

Biological Psychiatry: Global Open Science

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GUIDE FOR AUTHORS

Biological Psychiatry: Global Open Science is an official journal of the [Society of Biological Psychiatry](#) and part of the *Biological Psychiatry* family of journals. Companion titles include [Biological Psychiatry](#) and [Biological Psychiatry: Cognitive Neuroscience and Neuroimaging](#). The Society's purpose is to promote excellence in scientific research and education in fields that investigate the nature, causes, mechanisms, and treatments of disorders of thought, emotion, and behavior. In accord with this mission, this open-access, peer-reviewed, rapid-publication, international journal promotes open dissemination of research by publishing basic, translational, and clinical contributions from scientists across the world in all disciplines, research areas, and research methods relevant to the pathophysiology and treatment of major psychiatric disorders.

The journal publishes novel results of original research which represent an important new lead or significant impact on the field, including those addressing genetic and environmental risk factors, neural circuitry, neurochemistry, hormonal function, and computational understanding across the lifespan, as well as important new therapeutic approaches. Reviews, meta-analyses, and commentaries that focus on topics of key research and broad interest are also encouraged, as well as pre-registered reports.

Except where explicitly stated otherwise, *BP:GOS* conforms to the guidelines set forth by the International Committee of Medical Journal Editors (ICMJE) (see Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals: Available at <http://www.ICMJE.org>).

All new manuscripts must be submitted through the journal website: www.editorialmanager.com/BPSGOS. All correspondence should be directed to the Editorial Office at BPGOS@sobp.org.

ARTICLE TYPES

Archival Reports

Archival Reports are original research papers reporting novel results on a broad range of topics related to the pathophysiology and treatment of major neuropsychiatric disorders. Clear explication of methods and results is critical to facilitate review of papers and replicability of findings.

Word Limit: 4000 words in main body of text*

Abstract: 250 word limit; Structure as follows: Background, Methods, Results, Conclusions

Main Text: Structure as follows: Introduction, Methods and Materials, Results, Discussion

Tables/Figures: No limit, as needed

References: No limit, as needed

Supplement: Allowed, unlimited length

Priority Communications

These are Archival Reports that clearly document novel experimental findings of unusual and timely significance. These papers should represent a conceptual advance in the field and are not intended for publication of preliminary results. They are expected to be acceptable for publication in essentially the form submitted. Papers that require substantial revisions or do not fit the criteria will be considered as Archival Reports. See Archival Reports for structure, word length, and other requirements.

Registered Reports

Registered Reports, which can propose either novel studies or replications of key previous studies, are a two-stage process. In Stage 1, the introduction, methods, and proposed analysis of a study are pre-registered and peer-reviewed before the research is conducted. If the proposed protocol is judged to be of sufficiently high quality, the Stage 1 article is provisionally accepted for publication (in-principle acceptance) and then Stage 2 may begin. In Stage 2, the data collection and analyses are completed and the manuscript is then revised to include the results and discussion sections. As long as the study and analyses are conducted as originally approved, the article will be published regardless of the outcome of the results.

Following completion of the study, the Stage 2 Registered Report will again be peer reviewed. The Introduction and Methods and Materials sections should remain unaltered from the approved Stage 1 version. Manuscripts can still be rejected for publication at Stage 2 if any of the following conditions are met:

- The results are unable to test the proposed hypotheses by failing to meet the approved outcome-neutral criteria;
- The introduction, rationale, or hypotheses are altered, as approved in the Stage 1 submission;
- The study fails to adhere closely to the registered experimental procedures;
- Any post hoc (unregistered) analyses are unjustified, insufficiently caveated, or overly dominant in shaping the presented conclusions;
- The conclusions are not justified given the data obtained.

At the end of Stage 1 (issuance of an in-principle acceptance by the editor), authors are required to archive their Stage 1 accepted protocol in a recognized repository. We recommend using the dedicated Stage 1 Registered Report registration mechanism at <https://osf.io/rr/>. Authors may register their approved protocol either publicly or privately under embargo until submission of the Stage 2 manuscript. Please note that a time-stamped, independent registration of the protocol is mandatory under journal policy, and manuscripts that do not conform to this requirement cannot be considered at Stage 2. The protocol should be registered unchanged from its approved state, with the time-stamp preceding implementation of the approved study design.

Should authors elect to withdraw their paper between Stage 1 and Stage 2, the journal will publish a withdrawn registration that includes the abstract, title, and author list from the Stage 1 submission.

Word Limit:

Stage 1: 3000 words in the main body of the text (Introduction, Methods, Proposed Analyses)

Stage 2: 4000 words in main body of text for complete article *

Abstract:

Stage 1: 200 word limit; Structure as follows: Background, Methods, Proposed Analyses

Stage 2: 250 word limit; Structure as follows: Background, Methods, Results, Conclusions

Main Text:

Stage 1: Structure as follows: Introduction, Methods and Materials, Proposed Analyses

Stage 2: Structure as follows: Introduction, Methods and Materials, Results, Discussion

Tables/Figures: No limit, as needed

References: No limit, as needed

Supplement: Allowed, unlimited length

Reviews

Reviews are concise and focus on current aspects of interest and research. Reviews should be novel and have sufficient supporting literature, which should be integrated into a mechanistic model when applicable. Reviews

should generally not focus solely on the authors' own work. Note that meta-analyses report original data and thus, are not considered review papers; meta-analyses should be submitted as Archival Reports.

Word Limit: 4000 words in main body of text*

Abstract: 250 word limit; unstructured

Main Text: Structure with headings as needed

Tables/Figures: Allowed to summarize or illustrate important points

References: 150 maximum

Supplement: Allowed, unlimited length

Techniques and Methods

These articles feature new, improved, or noteworthy comments about techniques or methods relevant to basic or clinical research in, or treatment of, psychiatric disorders.

Word Limit: 3000 words in main body of text*

Abstract: 150 word limit; unstructured

Main Text: Structure as follows: Introduction, Methods and Materials, Results, Discussion

Tables/Figures: Maximum of two

References: No limit, as needed

Supplement: Allowed, unlimited length

Correspondence

These letters to the editor are directly related to methods, procedures or interpretation of data presented in work recently published in our journal and uses new analysis of data presented, the support of previously published work, and/or scientific points to be addressed based on methodological issues. They may also present a case report that clearly and unambiguously illustrates important new principles that have not yet been demonstrated in clinical trials. When warranted, a reply from author(s) of the original work is solicited; in such cases, the editor does not issue a final decision until both articles are submitted and the pair is then published together.

Word Limit: 1000 words in main body of text*

Abstract: Not permitted

Main Text: Unstructured

Tables/Figures: Not encouraged, but 1-2 allowed if needed to illustrate important points

References: No limit, as needed

Supplement: Not permitted

Commentaries and Editorials

These articles address points directly related to articles in the concurrent issue, and/or focus on topics of current research and interest. These are generally invited, but interested contributors may contact the Editor.

Word Limit: 1500 words in main body of text*

Abstract: Not permitted

Main Text: Unstructured, headings are not permitted

Tables/Figures: A single summarizing figure or table is encouraged

References: 10 maximum

Supplement: Not permitted

Early Career Investigator Commentaries

These articles provide publishing opportunities to early career investigators (ECI), as part of a joint project between the *Journal* and the Education Committee of the Society of Biological Psychiatry. These are invited articles for which an ECI serves as the sole and corresponding author. Each ECI shall be 1) a current member of the Society of Biological Psychiatry, 2) no more than 10 years out from terminal degree, and 3) not hold an academic faculty rank higher than Assistant Professor. A senior investigator mentors each ECI, acts as the content reviewer, and is recognized in the Acknowledgments section.

Word Limit: 1500 words in main body of text*

Abstract: Not permitted

Main Text: Unstructured, headings are not permitted

Tables/Figures: A single summarizing figure or table is encouraged

References: 10 maximum

Supplement: Not permitted

*Word limits include main text of the article only, e.g., for Archival Reports, the word count includes the Introduction, Methods and Materials, Results, and Discussion sections. When calculating word counts, exclude abstract, references, table/figure legends, acknowledgments, and disclosures.

PREPARATION & FORMATTING REQUIREMENTS

The basic elements of all submissions are as follows:

- Cover letter
- Manuscript
 - › Title page
 - › Abstract
 - › Main text of article
 - › Acknowledgments
 - › Disclosures
 - › References
 - › Legends for tables and figures
- Tables
- Figures
- Supplemental Information

Further details on each element are provided below, followed by guidance on style.

Cover Letter

Cover letters are optional for all submissions. A cover letter must be uploaded as a separate file, as it is not made available to peer reviewers.

Manuscript

Manuscripts should contain the following sections: title page, abstract, main article text, acknowledgments, disclosures, references, footnotes, and table/figure legends. The manuscript may also include tables, in text format,

at the end of the file. Begin all sections on separate pages. The manuscript file should be supplied in Word, not in PDF.

Title Page

The title page should be the first page of the manuscript file and should include the following elements:

- Full article title, 200 characters or less; acronyms/abbreviations are prohibited
- Full names of all authors, in order, and their affiliations
- Designation of corresponding author(s) and their email
- Short/running title, 55 characters or less (including spaces); standard acronyms are permitted
- Six keywords

Abstract

Abstracts should be structured or unstructured according to the article type and should not exceed the word limits as detailed above. Structured abstracts for most article types should have the following sections: Background, Methods, Results, Conclusions. Registered Reports, however, should have structured abstracts as follows: Background, Methods, Proposed Analyses. The Methods section should explicitly state the sample size and sex/species of subjects, when applicable. For those manuscripts that require clinical trials registration (see [Clinical Trials Registration](#) section, below), the registry name, URL, and registration number should be included at the end of the abstract. References are not permitted in abstracts. Avoid the use of abbreviations/acronyms that are not used at least three times.

Main Text

The text of papers should be structured according to the article type. It should not exceed the word limits as detailed above. Articles reporting original research (Archival Reports, Priority Communications, Techniques and Methods) should be structured with the following headings: Introduction, Methods and Materials, Results, Discussion. Registered Reports will have Proposed Analyses in Stage 1, but no Results or Discussion. The introduction should provide a brief background and state the objectives/hypotheses of the current work; it should not include the findings/results of the study. The Methods and Materials section should include sufficient detail to allow other investigators to replicate the work. It is not appropriate to move the entire text of the methods to the supplement to adhere to the *Journal's* word count limits. Manufacturer name should be included at first mention, where applicable. Authors may reference other publications for methods that have previously been published in full detail elsewhere. Relevant ethics statements must be included; see [Ethical Considerations](#) section, below. See [Demographic Information](#) section, below, for guidance on reporting race, ethnicity, and sex/gender characteristics of participants. The Results section should clearly present the experimental findings and test statistics in a logical order. The Discussion section should describe the results, interpret them in the context of prior literature, and discuss the implications and significance of the finding(s). Limitations of the current work should also be discussed.

The *Journal* supports efforts in the biomedical research community to improve transparency and reproducibility in published research. Thus, we are pleased to support the Resource Identification Initiative and therefore, strongly encourage the inclusion of RRID identifiers where applicable in the Methods section. RRIIDs provide persistent, unique identifiers to key study resources (antibodies, model organisms, cell lines, and tools including software and databases). Authors may search for RRIIDs at <https://scicrunch.org/resources>. For example, an appropriate RRID citation for a software tool would be as follows: “Data were processed using ImageJ (<https://imagej.net/>; RRID:SCR_003070).”

Acknowledgments

This section should include detailed information regarding all sources of funding, including grant and other material or financial support. Specify granting agency, grant number, and recipient for each funding source. The role of study sponsor(s), if any, should be stated. Identify any data that was published previously, in abstract/poster form or on a preprint server. Author contribution statements (e.g., CRediT statements) also belong in this section, as do statements regarding data availability or accessibility if applicable to the work. This section may also be used to acknowledge non-author contributors/collaborators and individuals who provided personal and technical assistance. Authors should secure written permission from all individuals named in this section. If a consortium/group is listed as an author, then the individual members must be named here if not included on the title page.

Disclosures

This section must include the required financial disclosures and conflict of interest statements for each author. Even if every author has nothing to disclose, this must be explicitly stated. See section on [Disclosure](#), below.

References

References should be numbered and listed by their order of appearance in the text. Refer to references in the text with the appropriate number in parentheses. References in tables and figures should also be numbered. List all authors; if there are more than seven authors, list the first six then *et al.* Journal titles should be abbreviated following the standard used in the NLM Catalog. It is not appropriate to reference papers that have not yet been published (i.e., are submitted or under review). The following are sample references for a published journal article (1), a book (2), and an edited book (3).

1. Krystal JH, Carter CS, Geschwind D, Manji HK, March JS, Nestler EJ, *et al.* (2008): It is time to take a stand for medical research and against terrorism targeting medical scientists. *Biol Psychiatry* 63: 725-727.
2. American Psychiatric Association (2013): *Diagnostic and Statistical Manual of Mental Disorders*, 5th ed. Washington, DC: American Psychiatric Publishing.
3. Martin JH (1985): Properties of cortical neurons, the EEG, and the mechanisms of epilepsy. In: Kandel ER, Schwartz JH, editors. *Principles of Neural Science*, 2nd ed. New York: Elsevier, pp 461-471.

The *Journal* also encourages the citation of underlying or relevant datasets in manuscripts by citing them in the text and including a data reference in the reference list. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so that it can be properly identified as a data reference. The [dataset] identifier does not appear in published articles.

Figure/Table Legends

Provide a brief title and legend for each figure and table. For multi-part figures, describe each panel. Avoid duplicating information in the figure/table legends that is already presented in the Methods and Materials or Results sections.

Tables

Tables should be cited in the text and numbered consecutively (i.e., 1, 2, 3) in the order of their mention. Each table should have a title, along with a brief description (legend). Do not duplicate information that is already

presented in the text. Tables must be supplied in an editable format (Word or Excel). They may either be included at the end of the manuscript file, or uploaded individually, but not both. Table footnotes should use superscript lowercase letters, rather than symbols or bold/italic text. Colored text or shading is not permitted in tables. Boxes (i.e., textual tables that lack multiple columns) are also permitted and follow the same formatting rules as tables.

Figures

Basic figure instructions are provided here. Further details regarding electronic artwork quality and preparation can be found at <http://www.elsevier.com/artwork>.

Key Requirements for Figures

File Formats	› TIFF, PDF, PPT or EPS are preferred; JPEG is acceptable
Resolution	› Halftone or combination art: 300-500 dpi › Line art: 1000 dpi or supply as vector image
Image Size	› Single column width: 90 mm (255 pt) › 1.5 column width: 140 mm (397 pt) › Double column (full page) width: 190 mm (539 pt) › Note: 72 points = 1 inch
Font	› 8-12 point (minimum size variability) › Standard typeface (e.g., Arial, Times New Roman) › Consistent throughout
Multi-Panel Figures	› Label each panel/part with a capital letter (A, B, C,...)
Figure Titles/Legends	› Include in manuscript file, not in figure files
File Naming	› Use the figure number (Fig1.tif, Fig2.pdf, etc.)
Upload	› Supply as individual files (a single file for each figure)

Figures should be cited in the text, numbered consecutively (i.e., 1, 2, 3) in the order of their mention, and have brief legends. Each figure should be consistent in color, size, and font, and be designed proportionally so that it can later be sized as needed without loss of legibility or quality. Letters and numbers, in particular, should not vary greatly in size. RGB color mode is preferred over CMYK. High quality versions of each figure should be uploaded individually (i.e., two figures should be uploaded separately as Figure 1 and Figure 2). To reduce TIFF file size, flatten layers and then save with LZW compression before uploading. A minimum resolution of 300 dpi is required. Note that the quality of a low-resolution figure cannot be improved by artificially increasing the resolution in graphics software; figures must be initially created with sufficient quality/resolution. Figure titles and legends should be included as editable text in the manuscript file and not in the figure files.

Images should represent the original data and be minimally processed. Uniform adjustments (e.g., brightness, contrast) may be applied to an entire image, but individual elements of an image may not be adjusted, manipulated, or cropped in order to selectively highlight, obscure, delete, or otherwise misrepresent the image or its interpretation.

Supplemental Information

Supplemental information, relevant to the work but not critical to support the findings, is strongly encouraged by the *Journal* and is made available online via links in the published article. All such material is peer-reviewed, but not typeset or proofed and so should be carefully prepared. Unlike other files, all supplemental information

(including text, tables, and figures) should be uploaded in a single Word file whenever possible. Exceptions are large and/or lengthy tables, which may be submitted in Excel. Word documents will automatically be converted to PDF before being posted online.

Do not number sections of text; rather, use textual headings to clearly differentiate sections. Supplementary figures and tables should appear with their titles/legends, and be numbered consecutively (i.e., Figure S1, Figure S2, Table S1). References should be included as a separate list from those in the main manuscript; number beginning with (1) and include a reference list at the end of the supplemental document. The CONSORT diagram for randomized controlled trials, when applicable, will be published in the supplement.

Key Resources Table

Biological Psychiatry supports efforts in the biomedical research community to improve transparency and reproducibility in published research. Thus, we are pleased to participate in the initiative to include a Key Resources Table in all published articles that report original research (Archival Reports, Priority Communications, Techniques and Methods). Authors are asked to submit this table at first revision, which should be uploaded using the "Key Resources Table" item type. This table will be published as supplemental information. The table template is available for download from the journal website or can be downloaded directly here: <https://www.biologicalpsychiatryjournal.com/content/bps-key-resources-table>.

The Key Resources Table is designed to promote reproducibility and thus, should include the resources and relevant details necessary to reproduce the study's results. It does not need to be exhaustive. We strongly encourage the use of RRID identifiers that provide persistent, unique identifiers to key study resources. Authors may search for RRIDs at <https://scicrunch.org/resources>.

Multimedia Content

Multimedia content, in formats such as AVI or MPG, is encouraged and should be uploaded as an "e-component" in the drop-down menu at the upload screen.

Style & Language

Basic style points are as follows:

Layout	<ul style="list-style-type: none">› Organize into sections› Number each page› Line numbering is not necessary
Spelling	<ul style="list-style-type: none">› Use American, as opposed to British, spellings
Language	<ul style="list-style-type: none">› English
Font	<ul style="list-style-type: none">› Any standard typeface is acceptable (e.g., Arial, Times New Roman)› Be consistent throughout (use the same typeface and size)
Acronyms/Abbreviations	<ul style="list-style-type: none">› Define at first use in the abstract› Define again at first use in the text and also in each legend› Avoid unnecessary/uncommon abbreviations
Nomenclature	<ul style="list-style-type: none">› See below

Our readership is diverse, and authors should consider that many readers are in specialty areas other than their own. It is important, therefore, to avoid jargon. Manuscripts with the broadest appeal are focused and clearly written. In highly specialized areas, the introduction should be a concise primer.

We encourage authors whose first language is not English to ask a native English speaker to review their manuscript or to use a professional language editing service prior to submission. Accepted manuscripts are copyedited to conform to the *AMA Manual of Style*.

Demographic Information

Use inclusive language that provides clear, accurate, and precise information and conveys fairness and respect towards all individuals and groups of people. Avoid language that may be biased on the basis of sex/gender, race, ethnicity, age, disability, socioeconomic status, or sexual orientation. Specific terms to describe people or groups are preferred over collective terms whenever possible. Avoid non-specific groupings such as “Other” or “non-White” as categories of convenience unless such a categorization was used in data collection and analysis (e.g., an analysis of White and non-White participants).

Report demographic characteristics collected for all original research papers in summarized form in the Results and/or in a demographics table(s). Categories of race, ethnicity, and sex/gender should be listed in alphabetical order. Example: “Participants self-identified as Asian (5%), Black (43%), multiracial (Black and White) (8%), Native Hawaiian (1%), and White (43%).” Include both sexes when reporting biological sex in tables.

The guidance in this section follows that of the *AMA Manual of Style*. Complete guidance related to the reporting of race and ethnicity is available [here](#).

Psychopharmacology Nomenclature

BP:GOS supports the Neuroscience-based Nomenclature (NbN) project (<https://nbn2r.com/>), which aims to promote the use of mechanism-based nomenclature that is pharmacologically-driven, rather than indication-based. The NbN system characterizes medications based on their pharmacological domain and mode(s) of action. Authors should use NbN’s glossary or official apps in order to translate between the old and new nomenclature.

Gene / Protein Nomenclature

Gene symbols should be italicized and differentiate by species. Human symbols should be all uppercase (*DISC1*), whereas symbols for rodents and other species should be lowercase using only an initial capital (*Disc1*). Protein products, regardless of species, are not italicized and use all uppercase letters (DISC1).

Authors should use approved nomenclature for gene symbols by consulting the appropriate public databases for correct gene names and symbols. Approved human gene symbols are available from HUGO Gene Nomenclature Committee (HGNC) at <http://www.genenames.org/>. Approved mouse symbols are provided by The Jackson Laboratory at <http://www.informatics.jax.org/marker/>. Use symbols (e.g., *SLC6A4*, *DISC1*) as opposed to italicized full names, and avoid listing multiple names separated by a slash, such as '*Oct4/Pou5f1*'. Use one name throughout and include any alias(es) upon the first reference. Authors should submit proposed gene names that are not already approved to the appropriate nomenclature committees as soon as possible. It is the authors’ responsibility to ensure these are deposited and approved before publication of an article.

SUBMISSION PROCESS

All manuscripts must be submitted in electronic form through the BPGOS online submission and review website (www.editorialmanager.com/BPSGOS). Submission is a representation that all authors have personally reviewed

and given final approval of the version submitted, and neither the manuscript nor its data have been previously published (except in abstract or preprint form) or are currently under consideration for publication elsewhere.

The *Journal* has created checklists to assist authors in the efficient submission of both new and revised manuscripts. They are entirely optional and intended solely to help authors adhere to our submission guidelines and save time so that submissions do not need to be returned for correction. The checklists are available here: <https://www.bpsgos.org/content/bpsgos-submission-checklists>.

To ensure transparency, authors are expected to clearly declare other reports/publications of their own that have used the same dataset or sample. Authors must also identify figures, tables, and/or data that have been published elsewhere. It is the author's responsibility to obtain permission from the copyright holder(s) to reproduce or modify any previously published materials. All original sources must be properly attributed.

The person designated in the system as the corresponding author must be one of the individuals named as a corresponding author on the title page. Upon finalizing the submission, the corresponding author will immediately receive an email notification confirming successful submission and providing the assigned manuscript number. If such documentation has not been received, then a problem has occurred during the submission process and should be investigated. Any manuscripts not conforming to these guidelines will be returned to the author for correction before the manuscript is processed. The manuscript status is available to the corresponding author at all times by logging into the website.

New Submission

When submitting a new manuscript, authors will be asked to provide the following: valid email addresses for all authors; the names, emails, and affiliations of 6 individuals who would be appropriate to review the work; and all submission files. Further details are as follows.

New Submission Files

To ease the burden of the submission process, we permit authors to upload the entire submission (minus a cover letter) as a single file, with pages numbered, in Word or PDF. Tables and figures may either be placed within the body of the manuscript or presented separately at the end. Authors must ensure that all elements are clearly legible for editors and peer reviewers. Alternatively, authors may upload individual files (cover letter, manuscript, figures, etc.) separately. All files should be labeled with appropriate and descriptive names (e.g., SmithText.doc, Fig1.eps, Table1.doc). The system will build a single PDF of the submission from the uploaded files. Regardless of how files are uploaded at this stage, all essential components of a manuscript are still required. See Manuscript section, above.

Author Notifications

The *Journal* sends a notification providing details of the submission to every individual named as an author upon receipt of every new submission. This policy requires valid email addresses for all coauthors, which must be supplied at submission; institutional email addresses are strongly preferred. When a consortium/group is named as an author, this group must be entered as an author at the relevant screen. An email address for the primary contact/principal investigator of the consortium/group should be supplied. The named individual should be someone responsible for the consortium/group and must be a member of this group.

Referee Suggestions

For all new submissions (except Commentaries and Correspondence), authors are required to provide the full names and contact information (affiliation and email) of 6 individuals who are especially qualified to referee the

work and would not have a conflict of interest in reviewing the manuscript. Affiliations of the suggested referees should all be different, and none should share an affiliation with any of the authors. Editors are not appropriate to suggest as a reviewer. Authors are also permitted to identify reviewers who should be excluded from reviewing their work, but final peer reviewer selections remain at the editors' discretion.

Transferred Submission

Some authors may be offered the opportunity to directly transfer their papers from another journal in the *Biological Psychiatry* family to *BP:GOS*. Upon acceptance of a transfer offer, the submission will be transmitted directly to the *BP:GOS* Editorial Office. Authors whose papers have not yet been peer reviewed need take no further action; the paper will be assigned to an editor for handling. Authors whose papers have already been peer reviewed will then have the submission returned to them in order to revise the paper in accordance with the reviewers' comments. In other words, although it will be a "new" submission at *BP:GOS*, proceed as if submitting a revision. The manuscript should be revised and a detailed response to reviewers file must be included as part of the submission. Any other revised files should also be updated/replaced as necessary. The revised paper will be returned to the original reviewers at the editor's discretion. All other instructions remain applicable.

Revised Submission

When submitting a revised manuscript, authors are asked to provide a detailed response to reviewers, which must be uploaded as a unique Word or PDF file (separate from the cover letter). Authors may upload a 'tracked changes' version of their revision, but must always include a 'clean' non-marked version of the manuscript. Unsolicited revisions are not allowed.

Revised Submission Files

All files (cover letter, response to reviewers, manuscript, figures, etc.) must be uploaded separately at revision, and should be labeled with appropriate and descriptive file names (e.g., SmithText.doc, Fig1.tif, Table1.doc). File format requirements are specified in the below table. The system will build a single PDF of the submission from the uploaded files. Authors should be careful to replace all files that have been updated since original submission and ensure all files are correctly labeled (particularly if figures and/or tables have been rearranged and subsequently renumbered).

File Type Requirements

Cover Letter	Word or PDF
Detailed Response to Reviewers	Word or PDF
Manuscript	Word
Tables	Word or Excel
Figures	TIFF, PDF, PPT, or EPS
Supplement	Word
Plain Language Summary	Word

Word Limits

BP:GOS 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 stated maximum word limits. We advise authors to critically evaluate their manuscripts to ensure that they are written as concisely and clearly as possible. Additionally, the *Journal* strongly encourages the use of Supplemental Information. This can be text, tables, and/or

figures that are relevant to the work but not critical to support the findings. Supplemental Information is published online, but does not appear in the published typeset article and therefore, does not count against the word limits.

Plain Language Summary

The submission of revised manuscripts (except Commentaries and Correspondence) requires a new unique file with a brief non-technical plain language summary of the article. The blurb should be uploaded as a text file, 60-100 words in length, and be written in basic terms. Should the article be accepted for publication, this summary will be included online with the published article.

A well-written summary opens with a background sentence or two. What motivated this specific study/article? What is or is not known related to this specific area of work? This should be followed by one sentence related to the methods, including general technique(s) and study population(s), and then 1-2 sentences detailing the study's findings, while avoiding overly technical language. Conclude with a final sentence describing the implications/impact of the work.

PEER REVIEW PROCESS

All submissions (with the general exception of Editorials, Commentaries, and Correspondence) will be subject to single-anonymized peer review. The actual selection of reviewers will be made by the editors. As a general rule, papers will be evaluated by three or more independent reviewers and, on occasion, an additional review for statistical adequacy may also be obtained. The comments of the reviewers are generally communicated to the authors within 30-45 days of submission.

BP:GOS excludes reviewers who work at the same institution as any author, or those who have any other obvious conflict of interest. The identity of individual reviewers remains confidential to all parties except the Editorial Office. Reviewers are expected to treat manuscripts under peer review with the strictest confidentiality.

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