

BIOLOGICAL PSYCHIATRY

Author Checklist for REVISED Submissions

This optional checklist is intended to help authors efficiently submit revised manuscripts to *Biological Psychiatry* and should not be uploaded with the submission. A separate checklist is available for new submissions. Full details regarding all *Biological Psychiatry* guidelines are available in the [Guide for Authors](#). All standards as enforced at the “New Submission” stage remain in effect for revisions; only additional guidelines are provided here. Submissions that do not adhere to these guidelines will be returned for correction and delay processing.

PRIOR TO SUBMISSION

- All authors have read and approved the revised version of the manuscript
- All authors have re-verified their financial disclosures and conflicts of interest
- Prepare a detailed Response to Reviewers file
- Prepare a Key Resources Table using the provided template, available [here](#) (not applicable for Reviews)
- Prepare a brief 50-75 word summary of the article, written in laymen's terms, for the journal's *In This Issue* feature
- Secure permission to reproduce previously-published material, if applicable
- Gather all submission files

WORD LIMITS

Biological Psychiatry strictly enforces its word limits when a revised manuscript is submitted. Needing to address the reviewers' concerns is not a sufficient reason for exceeding the journal's maximum word limits. We advise you to take a critical look at your manuscript to ensure that it is written as concisely and clearly as possible, and to take advantage of Supplemental Information.

- Archival Reports, Priority Communications, Reviews: 250 word abstract, 4000 word main text
 - ☆ *Helpful Hint 1: Reviews are also limited to a maximum of 150 references*
 - ☆ *Helpful Hint 2: The entire Methods & Materials may not be moved to the Supplement in order to comply with journal word limits*
- Techniques and Methods: 150 word abstract, 3000 word main text

MANUSCRIPT CONTENT

- Title page is present as the first page of the manuscript and includes:
 - Title of article
 - Running head / short title (55 characters maximum)
 - List of authors (in order) with full names and all affiliations
 - Corresponding author notation and his/her contact information (email address)
- Abstract
 - Is structured or unstructured based on article type; see Guide for Authors
 - The sample size is included in the Methods section, if applicable
- Figures and tables are numbered by the order of their mention in the text

- Acknowledgments section is updated, if necessary
 - Financial disclosures/conflicts section is updated, if necessary, and includes the required information for every author; if an author has nothing to declare, this must be explicitly stated
 - References
 - Numbered and listed in their order of appearance in the text
 - In-text references provide the appropriate number in parentheses
 - References in figures and tables are also numbered
- ☆ *Helpful Hint: If you are using EndNote, you can download our journal-specific template by visiting: <http://www.endnote.com/support/enstyles.asp>*

FILES & FILE TYPES

- Detailed Response to Reviewers: Word or PDF is acceptable
- Manuscript: must be provided as a Word file; PDF and LaTeX files are not accepted
- Manuscript: a clean, non-tracked version must be uploaded as the file designated “Manuscript”
 - ☆ *Helpful Hint: Editors and reviewers appreciate having a “Tracked Changes” version of revised manuscripts. There is a separate drop-down option to upload this type of file.*
- Tables: must be supplied in an editable format (Word or Excel), either at the end of the manuscript file or in separate files
- Figures: each must be uploaded separately in one of the following formats: TIFF, PDF, PPT, EPS
 - The figure titles/legends are in the manuscript file and not included in the image files
 - Panels are labeled with capital letters (A, B, C), if applicable
 - Each figure is a single image (two panels may not be in separate files)
- Supplement: all supplemental information is combined into a single Word file; exceptions are very large tables that require Excel
 - A separate Key Resources Table is also required; use the provided template in Excel
- 3D neuroimaging files and multimedia content (such as AVI or MPG files) have their own drop-down options in the item type menu

SUBMISSION STEPS

Proceed with submission at <https://www.editorialmanager.com/bps> and follow the instructions on each screen. Note that these steps of the submission process are often overlooked:

- Authors Screen: If any authors were added or removed, or the corresponding author was changed, remember to update this screen!
- Additional Information Screen: Has the author list changed since the initial submission? If yes, please provide an explanation.
- Attach Files Screen: Don’t forget to upload the “In This Issue Statement” and “Key Resources Table”. For applicable articles, these are required files to proceed.
- Once you’ve built the PDF, verify that the number of uploaded tables and figures matches the counts provided in the submission system.