

Journal of Hand Therapy

Instructions for Authors

Authors are invited to submit Scientific/Clinical manuscripts, in English, relating to any aspect of rehabilitation of the hand.

Inquiries for the Editor-in-Chief (EIC) should be made to Paul C. LaStayo, PT, PhD, CHT at paul.lastayo@health.utah.edu

Inquiries for the Author Advisory Panel (AAP) should be made to Joy MacDermid, BScPT, PhD at macderj@mcmaster.ca

All new manuscripts must be submitted through the *Journal of Hand Therapy* online submission and review Web site (<http://ees.elsevier.com/jht/>). Note: Submissions of Practice Forum manuscripts should be sent directly to the Practice Forum editor (see below). Authors of Scientific/Clinical manuscripts are requested to submit the text, tables, and artwork in electronic form (text should be formatted in MS Word, not as a PDF) to this address. In an accompanying letter to the Editor-in Chief (EIC), authors should state that any manuscript, or parts of it, have not been and will not be submitted elsewhere for publication.

Authors will be asked to upload a cover letter as a Word document. In the cover letter the author should include a list of three or more potential reviewers for their manuscript, with complete contact information, as well as a statement concerning any potential conflicts of interest and/or a financial disclosure of any support received.

Submission items include a cover letter (save as a separate Word file for upload), a title page (because we employ a double-blinded review process you will be asked to save the title page as a separate file for upload), the manuscript, without the title page, formatted with a font size no smaller than 11 point and with 1-inch margins and indented paragraphs. The manuscript should include the abstract (if required by article type), main text, references, and figure legends. Revised manuscripts should also be accompanied by a unique file (separate from the cover letter) with responses to the reviewers' comments. The preferred order of files is as follows: cover letter, response to reviews (revised manuscripts only), title page, manuscript file (including text without author identifiers, references, figure legends), table(s), figure(s). Files should be labelled with appropriate and descriptive file names (e.g., SmithText.doc, Fig1.eps, Table3.doc). Upload title page, main text, tables, and graphics (figures) as separate files. (You can compress multiple figure files into a Zip file and upload that in one easy step; the system will automatically unpack the files and prompt you to name each figure. For a trial version of this compression software, see www.winzip.com.) Do not import figures or tables into the text document and **do not upload your text as a PDF**. Complete instructions for electronic artwork submissions can be found on the Author Gateway, accessible through the journal home page. If you submit figures, please take time to view the findings of the artwork quality check tool (which looks at the figure's resolution and also the file type). If your artwork is not up to production standards and we are interested in the paper, you will be asked to improve the quality of the figures.

Authors who are unable to provide an electronic version or have other circumstances that prevent online submission must contact the Editorial Office prior to submission to discuss alternate options. The Publisher and Editors regret that they are not able to consider submissions that do not follow these procedures.

TITLE PAGE

Because we employ a double-blind review process, please save your title page as a separate file (it will not be built into any documents seen by reviewers). The title page should contain the title of the article, the authors' names, their academic degrees, and their present affiliations. The name of the corresponding author should be given with a reliable mailing address, telephone number, and fax number. Authors should indicate whether the paper was adapted from a presentation at a meeting and should acknowledge grant support related to the paper.

MANUSCRIPT

The manuscript should include the abstract (Scientific/Clinical manuscripts only), main text, references, and figure legends. Important note: Because we employ a double-blind review process the manuscript should not carry any author, facility, or institution identifiers.

For articles that require an abstract, please be sure that it does not exceed 150 words (in MS Word, select the text and check "Tools/Word Count..."). The abstract of a study should state the purpose of the study, methods used, results, and conclusions. The abstract of an article other than a study should indicate the principal topic discussed.

TABLES

Save each table, double spaced, as a separate file for upload. It must include a table number and a title. Each table should first be cited in numerical order in the text.

PHOTOGRAPHS/ILLUSTRATIONS

Save illustrations as separate files, logically named (e.g., Fig1.tif, Fig2.eps). When submitting the illustrations, please use either an EPS or TIF format. Graphics software such as Photoshop and Illustrator, not presentation software such as PowerPoint, CorelDraw, or Harvard Graphics, must be used to create art. Color images need to be saved as CMYK, at least 300 dots per inch (dpi). Grayscale images should be at least 300 dpi. Line art (black and white or color) should be at least 1,000 dpi, and combinations of grayscale and line art should be at least 600 dpi. Please note that once you create digital art at low resolution, you cannot adjust it. You must create your art at the proper resolution (dpi) to begin with. For step-by-step instruction and screenshots on how to create your art correctly the first time, please click on the "Artwork Guidelines" link in the Author Information box on our submission site homepage or go to Elsevier's Author Gateway (<http://authors.elsevier.com>) and click on "Artwork instructions" and then select "Application Guidelines."

REFERENCES

Each reference in the text must be indicated by number, and the references as first cited in text must be in numerical order. The *Index Medicus* style for journal abbreviations should be used, and references should be styled as follows:

Book:

1. Jupiter JB. Flynn's Hand Surgery. 4th ed. Baltimore, Md: Williams & Wilkins, 1990.

Article in a journal:

2. Littler JW. On making a thumb: one hundred years of surgical efforts. *J Hand Surg* 1976;1:35–51.

Chapter in book:

3. Rystrom CM, Eversmann WW Jr. Cumulative trauma intervention in industry. In: Kasdan ML (ed). *Occupational Hand and Upper Extremity Injuries and Diseases*. Philadelphia, Pa: Hanley & Belfus, 1991:489–505.

PERMISSIONS

Borrowed material must be accompanied by written permissions from the publisher and from the corresponding author of the book or journal article in which the material originally appeared. Signed releases must accompany photographs of identifiable living persons. Please indicate that you have secured these rights in your cover letter.

CONFLICT-OF-INTEREST POLICY

A conflict-of-interest statement will be required for each manuscript accepted for publication. This statement will have no bearing on the editorial decision to publish a manuscript. That decision will be based solely on the value of the article to the readers of the Journal.

AUTHOR INQUIRIES

Visit Elsevier's Author Gateway (<http://authors.elsevier.com>) for the facility to track accepted articles and set up e-mail alerts to inform you of when an article's status has changed. The Author Gateway also provides detailed artwork guidelines, copyright information, frequently asked questions, and more.

PRACTICE FORUM

This section presents new or timely ideas of clinical relevance. Practice Forum topics may be, but need not be, original. However, topics that are not original should represent a unique application of an existing idea and should be referenced and limited to 500 words (please check this in Word by selecting your text and going to "Tools/Word Count..."). Line drawings or figure images are recommended. Submit any Practice Forum inquiries and/or manuscripts directly to the Practice Forum editor:

Peggy Fillion, OTR, CHT
e-mail: plfillion@cs.com

BOOK REVIEWS

Book reviews may be sent to the Book Review editor:

Robert Ross, MPT, CHT
Robert.g.ross@snet.net