

Guidelines for Authors

Papers are accepted for consideration on the understanding that they have been offered to the Journal of Physiotherapy & Sports Medicine alone, and must be accompanied by a signed declaration to this effect. Manuscripts published in the Journal are copyrighted by JOPSM and may not be published elsewhere without permission. Permission to reprint Journal articles must be secured in writing from the Editor In-chief.

In preparing the manuscript as a MS Word or rtf file, there is no need to format the article to a specific layout or template, but please include italic or bold type where necessary. Manuscripts must be written in English. Submitted papers should be relevant to an international audience and authors should consult a recent issue of the journal for style if possible. Avoid the use of abbreviations unless they are likely to be widely recognised. In particular you should avoid abbreviating key concepts in your paper where readers might not already be familiar with the abbreviation. Any abbreviations which the authors intend to use should be written out in full and followed by the letters in brackets the first time they appear, thereafter only the letters without brackets should be used.

Standard methods of presenting statistical material should be used. Where methods used are not widely recognised explanation and full reference to widely accessible sources must be given.

JOPSM endorses the Uniform Requirements for Manuscripts Submitted to Biomedical Journals put forth by the http://www.icmje.org/urm_main.html and follows the American Medical Association [AMA] Manual of Style, 10th ed, published by Williams & Wilkins (Baltimore, Md).

All manuscripts with a font size of 12 or 10 pt double-spaced with wide margins (2.5 cm at least) and number pages consecutively beginning with the Title Page stating:

The title of the article;

The name of one corresponding author, and complete contact details (including postal and email addresses, telephone and fax numbers);

The names, affiliations and email addresses of all authors of the manuscript.

A declaration that the manuscript is being offered to the JOPSM alone, and does not duplicate work that has been or will be published elsewhere. Please declare if the manuscript has been previously published

as a conference paper or abstract or seminar, if the paper is an adaptation of a presentation. State the name, date and venue of the conference or seminar..

A statement acknowledging that the authors agree to execute a copyright transfer to JOPSM, should their manuscript be accepted for publication.

Please check your typescript carefully before you send it off, both for correct content and typographic errors. It is not possible to change the content of accepted typescripts during production. To facilitate anonymity, the author's names and any reference to their addresses should only appear on the title page.

Papers should be set out as follows, with each section beginning on a separate page:

- Title page
- Abstract
- Body of article
- Acknowledgements
- References
- Tables
- Figures
- Appendixes

Title:

To facilitate the blinded peer-review process, two title pages are required. The first should carry just the title of the paper and no information that might identify the author or institution. The second should contain the following information: title of

paper; full name(s) and address(es) of author(s) clearly indicating who is the corresponding author; institutional affiliation; name, address, telephone, fax and e-mail of the corresponding author; source(s) of support in the form of funding and/or equipment. Titles should not be vague and should reflect measured variables. For instance, instead of using "physiotherapy" to refer to intervention, state specific interventions (eg, "strengthening exercises"). For randomized trials, add the subtitle "A Randomized, Controlled Trial" to the full title of your manuscript. Titles (including subtitles) should be no longer than 150 characters (including punctuation and spaces). All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted. **Keywords:** Include four to eight keywords in alphabetical order, which accurately identify the paper's subject, purpose, method and focus.

Abstract: Word limit: 100 - 300 words summarising the content of the article. References should therefore be avoided, but if essential, they must be cited in full,

without reference to the reference list.

Body of Manuscript: Please provide the manuscript word count on the abstract page of your manuscript.

Research reports, systematic literature reviews, and technical notes require the body of the manuscript to be divided into 5 sections: Introduction, Methods, Results, Discussion, and Conclusion.

Case reports require the body of the manuscript to be divided into 4 sections: Background, Case Description, Outcomes, and Discussion.

Resident's case problems require the body of the manuscript to be divided into 3 sections: Background, Diagnosis, and Discussion.

Clinical commentaries and narrative literature reviews do not have specific mandatory subdivisions or sections.

Acknowledgements: All contributors who do not meet the criteria for authorship as defined above should be listed in an acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair that provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

References: 75 or fewer. References should be listed in the order of appearance

in the manuscript, by numerical superscripts that appear consecutively in the text. All references in the references section must be cited in the text. References must be cited in the text by using the reference number in superscript at the end of the sentence or the referenced portion of the sentence. The reference goes after the author's name when the author's name is listed (eg, Davies¹). If there are only 2 authors in the reference, then the text should include both authors (eg, Davies and Ellenbecker¹). If the reference has more than 2 authors, the text should include "et al" after the first author's name (eg, Davies et al¹). In the reference section, when a reference has 6 or more authors, list the first 3 authors, followed by "et al". Abbreviations for the journals in references must conform to those of the National Library of Medicine in Index Medicus (<http://www.ncbi.nlm.nih.gov/journals>). References that have CrossRef Digital Object Identifiers (doi) should include them at the end of the citation. References must be verified by the author(s) against the original documents. Reference style and punctuation should conform to the examples that follow:

Journals

Titles of journals should be abbreviated as they appear in the MEDLINE Journals

Database.

Petty NJ, Bach TM, Cheek L. Accuracy of feedback during training of passive accessory intervertebral movements. *J Manual Manipulative Ther* 2001; 9:99-108.

Book

Boscheinen-Morrin J, Conolly WB. *The Hand: Fundamentals of Therapy*. 3rd ed. Boston: Butterworth Heinemann; 2001. P.26.

Internet

Australian Institute of Health and Welfare. Chronic diseases and associated risk factors [document on the Internet]. Canberra: The Institute; 2004 [updated 2005 June 23; cited 2005 Jun 30]. Available from:

<http://www.aihw.gov.au/cdarf/index.cfm>

E-Journal

Evans C, Dunstan H R, Rothkirch T, Roberts T K, Reichelt K L, Cosford R, et al. Altered amino acid excretion in children with autism. *Nutr. Neurosci* [Internet]. 2008 [cited 2009 Aug 12]; 11(3): 259-64. Available from <http://www.ingentaconnect.com/content/maney/nns>.

Book Chapter

Jones MA, Rivett DA. Introduction to clinical reasoning. In: Jones MA, Rivett DA, eds. *Clinical Reasoning for Manual Therapists*. Edinburgh, UK: Butterworth

Heinemann;

2004:3-24.

Tables: Tables should be formatted in Word, numbered consecutively, and placed together. There should be no more than 6 tables and figures (total). Additional tables and figures can be posted online only.

Appendixes: Appendixes should be numbered consecutively and placed at the very end of the manuscript. Use appendixes to provide essential material not suitable for figures, tables, or text.

Available online at www.pgip.co.uk/jopsm
POSTGRADUATE INSTITUTE OF PHYSIOTHERAPY

**The Journal of Postgraduate
Institute of Physiotherapy**

**Visit the journal website at
<http://www.pgip.co.uk/jopsm>**