

BIOLOGICAL PSYCHIATRY

Author Checklist for NEW Submissions

This optional checklist is intended to help authors efficiently submit new manuscripts to *Biological Psychiatry* and should not be uploaded with the submission. It applies to all article types except Correspondence (click [here](#) to jump to the section for Correspondence). A separate checklist is available for revised submissions. Full details regarding all *Biological Psychiatry* guidelines are available in the [Guide for Authors](#). Submissions that do not adhere to these guidelines will be returned for correction and delay processing.

PRIOR TO SUBMISSION

- ☐ All authors have read and approved the most recent version of the manuscript
 - ☐ All authors have provided their complete financial disclosures and conflicts of interest
 - ☐ Gather the following:
 - ☐ Valid email addresses for all authors; institutional email addresses are strongly preferred
 - ☐ The names, emails and affiliations of 6 individuals who would be appropriate to review the paper. Verify that 1) none share an affiliation with any author or have other conflicts with this paper; 2) all six have different affiliations from one another; and 3) none are journal editors
 - ☐ All submission files (cover letter, manuscript, figures, etc.)
- ☆ *Helpful Hint: For new submissions, you may upload the entire submission as a single file in any format. Figures and tables may either be placed within the body of the manuscript or presented separately at the end.*

MANUSCRIPT CONTENT

- ☐ The manuscript includes the following general sections: title page, abstract, main text, acknowledgments, disclosures, references, figure/table legends
- ☐ Title page is present as the first page of the manuscript and includes:
 - ☐ Title of article
 - ☐ List of authors (in order) with full names and all affiliations
 - ☐ Corresponding author notation
- ☐ Pages are numbered
- ☐ Text is double spaced
- ☐ Relevant ethics statements for human or animal research is included in Methods & Materials
- ☐ Acknowledgments section is present, includes all sources of grant and other material or financial support, and identifies any prior presentations of this data; if a group is listed as an author, then the individual members of that group must be named here
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- ☐ Clinical trials registration information is included, if applicable

SUBMISSION STEPS

Proceed with submission at <https://www.editorialmanager.com/bps> and follow the instructions on each screen. Note that these steps of the submission process are often overlooked:

- ☐ Authors Screen: Once all authors are entered, be sure to reorder them if necessary. The order here should match the actual order of authorship on the title page.
- ☐ Authors Screen: The corresponding author here should be one of the persons named as the corresponding author on the title page.
 - ☆ *Helpful Hint: The corresponding author may be changed at this screen. To do so, you'll need to enter the author's name and email address exactly as it appears in his/her account. For verification purposes, you'll also need his/her username.*
- ☐ Once you've built the PDF, verify that the number of uploaded tables and figures matches the counts provided in the submission system.

NOTICE TO AUTHORS

Our goal is to make the submission process as painless as possible. *Biological Psychiatry* does not enforce many of its guidelines at new submission due to our high rejection rate. Please note that we enforce all standards at revision, including file standards and word count limits. Submitting a manuscript at or over the word limit and then needing to address the reviewers' concerns will not be a sufficient reason to exceed the journal's word limits if you are invited to revise and resubmit.

Author Checklist for NEW Submissions

– Correspondence ONLY –

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PRIOR TO SUBMISSION

- ☐ All authors have read and approved the most recent version of the manuscript
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 - ☐ All submission files (cover letter, manuscript, figures, etc.)
- ☆ *Helpful Hint: Supplemental files are not permitted for Correspondence. Tables and figures are not encouraged but allowed to illustrate important points.*

MANUSCRIPT CONTENT

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 - ☆ *Helpful Hint: A ‘real’ title is required; “Commentary on...” is not an acceptable article title*
 - ☐ List of authors (in order) with full names and all affiliations
 - ☐ Corresponding author notation and his/her contact information (email address)
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FILES & FILE TYPES

- ☐ Manuscript: must be provided as a Word file; PDF and LaTeX files are not accepted
- ☐ Tables: must be supplied in an editable format (Word or Excel), either at the end of the manuscript file or in separate files
- ☐ Figures: each must be uploaded separately in one of the following formats: TIFF, PDF, PPT, EPS
 - ☐ The figure titles/legends are in the manuscript file and not included in the image files
 - ☐ Panels are labeled with capital letters (A, B, C), if applicable
 - ☐ Each figure is a single image (two panels may not be in separate files)

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 - ☆ *Helpful Hint: The corresponding author may be changed at this screen. To do so, you'll need to enter the author's name and email address exactly as it appears in his/her account. For verification purposes, you'll also need his/her username.*
- ☐ Once you've built the PDF, verify that the number of uploaded tables and figures (if any) matches the counts provided in the submission system.