ISBD Guidelines for Task Force Manuscript Development

An ISBD Task Force (TF) manuscript should address a critical/novel/important aspect of bipolar disorder and related conditions that would fill a gap in the literature or inform the field.

Tracking ISBD Task Force Manuscripts (MS)

Generally, it is expected the first-choice journal for ISBD TF papers will be Bipolar Disorders (BDJ) as the official Journal of the ISBD, unless compelling reasons (i.e., journal reach or topic) justify another journal. It is requested that these issues be discussed with the Vice President for Research (VPR) ahead of submission. The VPR will then confirm agreement with the plan for manuscript submission with the Executive Committee.

1. BDJ Track: Based on BDJ prioritization of MS proposals, after discussion with the Editors and following process outlined below.
2. Other Journal Track: Follows process outlined below, but with targeted submission to another Journal.

Pre-Submission Protocols for all Tracks

1. The lead author(s) will take principle responsibility for synthesizing the data and writing the paper. Any member of the TF that is credited with authorship is expected to contribute to the design, writing and review of the final MS consistent with the requirements of the Journal.
2. The completed MS draft will be shared with all members of the TF for general comment. It is expected comments will be returned in a timely manner and the authors will consider all comments before finalizing the submitted MS. It is up to the TF Chair(s), in consultation with the authors, to determine how to deal with any material dissenting opinions from the broader TF. It is expected substantial dissenting views will be noted at least in brief within the MS. This process should be clearly communicated and transparent to all TF members.
3. Cited authors are expected to meet published criteria for authorship and if not will be recognized as members of the TF through the acknowledgement "*A report of the ISBD XXX Task Force on…*" and not named explicitly. Authorship decisions rest with the lead authors of the MS and the Chair(s) of the TF.
4. Once the MS is finalized, the TF Chair or delegate will ensure that the MS meets all requirements of submission to the targeted Journal (reference style, word count etc.) and will submit a *Notice of Manuscript Submission Form* to the VPR.
5. The TF is encouraged to submit the finalized MS to the VPR, who with designates from the Executive Committee, will review the MS on a timely basis to affirm balance in the presentation and absence of any apparent conflict.

Submission of Papers for BDJ Track

1. BDJ will be made aware of the TF paper being developed by the VPR on behalf of the Chair(s) of the TF. Once the MS nears submission, an anticipated date of submission should be proposed by the TF so that BDJ can line up referees for expedited review. The VPR should be advised by the TF Chair or designate of any substantial change to the planned submission date.
2. For each TF, the Executive Committee will consider a request using the *Notice of Manuscript Submission Form*, to underwrite BDJ Open Access fees limited to one MS per year as budget allows. Please see the *Guidelines for Requesting Open Access Fees* for more information.

Post submission protocols for all tracks

1. The corresponding author will share the Journal's decision with each author and with the VPR
2. If requested to resubmit with revision, it is expected that the TF will be responsive and submit a revised MS on the timeline requested by the designated Journal.
3. In case of rejection, in consultation with the VPR and the Executive Committee, the TF may decide upon either an appeal of the decision or consider an alternative avenue for publication.
4. All published manuscripts will reference the ISBD TF by name in the title, as in "*A report of the ISBD XXX Task Force on …*"
5. TF Chair or designate will send the MS title, authors, journal and publication date to the ISBD office.

Version date: September 15, 2020