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(≤ 16 pages), Literature Reviews (≤ 20 pages), Commentaries (≤ 16 pages), Notes from the Field (≤ 10 pages, not peer-reviewed), Letters to the Editor (≤ 1 page, not peer-reviewed), and Book Reviews (≤ 1 page, not peer-reviewed).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 field. Manuscripts must be submitted online via JBHS&R’s Editorial Manager (EM) Website, http://www.editorialmanager.com/jbhs/default.aspx. Please visit this site for details on how to register with EM, upload, and electronically submit manuscripts.

Manuscript Preparation
Manuscripts must be uploaded to Editorial Manager as a Microsoft Word document. Manuscripts must be double-spaced, with 1-inch margins. Only Times New Roman or Arial font should be used. Manuscript pages should be numbered consecutively starting with the first page of text (not abstract). Avoid the use of first person (i.e., I, we, our) in the manuscript. In addition, authors should use people first language (e.g., “individuals with mental illness” rather than “the mentally ill”). Do not use the graphics option for tables or the sequential (embedded) footnote option.

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 files should be uploaded and appear at the end of the manuscript. Each manuscript submission must include the following items:

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

Abstract
All manuscripts, except Letters to the Editor, require an Abstract (≤ 150 words). The Abstract should not include any subheadings or cited references. Abstracts should be double-spaced and placed on a separate page following the title page, without author information.

Notes (as needed)
Notes should be grouped together in a separate, double-spaced section prior to the References. In text, notes should appear as superscripted, lowercase letters (e.g., This has caused a number of issues.)

Implications for Behavioral Health
JBHS&R is committed to publishing articles 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.

Conflict of Interest Statement
Authors must include a Conflict of Interest Statement between the Implications and References sections.

Important:
Do not save files using identifying information (i.e., author last name) and do not include any identifying information in the manuscript or revisions (e.g., use of University letterhead, acknowledgements to colleagues, and reference to university/institutional affiliation).

Tables
Tables should be numbered consecutively and include brief titles; table numbers should appear centered (in bold) on the first line, titles should appear centered on the next line. Include explanatory footnotes for all nonstandard abbreviations. Each table consecutively in text. Tables should be self-explanatory and not duplicate the text. If data from another published or unpublished source is used, obtain permission and acknowledge fully. Include all Tables in one MS Word file.

Illustrations
Figures may be created using electronic software (i.e., Adobe Illustrator, Corel Draw, and Photoshop). Use computer-generated lettering. Do not use any screenshots, color, grayscale, shading or fine lines. Cite each figure in the text in consecutive order. If a figure has been previously published, in part or in total, acknowledge the original source and submit written permission from the copyright holder to reproduce or adapt the material. Supply a caption for each figure, typed double-spaced. Captions should include the figure number, (centered, in bold) on the first line and the figure title (centered) on the second line, followed by explanatory statements, notes, keys or sources and permissions lines. Include all Figures in one MS Word file, separate from the article text.

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Major headings (e.g. Abstract, Introduction, Methods, Implications for BH) are centered, bold font (not italicized or numbered). Second line headings are left-aligned, bold font, only the first letter of first word uppercase. Third line headings are left-aligned with run-in text, italic font, only the first letter of first word uppercase.
References

References must be cited in text and styled in the reference list according to the American Medical Association Manual of Style, 10th Edition, 2007. JBHS&R deviates slightly by spelling out the entire title of journal publications 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.1-13) Page numbers should appear with the citation, in parentheses, following a specific quote (e.g., “Persons in substance abuse treatment.11[1]-21[3]). References should not be created using MS Word’s automatic footnote/endnote feature. References must be double-spaced on a separate page at the end of the article.

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