

BEHAVIORAL HEALTH IN OHIO CURRENT RESEARCH TRENDS

AUTHORS' INSTRUCTIONS*

Behavioral Health in Ohio: Current Research Trends (CRT) is a biannual *e-journal* published by the Ohio Department of Mental Health and Addiction Services (OhioMHAS). It features concise articles about thematically-related research studies and evaluations funded in whole or in part by OhioMHAS. Investigators are also invited to submit articles concerning research conducted in Ohio's public mental health system but not funded by OhioMHAS.

- **Purpose of the *e-journal***

Behavioral Health in Ohio: Current Research Trends (CRT) is a bi-annual multidisciplinary *e-journal* published by the Ohio Department of Mental Health and Addiction Services (OhioMHAS). The *e-journal* provides coverage of articles pertaining to on outcomes, organization, delivery, and financing of behavioral health (including mental health, alcohol, and drug abuse) services. The journal gives priority to material that features OhioMHAS-funded research. Investigators also are invited to submit articles that were not funded by OhioMHAS but were either conducted in or have implications for Ohio's public health system.

- **Submission of Manuscripts**

Authors should refer to the Manuscript Guidelines on the following pages before submitting manuscripts for publication. Authors must submit two digital versions of the manuscript. One digital version must be a Word document (*.doc) and the other, a text file (*.txt). You may email your two digital files to Kraig Knudsen, PhD, Chief of Bureau of Research and Evaluation at kraig.knudsen@mha.ohio.gov.

Inquiries regarding the *e-journal* policy, manuscript preparation, and other such general topics should be directed to:

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Promoting Wellness and Recovery

Manuscript Preparation Guidelines

Before submitting your manuscript, please check that it complies with these **Manuscript Preparation Guidelines**.

Writing Style:

Refer to Publication Manual of the American Psychological Association (APA) 6th edition for writing style, punctuation and grammar. Avoid unnecessary, complicated language, jargon, and research terminology. Jargon should be kept to a minimum. Use active voice, first person (e.g. “individuals with severe mental disorders” rather than “the severe mentally ill”), and short sentences whenever possible. Language should be gender-neutral. Abstracts should provide readers with a clear, concise summary of the article. Tables, graphs, and charts should be easy to understand and complete.

Page/Word Limit:

- Submissions that exceed limits will be returned to the author(s).
- Research articles: up to 20 double-spaced pages excluding abstracts, tables, and reference list.
- Abstracts: up to 250 words
- Letters to the Editor: up to 150 words
- Professional Development/Events/Grants Notices: up to 150 words

Manuscript Preparation:

1. Layout Specifications

Submit manuscripts as a Microsoft Word document that can be opened with Windows 7. Do not use the graphics option for tables or the sequential (embedded) footnote option.

Manuscripts must be:

- a. Double-spaced with one-inch margins on the top, bottom, and sides.
- b. Text should be left-justified.
- c. Font style and point size should be Times Roman, 11 point.
- d. Limit the use of bold, underline, and italic text formatting.
- e. **Do not use special formatting or editing features, such as templates, styles, outline, or index.**
- f. Number manuscript pages consecutively, starting with the first page of the text (not the abstract).
- g. For section headings, follow APA 6th edition guidelines for section headings.
- h. For in text-citations, follow APA 6th edition guidelines for in text citations.

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2. Content Specification and Arrangement

All submitted manuscripts should have the content arranged in the following order:

- a. **Title**—Place the title at the top of the first page, centered in upper case letters. The title should be informative about the manuscript’s content and as brief as possible.
- b. **Authors**—List the authors names, academic degrees, and address of current primary affiliation, including specific title and department. List the authors names in the order that they should appear in the Table of Contents.
- c. **Corresponding Author**—List the author to whom correspondence should be directed. Include his/her full mailing address, telephone number, fax number, and email address.
- d. **Acknowledgements**—List all financial support received for the study. For grants, include the grant number and the full name of the granting agency. Include names of individual who contributed to the paper’s intellectual or technical content. Also, include a disclaimer that the views of the authors do not necessarily reflect OhioMHAS policies.
- e. **Abstract**—Include a concise abstract that summarizes the manuscript. Manuscripts should not exceed 250 words.
- f. **Key Words**—Provide up to five key words to be used for indexing.
- g. **Introduction**—In the last paragraph of the introduction, state the purpose of the research or the description of the issue studied. Research objectives, research questions, and/or hypotheses should be included. Also, indicate the type of study design, such as experiment, survey, or retrospective or prospective study.
- h. **Methods**—Provide a description of the sample, recruitment strategy, measurement/ evaluation techniques, and data analysis. Describe the data analysis procedure concisely and in a manner understandable by non-statisticians will understand. Indicate whether informed consent and Institutional Review Board approval were obtained.
- i. **Results**—Report only findings related directly the research purpose or research question(s).
- j. **Discussion**—Include study limitations.
- k. **Policy Implications**—Since CRT is committed to publishing manuscripts in applied behavioral health service delivery and policy, include a section that will assist the reader in how results can be applied to operational needs and policy development.
- l. **Conclusion**—Relate conclusions to the data presented.
- m. **References***—Use APA 6th edition guidelines. **Only** list those references cited in the text.

Submission Checklist Follows...

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SUBMISSION CHECKLIST

- Original double-spaced hard copy mailed to Kraig Knudsen (See address on page 1.)
- Electronic copies sent via e-mail to Kraig.Knudsen@mh.oh.gov
_____ Word file (*.doc or *.docx)
_____ Text file (*.txt)
- References
- Authors' Name(s) & Title(s) with Contact Information
- Keywords
- Order of author names for the Table of Contents
- Statement permitting OQPR to publish related Photographic images, if submitted.