

Journal of Society of Indian Physiotherapists

Submission Guidelines

Scope

The Journal of Society of Indian Physiotherapists (JSIP) welcomes studies in health services research, health economics, physiotherapy education and any other field that directly addresses patient outcomes or the practice and delivery of physiotherapy and other related treatment methods. The research designs include qualitative research, quantitative research, mixed methods, review studies, case studies and case series, surveys, discussion papers and letters to the editor. Our aim is to provide a home for all properly conducted physiotherapy research to be fully reported, after a rigorous and transparent peer review process.

Copyright

Copyright on all published articles will be held by the Society of Indian Physiotherapists. Upon acceptance of an article, the author(s) are assumed to have transferred the copyright of the article to the Society of Indian Physiotherapists.

Ethical/Legal Considerations

A submitted manuscript must be an original contribution not previously published (except as an abstract or preliminary report), must not be under consideration for publication elsewhere, and, if accepted, must not be published elsewhere in similar form, in any language, without the consent of the Editor, JSIP. Each person listed as an author is expected to have participated in the study to a significant extent. Although the editors and reviewers make every effort to ensure the validity of published manuscripts, the final responsibility rests with the authors, not with the Journal, its editors, or the publisher.

Patient anonymity and informed consent

It is the author's responsibility to ensure that a patient's anonymity be carefully protected and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated. Authors should mask patients' eyes and remove patients' names from figures unless they obtain written consent from the patients and submit written consent with the manuscript.

Conflicts of interest

Authors must state all possible conflicts of interest in the manuscript, including financial, consultant, institutional and other relationships that might lead to bias or a conflict of interest. If there is no conflict of interest, this should also be explicitly stated as none declared. All

sources of funding should be acknowledged in the manuscript. All relevant conflicts of interest and sources of funding should be included on the title page of the manuscript.

The Editorial Process

The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere. The Editors review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific flaws, or absence of importance of message are rejected. Other manuscripts are sent to two or more expert reviewers without revealing the identity of the contributors to the reviewers. Within a period of eight to ten weeks, the contributors will be informed about the reviewers' comments and acceptance/rejection of manuscript. Articles accepted would be copy edited for grammar, punctuation, print style, and format. **All manuscripts must be submitted to the Editor: editor@sip-physio.org in MS word format (PDF copies are not acceptable)**

Manuscript Submission

Types of Manuscripts and word Limits

- **Original articles:** Randomised controlled trials, intervention studied, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate. Up to 3500 words excluding references and abstract.
- **Review articles:** Systemic critical assessments of literature and data sources. Up to 3500 words excluding references and abstract.
- **Case reports:** new/interesting/very rare cases can be reported. Cases with clinical significance or implications will be given priority, whereas, mere reporting of a rare case may not be considered. Up to 1500 words excluding references and abstract and up to 10 references.
- **Short reports:** new/interesting/very rare cases with clinical significance. Up to 1000 words excluding references and abstract and up to 5 references.
- **Letter to the Editor:** Should be short, decisive observation. They should not be preliminary observations that need a later paper for validation. Up to 400 words and 4 references.

Announcements of conferences, meetings, courses, awards, and other items likely to be of interest to the readers should be submitted with the name and address of the person from whom additional information can be obtained. Up to 100 words.

Limits for number of images and tables: for all the above-mentioned categories the number of images and tables should not be more than one per 500 words.

Preparation of Manuscript

The manuscript must be type written in clear, grammatically correct English with no typographical errors. The Authors should use Times New Roman having front size 10 throughout the manuscript. The author has to give 1.5 line spacing with before and after 0

point throughout the manuscript. No editing or material changes at the proof stage will be permitted. While the short communication will have only title author's name and address, followed by text and references, the full length paper should have the following headings lines and 2.50 cm margins on all sides, including figure legends, table footnotes and references. The manuscript should be prepared and numbered consecutively as follows: Title Page, Authors, Abstract, Keywords, Introduction, Materials and Methods, Results and Discussion, Tables, Figure Line drawings, Conclusion and References. Manuscript must be written in English language. Authors for whom English is not their first language may wish to consider using a professional editing service before submission, e.g JSIP Editing Services. Editing services does not guarantee acceptance of article for publication. It is recommended to authors to helping preparation of article on chargeable basis to maximise the reach of their article.

Title: The Title should give brief idea of manuscript. The word should not be more than 40 words. First letter of each word in title should be in capital like A, B, C. The connected word like and, the, or, if, is, are, would, will not contain first word in capital.

Example: 1. Current scenario of clinical research exposure and practise in developing. 2. Comparative evaluation of co-loading versus preloading for prevention of post- spinal. 3. Evaluation of patient satisfaction after total hip arthroplasty.

Authors: All authors should be written as First name, Middle name and Last name. The correspondence author need to give college name with designation and address, postal address for hard copy of journal and certificate, email Id, phone number etc.

Abstract: The abstract should not exceed 250 words. The abstract should give overall work done throughout the manuscript. The abstract should be structured under the following heading: Background, Aim, Materials and Methods, Statistical analysis, Results and Conclusion.

Keywords: The keyword should not be more than 10. For example, Voluntary blood donors, Deferrals, Screening, Temporary, Permanent etc.

Introduction: Should be brief and limited to the statement of the problem and aim of the experimental design, the techniques employed main conclusion from the study and not presented in tables and figures from only to be given.

Materials and Methods: should include relevant details on he nature of material, experimental design, the techniques employed, and statistical method used. For well known methods, citation of reference will suffice. The free sample should be acknowledged in this section.

Results: Present the results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasise or summarise only important observations.

Discussions: Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction

or the Results section. Include in the Discussion section the implications of the findings and their limitations, including implications for future research. Relate the observations to other relevant studies.

Tables: Must be prepared using 'Table' function in word file. Should be self-explanatory and should not be duplicate textual material. Table with more than 10 columns and 25 rows are not acceptable. Place explanatory matter below table which includes all non standard abbreviations that are used in each table. Tables should be typed with the first letter (T) only capital, Table number in Arabic numerals, followed by a period. All measurement should be in metric units.

Figures and line drawings: Upload the images in JPEG format. Send sharp, glossy, unmounted, coloured image

Figures should be numbered consecutively according to the order in which they have been first cited in the text.

Labels, numbers, and symbols should be clear and uniform size. The lettering for figures should be large enough to be legible after column. Symbols, arrows, or letters used in photomicrographs should contrast with the background and should marked neatly with transfer type.

Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves.

All graphs, scatter-grams or histograms etc., must be prepared using available software like MS excel etc. the photographs and figures must be trimmed to remove all the unwanted areas. If the figure has been published elsewhere, acknowledge the original source and submit written permission from the copyright holder to reproduce should appear in the legend for such figures. Legends for illustration: Type or print out legends (maximum 40 words, excluding the credit line) for illustration using double spacing, to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one scale (magnification) and identify the method of staining in photomicrographs. Unnecessary figures and parts of figures should be avoided. Figures/charts and tables created in MS word should be included in the main text rather than at the end of the document. The illustrations should not repeat the data presented in table and vice versa. Text figures should be used in preference to plates. Text figures should be numbered in Arabic numerals in order to their reference. Captions and legends to illustration should be typed on separate sheet of paper.

Formula and equations' structural and chemical formula, process flow diagrams and complicated mathematical expressions should be very clearly presented. All subscripts and unusual characters must be identified. Structural and formulae as well as process flow diagrams should be prepared at a same way as graphs.

Art work guidelines: Illustrations, pictures and graphs should be supplied with the highest quality and in an electronic format that helps us to publish your article in the best way possible.

Resolution: Only high contrast/ quality of figures that are essential shall be accepted, Rasterized based files (i.e. with .tiff or .jpeg extension) require a resolution of at least 300 dpi (dots per inch). Line art should be supplied with a minimum resolution of 800 dpi.

Colour: please note that images supplied in colour will be published on colour online and black and white in print (unless otherwise arranged). Therefore, it is important that you supply images that are comprehensible in black and white as well. The caption should reflect this by not using words indicating colour

Conclusion: the conclusion should not be more than hundred words which summarised the whole work briefly.

Acknowledgements: As an appendix to the text, one or more statements should specify 1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; 2) acknowledgments of technical help; and 3) acknowledgments of financial and material support, which should specify the nature of the support. This should be the last page of the manuscript.

References

The authors are responsible for the accuracy of the references. References should be cited by number in order of citation in the text. Key the references (double-spaced) at the end of the manuscript, in numbered order. Cite unpublished data, such as papers submitted but not yet accepted for publication or personal communications, in parentheses in the text (H. E. Marman, M.D., unpublished data, February, 1997). If there are more than three authors, name only the first three authors and then use et al. Refer to the *List of Journals Indexed in Index Medicus* for abbreviations of journal names, or access the list at <http://www.nlm.nih.gov/tsd/serials/lji.html>. Sample references are given below:

Journal article

1. Prabhat J, Jaynath M, Jaggi KJ. Evaluation of patients for pain modalities: medical and behavioral assessment. *Clin J Pain* 2001;17:206-214.

Book chapter

2. Todi VR. Visual information analysis: frame of reference for visual perception. In: Kramer P, Hinojosa J, eds. *Frames of reference for pediatric occupational therapy*. Philadelphia: Lippincott Williams & Wilkins, 1999:205-256.

Entire book

3. Kapoor RM, Martin LJ. *Atlas of craniomaxillofacial fixation*. Philadelphia: Lippincott Williams & Wilkins, 1999.

Software

4. *Epi Info* [computer program]. Version 6. Atlanta: School of Prevention of Diseases, 1994.

Online journals

5. Fast ST.: a review of the role of prostaglandins. *Obstet Gynecol* [serial online]. January 1988;71:22-37. Available from: BRS Information Technologies, McLean, VA. Accessed

December 15, 1990.

Database

6. CANCERNET-PDQ [database online]. Bethesda, MD: National Cancer Institute; 1996. Updated March 29, 1996.

World Wide Web

7. Govinda LO. Drug use and HIV/AIDS [*JAMA HIV/AIDS Web site*]. June 1, 1996. Available at: <http://www.ama-assn.org/special/hiv/ethics>. Accessed June 26, 1997.

Figures:

A) Creating Digital Artwork

1. Learn about the publication requirements for Digital Artwork:
<http://links.lww.com/ES/A42>
2. Create, Scan and Save your artwork and compare your final figure to the Digital Artwork Guideline Checklist (below).
3. Upload each figure to Editorial Manager in conjunction with your manuscript text and tables.

B) Digital Artwork Guideline Checklist

Here are the basics to have in place before submitting your digital artwork:

- Artwork should be saved as TIFF, EPS, or MS Office (DOC, PPT, XLS) files. High resolution PDF files are also acceptable.
- Crop out any white or black space surrounding the image.
- Diagrams, drawings, graphs, and other line art must be vector or saved at a resolution of at least 1200 dpi. If created in an MS Office program, send the native (DOC, PPT, XLS) file.
- Photographs, radiographs and other halftone images must be saved at a resolution of at least 300 dpi.
- Photographs and radiographs with text must be saved as postscript or at a resolution of at least 600 dpi.
- Each figure must be saved and submitted as a separate file. Figures should not be embedded in the manuscript text file.

Remember:

- Cite figures consecutively in your manuscript.
- Number figures in the figure legend in the order in which they are discussed.

Figure legends: Legends must be submitted for all figures. They should be brief and specific, and they should appear on a separate manuscript page after the references.

Colour figures: The journal accepts for publication colour figures that will enhance an article. Authors who submit colour figures will receive an estimate of the cost for colour

reproduction. If they decide not to pay for colour reproduction, they can request that the figures be converted to black and white at no charge.

Tables: Cite tables consecutively in the text, and number them in that order. Key each on a separate sheet, and include the table title, appropriate column heads, and explanatory legends (including definitions of any abbreviations used). Do not embed tables within the body of the manuscript. They should be self-explanatory and should supplement, rather than duplicate, the material in the text. Tables should have only horizontal lines and no vertical lines.

Authorship Criteria

Authorship credit should be based only on substantial contributions: 1) to conception and design or acquisition of data or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. The order of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript. Once submitted the order cannot be changed without written consent of all the contributors.

For a study carried out in a single institute the number of contributors should not exceed six. For a case-report and for a review article the number of contributors should not exceed four. A justification should be included, if the number of contributors exceed these limits.

Electronic files should be submitted in a standard word processing format; **Microsoft Word** is preferred. Although conversions can be made from other word processing formats, the vagaries of the conversion process may introduce errors. Do not submit ASCII text files. Do not use automatic numbering or footnotes for references. The Journal does not assume responsibility for errors in the conversion of customized software, newly released software, and special characters. Authors preparing manuscripts on Macintosh computers should not use the Fast Save option.

Reprints:

Authors will receive a reprint order form and a price list with the page proofs. Reprint requests should be faxed with the corrected proofs, if possible. Reprints are normally shipped 6 to 8 weeks after publication of the issue in which the article appears.

Manuscript Checklist (before submission)

To be tick marked and one copy attached with the manuscript

Authors

- All authors should provide First name, Middle name and Last name

- Author for correspondence provided institution name with designation and address, postal address for hard copy of journal and certificate, email Id, phone number etc
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Times New Roman with front size 10
- 1.5 line spacing with before and after 0 point throughout the manuscript
- Margins 2.5 cm from all four sides
- Title page contains all the desired information
- Abstract contains the full title of the manuscript
- Abstract provided (not more than 250 words)
- Structured abstract provided for an original article
- Key words provided (not more than 10)
- References cited in superscript in the text without brackets
- References according to the journal's instructions

Language and grammar

- Type-written in clear, grammatically correct English with no typographical errors
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

Tables and figures

- Table with more than 10 columns and 25 rows are not acceptable
- No repetition of data in tables/graphs and in text
- Figures necessary and of good quality with prescribed resolution
- Table and figure numbers in normal text
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not, written permission enclosed)
- Credit note for borrowed figures/tables provided