Author Guidelines

Thank you for your interest in *Neuropsychopharmacology Reports*. All manuscripts will be published as open access articles, immediately free to read, download and share. You or your funder will be required to pay an Article Publication Charge on acceptance. Please refer to the article publication charges page for more details. Please consult the following instructions to help you prepare your manuscript, and feel free to contact us with any questions. To ensure fast peer review and publication, manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review. We look forward to your submission.

1. AIMS AND SCOPE

“*Neuropsychopharmacology Reports*”, the official publication of the Japanese Society of Neuropsychopharmacology, publishes articles on all aspects of Neuropsychopharmacology and its related fields in the following categories: Review Articles, Original Articles, Micro Reports and Case reports. Other categories may be occasionally set for invited articles.

Editor: Tsuyoshi Miyakawa

Frequency: 4 times per year, Online Only Journal ISSN: 2574-173X

Publisher: John Wiley & Sons Australia, an imprint of John Wiley & Sons, Inc.

2. EDITORIAL REVIEW AND ACCEPTANCE

The acceptance criteria for articles and reports are the scientific and ethical soundness of the research in Neuropsychopharmacology and its related fields but not the significance of the research which will be evaluated by readers after the publication. Except where otherwise stated, manuscripts are single-blind peer reviewed by two anonymous reviewers and the Editor.

Final acceptance or rejection rests with the Editorial Board, who reserves the right to refuse any material for publication.

Manuscripts should be written in a clear, concise, direct style. Where contributions are judged as acceptable for publication on the basis of content, the Editor and the Publisher reserve the right to modify typescripts to eliminate ambiguity and repetition and improve communication between author and reader. If extensive alterations are required, the manuscript will be returned to the author for revision. *Neuropsychopharmacology Reports* is the official journal of the Japanese Society of Neuropsychopharmacology; however, the journal maintains editorial independence.

3. ETHICAL CONSIDERATION

Authorship

*Neuropsychopharmacology Reports* follows the recommendations formulated by the International Committee
of Medical Journal Editors regarding criteria for authorship. Accordingly, each person listed as an author or coauthor for a submitted manuscript must meet all four criteria. An author or coauthor shall have:

1) Substantial contributions to the conception or design of the work, or acquisition, analysis or interpretation of data for the work; **AND**

2) Drafting the work or revising it critically for important intellectual content; **AND**

3) Final approval of the version to be published; **AND**

4) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Meeting these criteria should provide each author with sufficient knowledge of and participation in the work that he or she can accept public responsibility for the report. Person who does not meet the above 4 criteria should be mentioned in the acknowledgment section. The corresponding author must state in the cover letter that all authors in the manuscript have met these criteria.

**Human Studies**

Authors must state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it conforms to the provisions of the Declaration of Helsinki (as revised in Fortaleza, Brazil, October 2013), available at: [http://www.wma.net/en/30publications/10policies/b3/](http://www.wma.net/en/30publications/10policies/b3/).

In general, submission of a study in which case are represented should be accompanied by the written consent of the subject (or parent/guardian) before publication; this is particularly important where photographs are to be used or in cases where the unique nature of the incident reported makes it possible for the patient to be identified. While the Editors recognize that it might not always be possible or appropriate to seek such consent, the onus will be on the authors to demonstrate that this exception applies in their case. The authors must state about the full name and the institution of the review committee with the approval number in the Disclosure section of their manuscript using the following phrases:

*The protocol for this research project has been approved by a suitably constituted Ethics Committee of the institution and it conforms to the provisions of the Declaration of Helsinki. Committee of xxxx, Approval No. xxxx.* (If cases are involved) *All informed consent was obtained from the subject(s) and/or guardian(s)*

As shown in the Declaration of Helsinki (Fortaleza, Brazil, October 2013), every research study involving human subjects must be registered in a publicly accessible database before recruitment of the first subject. Thus any research project that assigns human subjects to intervention or comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome must be registered. The above policy applies to every research study which began with enrollment of patients after November 1st 2013 (If authors are considering submitting a non-registered prospectively designed research study, please explain the reason why it has not been registered. Registration of retrospective studies is not required, but authors are encouraged to have official approval from an appropriate ethical committee at submission of the study). The authors must disclose the registry and the number of the registration in the disclosure section.
Research studies mentioned above should be registered in one of the registries approved by ICMJE. Registries that currently meet all necessary criteria include: (1) the registry sponsored by the United States National Library of Medicine (http://www.clinicaltrials.gov); (2) the International Standard Randomized Controlled Trial Number Registry (http://www.isrctn.com); (3) the Australian New Zealand Clinical Trials Registry (http://www.anzctr.org.au); (4) the Chinese Clinical Trials Registry (http://www.chictr.org.cn/abouten.aspx); (5) the Clinical Trials Registry – India (http://www.ctri.nic.in); (6) University Hospital Medical Information Network (UMIN) (http://www.umin.ac.jp/ctr/); (7) Japan Medical Association - Center for Clinical Trials (JMACCT CTR) (https://dbcentre3.jmacct.med.or.jp/JMACCTR/Default_Eng.aspx); and (8) Japan Pharmaceutical Information Center Clinical Trial Information (JapicCTI) (http://www.clinicaltrials.jp)

Animal Studies
A statement indicating that the protocol and procedures employed were ethically reviewed and approved, and the name of the body giving approval, must be included in the Disclosure section of the manuscript. We encourage authors to adhere to animal research reporting standards, for example the ARRIVE reporting guidelines for reporting study design and statistical analysis; experimental procedures; experimental animals and housing and husbandry. Authors should also state whether experiments were performed in accordance with relevant institutional and national guidelines and regulations for the care and use of laboratory animals:

- US authors should cite compliance with the US National Research Council's Guide for the Care and Use of Laboratory Animals, the US Public Health Service's Policy on Humane Care and Use of Laboratory Animals, and Guide for the Care and Use of Laboratory Animals.
- UK authors should conform to UK legislation under the Animals (Scientific Procedures) Act 1986 Amendment Regulations (SI 2012/3039).
- European authors outside the UK should conform to Directive 2010/63/EU:
- Japanese authors should cite compliance with to Act on Welfare and Management of Animals and Ministry of Education, Culture, Sports, Science and Technology (MEXT)’s Fundamental Guidelines for Proper Conduct of Animal Experiment and Related Activities in Academic Research Institutions:

Randomized Controlled Trials
Randomized controlled trials should follow the guidelines of the CONSORT Statement. The CONSORT Statement will also be used as the criteria of peer review for randomized controlled trial papers: http://www.consort-statement.org/.

Conflict of Interest
Authors must declare any financial support or relationships that may pose a conflict of interest by disclosing at the time of submission any financial arrangements they have with a company whose product figures prominently in the submitted manuscript or with a company making a competing product. The corresponding author should collect all authors COI disclosure form and must submit it before publication of the manuscript.
A Conflict of Interest statement needs to be supplied and will be included as part of the published paper after the Disclosure of Ethical Statement section and before the reference using the following format.

*Author A.Y. (by Name) was supported by grants or donations from xxx etc., author A. Y has a leadership role in a private company, author B.Y and C.Y own stock of xxx etc., and author D.Y has a patent for xxx. (If you have other potential Conflict of Interests, please list here by name) Author E.Y received devices from xxx. The funding for this study was provided by xxx. (When the funding source had no role in the design, practice or analysis of this study, please put the next sentence here): The funding source had no role in the design, practice or analysis of this study.*

OR

*Authors declare no Conflict of Interests for this article.*

**Secondary Publication**

Secondary publication in the same or another language, especially in other countries, is justifiable, and can be beneficial, provided all of the following conditions are met: (i) the authors have received approval from the editors of both journals; (ii) the editor concerned with secondary publication must have a photocopy, reprint, or manuscript of the primary version; (iii) the priority of the primary publication is respected by a publication interval of at least 1 week (unless specifically negotiated otherwise by both editors); (iv) the paper for secondary publication is intended for a different group of readers (an abbreviated version would be sufficient); (v) the secondary version faithfully reflects the data and interpretations of the primary version; and (vi) the footnote on the title page of the secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part and states the primary reference. A suitable footnote might read: “This article is based on a study first reported in [title of journal, with full reference].”

Articles submitted for secondary publication will undergo the same review process as articles not previously published. The manuscript will be reviewed in the same manner as other categories.

**4. PRE-SUBMISSION RESOURCES**

**Author Services**

Prior to submission, we encourage you to browse the ‘Author Resources’ section of the Wiley’s ‘Author Services’ website: https://authorservices.wiley.com/bauthor/default.asp. This site includes useful information covering such topics as copyright matters, ethics, electronic artwork guidelines, and how to optimize articles for search engines.

**Pre-submission English Language Editing**

Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. Visit http://wileyeditingservices.com/en/ to learn about the options. All services are paid for and arranged by the author. Please note using the Wiley English Language Editing Service does not guarantee that your paper will be accepted by this journal.
5. MANUSCRIPT PREPARATION

Manuscript Categories (All categories are available for Supporting Information)

A. Review Article
Word limit: 8,000 words maximum including title page, an abstract in 250 words or less, key words, text, acknowledgments, disclosure statement, author contributions, figure legends, tables and figures, with one table or figure counted as at least 250 words.
Abstract: 250 words maximum.
References: No limit.
Figures/Tables: Total of no more than 8 figures and tables.
Description: Reviews are comprehensive analyses of specific topics. Review articles undergo peer review prior to acceptance.

B. Original Article
Word limit: 8,000 words maximum including an abstract in 250 words or less, key words, text, acknowledgments, disclosure statement, and author contributions.
Abstract: 250 words maximum.
References: No limit.
Description: Full-length reports of current research in either basic or clinical science.

C. Case Reports
Word limit: 2,000 words maximum including an abstract in 250 words or less, key words, text, acknowledgments, disclosure statement, and author contributions.
Abstract: 250 words maximum.
References: up to 30.
Description: New observations of diseases, clinical findings or novel/unique treatment outcomes.

D. Micro Reports
Word limit: 2,000 words maximum including an abstract in 250 words or less, key words, text, acknowledgments, disclosure statement, and author contributions.
Abstract: 250 words maximum.
References: up to 30.

Authors who intend to publish a manuscript with an exceeding word count can consult the editorial office prior to the submission.

Manuscript Style
Manuscripts should follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors’ revised ‘Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication’, as presented at http://www.ICMJE.org/.
Manuscripts submitted as Review Articles, Original Articles, Micro Reports and Case reports should be presented in the following order:
(i) title page, (ii) abstract and key words, (iii) text, (iv) acknowledgments (v) disclosure, (vi) author contributions, (vii) references, (viii) supporting information, (ix) figure legends, (x) tables (each table complete with title and footnotes), and (xi) figures. Footnotes to the text are not allowed and any such material should be incorporated into the text as parenthetical matter.

All articles that are accepted for publication in principle must comply with these instructions. Failure to do so may result in return of the manuscript and possible delay in publication.

**Spelling**

Should follow one of Australian, USA or British conventions and must be consistent throughout the manuscript.

**Abbreviations**

In general, terms should not be abbreviated unless they are used repeatedly and the abbreviation is helpful to the reader. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.

**Units**

All measurements must be given in SI or SI-derived units. Please go to the Bureau International des Poids et Mesures (BIPM) website at: http://www.bipm.fr for more information about SI units.

**Trade Names**

Chemical substances should be referred to by the generic name only. Trade names should not be used. Drugs should be referred to by their generic names. If proprietary drugs have been used in the study, refer to these by their generic name, mentioning the proprietary name, and the name and location of the manufacturer, in parentheses.

**Genetic Nomenclature**

Standard genetic nomenclature should be used. For further information, including relevant websites, authors should refer to the genetic nomenclature guide in *Trends in Genetics* (Elsevier Science, 1998).

**Nucleotide Sequence Data**

Data can be submitted in electronic form to any of the three major collaborative databases: DDBJ, EMBL or GenBank. It is only necessary to submit to one database as data are exchanged between DDBJ, EMBL and GenBank on a daily basis. The suggested wording for referring to accession-number information is: ‘These sequence data have been submitted to the DDBJ/EMBL/GenBank databases under accession number U12345. Addresses are as follows:

- DNA Data Bank of Japan (DDBJ): http://www.ddbj.nig.ac.jp
- EMBL Nucleotide Sequence Submissions: http://www.ebi.ac.uk

**Parts of the Manuscript**

**Abstract and Key Words**

Original articles and Systematic Reviews must have a structured abstract of 250 words. The abstract must state the purpose, basic procedures, main findings and principal conclusions of the study. The abstract should not contain abbreviations or references. Five key words, for the purposes of indexing, should be supplied below
the abstract, in alphabetical order, and should be taken from those recommended by the US National Library of Medicine’s Medical Subject Headings (MeSH) browser list at: http://www.nlm.nih.gov/mesh/meshhome.html.

Tables
Tables should be self-contained and complement, but not duplicate, information contained in the text. Number tables consecutively in the text in Arabic numerals. Type tables on a separate page with the legend above. Legends should be concise but comprehensive – the table, legend and footnotes must be understandable without reference to the text. Vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations must be defined in footnotes. Footnote symbols: †, ‡, §, ¶, should be used (in that order) and *, **, *** should be reserved for P-values. Statistical measures such as SD or SEM should be identified in the headings.

Figures
All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Each figure should be supplied as a separate file, with the figure number incorporated in the file name. Figures should be supplied as high resolution (at least 300 d.p.i.) files, saved as .eps or .tif format. More information about figures is available on Author Services at: http://authorservices.wiley.com/bauthor/digill.asp.

Figure legends
Legends should be concise but comprehensive – the figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement.

If tables or figures have been reproduced from another source, a letter from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be attached to the covering letter.

Acknowledgements
The contribution of colleagues or institutions should also be acknowledged. Persons who had substantial role in the research but who does not meet the authorship criteria detailed in the authorship section of the guideline must be listed here. Personal thanks to anonymous reviewers are not appropriate.

Funding
All sources of financial grants must be disclosed.

Disclosure of Ethical Statements
Authors must declare all information about ethics in this section using the phrase defined in 3. ETHICAL CONSIDERATION

• Approval of the research protocol by an Institutional Reviewer Board
• Informed Consent (if applicable)
• Registry and the Registration No. of the study/trial
• Animal Studies (if applicable)

Conflict of Interest
Please disclose all relevant and potential Conflict of interest as described in 3. ETHICAL CONSIDERATION in this guideline.
References
The Vancouver system of referencing should be used (examples are given below). In the text, references should be cited using superscript Arabic numerals in the order in which they appear. If cited in tables or figure legends, number according to the first identification of the table or figure in the text. Authors are responsible for the accuracy of the references.

In the reference list, cite the names of all authors when there are six or fewer; when seven or more, list the first three followed by et al. Do not use ibid. or op cit. Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g. Smith A, 2000, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list. Names of journals should be abbreviated in the style used in Index Medicus.

Journal article

Book

Chapter in a Book

Electronic Material

Appendices
These should be placed at the end of the paper, numbered in Roman numerals and referred to in the text. If written by a person other than the author of the main text, the writer’s name should be included below the title.

Supporting Information
Supporting Information can be a useful way for an author to include important but ancillary information with the online version of an article. Examples of Supporting Information include additional tables, data sets, figures, movie files, audio clips, 3D structures, and other related nonessential multimedia files. Supporting Information should be cited within the article text, and a descriptive legend should be included. It is published as supplied by the author, and a proof is not made available prior to publication; for these reasons, authors should provide any Supporting Information in the desired final format.

For further information on recommended file types and requirements for submission, please visit: http://olabout.wiley.com/WileyCDA/Section/id-828014.html

6. SUBMISSION OF MANUSCRIPTS
Manuscripts should be submitted online at: https://mc.manuscriptcentral.com/nppr Authors must supply an email address as all correspondence will be by email.
The journal to which you are submitting your manuscript employs a plagiarism detection system. By submitting your manuscript to this journal you accept that your manuscript may be screened for plagiarism against previously published works.

**Submission Requirements**

Each submission must include: a covering letter, title page and manuscript. The length of manuscripts must adhere to the specifications under the Manuscript Categories section.

**Covering Letter**

Papers are accepted for publication in the Journal on the understanding that the content has not been published or submitted for publication elsewhere. This must be stated in the covering letter. The covering letter must also contain an acknowledgement that all authors’ meets the authorship criteria detailed in the Authorship section of this guideline and that all authors are in agreement with the content of the manuscript. Authors should provide the names, email addresses and affiliations of at least 5 potential reviewers who are well suited in expertise and free from concerns of conflict of interest, and 2 potential handling editors who may handle the manuscript from the Associate Editors of Neuropsychopharmacology Reports. Authors may also indicate reviewers they would prefer not to review the manuscript. However, the actual choice of handling editor and reviewers will be made by the editors of the journal.

**Title Page**

The title page should contain (i) the title of the paper, (ii) the full names of the authors, and (iii) the addresses of the institutions at which the work was carried out, together with (iv) the full postal and email address, plus telephone numbers, of the author to whom correspondence about the manuscript should be sent. The present address of any author, if different from that where the work was carried out, should be supplied in a footnote. The title should be short, informative and contain the major key words. Do not use abbreviations in the title. A short running title (less than 40 characters) should also be provided.

**7. POST-ACCEPTANCE**

**Article Publication Charge**

All manuscripts will be published as open access articles, immediately free to read, download and share. You or your funder will be required to pay an Article Publication Charge on acceptance. Please refer to the article publication charges page for more details. Invited articles are free of any publication charges. We will waive or discount charges for corresponding authors covered by the Research4Life Initiative (see the Wiley Open Access Waiver Country List). Authors of articles should be aware that publication of their manuscript cannot proceed without payment of the article publication charge. Authors are therefore requested to pay the article publication charge promptly i.e. within two weeks of receipt of the invoice.

**Open Access Agreement (OAA)**

If your paper is accepted, the author identified as the formal corresponding author for the paper will receive an email prompting them to login into Author Services; where via the Wiley Author Licensing Service (WALS) they will be able to complete the license agreement on behalf of all authors on the paper.
The following license agreements are available:
Creative Commons Attribution Non-Commercial (CC-BY-NC) license
Creative Commons Attribution-Non-Commercial-NoDerivs (CC- BY-NC-ND) license
From 1st April 2013, RCUK or Wellcome trust funded authors will be directed to sign the open access agreement under the terms of the Creative Commons Attribution (CC-BY) license in order to be funder compliant.
For more information on the terms and conditions of these licenses, please visit: http://www.wileyopenaccess.com/details/content/12f25db4c87/Copyright--License.html.

Proofs
It is essential that submitting authors supply an email address to which proofs can be emailed. Notification of the URL from where to download a Portable Document Format (PDF) typeset proof will be sent to the submitting author via email as a final check of the layout, tables and figures. (Note that the corresponding author will only receive the PDF typeset proof if he is the submitting author.) Alterations (other than the essential correction of errors) and addition/deletion of co-authors are unacceptable at PDF stage. Further instructions will be sent with the proof. The submitting author will be given a 48 hour turn-around time to return proof corrections. Submitting authors who will not be available to check their proofs should appoint someone to proofread their article. If the proof is not returned by the appointed date, it may be signed off on by the Editor or held over to the next issue.

Data Policy
As a condition for publication of a manuscript in Neuropsychopharmacology Reports, all data directly associated with the results must be made available in a permanent, publicly accessible data archive or repository, unless there is some particular reason to keep the data undisclosed. Authors are strongly encouraged to deposit the data in the Dryad data repository or Figshare, which both provide flexible platforms for a wide variety of digital data. Other permanent depositories include GenBank for DNA sequences, ORNL-DAAC for biogeochemical data, Knowledge Network for Biocomplexity and the LTER Data Portal, as well as institutional repositories such as that at the University of Illinois.
Archived data should be sufficiently complete so that subsequent users can repeat tables, graphs, and statistical analyses reported in the original publication, and derive summary statistics for new or meta-analyses. Thus, the normal resolution of the data that are archived will be at the level of individual observations. Publication in Neuropsychopharmacology Reports constitutes publication of the data, which are then citable, and the desire of authors to control additional research with these data shall not generally be grounds for withholding published data. Sensitive information including but not limited to precise locality data for rare, threatened, or endangered species, or identity of human subjects, should be redacted as required.
Sufficient metadata should accompany the data file so that others can readily use files and interpret variables, including their units. Such metadata can usually be provided in a short text file. Data must be registered and available at the time of publication, although in specific cases, data registration and metadata availability at the time of acceptance, with a firm subsequent date for release of primary data may be acceptable.
By depositing data prior to publication of a manuscript, a permanent link can be made to and from the published paper.

Wiley Online Library can be used for this purpose, but only if the material is submitted with the original submission for peer review. Data must be deposited in other depositories following acceptance and prior to publication.

Advantages of depositing data in a permanent repository include:

Visibility: Making your data available online (and linking it to the publication) provides a new pathway for others to learn about your work.

Citability: All data you deposit will receive a persistent, resolvable identifier that can be used in a citation as well as listed on your CV.

Workload reduction: If you receive individual requests for data, you can simply direct them to files in the archive.

Preservation: Your data files will be permanently and safely archived in perpetuity.

Impact: You will garner citations through the reuse of your data.

Authors will be responsible for any fees charged by external data repositories in order to comply with the data archiving requirement.

**Early View**

Neuropsychopharmacology Reports is covered by Wiley's Early View service. Early View articles are complete full-text articles published online in advance of their publication in a printed issue. Articles are therefore available as soon as they are ready, rather than having to wait for the next scheduled print issue. Early View articles are complete and final. They have been fully reviewed, revised and edited for publication, and the authors’ final corrections have been incorporated. Because they are in final form, no changes can be made after online publication. The nature of Early View articles means that they do not yet have volume, issue or page numbers, so Early View articles cannot be cited in the traditional way. They are therefore given a Digital Object Identifier (DOI), which allows the article to be cited and tracked before it is allocated to an issue. After print publication, the DOI remains valid and can continue to be used to cite and access the article. More information about DOIs can be found at [http://www.doi.org/faq.html](http://www.doi.org/faq.html).

**Offprints**

A minimum of 50 offprints will be provided upon request, at the author's expense. These paper offprints may be ordered online. Please visit [http://offprint.cosprinters.com/](http://offprint.cosprinters.com/), fill in the necessary details and ensure that you type information in all of the required fields. If you have queries about offprints please email offprint@cosprinters.com

**Wiley Author Services**

Authors of accepted papers will receive an invitation to sign up to Author Services that will enable them to track accepted articles through the production process. Authors can check the status of their articles online and choose to receive automated emails at key stages of production so they do not need to contact the production editor to check on progress. Visit Author Services ([https://authorservices.wiley.com/bauthor/default.asp](https://authorservices.wiley.com/bauthor/default.asp)) for
more details on online production tracking. This site also includes useful information such as copyright matters, ethics, electronic artwork guidelines, ways to optimize articles for search engines, FAQs and tips on article preparation, submission and more.

8. EDITORIAL OFFICE ADDRESS
Editorial Office, Neuropsychopharmacology Reports
Wiley
Frontier Koishikawa Bldg. 4F
1-28-1 Koishikawa Bunkyo-ku, Tokyo 112-0002 Japan
Ph: +81 3 3830 1251 (Direct)
Fax: +81 3 5689 7276
email: NPPR@wiley.com

Author Guidelines Updated 24 October, 2017