

SUCHT

Guidelines for authors

Inhalt

1. General Instructions	3
2. Instructions and Requirements for Specific Sections	3
2.1 Research Reports (including Short Reports).....	4
2.2 Reviews.....	5
2.3 Position Paper.....	6
2.4 Study Designs and Methods.....	7
2.5 Interventions.....	8
2.6 Addiction History	9
2.7 Editorials (mostly by invitation only).....	9
2.8 Case Reports.....	10
2.9 Commentaries (by invitation only).....	11
2.10 Letters	11
2.11 Book-Reviews	11
2.12 Conference Reviews	12
2.13 News	12
3. General Instructions for all Manuscripts.....	13
3.1 Manuscript Page Setup.....	13
3.2 Organization of Manuscript Pages	13
3.3 Title Page.....	13
3.4 Structure of Text	13
3.5 Tables/Figures	13
3.6 Footnotes	13
3.7 Citation in the Text.....	13
3.8 References	13
3.9 Spelling.....	14
3.10 Declaration of Originality	14
3.11 Printing Process.....	15
4. Ethical Guidelines.....	15
5. Copyrights	15

The journal SUCHT welcomes scientific contributions (in German and English) that address issues related to psychotropic substances, disorders that are related to the use of these substances as well as other substance-unrelated dependent behaviour (i.e. pathological (computer) gambling). This includes (among other aspects) nosology and diagnostics, aetiology, prevention and therapy, public health questions, and research methodology.

All scientific contributions are reviewed externally by independent reviewers. A special feature of the journal is the use of the results for practical purposes: in certain categories authors will be asked to summarize a few points as 'Implications/Conclusions for the practical field' (provided that their manuscript is suited for this purpose)..

Contributions to the journal are considered, provided that they have not been previously published (in whole or in part), and have not been concurrently submitted or accepted for publication elsewhere.

If parts have been published previously, this must be disclosed and the publication has to be included. With acceptance of the contribution, all rights will be transferred to the publisher.

Please observe the following rules for manuscript structure and presentation carefully. Non-observation of the rules can lead to the return of the manuscript to the author.

1. General Instructions

Structure and length of manuscripts

Structure and length are specified to a large extent – please observe the instructions in the respective sections.

Upper limits provide an orientation, they can also be exceeded (reasons need to be given). Likewise, a reduction of length (below the upper limits) can be recommended during the reviewing process

Language

Manuscripts may be submitted in German or English. In the case English is not your first language, please have English submissions edited.

Abstract

The journal particularly values concise abstracts that are structured according to keywords, and which reflect the contents comprehensively. In other words, for example under the heading 'Results' it is expected that the main results will actually be described, not just a sentence stating: "... the main results will be presented".

For English language manuscripts please submit an extended German language abstracts with about 3000 characters. In the case of native English speakers you may submit this extended abstract also in English and the Editorial office will provide the German translation.

2. Instructions and Requirements for Specific Sections

For all sections specific information with regards to the maximum length of a contribution is given. The values refer to characters including space characters.

One page of printed text with several subheadings but without tables and figures corresponds to approximately 3.800 characters. A figure or table consists of approximately 1.000 characters. All subsequent specifications with regards to length always refer to the entire manuscript, including abstract, tables, figures and references, acknowledgements, and declaration of possible competing interest.

2.1 Research Reports – including Short Reports

Articles in this section include the reporting of original findings from scientific studies. The studies can pertain to all fields of science and may be qualitative or quantitative.

Length (including all parts)

35.000 characters

Title

German and English

Keywords

German and English

Abstract

- German and English
- 1,500 characters (English and German respectively; for English manuscripts: German summary 3,000 characters)
- Structure: Aims, methodology (including design, sample, data collected), results (please be specific!), conclusions

Structure text

1. Introduction
2. Methodology (design, hypotheses, setting, intervention (if applicable), sample, inclusion and exclusion criteria, instruments, procedure),
3. Results
4. Discussion
5. Acknowledgements
6. Declarations

Tables and figures

As necessary

Guidelines

- For randomized comparative studies:
The Consort Statement (www.consort-statement.org)
- For non-randomized evaluation of behavioural and public health interventions: The Trend Statement (<http://www.cdc.gov/trendstatement/>)
- For epidemiological studies:
STROBE – Statement (www.strobe-statement.org)

Implications for the practical field

3–5 topics in bullet form, if applicable

Acknowledgements, funding and declaration of competing interest

available

References

As necessary

Review / Selection

Peer Review

Other

Please observe the 'Guidelines' and explain potential deviations in an accompanying letter.

If appropriate, the editorial team will invite commentaries from colleagues which will be published together with a reply by the author at the end of the article.

2.2 Reviews

In this section manuscripts will be published that – based on analysis and evaluation of literature – draw conclusions for the development of theories, for research and practical purposes. The journal SUCHT publishes reviews that are based on a systematic and documented literature search (using the PRISMA flow diagram); see <http://www.prisma-statement.org>. The analysis of the literature can be conducted narratively (in that case with a rational basis for integrating results), as a meta-analysis, or using another statistical analysis method.

Length (including all parts)

35.000 characters

Title

German and English

Keywords

German and English (max. 5 per language)

Abstract

- German and English
- 1,500 characters (English and German respectively; for English manuscripts: German summary 3,000 characters)
- Aims, methodology (incl. search terms, results, conclusions)

Structure text

1. Introduction
2. Methodology (according to PRISMA-Statement)
3. Results
4. Discussion
5. Acknowledgements
6. Declarations

Tables and figures

PRISMA-Flow diagram; further tables as necessary

Guidelines

- The PRISMA-Statement (www.prisma-statement.org)

Implications for the practical field

in bullet form

Acknowledgments, funding and declaration of interests

available

References

As necessary

Review / selection

Peer Review

Other

Please observe the ‘Guidelines’ and explain potential deviations in an accompanying letter.

If appropriate, the editorial team will invite commentaries from colleagues which will be published together with a reply by the author at the end of the article.

2.3 Position Paper

Position papers describe and justify a scientific position. It can relate to all areas of addiction research and either concern the justification of a certain position within a current debate, or question a current doctrine, or focus on a topic that has received little attention so far. Positions have to be argued and justified theoretically and empirically according to selected literature. A complete literature review is not necessary. The position can be argued provocatively while adhering to the general scientific rules of good publication practice.

This section also covers memoranda and statements of medical or psychological societies or national working groups, that advance a view on a specific subject (as described above). These texts will not be refereed, the decision on publication is taken by the editorial team.

Length (including all parts)

20.000 characters

Title

German and English

Keywords

German and English (max. 5 per language)

Abstract

- German and English
- 1,500 characters (English and German respectively; for English manuscripts: German summary 3,000 characters)
- Structure: Aims, [own choice], conclusions

Structure text

1. Introduction
2. (own choice)
3. Discussion
4. Acknowledgements
5. Declarations

Table and figures

max. 3

Guidelines

–

Acknowledgments, funding, declaration of competing interests

Available

References

As necessary

Review / Selection

Peer Review

Other

If appropriate, the editorial team will invite commentaries from colleagues which will be published together with a reply by the author at the end of the article

2.4 Study Designs and Methods

This section covers a wide variety of manuscripts dealing with methodological topics: study designs, development of new instruments, or new/revised statistical methods. The articles have to be written in such a way that they can be understood by interested scientists without any specific knowledge in the respective area.

Other

Please observe the 'Guidelines' and explain potential deviations in an accompanying letter.

If appropriate, the editorial team will invite commentaries from colleagues which will be published together with a reply by the author at the end of the article..

Length (including all parts)

30.000 characters

Title

German and English

Keywords

German and English (max. 5 per language)

Abstract

- German and English
- 1,500 characters (English and German respectively; for English manuscripts: German summary 3,000 characters)
- Structure: Aims, methodology, conclusions

Structure text

1. Introduction
2. Methodology, (own choice)
3. Discussion
4. Acknowledgments
5. Declarations

Table and figures

max. 3

Guidelines

Stard-Statement – if relevant
(<http://www.stard-statement.org>)

Acknowledgements, funding, declarations of competing interests

Available

References

As necessary

Review / Selection

Peer Review

2.5 Interventions

This section covers interventions from the areas prevention and therapy. Contributions should be innovative in nature and concerned with either new intervention methods, or a first modification of an intervention, or the first use of an intervention with new/different target groups. The presentation of the interventions must be theoretically founded and should be supported as far as possible through scientific literature - without the necessity of a thorough literature review. Extensive material (e.g. manuals) can be either quoted or made accessible online via the publisher on request of the author(s).

Other

If appropriate, the editorial team will invite commentaries from colleagues which will be published together with a reply by the author at the end of the article.

Length (including all parts)

20.000 characters

Title

German and English

Keywords

German and English (max. 5 per language)

Abstract

- German and English
- 1,500 characters (English and German respectively; for English manuscripts: German summary 3,000 characters))
- Structure: Aims, methodology, [own choice], conclusions

Structure text

1. Introduction
2. (own choice)
3. Discussion

Table and figures

max. 3

Guidelines

–

Conclusions for practical use

in table form

Acknowledgements, funding, declaration of competing interests

Available

References

As necessary

Review / Selection

Peer Review

2.6 Addiction History

In this section original contributions in relation to historic research projects are published. It is important that the conclusions elaborate on the relevance for current or future theory building for research and practice

Length (including all parts)

35.000 characters

Title

German and English

Keywords

German and English (max. 5 per language)

Abstract

- German and English
- 1,500 characters (English and German respectively; for English manuscripts: German summary 3,000 characters)
- Structure: Aims, methodology, results, conclusions

Structure text:

1. Introduction
2. Methodology
3. Results
4. Discussion

Table and figures

max. 3

Guidelines

–

Acknowledgements, funding, declaration of competing interests

Available

References

As necessary

Review/Selection

Peer Review

Other

If appropriate, the editorial team will invite commentaries from colleagues which will be published together with a reply by the author at the end of the article.

2.7 Editorials (mostly by invitation only)

Editorials usually aim to stimulate debate, or to express a view on a specific topic that has been neglected or where a different opinion has been held, or that is currently controversial. Accordingly, editorials can be regarded as short position papers (see 2.3) with more emphasis on originality of content and, due to the reduced length, in a concise, lively, and engaging style.

Editorials can concern all areas of addiction research and practice, including related political, legal, and ethical aspects. An editorial of a special issue additionally introduces and explains the selection and originality of the manuscripts and puts them in a broader context. Additionally, the editorial for a special issue also has to fulfill the above mentioned criteria.

Length

7.500 characters

Title

German and English

Keywords

–

Abstract

–

Structure text

–

Table and figures

only in exceptional cases

Guidelines

–

Acknowledgements, funding, declaration of competing interests

As necessary

References

5 or less

Review / Selection

Peer Review

2.8. Case Reports

Articles in this section present unusual cases in relation to the disorder, the intervention and/or the treatment process. It is important to clarify in the introduction and discussion in what way the respective case report justifies a publication in a scientific journal.

Other

If appropriate, the editorial team will invite commentaries from colleagues which will be published together with a reply by the author at the end of the article

Length (including all parts)

20.000 characters

Title

German and English

Keywords

German and English (max. 5 per language)

Abstract

- German and English
- 1,500 characters (English and German respectively; for English manuscripts: German summary 3,000 characters)
- Structure: Aims, case report, conclusions

Structure text

1. Introduction
2. Case report
3. Description
4. Discussion

Table and figures

max. 3

Guidelines

–

Conclusions for practical use

in table form

Acknowledgements, funding, declaration of competing interests

Available

References

As necessary

Review/Selection

Peer Review

Besides the above-mentioned main sections, the following contributions are also being published:

2.9 Commentaries (by invitation only)

Commentaries are invited by the editor-in-chief and focus on an article to be published in one of the above sections. Commentaries are supposed to be short, intended to stimulate a discussion or debate, and can by all means present an opinion in an original and provocative way.

Length

3.000 characters

Title

German and English

Table and figures

max. 2

Acknowledgements and declaration of competing interests

Available

References

5

Review/Selection

Chief editor

2.10 Letters

Letters can refer to earlier publications or to other developments and issues that might be of interest for the readership of the journal.

Length

3.000 characters

Title

German and English

Table and figures

max. 2

Declaration of competing interests

Available

References

5

Review/Selection

Chief editor

2.11 Book-Reviews

Book reviews should on the one hand include a summary of the content, and on the other hand should also place the book in the current context of other literature in the field. Furthermore, an evaluation in terms of quality, innovation and usability is expected as well as a description of the target group and whether the book is appropriate for it

Length

3.000 characters

Title

German

Acknowledgements and declaration of competing interests

Available

References

5

Review/Selection

Chief editor

2.12 Conference Reviews

Conference reviews should – beside the formal aspects (title, host/hosting organization, date) – also include a summary of the aims and most important topics of the conference. For larger conferences, the author is free to discuss and evaluate certain personally relevant topics. The review should conclude with an evaluation of the conference in relation to target group suitability and innovation.

Length

3.000 characters

Title

German

Declaration of competing interests

Available

References

5 or less

Review/Selection

Chief editor

2.13 News

News will be published mostly by the publisher of the journal, the Deutschen Gesellschaft für Suchtforschung und Therapie e.V. (German Society for Addiction Research and Treatment). Further/other news may also be published. Authors and/or the relevant institutions are responsible for the news/their content.

Length

1.000 – 3.000 characters

Title

German

Review/Selection

Chief editor

3. Formal Presentation and Structure of Manuscripts

Manuscripts should be formatted and presented according to either APA Style (American Psychological Association [2011]. Publication Manual of the American Psychological Association, Sixth Edition. APA: Washington, DC) or the guidelines of the DGP (Deutsche Gesellschaft für Psychologie [2007]. Richtlinien zur Manuskriptgestaltung. Göttingen: Hogrefe-Verlag; German Psychological Society [2007] Guidelines for formal presentation and structure of manuscripts). The following points should be observed in particular:

3.1 Manuscript Page Setup

Margins: minimum 2.6 cm on all four sides

Line spacing: minimum 1.5 line space for all successive rows of the manuscript

3.2 Organization of Manuscript Pages

Please organize the parts of the manuscript in the following way, with each part starting on a new page:

1. Title page, 2. Text, 3. References, 4. Appendices, 5 Footnotes, 6. Tables including titles of tables, 7. Figures including titles of figures.

3.3 Title Page

The title page includes the title of the article, name of author(s), including first name(s) (indicated in full), affiliations of all authors, address of the institute and email of the corresponding author, number and date of the current version, as well as the number of characters (including space characters), number of tables and figures.

3.4 Structure of Text

The text should contain chapter headings and subheadings according to the instructions described above (see '2. Instructions and Rules' for different categories) and should be numbered for a better overview (3 levels: 1, 1.1, 1.1.1, 2, 2.1 etc.)

3.5 Tables/Figures

Each table/figure has to be printed on a separate page. Each table/figure has to have a table/figure number, a title and – if necessary – an explanatory note. In the text, indicate the position of tables/figures as follows: "Insert table/figure X here".

3.6 Footnotes

Footnotes must be numbered consecutively should be included on the appropriate page or printed on a separate page.

3.7 Citations

Citations must include the name(s) of the author(s) and the year of publication. For authors' names please use capital and lower case letters and do not underline names. The following rules have to be followed: Müller (1954) stated..... It was claimed (Müller, 1954)... Schmidt and Maier (1973) show... Further studies (Schmidt & Maier, 1973)... Beck (in print) shows... Several authors have emphasized (Beck, 1979; Müller et al., 1981)... Müller (1954, p. 13) notes....

3.8 References

Every source cited in the text must be detailed in the reference list. The following type of works can also be cited in the text and listed in the reference list: articles in preparation, non-published presentations, manuscripts that have been submitted to scientific journals and not yet accepted for publication. Each reference consists of the following elements: author(s), year of publication, title, publication information (journals: name of journal, issue, page numbers; books: city of publication, publisher). Use left justification for the first line, indent all following lines (= hanging indent).

Examples for references:*Journals*

Borg, I. (1984). Das additive Konstantenproblem der multidimensionalen Skalierung. *Zeitschrift für Sozialpsychologie*, 15, 248–253.

Brandtstädter, J., Krampen, G. & Warndorf, P. K. (1985). Entwicklungsbezogene Handlungsorientierungen und Emotionen im Erwachsenenalter. *Zeitschrift für Entwicklungspsychologie und Pädagogische Psychologie*, 17, 41–52.

Pagination per issue (each issue starts with page 1)

Giesecke, H. (1985). Wozu noch Jugendarbeit? *Die Jugend*, 27 (3), 1–7.

Entire issue of a journal:

Tack, W. (Hrsg.). (1986). Veränderungsmessung [Themenheft]. *Diagnostica*, 32 (1).

Books

Szagan, G. (1980). *Sprachentwicklung beim Kind*. München: Urban & Schwarzenberg.

Schenk-Danzinger, L. (1977). *Entwicklungspsychologie* (11., neubearbeitete Aufl.). Wien: Österreichischer Bundesverlag.

Olbrich, E. & Todt, E. (Hrsg.). (1984). *Probleme des Jugendalters. Neuere Sichtweisen*. Berlin: Springer.

Döbert, R. & Nunner-Winkler, G. (1984). Abwehr und Bewältigungsprozesse in normalen und kritischen Lebenssituationen. In E. Olbrich & E. Todt (Hrsg.), *Probleme des Jugendalters. Neuere Sichtweisen* (S. 259–295). Berlin: Springer.

Contributions in a volume in a series

Jäger, R. S. (1982). Diagnostische Urteilsbildung. In K. J. Groffmann & L. Michel (Hrsg.), *Grundlagen psychologischer Diagnostik* (Enzyklopädie der Psychologie, Serie Psychologische Diagnostik, Bd. 1, S. 295–375). Göttingen: Hogrefe.

Research reports and dissertations

Kubinger, K. D. (1981). *An elaborated algorithm for discriminating subject groups by qualitative data* (Research Bulletin Nr. 23). Wien: Universität, Institut für Psychologie.

Meyer, J. (1951). *Zur Frage der Duplizität*. Unveröffentlichte Dissertation, Christian-Albrechts-Universität Kiel.

Unpublished works

Dépret, E. F. & Fiske, S. T. (1993). Perceiving the powerful: Intriguing individuals versus threatening groups. Unpublished manuscript, University of Massachusetts at Amherst.

McIntosh, D. N. (1993). Religion as schema, with implications for the relation between religion and coping. Manuscript submitted for publication.

Unpublished conference contributions

Lanktree, C. & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the congress of the American Professional Society on the Abuse of Children, San Diego, CA.

Electronic media

Electronic reference formats recommended by the American Psychological Association. (2000, October 12). Retrieved October 23, 2000, from <http://www.apastyle.org/elecref.html>

Eid, M. & Langeheine, R. (1999). The measurement of consistency and occasion specificity and its application to the measurement of affect. *Psychological Methods*, 4, 100–116. Retrieved November 19, 2000, from the PsycARTICLES Database.

Faul, F., Erdfelder, E., Lang, A.-G. & Buchner, A. (in press). G*Power 3: A flexible statistical power analysis program for the social, behavioral, and biomedical sciences. *Behavior Research Methods*. G*POWER 3.0.2 (Shareware): Zugriff am 10.3.2007 <http://www.psych.uni-duesseldorf.de/abteilungen/aap/gpower3/literature>

Online periodicals based on print media

VandenBos, G., Knapp, S. & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117–123.

Articles from internet/online journals (no print version)

Wilson, M. (2003). On choosing a model for measuring. *Methods of Psychological Research – Online*, 8, 1–22. Zugriff am 19.09.2006. Verfügbar unter <http://www.mpr-online.de>

The following abbreviations may be used for English references:

ed. (edition); 2nd ed. (second edition); Ed. (Editor); Eds. (Editors), p. (Page), pp. (pages), Vol. (Volume); Vols. (Volumes).

3.9 Spelling

German Manuscripts should follow the new German spelling rules. Please refer to the 25th, fully revised and expanded edition of the Duden (July 2009). In cases where different spellings are possible, please use the recommended spellings by the Duden (shaded in yellow).

3.10 Declaration of Originality

When submitting a manuscript, a declaration of originality is required. With this declaration the authors state that the manuscript is their intellectual property, that they own the copyright and that the manuscript (as a whole or in parts) has not been published in German, nor that it has been submitted for publication to another German journal.

In case parts of the manuscript have been published as a part of other publications, those must be included. This also

concerns publications in other languages. During the review process the manuscript must not be submitted to another journal.

When a manuscript is accepted and published, the publishing rights for all languages and countries are transferred to the publisher. This includes the right to photo-mechanical and all other types of reproduction.

3.11 Printing process

The author(s) will receive page proofs (once) where only typographical errors can be corrected. Changes in content are no longer possible at this stage.

4 Ethical Guidelines

The journal SUCHT has signed the „Ethical Practice Guidelines in Addiction Publishing“ (<http://www.parint.org/isajewebsite/ethics.htm>) of the International Society of Addiction Journal Editors (ISAJE) and is following the ethical guidelines for chief editors, editors, authors, and reviewers:

- With the submission of a contribution via Editorial Manager (electronic manuscript management system), authors declare the sources of funding of their manuscript and its underlying work, possible influences of the funding institution with regards to the manuscript, as well as possible competing interests.
- Reviewers declare possible competing interests; editors keep this in mind when assigning manuscripts.
- Editors declare the sources of funding of their activities and possible competing interests; chief editors keep this in mind when assigning manuscripts.
- Chief editors and the representatives of the publishers of the journal declare the sources of funding of their activities and possible competing interests; their declarations are published on the webpage of the journal SUCHT.

5 Copyrights

The author confirms and guarantees that he or she holds all copyrights in and titles to the submitted contribution. Authors will receive detailed information with the page proofs.