

***Proposed Confidentiality Agreement with TandF***  
***7 September 2023***  
***FINAL***

The following procedures for protecting patient confidentiality will be applied to the publication of clinical material from psychoanalytic and psychoanalytic psychotherapy cases in journals. They take the form of:

- a general public statement on each journal's website and the general TandF website pertaining to all of the psychoanalytic journals, and also included in the Instructions to Authors
- an agreement to be signed by all authors at submission, which will include a detailed checklist form to specify what must be anonymized and through which authors will show how they have anonymized (detailed below)
- a required addition to the journal review process
- an additional author contract clause when an article is accepted and an agreed record keeping procedure for journals.

The current contract clause referring to patient consent will be deleted.

There will be no exceptions.

## **Statement for Websites**

### ***Patient Anonymization***

Publication of clinical material by psychoanalysts and psychotherapists is essential to the development of knowledge in psychoanalysis and the broader mental health field, and the growth and maintenance of high standards of patient care. Patient privacy should be protected so that patients can speak and act freely with full confidence. Ethical and legal considerations require the protection of patients' anonymity in case reports and elsewhere.

Authors whose papers include accounts of clinical work are required to take all necessary measures to ensure that none of the individuals written about can be identified by any third party and to fully minimize the likelihood that the patient(s) will recognize him/her/themselves. To meet these objectives, this publication has adopted guidelines to be followed by all authors, which are required in the online submission and throughout the review process. These guidelines align with the prevailing standards of our professions. Special care should be taken in cases including children and adolescents. There will be no exceptions.

### ***Submitting Your Anonymized Article***

Authors must verify that they have anonymized an individual or individuals' identity, as described below, and indicate which method(s) of anonymization has been used, using the form included at the submission portal.

## **Anonymization Form to be Added to Submission Portal and to Instructions to Authors**

The following online forms will be incorporated into the Scholar One Submission Format (or if not using Scholar One, completed in an alternative way).

### ***Patient Anonymization***

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### ***FORM TO BE INCLUDED IN SUBMISSION MATERIALS***

#### **1. Author Required to Confirm by Checking the Box**

\_\_\_ I verify that I have anonymized the patient's identity to be unrecognizable by others and as unrecognizable to him/her/themselves as possible and to render all other individuals unrecognizable to third parties.

#### **2. How Have you Protected the Patient from Identification (more than one if so)?**

- \_\_\_ *Thorough Disguise (of Individual Patients)*  
\_\_\_ *When presented, details of Anonymization patient-therapist interactions have been described so as to preclude identification of the patient.*  
\_\_\_ *Use of Composites*  
\_\_\_ *Other (please describe below). [space to be provided on the web form]*

#### **3. Anonymisation Details Checklists**

##### **Category 1—The following must be changed or omitted (Please confirm all.)**

- \_\_\_ *Patient name*  
\_\_\_ *All other names*  
\_\_\_ *Patient place of birth*

- Patient occupation*
- Dates and exact length of treatment*
- Organisational or other affiliations*
- Exact location*

**Category 2--To be disguised through change, generalisation, or other method**

**(Please confirm all)**

- Medical conditions*
- Age*
- Family and family history*
- Details of specific traumata and other key historical events*

**Category 3--To be disguised as above, unless essential to the usefulness of the case report (Please confirm or explain why and what you have retained while protecting patient from identification.)**

- Race*
- Religion*
- Historical and cultural details*
- Photographs and all other images from the treatment*
- Other (please elaborate)*

## **Author Contract**

The following clause will be included in all author contracts, agreement to which will be required from all authors:

Any clinical material described in this article has been properly anonymized, in accordance with the Journal's Patient Anonymity Guidelines. By signing this agreement, I warrant that the confidentiality statements that I have provided are fully accurate and that I have read and followed the Journal's requirements for ensuring confidentiality.

## **Endnote to be Added to Final Version by Publisher**

The Publisher will add the following endnote to all articles reporting clinical material:

“Potentially personally identifying information presented in this article that relates directly or indirectly to an individual, or individuals, has been changed to disguise and safeguard the confidentiality, privacy and data protection rights of those concerned.”

A link to the guidelines on the homepage will be included in this note.

**PROCEDURES TO BE FOLLOWED BY ALL JOURNALS  
(NOT FOR PUBLICATION ON WEBSITE OR TO AUTHORS)**

**Review process**

Reviewers will consider anonymization in reviewing papers and identify specific issues if there are any concerns. They will be oriented to this task on appointment.

The reviewer form will include a field or checkbox for reviewers to confirm adequate anonymization or otherwise. If anonymization is inadequate, the reviewer will describe what needs to be done to assure strong anonymization, in consultation with the managing editor if necessary.

Upon acceptance, the managing editor (or equivalent) will perform a similar, but more authoritative review. That is, anonymization would be a condition of acceptance and publication. If a paper were accepted according to all criteria but anonymization, the editor would work with the author to ensure that adequate anonymization has been put in place. In short: the managing editor would be expected to confirm that the conditions for anonymization have been met.

The online editorial review process will be designed to give reviewers and editors easy access to the original submission information about anonymization and to respond as appropriate.

**Recording and Retention**

All of these processes are to be recorded and retained in the publisher/journal online submission-review-production system, and accessible at any time to journals and publishers. Access should continue for journals in the event of termination of publishing contracts. Journals not using the publisher's online system should retain all materials, including this, and make them available to the publisher upon request.

Journals will be prepared to provide a summary of what action has been taken regarding anonymization in case of formal enquiries at a later date, without disclosing any identifying or otherwise confidential details.