

On-Line Manuscript Submission and Peer Review

This month, *The Journal of Clinical Psychiatry* inaugurates a secure Web-based manuscript submission and peer-review system designed to make the publishing process more rapid, more efficient, and readily accessible to authors and reviewers all over the world. We hope that your enthusiasm for the system will be as genuine as ours. We welcome and encourage your support in helping us realize its full potential.

Our easy-to-use system will ensure more rapid publication while increasing convenience and lowering expense to both our authors and our reviewers. Authors can now submit manuscripts electronically, from any Internet-connected computer, with any operating system and any platform, anywhere in the world, day or night. Likewise, the peer-review process will be conducted electronically. As an added convenience, our system allows authors to check the status of their manuscripts and to submit revisions electronically.

The advantages realized in lower paper and postage costs, faster transit, greater accuracy, and convenience at all stages are obvious. Access to the system is controlled by log-in and user privileges so authors can be assured that their papers are accessible to only those authorized to see them.

Submitting Manuscripts to the Journal

The process is simple. Go to www.psychiatrist.com/submissions. The first time you use the system you'll register for an account. You will use your account log-in and password each time you return to the site, whether to continue an interrupted submission process, check on the status of your submitted manuscript, or revise your manuscript. Best of all, the only software required to use the system is Adobe Acrobat Reader (available free from www.adobe.com).

When you log on, you will have 2 choices: "Information for Authors" and "Submit a Paper." The author guidelines will save you time and help you make the best use of the system. Once you begin the submission process, keep an eye out for red arrows because they indicate that you need to take action on the selected task.

Your text and figure files are uploaded to our database and converted as necessary to a Web-viewable format for your review and approval. Converting most files takes from 5 to 10 minutes; occasionally, a large file, such as a complicated figure, will take longer. Conversion time also depends on the speed of your Internet connection. Although the new system does take a certain amount of your time, the overall time saved throughout the process will readily make up for any delay in uploading files. Not to mention convenience. No more making multiple copies of your text and figures, packaging your manuscript, and shipping it to the *Journal's* editorial office and no more shipping delays from our office to reviewers, whether domestic or foreign.

As the final step, the system will ask you to view your uploaded manuscript on-line and confirm that the files have converted correctly. Your manuscript will be considered officially submitted only after you select the option "approve." Once in our system, the manuscript is assigned a tracking number and peer reviewers are selected.

We encourage you to begin using this system immediately. Currently, use of the system by authors will be voluntary. We want you to willingly choose electronic submission on the basis of its compelling advantages. Manuscripts that continue to be submitted by mail will be entered into the system by our editorial staff. With your cooperation, we hope this transition stage will be short, especially since we offer on-line support via help screens, e-mail, and phone during the process.

By expanding to include future PDF proof delivery and direct-to-plate electronic printing, our vision is to provide a seamless state-of-the-art process that will ensure greater speed and accuracy in scholarly publishing. We thank all of you for your willingness to work with us in making important information ever more accessible and timely.



John S. Shelton, Ph.D.
 Publisher



Judy Beach
 Assistant Publisher

© Copyright 2003 Physicians Postgraduate Press, Inc.
 This personal copy may be printed