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WPA Website: Publication Guidelines

The WPA works with its members, partners and components around the world to promote mental health and to encourage the highest possible standards of clinical practice and ethical behaviour in psychiatry. Through its education programs, meetings, publications, and scientific sections, it aims to increase knowledge about mental disorders and to grow the skills and knowledge necessary to prevent and treat them.

The WPA website is a key means of sharing news, research, technologies and tools with our many stakeholders. It assists us in bringing together psychiatrists across the globe and helps us deliver on our goal of advancing psychiatry and mental health worldwide. As such, it is vital that all information on the WPA website is correctly dated, attributed and catalogued.

Please find below the requirements for all documents and information submitted for publication on the WPA website.

News Stories:

News Stories may be submitted online via the following link: http://www.wpanet.org/news-submission-page

Story Title:
- o Limit of 100 characters
- o Consider something catchy that people will want to click on.

Author:
- o A primary author name must be included.
- o Professional designations are optional.

Story Text:
- o Limit of 500 words.
- o All stories must be submitted in English.
- o Please note that any stories submitted for publication may be edited for clarity and brevity.
- o No material changes will be made to content, but grammar, spelling and sentence length may be edited. Edits of these type may not be shared with the author prior to publication.
- o Any material changes required will be made in full consultation with the author.
- o We encourage you to write the full name the first time you use any acronyms – e.g. World Psychiatric Association (WPA) irrespective of how widely known you may perceive the acronym to be.
- o Please avoid using jargon.
- o Please take into account that many visitors to the WPA website are not native English speakers.

Document Attachments:

With the exception of journals or newsletters where the following information is already clear, please note that any documents submitted for publication on the WPA website must include the header below.

With the exception of journals or newsletters, any documents more than three (3) years old will need to be reviewed and updated OR noted as "Historical" and submitted for archiving before they can be included on the new website.

All documents submitted for publication on the WPA website should:
- o   Use Calibri Light, 11pt
- o   Be in PDF format
- o   Include the following header:

Document Title:
Document Type: (*where necessary – e.g. position paper, curriculum, guideline, etc*)
Document Author/s:
Date Created:
Date of last review: (*should be no more than three years prior*)
Date for next review: (*three years from date of last review*)

Where the WPA logo is featured, it should be ensured that the most recent version (shown above) is used.

Member Lists/ Submission of Personal Information:

Where a listing of members of a Section, Committee or other group is included on the WPA website, the following must be adhered to:

- o   All persons featured on the list must have given their explicit permission to have their information published on the WPA website. They will have been advised that any information published on the internet is accessible to millions of users from all over the world, that it will be indexed by search engines and that it may be copied and used by any web user. This means that once the information is published on the Internet, we will have no control over its subsequent use and disclosure.
- o   All lists must be complete with no drafting notes / tracked changes / highlighting / reference notes included. (e.g. Phone number TBA, *information requested*, XX days, etc)
- o   The document must be formatted as per the "Document Attachment" requirements shown above.

Images:

- o   Any images submitted for publication on the WPA website should be "screen resolution" – NB 72 dots per inch (72 dpi).
- o   Only GIF, JPG and PNG files may be submitted. Our system cannot accept EPS images.
- o   Images submitted as a word document (or embedded in a PDF) cannot be accepted for publication.
- o   In the case of photographs, WPA assumes that any photographs submitted have the express permission of those featured.

- o Accordingly, it is the responsibility of the person submitting the image to obtain consent for use on the WPA website from any persons featured in the photograph.
- o It is also the responsibility of the submitter to keep a record of that consent should it be required at any time.
- o In the event WPA is contacted directly to remove a photograph by a person for whom there is no clear record of having given their consent, it will be removed immediately.
- o Any images submitted must be copyright-free (e.g. not registered for copyright OR you have a clear record of permissions for their use.)

Updating Documents

Documents on the WPA website will be regularly reviewed to ensure they are compliant with the above guidelines. When a document is due for review, it will be forwarded to the listed author for review and updating as necessary. Any documents not returned within the allocated review period (which will be clearly advised on distribution) will be removed from the website until an updated document is submitted

Acceptance of items for publication on the WPA website will be at the discretion of the WPA.

Please direct any questions or concerns related to these guidelines to andrea.pound@unimelb.edu.au