ARCHIVES OF PHYSICAL MEDICINE AND REHABILITATION
Official Journal of the American Congress of Rehabilitation Medicine

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DESCRIPTION

The Archives of Physical Medicine and Rehabilitation publishes original, peer-reviewed research and clinical reports on important trends and developments in physical medicine and rehabilitation and related fields. This international journal brings researchers and clinicians authoritative information on the therapeutic utilization of physical, behavioral and pharmaceutical agents in providing comprehensive care for individuals with chronic illness and disabilities.

Archives began publication in 1920, publishes monthly, and is the official journal of the American Congress of Rehabilitation Medicine. Its papers are cited more often than any other rehabilitation journal.

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You are also welcome to submit to Archives? open access companion title, Archives of Rehabilitation Research and Clinical Translation.

IMPACT FACTOR

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ABSTRACTING AND INDEXING

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GUIDE FOR AUTHORS

INTRODUCTION

Archives of Physical Medicine and Rehabilitation publishes original articles that report on important trends and developments in physical medicine and rehabilitation and in the wider interdisciplinary field of rehabilitation. Archives of Physical Medicine and Rehabilitation brings readers authoritative information on the therapeutic utilization of physical and pharmaceutical agents in providing comprehensive care for persons with disabilities and for chronically ill individuals. Archives began publication in 1920, publishes monthly, and is the official journal of the ACRM | American Congress of Rehabilitation Medicine. Its content is cited more often than any other rehabilitation journal.

A steadily increasing rate of submissions has forced the Archives to adopt a policy of restricting its manuscripts to topics that proved new information that may alter clinical practice or represent influential advances in the research. Archives will not review studies involving animal models, healthy normal samples, or small case reports, except in unusual circumstances. We may make exceptions when the clinical implications for populations of persons with chronic illness or disability are compelling. In addition, we will not review studies that report psychometric information of well-established instruments for language-specific applications.

Types of papers

Original Research: Present new and important basic and clinical information, extend existing studies, or provide a new approach to a traditional subject. Manuscripts should be limited to 3000 words of text (Introduction through Conclusions). Figures, tables, and references should be limited to the number needed to clarify, amplify, or document the text.

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The Archives will not consider case reports or animal studies for publication. Please do not submit them.

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When submitting an invited commentary please select Editorial as your manuscript type and note the word limit of 2,000 in your cover letter.

Editorials: Editorials published in Archives may only be written by the elected officers of ACRM, or by members of the Editorial Board. Prior to publication, all editorials are approved by the Editorial Board’s Executive Committee. Editorials do not represent the opinions or positions of ACRM or the Editorial Board. Editorials should be limited to 1000 words of text.

Information/Education: The ACRM Communications Committee has developed a new feature, Information/Education Pages, which appear in the Organization News section of Archives. These fact sheets are printed as tear-out pages. They are designed to provide consumer-friendly information on topics relevant to rehabilitation medicine, including basic background or overview, similar to a Wikipedia entry, or brief how-to suggestions. They are targeted toward people with disabilities, their caregivers, or clinicians; and are designed so that a practitioner can tear out and copy, or download the pages, to make them available to patients and caregivers.

Authors are invited to submit Information/Education Page manuscripts or proposals to the Archives’ Editorial Office (ArchivesMail@archives.acrm.org). The ACRM Communications Committee will assess subject matter, content, and target reading level then provide feedback on...
suitability and instructions on how to proceed directly to the author. Note that this should not be considered an official peer review of the content. For more information go to http://www.acrm.org/publications/archives-of-pm-r/information-education-pages/.

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**Measurement Tools:** These instrument summaries, which appear in the Organization News section of *Archives*, are designed to facilitate the selection of outcome measures by trained clinicians. The information contained in this summary represents a sample of the peer-reviewed research available at the time of the summary's publication. The information contained in these summaries does not constitute an endorsement of the instrument for clinical practice. The views expressed are those of the summary authors and do not represent those of authors' employers, instrument owner(s), the *Archives*, the Rehabilitation Measures Database or the United States Department of Health and Human Services. Authors are invited to submit proposals for new Measurement Tools to the *Archives*’ editorial office (Archivesmail@archives.acrm.org) and the office will coordinate with the ACRM Measurement Networking Group for the Rehabilitation Measures Database to determine if the proposal is suitable for publication in the *Archives*. The Networking Group can assist authors with formatting their article to meet the Measurement Tools requirements.

**Review Articles (Meta-Analyses):** The Editorial Board welcomes state-of-the-art review articles. Manuscripts should be limited to 5000 words of text (Introduction through Conclusions), exclusive of references. The *Archives* strongly prefers systematic reviews of the literature.

**Special Communications:** Provide information or an objective analysis of issues in physical medicine and rehabilitation that does not qualify as a research or clinical paper or commentary. Manuscripts are peer reviewed and should be limited to 5000 words of text, exclusive of references.

**BEFORE YOU BEGIN**

### Ethics in Publishing

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**Preliminary Release:** Preliminary release, usually to the media, of scientific information described in a study that has been accepted by *Archives* but not yet published violates the copyright agreement between the authors and the journal. The Editorial Board may approve advance release of data (e.g. to warn the public of health hazards) in certain situations. Authors should contact the Editorial Office (ArchivesMail@archives.acrm.org) to discuss embargoes, as embargoes will preempt conditions of preliminary release.

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Authors are encouraged to provide gender-specific data, when appropriate, in describing outcomes of epidemiologic analyses or clinical trials; or specifically state that there were no gender-based differences. For more information please consult the Institute of Medicine's report on "SEX-SPECIFIC REPORTING OF SCIENTIFIC RESEARCH", which can be accessed at http://www.ncbi.nlm.nih.gov/books/NBK84192/pdf/Bookshelf_NBK84192.pdf.

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Authors warrant the manuscript is original and its essential substance, tables, or figures have not been previously published in part or in whole. The manuscript or one with substantially similar content under declared authorship or the data within it has not been accepted for publication elsewhere and it is not presently under review by any other publisher. The manuscript will not be submitted for publication elsewhere until a decision has been made on its acceptability for publication in Archives. This restriction does not apply to brief abstracts or press reports published in connection with scientific meetings.

**Clinical trial**

While there may be occasional exceptions, the Archives is committed to the need for clinical trial reports to be accompanied by adequate periods of follow-up. A lack of sufficient follow-up may be detrimental to a paper's acceptance.

As of January 1, 2017 the Archives will only consider clinical trials that have been registered before the first patient is enrolled.

For our purposes, a clinical trial is defined as "any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes" (http://www.who.int/ictrp/en). Thus, cohort and retrospective studies without an intervention do not require registration, and neither do observational studies of clinical care. However, studies of human subjects with prospective assignment of an intervention by the investigators, regardless of the size of the trial or method of assignment, must be registered.

**Systematic Review Registration**

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**Reporting Guidelines and Checklists**

To ensure a high and consistent quality of research reporting, original research articles, including brief reports, must contain sufficient information to allow readers to understand how a study was designed and conducted. For review articles, systematic or narrative, readers should be informed of the rationale and details behind the literature search strategy.
To achieve this goal, Archives requires that authors upload a completed checklist for the appropriate reporting guideline during original submission. Taking the time to ensure your manuscript addresses basic reporting prerequisites will greatly improve your manuscript, and enhance the likelihood of publication. These checklists serve as a guide for the editors and reviewers as they evaluate your paper.

The EQUATOR Network (http://www.equator-network.org) is an excellent resource for key reporting guidelines, checklists, and flow diagrams. These guidelines should be especially useful for Archives’ authors. Click on the checklist that applies to your manuscript, download it to your computer, fill it out electronically, "save as," and upload it with your manuscript when you submit. Links to mandatory flow diagrams also are provided. Below are the most commonly used checklists but please note that the Equator Network provides many others (e.g. TRIPOD, SRQR, etc.) and it is up to the authors to select the one most appropriate for their study.

Randomized Controlled Trials — CONSORT — Consolidated Standards of Reporting Trials
Observational Studies — STROBE — Strengthening the Reporting of Observational studies in Epidemiology
Systematic Review of Controlled Trials — PRISMA — Preferred Reporting Items for Systematic Reviews and Meta-Analyses
Study of Diagnostic accuracy/assessment scale — STARD — Standards for the Reporting of Diagnostic Accuracy Studies
For psychometric studies the editors recommend either the COSMIN or GRRAS guideline, though the final choice is up to the author.

During the submission process when you are prompted to state which checklist is needed please check the appropriate box for your manuscript or check Not Applicable if your paper is a Commentary, Letter to the Editor, etc. Then the system will allow you to select the file type and upload the appropriate checklist and flow diagram. IT IS PERMISSIBLE TO ADD A COLUMN OR SPACE TO THE CHECKLIST THAT SPECIFIES WHERE IN THE MANUSCRIPT EACH COMPONENT HAS BEEN FOLLOWED AND USE THAT FOR YOUR UPLOAD. YOU MAY NEED TO DO THIS FOR STROBE AS WELL AS OTHERS. A MODIFIED STROBE FORM IS AVAILABLE HERE.

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Submission
Manuscripts must be submitted through the journal's online system at https://www.editorialmanager.com/ARCHIVES-PMR/default.aspx. The review process will not begin until authors have complied completely with the submission requirements. Compliance includes submission of separate documents in the following order: (1) cover letter; (2) title page, including acknowledgments and explanation of any conflicts of interest; (3) main text file (manuscript without author identifiers) including a structured or standard abstract, keywords, list of abbreviations, body of the text, suppliers' list, references, figure legends; (4) figures; (5) tables; (6) appendices; (7) supplementary files; (8) checklist; and (9) ICMJE Form for Disclosure of Potential Conflicts of Interest.

Referees
All submissions will be screened by editors to determine their suitability for further review. Manuscripts that are approved for review will be evaluated by at least one recognized expert in the particular subject matter. Biostatistical review may be obtained. Peer reviewers' assessments are referred to a member of the Editorial Board, who may also critique the manuscript. The assigned Editorial Board Member will then make a final decision and communicate with the corresponding author via e-mail. Decisions are typically communicated within 60 days after the manuscript has been approved for peer review. All reviews are conducted in a double-blind fashion.

Letters to the Editors and Editorials are generally evaluated by an editorial committee, however, external reviews may also be sought.

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Revisions
When submitting your revised manuscript, at the request of the Editorial Board, please include a document, separate from your cover letter, itemizing your response to each of the suggested revisions and any other changes you have made. Use consecutive line numbering in the text and cite line numbers for each change. In addition, highlight each change in the revised manuscript. You will upload this document in the file upload step as the "Detailed Response to Reviewers." Please note that this file should be blinded and should not include author names or institutional letterhead.

If revisions are not received within the time specified in the decision e-mail, the manuscript file will be closed. A revision received after a file has been closed will be handled as a new submission. An extension beyond the deadline may be granted at the Editorial Board's discretion, but only in extenuating circumstances, given the editors' commitment to prompt publication.

Submission of a revised manuscript includes submission of separate documents in the following order: (1) cover letter; (2) title page, including acknowledgments and explanation of any conflicts of interest; (3) main text file with highlighted changes, including an appropriate (structured or standard) abstract, keywords, list of abbreviations, body of the text, suppliers' list, references, figure legends; (4) a clean copy of the main text file with no highlighted changes, including an appropriate abstract, keywords, list of abbreviations, body of the text, suppliers' list, references, figure legends; (5) figures; (6) tables; (7) appendices; (8) supplementary files; (9) checklist; and (10) ICMJE Form for Disclosure of Potential Conflicts of Interest for each author.

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From time to time an author may receive a decision of "Reject-Resubmit" on their original submission. This is a reject but grants the author the opportunity to revise and resubmit their work under a new manuscript number at any time. The resubmission will be linked to the original submission but there will be no expectation of acceptance. The resubmission will be treated as new.
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Manuscripts accepted for publication are subject to editing during the production process. Journal style is based on the current AMA Manual of Style. The manuscript will be typeset and the designated corresponding author will receive page proofs for approval. Proofs must be returned to Elsevier by the corresponding author within 48 hours of receipt, as outlined in the e-mail instructions accompanying the proofs.

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Authors may appeal final decisions to the Editor-in-Chief of Archives. This appeal must: (1) be submitted in writing, (2) rebut the negative decision, and (3) be submitted within 30 days after the decision is rendered. Consideration of the appeal will be based on the appeal letter and the version of the manuscript that was peer reviewed. The Editor-in-Chief will assign the appeal to an Editorial Board member for review. The decision from the appeal is final.

PREPARATION
NEW- Submission checklist
Archives requires the completion and upload of a checklist with each manuscript. Please follow the instructions on the checklist to ensure all required manuscript elements are included with your submission. Please note that this submission checklist is NOT the same as a reporting guideline checklist or form noted above. This is a separate item specific to the Archives.

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Manuscripts must be double-spaced throughout, including the title page, abstract, text, acknowledgments, references, individual tables, and legends. Use only standard 12-point type and spacing. Use unjustified, flush-left margins. Number the pages of the text consecutively. Put the page number in the upper or lower right-hand corner of each page. Number each line on each page of the text to facilitate peer review.

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If your article includes any Videos and/or other Supplementary material, this should be included in your initial submission for peer review purposes. Divide the article into clearly defined sections.
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