



MANUAL THERAPY

Official Journal of:

- Musculoskeletal Association of Chartered Physiotherapists, UK
- The Manual Therapy Association Belgium
- The Dutch Association for Manual Therapy

AUTHOR INFORMATION PACK

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DESCRIPTION

Manual Therapy, an international journal of musculoskeletal therapy, is a **peer-reviewed international** and multidisciplinary journal, publishing high quality original research, review and debate articles that contribute to improving the clinical understanding of appropriate care processes for **musculoskeletal** conditions. The journal publishes articles that influence the body of evidence on mechanistic and diagnostic processes, patient care and guidelines for musculoskeletal therapies and **musculoskeletal medicine**.

Papers published in *Manual Therapy* are international, multidisciplinary, with an over-arching **clinical** focus.

Manual Therapy will publish papers that show depth, rigour, originality and high standards of presentation which inform the **evidence base** relating to mechanisms of dysfunction and **rehabilitation** methods; best practice; the service user experience and perspectives; clinical reasoning and decision making; and assessment and clinical management of **musculoskeletal disorders**.

Quantitative, qualitative and mixed methods research articles are welcomed as well as systematic and scholarly reviews which meet and develop the journal's high academic and ethical standards. Other regular features include Masterclasses, Case Reports, Professional Issues and Technical and measurement reports.

The journal employs a double blind peer review process and has a current Impact Factor of 2.237 (© Thomson Reuters Journal Citation Reports 2012)

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To find out more, please visit the Preparation section below.

INTRODUCTION

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Submission to this journal proceeds totally online at <http://ees.elsevier.com/ymath>. Use the following guidelines to prepare your article.

You will be guided stepwise through the creation and uploading of the various files. The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail and via the Author's homepage, removing the need for a hard-copy paper trail.

Manuscript Categories and Word Counts

Manuscripts should not exceed the following word counts:

Original Research Articles using quantitative data - 3500 words (Abstract (up to 250 words), Keywords, Acknowledgements and 'in-text' references are included in the word count).

Original Research Articles using qualitative data - 4000 words (Abstract (up to 250 words), Keywords, Acknowledgements and 'in-text' references are included in the word count).

Reviews - 3500 words, but Systematic Reviews may be longer, up to 4000 words (Abstract (up to 250 words), Keywords, Acknowledgements and 'in-text' references are included in the word count).

Technical and Measurement Notes - 2000 words (Abstract (up to 250 words), Keywords, Acknowledgements and 'in-text' references are included in the word count).

Case Reports and Professional Issues - 2000 words (Abstract (up to 250 words), Keywords, Acknowledgements and 'in-text' references are included in the word count).

Masterclass - 3500 words (Abstract (up to 250 words), Keywords, Acknowledgements and 'in-text' references are included in the word count).

Letters to the Editor - 500 words

These word counts include Abstract, Keywords (where required), Acknowledgements and the references contained within the article. The reference list at the end of the article, figures/tables, title and author information and Appendices are **not** included in the word count.

Submitting Case Reports

The purpose of the Case Report is to describe in reasonable detail the application of manual therapy to a clinical use. Cases of particular interest are those of an unusual presentation, rare conditions or unexpected responses to treatment. The following points will assist authors in submitting material for consideration by the Editorial Board:

- The Case Report should be between 1500 - 2000 words in length excluding references and illustrations. Longer studies will be considered by the Editorial Committee if of an exceptional quality.
- An abstract is required and the introductory paragraph should provide the reader with an overview of the study in general.
- The method of presentation to the treating practitioner should be detailed along with the symptoms and their behaviour. A body chart illustrating the symptoms is considered essential.
- The history (present and past) should be reported. Relevant work and leisure activities should also be presented in this section.
- The objective examination findings should be detailed in a concise manner.
- Treatment of the condition should be reported along with results. It is essential to clearly state what was done to achieve the reported results.

- The management of the condition should then be discussed with references to the literature to support what was done. Authors should remember it is a reasoned article rather than a purely factual report.
- The Case Report should conclude with a brief summary.

For further details on the Case Report section please contact: Jeffrey D. Boyling, Jeffrey Boyling Associates, London, UK. Tel: +44 (0) 7814 880 370, E-mail: jeffboyling@yahoo.co.uk

Submitting a Masterclass

In keeping with the ethos and standards inherent in Manual Therapy, Masterclasses must show depth, rigour, originality and high standards of presentation. The purpose of the Masterclass section is to describe in detail clinical aspects of manual therapy. This may relate to specific treatment techniques, a particular management approach or management of a specific clinical entity.

Masterclasses are showcase articles and authors are normally invited to write a Masterclass paper. However if an author feels that they have a topic that would be appropriate for a Masterclass, the author should contact Karen Beeton (contact details below) before submitting the paper to ascertain that the proposed topic will be suitable and meets requirements. Opinion papers should be submitted as Professional issues.

The article should be a maximum of 4000 words in length excluding references.

An abstract should precede the main body of the article and provide an overview of the contents. This should be presented using the following sub headings:

*Introduction (setting the scene and introducing the topic)

*Purpose (what is the purpose/aim of the Masterclass, what is going to be discussed)

*Implications (for practice)

The introduction should review the relevant literature and put the subject matter into context.

The main body of the text will describe the technique or approach in detail.

Clinical indications and contraindications should be outlined where relevant.

Illustrations are considered an essential part of the Masterclass in order to fully inform the reader and a minimum of six photographs or line drawings are required.

The topic should have clear application to clinical or professional practice. This sets a Masterclass apart from a narrative review paper.

Case studies are often very valuable in order to illustrate the theoretical principles discussed within the Masterclass. If the word limit precludes the inclusion of a case study within the body of the Masterclass then a case study can be submitted as a separate paper alongside the Masterclass and will be published on-line only.

In addition, authors may wish to include supplementary material which will be available online only. This may include, for example, podcasts, videoclips, animation sequences, high-resolution colour images, author reflections on the Masterclass, and background datasets.- please visit the Guide for Authors for further details at www.elsevier.com/math

The Masterclass should be submitted electronically via Elsevier website <http://ees.elsevier.com/ymath/> All Masterclasses are assessed by two reviewers.

For further information please contact: Karen Beeton, Department of Allied Health Professions and Midwifery, School of Health and Social Work, University of Hertfordshire, College Lane, Hatfield, Herts AL10 9AB, UK. Tel 01707 284114, Fax 01707 284977, email K.S.Beeton@herts.ac.uk

Submitting a Professional Issue

The purpose of a Professional Issue is to raise an issue of professional importance that affects the national or international community. The issue may concern audits, continuing professional development, data collection methods, education, innovation in practice, professional practice, research goals, service delivery or treatment protocols around the globe. It should provide a solid foundation for the development of better patient outcomes whilst improving the quality of professional practice. The following points will assist authors in submitting material for consideration by the Editorial Board:

- *The Professional Issue should be no more than 2000 words in length excluding references and illustrations. Longer studies will be considered by the Editorial Board if of an exceptional quality.
- *An abstract is required.
- *The introductory paragraph should provide the reader with an overview of the issue in general.
- *The main body of the text will set out the issue in a reasoned manner.
- *The Professional Issue should conclude with a brief summary and the implication to the professional practice of manual therapy.

For further details on the Professional Issue section please contact: Jeffrey D. Boyling, Jeffrey Boyling Associates, LONDON, UK. Tel: +44 (0) 7814 880 370. E-mail: jeffboyling@yahoo.co.uk

BEFORE YOU BEGIN

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Contributors

All those individuals who provided help during the research (e.g., providing language help, writing assistance or proofreading the article, etc.) that do not meet criteria for authorship should be acknowledged in the paper.

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Randomised (and quasi-randomised) controlled trial - CONSORT - Consolidated Standards of Reporting Trials, <http://www.equator-network.org/reporting-guidelines/consort/>

Study of Diagnostic accuracy/assessment scale - STARD - Standards for the Reporting of Diagnostic Accuracy Studies, <http://www.equator-network.org/reporting-guidelines/stard/>

Systematic Review of Controlled Trials - PRISMA - Preferred Reporting Items for Systematic Reviews and Meta-Analyses, <http://www.equator-network.org/reporting-guidelines/prisma/>

Case Reports - CARE - Consensus-based Clinical Care Reporting, <http://www.equator-network.org/reporting-guidelines/care/>

Observational studies in epidemiology - STROBE - Strengthening the Reporting of Observational Studies in Epidemiology, <http://www.equator-network.org/reporting-guidelines/strobe/>

Statistical reporting - SAMPL - Statistical Analyses and Methods in the Published Literature, <http://www.equator-network.org/reporting-guidelines/sampl/>

Qualitative researchers might wish to consult the guideline listed below:

Qualitative studies - COREQ - Consolidated criteria for reporting qualitative research, <http://www.equator-network.org/reporting-guidelines/coreq/>

Registration of clinical trials

Manual Therapy has adopted the proposal from the International Committee of Medical Journal Editors (ICMJE) (see Editorial: Clinical trial registration in physiotherapy journals: Recommendations from the International Society of Physiotherapy Journal Editors), which require, as a condition of consideration for publication of clinical trials, registration in a public trials registry. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. For this purpose, a clinical trial is defined as any research project that prospectively assigns human subjects to intervention or comparison groups to study the cause and effect relationship between a medical intervention and a health outcome. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g. phase I trials) would be exempt. Further information can be found at <http://www.icmje.org>.

Clinical Trials that commence after 1st June 2013 must be registered to be considered for publication in Manual Therapy. Authors will be asked to state the trial registration number during the submission system as well as at the end of the manuscript file. From January 2014 Manual Therapy will not be able to accept any unregistered Clinical Trial papers. By 2015 the journal will not be able to publish any Clinical Trials that are unregistered prior to recruitment of the first participant.

Reporting randomized controlled trials

Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrolment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram can be found on <http://www.consort-statement.org>.

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Regardless of the file format of the original submission, at revision you must provide us with an editable file of the entire article. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier: <http://www.elsevier.com/guidepublication>). See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

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- Major headings should be typed in capital letter in the centre of the page and underlined
- Secondary headings should be typed in lower case (with an initial capital letter) in the left hand margin and underlined
- Minor headings should be typed in lower case and italicised

Papers should be set out as follows, with each section beginning on a separate sheet: **title page, abstract, text, acknowledgments, references, tables, and captions to illustrations.**

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