ARCR | ALCOHOL RESEARCH *Current Reviews*

The Journal of the National Institute on Alcohol Abuse and Alcoholism

Alcohol Research: Current Reviews—Instructions for Authors

Manuscript Submission

Alcohol Research: Current Reviews (*ARCR*) is the semi-annual, peer-reviewed journal of the National Institute on Alcohol Abuse and Alcoholism (NIAAA). Each issue of *ARCR* presents an in-depth review of a topic important in alcohol research. Topics cover a wide variety of disciplines, ranging from the biomedical sciences to the social sciences. Please keep our diverse scientific audience in mind when preparing your manuscript.

Unpublished Research: *ARCR* publishes manuscripts by invitation only. *ARCR* is not the vehicle for initial reports or original research findings. Rather, articles should summarize the current state of alcohol research and future research directions relevant to the invited submission topic. We ask authors to include only published findings from peer-reviewed sources and, where possible, to cite seminal sources and review articles.

All manuscripts must be submitted electronically. To submit a manuscript, please follow the instructions below.

Getting Started
1. Go to *ARCR's* Manuscript Central homepage (http://mc.manuscriptcentral.com/arh).
2. Log-in or click the "Create Account" option if you are a first-time user of Manuscript Central.
3. If you are creating a new account:
   - After clicking on "Create Account," enter your name and e-mail information and click "Next." Your e-mail information is very important.
   - Enter your institution and address information as appropriate, and then click "Next."
   - Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID) and then select your area of expertise. Click "Finish."
4. Log-in and select "Author Center."

Submitting Your Manuscript
5. After you have logged in, click the "Submit a Manuscript" link in the menu bar.
6. Enter data and answer questions as appropriate.
7. Click the "Next" button on each screen to save your work and advance to the next screen.
8. You now may upload your files.
   - Click on the "Browse" button and locate the file on your computer.
   - Select the designation of each file in the drop-down menu next to the Browse button.
   - When you have selected all the files you wish to upload (in groups of *3*), click the "Upload Files" button.
     a. *NOTE: You are limited to a total of 10,000 K for all files you upload.*
9. Review your submission (in both PDF and HTML formats) before sending to *ARCR*. Click the "Submit" button when you are finished reviewing.

You may suspend a submission at any phase before clicking the "Submit" button and save it to submit later. After submission, you will receive a confirmation e-mail. You also can access Manuscript Central any time to check the status of your manuscript. *ARCR* will inform you by e-mail once the peer reviews have been received and evaluated.

Manuscript Preparation

Article length: Please limit **feature articles** to 6,000 words (including title page, abstract, body, references, and figure and table captions). **FOCUS ON** articles should be 4,000 words or less, and **Sidebars** should be 2,500 words or less.

Form: Double-space and put a page number on every page, including the title page. Arrange the manuscript in the following order: title page, abstract, keywords, body, acknowledgements, financial disclosure, and references.

ARCR's style is based on the Publication Manual of the American Psychological Association, Sixth Edition (APA manual). Spelling is based on Merriam-Webster's Collegiate Dictionary, Eleventh Edition.

Terminology: Clearly define the terms. For example, "heavy," "moderate," and "light drinking"; "binge drinking"; "alcohol misuse", etc. In addition to defining how these terms are used in the article, whenever possible, please indicate how their definitions might differ from those of other studies cited within the article.

Tone: In general, articles are presented at a reading level appropriate to a graduate-level student, and aim to educate the scientific community about current knowledge and trends in alcohol research. Information should be accessible even to scientists who do not have a background in a particular topic. We ask authors to focus on the "bottom line" of research findings, providing perspective on the implications of this research rather than presenting extensive detail on the methodology used. Readers then can be directed to original research articles for more information. Our editorial staff will work with authors to identify areas of their manuscripts that are in need of further explanation. We may suggest sidebars, glossaries, and textboxes to help explain complex terms and concepts.

Trade Names: Generic names should be used in the text. If necessary for clarity of the article, trade names may be included; when used, the complete product name should be given. Symbols accompanying the name of the product (e.g., ™) should be verified and clearly indicated.

Statistics and Mathematical Copy
- Leave one space before and after signs such as $=$, $>$, $<$, $+$, and x.
  $p < .001, d = 0.65$
- Use an uppercase, italic N for the total sample number (e.g., $N = 193$).
- Use a lowercase, italic n for the number for part of a total sample

(e.g., $n = 33$).

- Use italics for the following symbols, but do not use italics for any accompanying subscript or superscript notations:

  df, *f*, *fe*, *fo*, *F*, *M*, *OR*, *p*, *r*, *rs*, *R2*, *SD*, *SE*, *t*, *T2*, *z*

- If a value has the potential to exceed 1.0, use a zero before the decimal.

  0.25 cm; SD = 0.54

- If a value can never exceed 1.0, do not use a zero before the decimal.

  p = .01; r = .75

- When reporting confidence intervals, use the format 95% CI [LL, UL], where LL is the lower limit of the confidence interval and UL is the upper limit. Use brackets, not parentheses, and include a space after the comma. Spell out the acronym for confidence interval (CI) the first time it is used in the text.

  95% CI [0.55, 3.36]

Numbers

- Use a numeral for numbers of 10 or more, except for numbers that appear at the beginning of a sentence.

  Forty kilograms of cocaine was seized.

  The DEA seized 40 kilograms of cocaine.

- Use numerals for all the numbers if 2 or more numbers appear in a sentence and 1 of them is 10 or more.

  The 10 site evaluators conducted 5 site visits.

- Use numerals for numbers that express a percentage and for numbers that appear before a unit of measurement.

  3 cm, 6 mg, 2%

- Express units of time and money in figures, unless they occur at the beginning of a sentence.

  8 years, 5 minutes, 2 months, 1 hour, 5 cents, $4, $2 billion

- Use a comma with numbers of 1,000 or more.

- Always use numerals for ages, and use the form ages 21 to 26 (not aged 21 to 26, 21 to 26 years old, or the ages of 21 to 26).
- Always use numerals for page numbers.
- Use "to" to express ranges of numbers in text. En dashes are acceptable in tables, especially if space is a concern. It is not necessary to repeat the unit of measure.

> from 1999 to 2013
>
> from 16 to 18%
>
> for 5 to 8 years
>
> weighs 0.23 to 0.35 kg

- Use hyphens, not en dashes, for page number ranges in the References list.
- Spell out numbers for the ordinals first through ninth. Use numerals for 10th and higher, unless the ordinal appears at the beginning of a sentence, or if two ordinals appear in a sentence and one is higher than ninth.

Use the full name for an acronym at first mention and place the acronym in parentheses. Use only the acronym for the remainder of the article. If an acronym is spelled out in the abstract, spell it out again at first mention in the text.

Word Usage

African American	no hyphen, even as unit modifier; do not change to Black if a study uses this term for participants
aftereffects	one word
alcoholic	not preferred, but this term may be appropriate when referencing a study in which the subjects were defined as alcoholics preferred: person with alcohol use disorder (AUD); person who has a problem with alcohol; person with an alcohol problem
alcohol misuse	preferred, rather than "alcohol abuse" Exception: When citing data based on DSM-IV alcohol abuse or dependence, it may be necessary to refer to DSM-IV alcohol abuse or DSM-IV alcohol dependence, not alcohol use disorder. A footnote can be added explaining that although DSM-5 no longer uses the term the data cited are based on DSM-IV criteria.
alcohol-related disease alcohol-related consequence	
anticonvulsant	one word, no hyphen
anti-drug	hyphenate
anti-inflammatory	hyphenate
Black	capitalize for racial designation; do not change to African American if a study uses this term for participants
blacked out, blacking out	as verb
blackout	one word as noun and adjective
Caucasian	do not change to White if a study uses the term for participants
co-occur, co-occurring	hyphenate
decision-making	use hyphen for noun and adjective
degrees	do not use symbol in text; OK to use symbol in tables and figures if space is an issue
distilled spirits	do not use hard liquor
drinker	do not use

e.g.,	use only in parenthetical material, is a substitute for "for example," use periods, and always follow it with a comma
fact sheet	two words
federal	lowercase; the federal government
health care	two words, no hyphen, for adjective and noun
i.e.,	use only in parenthetical material, is a substitute for "that is," use periods, and always follow it with a comma
the Institute	capitalize when used as a short form of National Institute on Alcohol Abuse and Alcoholism
life span	two words
mid-adolescence	hyphenate
mM	minimolar, for alcohol concentrations
nonalcoholic	no hyphen
peak blood alcohol concentration	no hyphens
%, percentage	use symbol with numerals in text: 52% use percentage, not percent, for text mention without a number: the percentage of men who drink...
posttest	one word
pretest	one word
state	lowercase; the state of Maryland
time frame	two words
U.S.	OK to use abbreviation as adjective; spell out as noun
via	OK to use; do not change to "through"
Web	capitalize
webpage, website	one word, lowercase
White	capitalize for racial designation; do not change to Caucasian if a study uses this term for participants
workforce	one word

Title page: The title page should include the article title (20 words or less); a byline listing all authors' full names; a separate affiliation section that lists each author's affiliation, degree, and title; a shortened version of the article title for use as a running head (no longer than 50 characters); and corresponding author/contact information.

Author Bylines and Biographies

- Use lowercase for all position titles.

  professor in the Department of Medicine

- Capitalize division names and department names.

  Department of Psychiatry, Center for Alcohol Studies

- In the byline, use a series comma and include "and" before the final name; use author names only, do not include any titles or degrees.

  Saleem S. Sinai, Mary Pereira, and Jamila B. Singer

- Include degrees after author's name in author affiliation box. Use periods in any degrees or affiliations.

  M.P.H., M.S.W., Ph.D., M.D., F.A.C.O.G., N.P., Psy.D., P.A.

- Provide a city and spelled out state for each author's affiliation.

SAMPLE TITLE PAGE

Running head: PTSD/AUD IN MILITARY AND VETERAN POPULATIONS

Co-Occurring PTSD and AUD in U.S. Military and Veteran Populations

Emily R. Dworkin, Hannah E. Bergman, Thomas O. Walton, Denise D. Walker, and Debra L. Kaysen

Emily R. Dworkin, Ph.D., is a postdoctoral fellow in the Department of Psychiatry and Behavioral Sciences, University of Washington, Seattle, Washington; Hannah E. Bergman, Ph.D., is a postdoctoral fellow in the School of Social Work, University of Washington, Seattle, Washington; Thomas O. Walton, M.S.W., is a graduate student in the School of Social Work, University of Washington, Seattle, Washington; Denise D. Walker, Ph.D., is an associate professor in the School of Social Work, University of Washington, Seattle,

Washington; Debra L. Kaysen, Ph.D., is a professor in the Department of Psychiatry and Behavioral Sciences, University of Washington, Seattle, Washington.

Correspondence concerning this article should be addressed to Emily Dworkin, Department of Psychiatry and Behavioral Sciences, University of Washington, 1100 NE 45th St, Suite 300 Seattle, WA 98105. E-mail: edworkin@uw.edu

References: The number of references cited should be **limited to no more than 50**. *ARCR* uses a numbered note system to cite sources. *ARCR* style for citing publications in the text and developing reference lists is derived from the American Medical Association Manual of Style (the AMA), with some variations.

- In the body of a document, always place footnote numbers after punctuation (differs from the AMA).

  > The findings are "questionable."[1]
  >
  > The findings include the following:[2]
  >
  > The findings are questionable;[3]

- When more than one reference is cited in one place, use commas without spaces to separate the footnote numbers. If the numbers are sequential, use a hyphen between the

first and last numbers in the sequence.

Several mutations of the gene were identified.[4,7-9,11]

- When citing a direct quotation, include the page number where the quote appears in parentheses after the superscript numbered notation.

  The report states that "45% of the study participants had a co-morbidity."[6(p19)]

- Preferably, footnote numbers should be placed at the end of the first sentence in the paragraph that contains the cited material.

- Do not place a footnote number immediately after a number or a unit of measure to avoid confusing the footnote number with an exponent.

  Don't: The smallest tumor found was 6 mm.[2]

  Better: The smallest tumor found[2] was 6 mm.

- References should be listed in numerical order at the end of the document.
- Each reference is a separate entry. Do not combine multiple references under one number. Do not repeat a reference using a different number.

Reference Examples

Journal articles

5. Bennet EJ, Wickham GL. Article title in sentence case: Article subtitle in sentence case. *Full Journal Name in Italic and Title Case.* 2016;35:25-36. PMID: 22456679

   [PMID number should include a hyperlink to the PubMed entry for the article]

   If an article has up to and including three authors, list all the authors. If the article has more than three authors, list the first three followed by "et al."

5. Grant JC, Scherrer JL, Lynskey MT, et al. Adolescent alcohol use is a risk factor for adult alcohol and drug dependence: Evidence from a twin design. *Psychology and Medicine.* 2014;36:109-118. PMID: 16194286

   If an article has an organization as the author, spell out the name of the organization with acronym, use acronym thereafter.

6. Centers for Disease Control and Prevention (CDC). Vital signs: Binge drinking among high school students and adults—United States, 2009.

Morbidity and Mortality Weekly Report. 2010;59(39):1274-1279. PMID: 20930706

If a journal article is in press:

6. Dashwood E, Steele L. Article title in sentence case: Article subtitle. *Full Journal Name in Title Case*. In press.

Books

Entire book:

19. Collins WL, Lucas CT, deBourgh LC. *Book Title in Title Case.* Richmond, VA: Publisher; 2009.

A chapter in a book:

3. Collins WL, Lucas CT, deBourgh LC. Chapter or section title in sentence case. In: Smart UR, Tooey IM, eds. *Book Title in Italics and Title Case.* 5th ed. Redwood City, CA: Stanford University Press; 2017:25-41.

Book with no authors, only editors; also, book with an edition or volume number:

8. Ferrars E, Ferrars R, Brandon C, eds. *Book Title in Italics and Title Case.* Vol 2. 2nd ed. Oxford, UK: Oxford University Press; 2013.

Review: Please prepare one file that includes the complete manuscript text and one file that includes the complete text minus the title page, acknowledgements, and any running headers of author names, to allow blinded review.

Artwork

ARCR prefers that the authors provide their own figures. If that is not possible, *ARCR* can in limited cases assist authors in producing high-quality artwork. Drawings, graphs, charts, and figures may be supplied as rough drafts. Include specific instructions as to how these illustrations should appear.

Figures: A figure is any image, illustration, graphic, or chart that is NOT presented in a tabular format.

- Every figure must have a number, even if only one figure is in the article. Figures and tables are numbered separately.
- Every figure must have a callout in the text.
- Figure callouts should occur in the text in numerical order (e.g., do not call out Figure 2 before Figure 1).

- For figure titles, bold the word Figure and the number. Do not follow the figure number with a period. The remainder of the title should be formatted as sentences. Set the title in block style with a hanging indent to align under first word of title, not the word "Figure." End with a period.

Figure 1 Illustration of "standard drinks" in order of increasing ethanol content among currently available alcoholic beverages.

- Do not place a figure heading or title within the graphic portion of the figure. Most of the explanatory information for the figure should go in the figure title.
- Both X and Y axes should have labels.
- Any units of measure that apply to the figure should be included in axis labels, a legend, or somewhere within the graphic.
- Figure legends should list items in order of appearance in the figure, if appropriate (e.g., define bar graph colors from left to right, from the bottom up, or from the top down).
- Source/permissions lines should immediately follow the figure title with the word Source in italics. If the copyright holder does not require specific wording, style the source line according to *ARCR* reference style (see References, above).

Figure 1 Model of developmental prefrontal cortex interactions. *Source*: Adapted from Spear LP. The Behavioral Neuroscience of Adolescence. New York, NY: WW Norton and Company, 2010.

Tables: A table must contain tabular information. A block of text separated from the main article is not a table. Separated blocks of text should be styled as sidebars.

- Every table must have a number, even if only one table is in an article. Tables and figures are numbered separately.
- Every table must have a callout in the text.
- Table callouts should occur in the text in numerical order (e.g., do not call out Table 3 before Table 2).
- For table titles, bold the word Table and the number of the table. Do not use periods. Use title case (using same capitalization rules as Level 1 headings):

Table 1 Radiological Signature in Brain Imaging

- All table columns and rows should be labeled.
- Column and row labels should be bold and have title case capitalization.
- All units of measure should be included. If all items in a row or a column are the same unit of measure, that unit should be listed in the header for that row or column and not in each cell of the table.
- For footnoted explanatory information within a table, use the superscript symbol *, †, and ‡, in that order. Do not use numbered notes for explanatory information.
- Use numbered notes for any reference citations within a table.

- Do not restart any table reference citations at 1. They should be numbered continuously according to where that table is called out in the text.
- Do not number reference citations in a table according to the placement of the actual table in the manuscript (because the table will be in a different position after layout).
- Source/permissions lines should appear at the bottom of a table, below any notes or footnotes, with the word Source in italics. If the copyright holder does not require specific wording, style the source line according to *ARCR* reference style (see References, above).

Source: Adapted from Spear LP. The Behavioral Neuroscience of Adolescence. New York, NY: WW Norton and Company, 2010.

Image Requirements:

Photographs:
- Resolution: 300 dpi
- Colors: RGB or CMYK
- Format: .PSD, .tiff or .jpg (original native files with layers and fonts and links *if any*)

Figures, Charts, Graphs and Tables: Provide native/original files created using Excel or Word with the text and lines or PDF with embedded fonts and without hyperlinks.
- Vector files: Adobe Illustrator
- Colors: CMYK or RGB or PMS/Spot
- Format: .ai or .eps (with layers and fonts and links, *if any*)

Journal Contact Information

Steve Mitchell, Managing Editor; ICF Inc., 530 Gaither Road, Rockville, MD 20850; 301/572-0990 (phone); steve.mitchell@icf.com (e-mail).