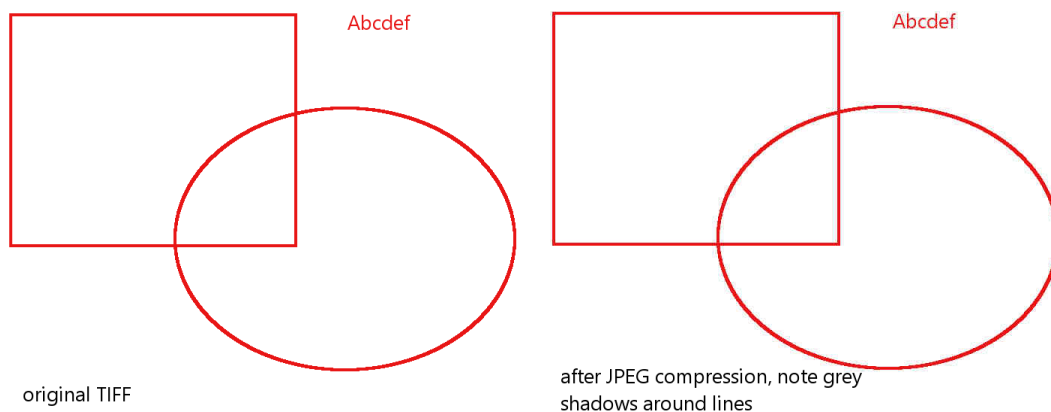
Examples from: Gwinner, K. & Ward, L. (2014) Storytelling, Safeguarding, Treatment, and Responsibility: attributes of recovery in psychiatric intensive care units. *Journal of Psychiatric Intensive Care*, 11(2): 105–118.

Resolution

- Photographs and greyscale figures: 600 dpi
- Figures with greyscale/colour and black-and-white elements only: 600 dpi
- Figures with only black and white elements: 600 dpi

File type

- TIFF (tagged image file format) is strongly preferred; also high-resolution pdf, eps and Illustrator files.
- Do not save figures in JPEG format at any stage as data is lost and cannot be recovered. If you have already saved any part of a figure as a low quality JPEG, you will need to go back to an earlier version. The only exception to this is the very high quality JPEG images created by digital cameras.



- Do not scale up low resolution files to meet size or dpi requirements. Use an earlier, higher resolution version.

File size

- Compress all layers in TIFF files by flattening them
- Ensure that greyscale images are saved in Grayscale mode
- Use LZW compression when you save figures in TIFF format
- Make sure that the bit depth of your figures is at 8 bits/channel (8-bit mode); 16 or 24-bit figures will be unnecessarily large
- Reduce file size by cropping out unnecessary white space around the borders of your figures, or removing any titles or file names (all descriptive information should be included in the caption).

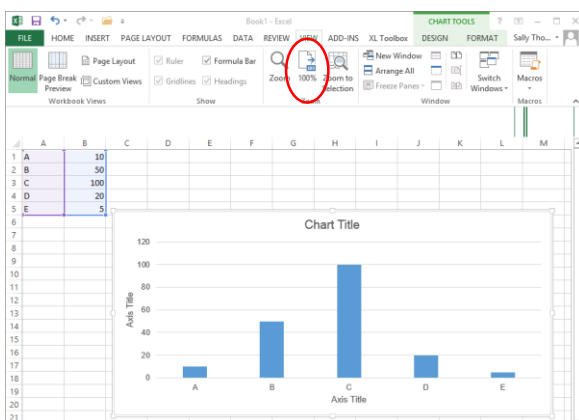
Colour

- Figures may be reproduced in colour in the online edition at no charge to the author
- Colour printing may be charged to the author
- Avoid the use of unnecessary colour, it can cause a distraction
- If a figure is to be reproduced online in colour and greyscale in the print edition, the same file will be used for both; please ensure that they colours are distinct when viewed in greyscale
- If a figure is to be colour online only, please use RGB mode
- If a figure is to be printed in colour, please use CMYK mode.

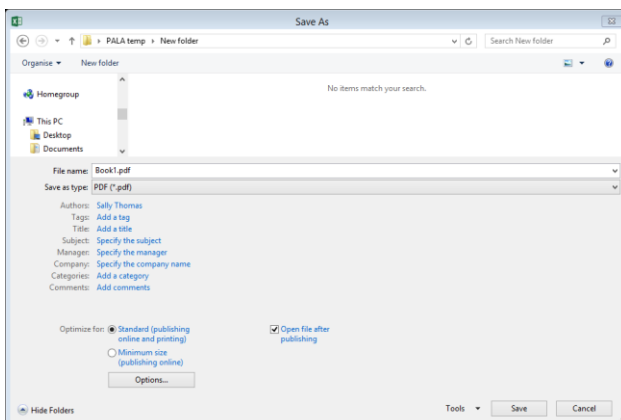
Excel graphs

Save any graph created in Excel as a high quality pdf:

- View graph at 100%
- Make sure it is sized appropriately (80 mm for single column; 166 mm for double; 110 mm for 2/3 page width)
- Check that the font type and size (sans serif; 10 point minimum)



- Save the file as a high quality pdf:



Tables

All tables will be reformatted in journal style which includes no shading and limited use of rules; bold and italic fonts should be used for emphasis. For example:

Table 1. Short statement as a table caption, detail to footnote

	Overarching statement if required		
	Heading 1 (mg)	% (n = 52)	<i>p</i>
Item 1	56	52	<0.001
Item 2	24	23	1.235
Item 3	32	5	3.025

Significant numbers shown in **bold**