



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

PUBLISHER NOTE: We wish to inform all of our authors that *Manual Therapy* will relaunch in January 2017 as *Musculoskeletal Science and Practice: an international journal of musculoskeletal physiotherapy*.

We wish to confirm that the journal will continue to be published by Elsevier, the Editorial team will remain the same and the Aims and Scope of the journal will not change. *Manual Therapy*, journal of **musculoskeletal physiotherapy science and practice**, is a **peer-reviewed international journal**, publishing high quality original research, review and Masterclass articles that contribute to improving the clinical understanding of appropriate care processes for **musculoskeletal disorders**. The journal publishes articles that influence or add to the body of **evidence** on diagnostic and therapeutic processes, **patient centered care**, guidelines for **musculoskeletal therapeutics** and theoretical models that support developments in diagnostics and interventions.

Papers published in *Manual Therapy* are of international relevance and have an over-arching applied clinical focus or serve to inform clinical approaches.

Manual Therapy publishes papers that show depth, rigour, originality and high quality presentation which inform the **evidence base** relating to mechanisms of function/dysfunction; treatment methods; best clinical practice; clinical reasoning and decision making processes; assessment and clinical management of musculoskeletal disorders; exploration of relevant clinical interventions; multi modal approaches; psychosocial issues; and service user expectations, experiences and perspectives.

Quantitative, qualitative and mixed methods research articles are welcomed as well as systematic and high quality narrative **reviews**. Other regular features include **Masterclasses and Technical and Measurement reports**.

The journal employs a double blind peer review process for all original articles and has a current Impact Factor of 1.869 (© Thomson Reuters Journal Citation Reports 2016).

From 2016 all articles published in *Manual Therapy* will be immediately assigned to an issue upon acceptance, without having to wait in press. This will mean immediate publication for all authors, upon completion of post-acceptance publishing processes.

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

INTRODUCTION

The journal editors, Ann Moore and Gwen Jull, welcome the submission of papers for publication.

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).

Masterclass - 4000 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 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

Submission checklist

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded:

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- Include keywords
- All figures (include relevant captions)
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- Ensure all figure and table citations in the text match the files provided
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Graphical Abstracts / Highlights files (where applicable)

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Further considerations

- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- Relevant declarations of interest have been made
- Journal policies detailed in this guide have been reviewed
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BEFORE YOU BEGIN

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Please see our information pages on [Ethics in publishing](#) and [Ethical guidelines for journal publication](#).

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All animal experiments should comply with the [ARRIVE guidelines](#) and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, [EU Directive 2010/63/EU for animal experiments](#), or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed.

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All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. [More information.](#)

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All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted. Each author is required to declare his or her individual contribution to the article: all authors must have materially participated in the research and/or article preparation, so roles for all authors should be described. The statement that all authors have approved the final article should be true and included in the disclosure in the covering letter.

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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.

Reporting guidelines

To improve the quality of reporting of other categories of research, Manual Therapy supports the initiatives available through the EQUATOR Network(Enhancing the Quality and Transparency Of health Research) which houses a database of all reporting guidelines for health research (<http://www.equator-network.org>).

All authors of research articles and reviews are required to complete and submit a brief Author Checklist along with a checklist from the appropriate reporting guideline together with your paper as a guide to the editors and reviewers of your paper. The Author Checklist is available at http://www.elsevier.com/___data/promis_misc/manual-therapy-checklist.doc and the checklist for each reporting guideline can be found on the EQUATOR website.

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/>

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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/>

Researchers reporting interventions in any evaluative study, including RCTs, should consult the template for intervention description and replication (TIDieR) checklist and guide <http://www.equator-network.org/reporting-guidelines/tidier/>

Use of the TIDieR checklist can guide authors to describe their interventions better and, consequently, help clinicians and journal readers to use the interventions, and researchers to synthesise and replicate the evidence. Manual Therapy will request authors to incorporate the TIDieR statement into their manuscript processing workflow from 1st September 2016 Submitting authors are encouraged to use the TIDieR checklist to ensure that any interventions described in their manuscript are fully reported. However, submitting authors will not be required to submit the checklist. Authors are requested to refer further to the recent Editorial - "The TIDieR checklist will benefit the physiotherapy profession" [http://www.manualtherapyjournal.com/article/S1356-689X\(16\)30022-4/fulltext](http://www.manualtherapyjournal.com/article/S1356-689X(16)30022-4/fulltext)

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.

Moratorium until January 2016

Preregistration of traditional RCTs testing the health outcomes of interventions on patients is mandatory and there are no changes to current requirements.

There has been some lack of realisation of the need to register any study which prospectively tests the effect of an intervention on humans. For this reason, Manual Therapy has suspended the requirement for preregistration of all other clinical trial designs for manuscripts received up until the end of January 2016. Nevertheless Manual Therapy will expect that any clinical trials currently underway or nearing completion are registered now. See Editorial vol 20 (2) 2015 for further discussion.

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](#)). See also the section on Electronic artwork.

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Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Headings should be appropriate to the nature of the paper. The use of headings enhances readability. Three categories of headings should be used:

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- 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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- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
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