Author Guidelines

Purpose of the Journal
The Journal of Behavioral Health Services & Research (JBHS&R) is a quarterly, peer-reviewed, multidisciplinary journal that publishes articles on the organization, financing, delivery, and outcomes of behavioral health (including mental health, alcohol, and drug abuse) services. It is the official publication of the National Council for Behavioral Health (http://www.thenationalcouncil.org/)

Submission of Manuscripts
The JBHS&R will only review manuscripts for publication with the understanding that it has not been previously published (in full or in part) either in print or online, and is not currently being reviewed for publication elsewhere. The JBHS&R invites contributions in the form of Regular Articles (≤20 pages, not including references, tables, or figures), Brief Reports (≤13 Pages), Policy Perspectives (≤16 pages), Literature Reviews (≤20 pages), Commentaries (≤16 pages), Notes from the Field (≤10 pages), Letters to the Editor (≤1 page, not peer-reviewed), and Book Reviews (≤1 page, not peer-reviewed). Neither the length of the paper nor the category to which manuscripts are assigned necessarily reflects their importance to the behavioral health field. Manuscripts must be submitted online via the JBHS&R's Editorial Manager Website, http://www.editorialmanager.com/jbhs/default.aspx. Please visit this site for details on how to register with Editorial Manager, upload, and electronically submit manuscripts.

Manuscript Preparation
Manuscripts must be uploaded to Editorial Manager as a Microsoft Word document. Do not use the graphics option for tables or the sequential (embedded) footnote option. Manuscripts must be double-spaced (including abstracts, footnotes, block quotations, references, and tables), with one-inch margins. Only Times New Roman or Arial font should be used. The manuscript pages should be numbered consecutively starting with the first page of the text (not abstract). The use of first person (i.e., I, we, our) in the manuscript narrative should not be used. In addition, authors should use “person/people first” language (e.g., “individuals with mental illness” rather than “the mentally ill”).

Manuscript Contents
Manuscript submissions should contain four separate Microsoft Word document files: 1) a title page with author information; 2) the manuscript narrative including: a second title page WITHOUT author information, abstract, and references list; 3) tables (if applicable); and 4) figures (if applicable). Table and figure document files should be uploaded and appear at the end of the manuscript narrative. Each manuscript submission must include the following items:

Title Page (WITH Author Information)
Include title, key words for indexing, name(s) of author(s), academic degree(s), name and address of organization where the work was done, and any acknowledgments, credits, or disclaimers. Manuscripts should include a running head on the title page of the manuscript. All author information should be included ONLY in this separate Title Page.

Abstract
All manuscripts, except Letters to the Editor, require an Abstract of no more than 150 words. No references should be cited in the abstract. The Abstract should not include any subheadings. Please double-space the Abstract and place it on a separate page following the title page WITHOUT author information.

Implications for Behavioral Health
The JBHS&R is committed to publishing manuscripts in applied behavioral health policy and services delivery as well as publishing articles based upon empirical research. All manuscripts must contain a section heading (with appropriate narrative) as the last major section of the manuscript entitled “Implications for Behavioral Health”.

Notes (as needed)
These should be grouped together in a separate, double-spaced section after the text and before the References. In the text, notes should appear as superscript, lower-case letters. (E.g., This has caused a number of significant controversies.)

Conflict of Interest Statement
Authors are required to include a Conflict of Interest Statement section after the Implications section and before the References.
Formatting

Major headings (e.g., Abstract, Introduction, Methods, Discussion, and Implications for Behavioral Health) should be centered with bold face type (not italicized) and should not be numbered. Second line headings are captured aligned to the left with bold face type and only the first letter of the first word set to uppercase. Third line headings are captured in italics with run-in text and aligned to the left with only the first letter of the first word set to uppercase.

References

References must be cited in text and styled in the reference list according to the American Medical Association Manual of Style, Tenth Edition, 2007. The JBHS&R deviates from this style of referencing by completely spelling out the entire title of journal publications listed in the References section. When references are cited, the citation number should appear superscripted in the body of the text and should follow all punctuation marks (e.g., Persons in substance abuse treatment). Page numbers should appear with the citation, in parentheses, following a specific quote (e.g., “Persons in substance abuse treatment”). References should not be created using MS Word’s automatic footnote/endnote feature. References must be included on a separate page at the end of the article and should be double-spaced.

Only material that has been published, accepted for publication, or presented at a major conference may be listed in the References. References should be numbered as they appear in the text. In the references list, name all authors and editors through the third; if there are more than three authors or editors, list the first three followed by et al. Journal titles, book titles, titles of presentations, and titles of technical reports should appear in italics.

Journal Articles


Books or Monographs


Chapters in Books


Government Documents

Substance Abuse and Mental Health Services Administration. Results from the 2013 National Survey on Drug Use and Health: Mental Health Findings. NSDUH Series H-49, HHS Publication No, SMA 14-4887, Rockville, MD: Center for Behavioral Health Statistics and Quality, 2014.

Presentations


Websites


JBHS&R Referencing Style Tutorial

An online tutorial has been developed to assist authors with the basic requirements for formatting manuscripts, in-text citations, and the references list in JBHS&R citation style. This tutorial can be viewed at bit.do/jbhsr.

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Indexes

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