Medical Psychotherapy Review: Guidelines for Authors

A. Introduction

The *Medical Psychotherapy Review (MPR)* (formerly *GPPA Journal)* was founded to disseminate the best current practices and advances in medical psychotherapy, encourage critical reading and discussion of the psychotherapy literature, and promote authorship of research and practice-based articles by physicians practicing psychotherapy, particularly in the community setting. We also provide a forum for expressions of personal and creative experiences that inform caring and effective therapy.

We are an open access journal, and copyright remains with the author. Our primary audience is general practice physicians who practice psychotherapy. We welcome submissions that will contribute to our broad mission, including original research, scientific and scholarly articles, clinical practice articles, psychotherapeutic method reviews, case studies, book reviews, creative prose or poetry, photography, and letters to the editor.

B. Guidelines for Submission

Please send all manuscripts as an attachment electronically to the editor:
Janet Warren: journal@gppaonline.ca

Deadlines for submission are as follows:
Winter Issue: September 1
Spring Issue: March 1

Include contact information, and a brief biographical statement, including your degrees, affiliations, and any competing interests. These competing interests may include financial benefits or interests related to your article, including any formal or financial affiliations with any therapy method discussed or cited in your article.

A recent photograph (head and shoulders) is desired but optional; send in .jpeg format

If needed, include copyright permissions and signed patient consent forms.

The *MPR* adheres to the Committee on Publication Ethics (COPE) and International Committee of Medical Journal Editors (ICMJE) guidelines regarding the ethics of academic publishing.

The editors reserve the right to refuse publication, or require modifications as conditions of publication for those submissions that fail to adhere to these guidelines.

C. Style Guidelines: General

In addition to the guidelines detailed below, we use APA (American Psychological Association) formatting (http://www.apastyle.org/)

1. Manuscript submission
- save as Microsoft Word documents (*.doc, *.docx) and send as an attachment
- Times New Roman font size 12, black ink
- Left justified, double spaced
- Single spaces after periods (note – APA now calls for double spaces but we are staying with single spaces)
- No endnotes or superscripts.
- Keep footnotes to a minimum; only if essential (use the footnote function).
- Page size/margins set to 8 x 11 /12 inches, or "normal."

2. Grammar and style notes
- Italics: use for titles of books, journals, films, etc.; foreign words; or for emphasis.
- Underlining: do not use
- Paragraphs: do not indent—hit enter before next paragraph.
- Hyphens: use to connect compounded words (e.g., adjectives such as patient-centred, patient-reported, and patient-directed).
- En-dashes: (shortcuts different on different keyboards, or use 'insert' 'special character' 'symbol') use to describe a range (e.g., 1984–1987).
- Em-dashes: (as above, often 3 consecutive hyphens will 'auto correct' to an em-dash) use sparingly to emphasize or separate a clause (e.g., Sometimes writing for money—rather than for art or pleasure—is really quite enjoyable).
- Quotations: use double quotation marks—single marks are only used within another quote (e.g., The teacher asked, "Who said, 'Give me liberty or give me death'?"; punctuation marks are places inside/before the closing quotations (e.g., "patient-centered care," and …). If a quote is longer than three lines, quotation marks are not needed; rather indent and single space.
- Parentheses: use round brackets and punctuation goes outside, unless an entire sentence is in brackets. For brackets within brackets, use square ones. Square brackets are also used to enclose material inserted in a quotation by some person **other** than the original writer. There are no spaces between text and bracket (see above and current examples).
- Bullet points/numbered lists: use sparingly to make for easier reading.

3. Language
- Use Canadian spelling and grammar (set spell-check to English Canada)
- Please use gender inclusive language (e.g., switch to plural or passive voice if necessary).
- Avoid any prejudicial or hate language of any kind.
- Avoid any implicit advertising and/or self-promotion
- Ensure that acronyms are spelled out the first time they are used.
- Write out numbers less than ten, or if at the beginning of a sentence.
- For other numbers use Arabic, not Roman, numerals
- Avoid using jargon and phrases that are peculiar to your field of interest.

- o The following abbreviations are accepted, although should be used minimally:
- o General: e.g., i.e., etc. (note punctuation)
- o Measurements: mg, ml, kg (note – add space between number and unit)
- o Medication dosages/frequency: mg, ml, od, hs, bid, tid, qid (lower case)

4. Titles and Headings
- Title: Font size 14, **Bold**. Centred over the body of article. If there is a secondary title, use font size 13 and centre it on the line below.
- Headings: bold and left aligned.

5. Author Identification and Credentials
- Centred UNDER the title of the article
- Font size 12, italics, name only, followed by a comma before any credentials.
- Always place the MD first, then specialty certification, then graduate degree(s), then postgraduate diplomas, then undergraduate degrees. Include only most relevant credentials.
- E.g., *Maria Grande, MD, CCFP*

6. Abstracts
- Font size 12
- Recommended for Clinical or Scientific contributions (see below for description).
- Use **bolded** title **"Abstract"** in line above the body of the abstract
- Use *Italics* for Content

The Abstract should be informative and completely self-explanatory, briefly present the topic, state the scope of the experiments, indicate significant data, and point out major findings and conclusions. The abstract should summarize the content in 300 words or less. Standard nomenclature should be used and abbreviations should be avoided. The preferable format should accommodate a description of the study background, methods, results and conclusion. Following the abstract, a list of keywords (3-10) and abbreviations may be included.

D. Style Guidelines: Specific

1. Original Research

Length: 2000–3000 words.
All **scientific** articles should follow the [International Committee of Medical Journal Editors' (ICMJE) uniform requirements for manuscripts submitted to biomedical journals](#).

Note that there may be overlap between this section and the "clinical approaches" one below. It is labelled "scientific" more by style than content.
Please use the following guideline**s**:
Introduction: The introduction should set the tone of the paper by providing a clear statement of the study, the relevant literature on the study subject, and the proposed approach or solution. The

introduction should be general enough to attract a reader's attention from a broad range of scientific disciplines.

Materials and Methods: This section should provide a complete overview of the design of the study. Detailed descriptions of materials or participants, comparisons, interventions and types of analysis should be mentioned. However, only new procedures should be described in detail; previously published procedures should be cited, and important modifications of published procedures should be mentioned briefly. Capitalize trade names and include the manufacturer's name and address.

Results: The Results section should provide complete details of the experiment that are required to support the conclusion of the study. The results should be written in the past tense when describing findings in the authors' experiments. Previously published findings should be written in the present tense. Results and Discussion may be combined or in a separate section. Speculation and detailed interpretation of data should not be included in the Results but should be put into the Discussion section.

Acknowledgements: This optional section includes acknowledgment of people, grant details, funds, etc.

Tables: These can be submitted in either .doc or .xls format.

Figures: The preferred file formats for charts, graphs, and photographic images are JPEG.

References: List according to APA style, as below

2. Scholarly Articles

Reviews: 2000–3000 words
This is a scholarly article describing a particle type of therapeutic method, clinical approach, or psychological/psychiatric condition. Other topics of interest to medical psychotherapy may fit this category, such as clinical training, political, or medico-legal matters. Reviews should include relevant background material, a clear argument as to why this is important for the readers, pros and cons as appropriate, a summary and the current status of the topic. Case examples are very helpful. Appropriate and up-to-date references are essential, and should be done according to APA style (see below).

3. Semi-scholarly articles

a) Case Studies: 1000–2000 words
This is a semi-scholarly brief article comprising case reports that convey clear, practical lessons. Preference is given to common presentations of important conditions and important unusual presentations of common problems. The case should be relevant to a general audience. Articles start with a brief summary outlining the case and its relevance to a general audience. The case presentation follows, as well as a discussion of the underlying condition. Visual elements (e.g., tables of the differential diagnosis, clinical features or diagnostic approach) are encouraged.

Signed releases must be obtained from all patients who could identify themselves should they read your article.

b) Resources/Clinical tips: 200–500 words
This is a non-scholarly section in which practitioners share tips and resources that they have found valuable in their psychotherapy practice. It may include helpful books and websites, administrative tips, or clinical tools. Some of the posting on the Listserv may be appropriate for this section, for example.

c) Book Reviews: 500–1000 words
The focus isn't on summarizing the book, but instead, on saying why you liked it, what surprised you about it, why you think it's an important read (and for who), and if (and how) it changed your perspective on things after reading it. Also, what things could have been done better? Would it have benefited from contributions from different kinds of practitioners writing about their experiences and their decision to provide this kind of care? Does it distinguish between different kinds of psychotherapy, for instance solution-focused brief therapy vs. CBT vs. psychoanalysis, and between the kinds of therapy provided by psychiatrists, GP psychotherapists, family doctors, social workers and psychologists?
Try to inject something of "you" into the writing - for instance, what made you pick this book up in the first place? Did someone recommend it, or were you looking for a book on the subject, and if so, why? It often helps to start out with a personal anecdote, for example, sharing a brief vignette, perhaps about feeling discouraged and wondering if what we do really helps, or alternately, an anecdote about a clinical "success" that reminded you of just how important psychotherapy is. Then, the review can flow naturally from there, since the book may provide answers to some of the questions you'd been wondering about. Finally, you can conclude the review by going back to the personal, and saying how having read this book has changed your perspective (or not), possibly reinforcing for you how important your work is, perhaps making it easier to keep going even when it seems as though some patients fail to respond.

3. Creative Submissions

a) Images
Images are chosen because they are particularly intriguing, classic or dramatic. Submissions of clear, appropriately labelled, high-resolution (300 dpi or greater) images must be accompanied by a figure caption. Any manipulation of the image should be identified. A brief explanation (300 words maximum) of the significance of the images is required. Acceptable file format: JPEG

b) Poetry: maximum 75 lines
Themes related to psychotherapy are preferred.

c) Reflections: 500–2000 words
This includes experiences of personal growth, opinions, or experience using a particular therapeutic method or tool. Contributions that convey personal and professional experiences with a sense of immediacy and realism are encouraged.

4. Other
If you have other ideas that do not fit within the above categories, please send a query or article proposal to the editor.

E. Style Guidelines: References

1. In-text citations

- Write author's name and book/article's date of publication in parenthesis, or just the date of book's publication if author already referenced.
- Include page numbers for direct quotes, or if needed for clarification.
- For poetry, include line numbers
- Citation may immediately follow an author's name, or may be inserted at the end of a paragraph if relevant.
- Multiple citations should be separated by semi-colons.

Examples:

Estrich (1987) provides a good summary of the sociology of rape.

There has been much research on the sociology of rape (Estrich, 1987; Jones, 2001; Smith & Warren, 1973a).

2. Reference List

- Single space, Times New Roman 12
- List references in alphabetical order by last name (of first author if more than one).
- Format with a hanging indentation. (The beginning of the reference is flush left and the second and subsequent lines are indented. Go to "Format" at the top of your word processing program and select "Paragraph." In the dialog box, select "Indents and Spacing." Click the arrow next to "Special" and select "Hanging.")
- If referencing an author/document with more than one publication, list in chronological order, earliest date to latest. If more than one publication in a single year, list as a, b, etc.

a. Books
- Type the author's last name followed by a comma, the author's first initial with a period, and the year of publication in parentheses followed by a period. Type the title of the book in italics, capitalizing only the first word and any proper nouns, followed by a period. Insert the location where it was published (city, state) followed by a colon and then the name of the publisher.
- When referencing a book with two authors, type the name of the first author as in the step above followed by a comma. Use an ampersand (&) and insert the name of the second author in the same way. The rest of the reference is the same as in the previous step.
- Books that are published in electronic form only are referenced in the same way. Type the author's last name followed by a comma, the author's first initial with a period, the year of publication in parentheses followed by a period. Type the title of the book in italics followed by a period. Then insert "Retrieved from http://www.xxxxx."

- If a DOI (digital object identifier) is assigned to a book, reference it as in step one, but replace the location and publisher with "doi:xxxxx."
- For edited books, type in the last name of the editor, comma, first initial, period, "Ed." in parentheses, and a period. Follow the format in step one for the rest of the reference.

Examples:
Estrich, S. (1987). *Real rape*. Cambridge, MA: Harvard University Press.
Jones, B. (Ed.). (2001). *Readings in social psychology*. New York, NY: Sage.

b. Journal Articles
- Type the last name of the author of the scientific journal article, a comma, the first initial of the author's first name and a period.
- Type the year that the article was published in parentheses, followed by a period.
- Type the title of the article (only capitalizing the first word) and a period.
- Type the title of the scientific journal in italics, followed by a comma.
- Type the volume number in italics, the issue number right after it in parentheses and a comma.
- Type the page numbers of the article (for example, 57–90; note use of en-dash) and a period to complete the citation.

Examples:
Allen, M. C., & Black, R. (1995). The future of higher education in Australia. *Journal of Higher Education*, *15*(2), 16–25.
Jacoby, W. G. (1994). Public attitudes toward government spending. *American Journal of Political Science*, *38*(2), 336–361.

c. Other Examples:

Chapter in Edited Book:
Chow, V. (2010). Title of the chapter or article. In M. Grande (Ed.), *Title of book here* (30–45). New York, NY: Best Publishing House Ever.

Presentations:
McCoy, R. M. & Jones, T. (2009, July). *How to cite presentations in APA style*. Poster session presented at the Annual Meeting of University Librarians, Las Vegas, NV.

Websites:
Name of website (date or n.d. if no date). Title of page/article. Retrieved from (copy and paste url). (Note – APA no longer requires date of retrieval)
Meditation. (n.d.). The importance of solitary time. Retrieved from http://www.madeupsitewithhyperlinkremoved.com/finefeathered.html

F. The Editorial Process

Upon receipt, the editor and/or an editorial committee member will review the submission and categorize it as:

1. Accepted for publication.
It will then be proofread for clarity, brevity, style and accuracy. Adherence to the Author's Guidelines is essential. This process may reveal areas where information is lacking or clarification is needed. The edited manuscript is then sent to the corresponding author for further input and approval.
Before *GPPA Journal* articles are finalized for publication, the senior editor does a final review of the material. You will be contacted should there be any follow-up comments or queries once this process is completed. We ask that you let the manuscript editor know if you will not be available to address these comments or queries after you have returned your proofs, and provide the name and contact information of an individual who can field such questions in your absence. The author will have the opportunity to review the formatted article prior to publishing.

2. Accepted conditional upon major revisions.
It will be returned to the author with comments and suggestions for revisions, including the use of a professional editor. The author is then welcome to resubmit the article for re-consideration.

3. Rejected for publication.
It will be returned to the author with feedback regarding the reasons for rejection (e.g., topic not suitable for the journal, substandard quality).