

THE JOURNAL OF MANUAL AND MANIPULATIVE THERAPY

INFORMATION FOR AUTHORS

Please submit manuscripts and other editorial communications to:

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Types of Articles

The Journal of Manual & Manipulative Therapy publishes the following types of articles:

Original articles present new information that make 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 and should not be a simple repetition of readily available information.

Case reports integrate basic science knowledge with patient assessment and treatment. Case reports should follow the QUIRCS guidelines, outlined at <http://jmmtonline.com/authors/>

Clinical Perspectives are invited, clinically relevant topics that use evidence based criteria to describe examination or treatment making processes.

Letters. *JMMT* welcomes correspondence pertaining to issues of interest to readers. 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 above.

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 or rejected, or will require revisions.

Procedural Requirements

Electronic submission of manuscripts is the preferred method:

- Email manuscripts to the Editor at jmmtcook@gmail.com
- 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.
- Study financial report must be reported in the manuscript.
- Subject(s) informed consent must be reported in the manuscript.
- Each submission must provide a published statement indicating local ethics and institutional review board oversight for human and animal rights.

- *JMMT* abides by the Uniform Requirements for Manuscripts Submitted to Biomedical Journals and supports trial registration (<http://www.icmje.org/>).
- 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.

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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.

JMMT suggests the use of publication guidelines as checklists for all submitted work. Please access <http://www.researchonresearch.org/?q=node/14> (select the manuscript and grant writing tab) for suggestions in the use of CONSORT, QUORUM, STARD etc., including the systematic process associated with a standard manuscript.

Conflict of Interest Statement

JMMT follows the ICMJE guidelines for conflict of interest. Public trust in the peer review process and the credibility of published articles depend in part on how well conflict of interest is handled during writing, peer review, and editorial decision making. Conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence (bias) his or her actions (such relationships are also known as dual commitments, competing interests, or competing loyalties). These relationships vary from those with negligible potential to those with great potential to influence judgment, and not all relationships represent true conflict of interest. The potential for conflict of interest can exist whether or not an individual believes that the relationship affects his or her scientific judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion. An indication of potential conflict of interest is required for submissions and if the paper is approved for publication.

Published Statement of Informed Consent

JMMT abides by the ICMJE guidelines and for informed consent. All manuscripts must have a statement indicating the study efforts (when methodology dictates appropriateness) were governed by the institutional human and animals ethics committee. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. Authors should identify Individuals who provide writing assistance and disclose the funding source for this assistance.

Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedi-

grees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note.

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.
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References

In the manuscript, the references in the body text should be formatted in superscript. Example:¹⁻³. 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*. 3rd ed. Boston: Butterworth Heinemann, 2001.

Edited Book

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

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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

Required: Figures should be in the form of .jpg or .tiff formatted files, resolution size of 500dpi+ for figures, 900dpi+ for line art, and 300dpi for halftones (resolution size of 72 will print very grainy and is not accepted). Figures should be sent separate from your manuscript document. Black-and-white photographs or line drawings are also acceptable if scanned and saved in high resolution. 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. Use only one space between sentences and one between the items in a reference.

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