

# The Journal of Manual & Manipulative Therapy

## INFORMATION FOR AUTHORS

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Please submit manuscripts and other editorial communications to: Peter A. Huijbregts, Editor, *The Journal of Manual & Manipulative Therapy*, 2438 Lincoln Road, Victoria, BC V8R 6A4, Canada. Telephone: (250) 598-7132; Fax: (250) 385-JMMT (5668); email: [jmmt@telus.net](mailto:jmmt@telus.net).

### Types of Articles

*The Journal of Manual & Manipulative Therapy* (JMMT) publishes the following types of articles:

**Original articles** present new information that makes a substantial contribution to the body of knowledge on the subject.

**Review articles** describe and evaluate previously published material in order to suggest new approaches or ideas. They should not be a simple repetition of readily available information.

**Case reports** integrate basic science knowledge with patient assessment and treatment.

**Letters.** JMMT welcomes correspondence pertaining to issues of interest to readers. All letters are subject to review. Letters concerning a previously published article are forwarded to the author for a letter of reply; after favorable editorial review, both letters will be published.

**Media reviews.** Books, monographs, films, and other material submitted for review should be sent to the editorial offices.

**Thesis reviews.** JMMT invites reviews of Master's and doctoral theses relevant to the field of orthopaedic manual physical therapy and other forms of manual medicine. Thesis reviews may be written by the researcher or another author and should discuss the relevance of the thesis to clinical practice.

**Information exchange.** JMMT also welcomes other types of communications that aid in the exchange of ideas and information such as announcements of upcoming meetings and international, national, and local news of interest to readers.

### Peer Review

Two or more authorities review manuscripts submitted to JMMT for significance, originality, and validity. Reviewers' comments are sent to the author, and the author will generally be advised within 12 weeks as to whether the article has been accepted, rejected, or will require revisions.

### Procedural Requirements

#### Electronic submission of manuscripts is the preferred method:

- Email manuscripts to the Editor at [jmmt@telus.net](mailto:jmmt@telus.net).
- The article file should include all textual material (text, references, tables, figure captions, etc.) in Microsoft Word, text, or rich text format.
- The file should follow the general instructions on style/arrangement and, in particular, the reference citations must follow the style described below.
- The file should be double-spaced, left justification only. Please use the wrap-around end-of-line feature, i.e., returns at the end of paragraphs only.
- If included, illustrations should be sent in separate attachments.
- Please limit individual file sizes to less than 15 MB.

#### If submitting the manuscript as a **hard copy**:

- Please submit three (3) complete copies of the manuscript.
- The entire manuscript, including title page, abstract and key words, text, acknowledgments, tables, and figure legends, should be typewritten, double-spaced on 8-1/2 x 11-inch white bond paper with margins of at least one inch.
- Number all pages beginning with the title page.
- If submitting hard copy, also submit a CD, or DVD containing the manuscript and other attachments.

### Copyright

Manuscripts should be submitted exclusively to JMMT. Manuscripts are reviewed and edited with the understanding that the authors are transferring

all copyright ownership to JMMT. Upon acceptance of the manuscripts, the Editor will send a copyright transfer agreement form to the author.

### Title Page

The title page must include the author's and co-authors' names and academic credentials, addresses, and current institutional affiliations. Also include acknowledgment of any grant or other financial support if appropriate. One of the authors must be designated as the corresponding author for the manuscript. The name, address, phone, fax, and email of this author must appear at the bottom of the title page.

### Abstract, Key Words, and Title

- Include an abstract of not more than 250 words that summarizes the article's contents. Abstracts should state the purposes of the study, procedures used, findings and their significance, and conclusions.
- Below the abstract provide 3–10 key words or short phrases that will assist indexers in cross-referencing your article. Use terms from the Medical Subject Headings list from *Index Medicus* whenever possible.
- Include a title that gives an accurate promise of the paper's content.

### References

In the manuscript, the references in the body text should be formatted in superscript. Example: <sup>1-3</sup>. Not (1-3). On the references page, list references in the sequential order they are cited in the text. Please follow the reference style shown in the following examples:

#### Journal

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*. 3<sup>rd</sup> ed. Boston, MA: Butterworth Heinemann, 2001.

#### Edited Book

Grieve GP. Referred pain and other clinical features. In: Boyling JD, Palastanga N, eds. *Grieve's Modern Manual Therapy*. 2<sup>nd</sup> ed. New York, NY: Churchill Livingstone, 1994; 152–164.

### Tables

Each table should be typewritten, double-spaced on a separate page numbered in order of appearance, and given a brief descriptive title. Explanatory information should be placed in footnotes. If the data shown are from another source, acknowledgment must be given and permission obtained. Tables via electronic submission should be in a separate file from the body of the paper.

### Figures

IMPORTANT: Figures should be in the form of .jpg or .tiff formatted files, resolution size of 300 (resolution size of 72 will print very grainy) and separate from your manuscript document. Black-and-white photographs or line drawings are also acceptable. Please submit one sharp, unmounted, glossy original and three photocopies. The figure number and author's name should be on the photocopies. Separate typewritten legends should accompany the manuscript, whether submitted electronically or in hard copy. If the figures are from another source, acknowledgment must be given and permission obtained.

### Formatting

JMMT subscribes to standard American punctuation and spelling. Please use only one space between sentences and none between the items in a reference.

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