American Academy of Addiction Psychiatry
The American Journal on Addictions

Instructions for Authors

The American Journal on Addictions (AJA) publishes special overview articles, original clinical or basic research papers, clinical updates, brief reports, case studies, international perspectives, book reviews and letters within the area of addictions. Submission of material to this Journal, published eight times per year, is understood to imply that it, or substantial parts of it, have not been published, accepted for publication, or submitted for consideration elsewhere.

Submission Procedure. To facilitate reviewing and processing of manuscripts, papers should be submitted electronically via Manuscript Central (MCentral) http://mc.manuscriptcentral.com/amjaddict. Manuscripts submitted via email will not be considered. The request letter or submission letter must also include indicating that the material is intended for publication, and specifying for which section of the Journal it is to be considered (i.e. Standard Manuscript, Case Reports or Case-Series, Brief Reports, Review Article, Editorial or Commentary). All accepted manuscripts, artwork, and photographs become the property of the American Academy of Addiction Psychiatry (AAAP). All submitted materials must be in MS Word format please do not send pdfs. Please ensure completion of all elements of submission requirements on the MCentral site, including all questions in the “Details and Comments” section. The cover letter and the “Details and Comments” section are significant elements of the initial pre- review process that determine appropriateness of the submitted materials for AJA readership.

Peer Review. The Journal uses a single-blind review process. All manuscripts, including invited manuscripts, are subject to peer review by at least two subject- matter experts. To facilitate the review process, during the manuscript upload process in MCentral, authors are required to submit a minimum of 6 “preferred” reviewers. Suggested reviewers might best be comprised of authors whose work has been cited in the references, with an emphasis on those authors with subject-matter expertise specific to the content of the manuscript. Due diligence is required in ensuring that suggested reviewers have no potential conflict that would preclude their review of the manuscript in question. In order to insert the “preferred” reviewers in MCentral, at a minimum, the first and last name, and email address are needed.

Upon completion of the review (usually a 10-12 week process), the author(s) will be advised of the decision on the manuscript via MCentral. If revisions are deemed necessary, this feedback will be based on, and detailed from, the reviews. Manuscripts accepted for publication consideration typically incur 2 or more reviews prior to acceptance. Depending on the level of revision requested, revised material is due within 4-8 weeks from the date of the decision letter, and by the due date specified in the decision letter. At the discretion of the Editor-in-Chief (EIC), reviewer comments may be included with the return of rejected manuscripts. Please note that all reviews remain anonymous to reviewers interested in becoming reviewers for AJA should check the appropriate box when establishing their MCentral account.

PREPARATION OF MANUSCRIPTS

Manuscripts, including tables, figures and references, should be prepared in accordance with the American Medical Association Manual of Style, Tenth Edition. All manuscripts must be typed double-spaced on 8.5” x 11” paper with a 1” margin all around. Papers must be written in clear, concise English. All acronyms must be fully spelled out at first instance. Avoid jargon and neologisms. Authors whose first language is not English are advised to have their papers reviewed by an English speaking peer or professional for submission. Manuscripts not written presented in good English form, regardless of scientific merit, will be rejected as the journal does not offer this level of copy-editing services.

Title Page. The opening page should contain the article title (centered) and first and last names of all submitting authors including academic degrees and institutional affiliations of each (centered below the title). Without the exception of standard manuscripts, the title of all other types of manuscripts submitted should be preceded with the descriptor to identify the type of manuscript submission (Editorial or Commentary, International Perspective, Case Reports or Case-Series, Brief Reports, and Review manuscripts). Example: “Brief Report: A Randomized, Placebo-Controlled Trial of Topiramate for Alcohol Use Disorders”. Affiliations are numbered, with the corresponding number superscripted after the author degree. On the upper right hand corner of the title page and on each subsequent page, please include the Running Head - shortened version of the title consisting of no more than 50 characters. On the left, bottom corner of the title page after the title and author(s) name(s), include the following information in the order specified:

• Corresponding author name and credentials, full mailing address (including city, state, and zip code), telephone number, fax, and e-mail address.
• Abstract. (must be no more that 250 words)
• Narrative. (indicate total word count not including Abstract, Tables, Figures, and References)
• Number of Tables:______
• Number of Figures:______
• Number of References:______

Abstract. (250 word limit). The abstract should be typed on a separate page, following the Title Page, and is limited to 250 words. Abstracts should be entered into the “Abstract” box in step one of the MCentral submission process, but should also be included as part of the manuscript in the File Upload step. Abstracts should be formatted within the following subheaders: Background, Objectives, Methods (include total N), Results, Conclusions and Scientific Significance.

MANUSCRIPT NARRATIVE

Submissions should generally follow the format established in the Abstract. They should adhere to the following word count specifications:

• Standard manuscripts - no more than 5500 words + 250 word abstract + up to 4 tables and/or figures in total + up to 55 references
• Review papers - no more than 5000 words + 250 word abstract + no more than 6 tables and/or figures in total + up to 45 references
• Case Series - no more than 5000 words + 250 word abstract + no more than 60 references
• Case Reports or Case-Series - no more than 5000 words + 500 word abstract + no more than 50 references
• Brief Report - no more than 1,500 words + 100 word abstract + 1 table or figure + up to 10 references

Acknowledgements. Any acknowledgements should be set in a separate paragraph after the last paragraph of manuscript text. Financial acknowledgements appear first, and should include any grant numbers, the name and location (city, state) of the granting institution, and the name of the recipient. If the recipient is not one of the authors of the paper, their full name and affiliation should be provided. A second paragraph should be used, if necessary, to acknowledge the assistance of other researchers or study participants.

Declaration of Interest. This section follows the Acknowledgements. Any potential conflicts of interest should be included here. If there are no conflicts to declare, then please insert our standard wording, “The authors report no conflicts of interest. The authors alone are responsible for the content and writing of this paper.”

Tables and Figures. Tables and figures should not be embedded in the manuscript narrative. Instead, these should be uploaded as separate files, using the preset tags/labels designated as “Table” and “Figure” available during the upload process through MCentral. When saving your tables and figures in your word-processing program, please label them as “Table 1,” “Table 2,” “Figure 1,” “Figure 2,” etc. so that these are easily discernable to the reviewer. Each table and/or figure should include a short descriptive header, be fully labeled, and include a legend. Please take into account necessary size reduction as may be necessary for type-setting purposes. When configuring tables and figures, please keep in mind that these are printed color in the electronic version of the Journal, in black-and-white in the hard-copy version of the Journal. At the author’s request, tables and figures may be printed in color in the hard-copy version of the Journal, but these costs are borne by the author at a cost of $550 per table or figure. The publisher has requested that figures be sent in any of these three formats—EPS, PDF, or TIFF, with a resolution of 300 dpi for photographic images, or 600 dpi for line art and combination images containing photographs and labeling. More detailed information on the submission of electronic artwork can be found at http://authorservices.wiley.com/bauthor/illustration.asp.

References. References should begin on a separate page following the text and should be typed and double-spaced. References must be in numeric format and listed in the order of appearance in the text; the appropriate superscripted reference number follows the text citation. Do not arrange the reference list alphabetically. Please ensure that all references have been cited in the text. Manuscript citations made in the Discussion and Conclusion sections of the manuscript should include the names of all authors, unless there are more than six. In this case, the names of the first three are used, followed by “et al.” Journal names should be abbreviated as they appear in Index Medicus; journals not currently indexed there should not be abbreviated. Authors should follow the guidelines in the American Medical Association Manual of Style, Tenth Edition: Lack of compliance with References formatting as per journal specifications may result in an automatic return of your manuscript without review and will require a resubmission of your manuscript, thus delaying processing time.

Sample journal reference:

Supplementary Materials. Materials that provide added value to the manuscript such that the absence of this information potentially compromises a full appreciation of manuscript content are considered “supplementary” materials. There are few instances that would satisfy this criteria, and authors are encouraged to exercise appropriate due diligence in using this feature. Please keep in mind that supplementary materials are not accessible to reviewers and as such, forego the review process. Further, supplementary materials do not undergo typical pre-production processes (including copy-editing, type-setting, and proofs).

Proofs. Upon manuscript acceptance, one set of electronic page proofs will be sent to the designated corresponding author following completion of type-setting and related pre-production processes. Proofs should be checked and returned within 48 hours.

Offprints and Complimentary Copies. Information on ordering hardcopy offprints will accompany the electronic page proofs. Free access to the final PDF offprint of an article is available to authors via Author Services at http://authorservices.wiley.com/bauthor.

Permissions. Authors are responsible for obtaining permission to reproduce copyrighted material from other sources.