

Instructions to Authors for PTR

I. Submission Regulations

1. Purpose of this journal

- ① To publish studies on physical therapy and those on its related fields for the development of the field of physical therapy
- ② To publish educational articles that contribute to the continuing postgraduate education of physical therapists
- ③ To publish documents and materials related to the advancement of physical therapy

2. Types of articles

- ① Scientific Research Articles (Original Article): Novel and original articles that clearly present the conclusions.
- ② Case studies: Articles in which scientific studies and discussions are conducted regarding clinical problems and case treatment results
- ③ Brief reports: Short study articles that make concise statements in terms of quick announcements or brief reports of studies
- ④ Other: Articles and reports deemed appropriate for publication by the Editorial Board, such as systematic reviews, clinical notes, professional reports, and perspectives. (Clinical notes are logical presentations and discussions of treatments and transitions in cases. Professional reports present specific and objective information regarding new schemes, interventions, results, and so on from physical therapy studies, education, or clinical practice, with the content of such reports having been deemed beneficial.)

3. Qualifying for submission

Submissions from members and nonmembers of the Japanese Society of Physical Therapy are welcome. Refer to Note 1 and the Writing Regulations regarding author qualifications.

4. Requirements for submission

The manuscript submitted must not have been published or be a pending submission in any other journal. The manuscript is to be produced in line with these regulations and the Writing Regulations.

5. Copyright Agreement

To confirm that the author is responsible for the article and to transfer copyright, a handwritten signature is to be presented using the enclosed Copyright Agreement at the time of submission.

6. Conflicts of interest

All authors must disclose any financial or personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of

potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. In connection with conflicts of interest, the standards (Note1) of the International Committee of Medical Journal Editors (ICMJE) must be complied with.

7. Copyright

The Japanese Society of Physical Therapy holds the copyright for articles that appear in this journal. Articles published in this journal are made available online.

8. Study ethics

On the basis of the Helsinki Declaration as well as the ethical guidelines related to medical studies as stipulated to the current laws of the country in which they were performed, proper consideration is to be given to the protection of the study participants and a description of ethical considerations such as explanations and consent must be provided.

In addition, approval for the study must be obtained from the ethics committee or the corresponding agency in the research agency or facility to which the author belongs. The name of the ethical inspection committee and the acknowledgment number (or date of acknowledgment) must be provided. If approval was not provided by an ethical inspection committee, please state this fact.

9. Peer review process

The approval or rejection of manuscripts is decided by the Editorial Board, with reference to opinions from multiple peers. Amendments to manuscripts may be required in line with results of peer review or editorial policy. In the case that amendments are required, the revised manuscript is to be resubmitted within three months. If the submission deadline is not met, the manuscript will be treated as a new submission. Furthermore, the submission's wording may be corrected under the authority of the Editorial Board when necessary.

10. Proofreading

In general, proofreading by the author is conducted once, and alterations to sentences and figures are generally not permitted, except for misprints and omissions.

11. Costs related to publication

Publication is free of charge up to a fixed amount of words, but if that amount is exceeded, a fee may be charged according to the excess amount. Actual cost will be required for color publication.

A submission fee and a publication fee must be

paid for submissions by those who have the license of physical therapists in Japan but do not belong to Japanese Physical Therapy Association.

12. Manuscript submission method and contact address

1) Manuscript submission method

Submission is to be made with the online submission system used by this organization. Manuscript templates and other details are stipulated in the Writing Regulations.

2) Contact address

The Editorial Board “Physical Therapy Research” (PTR)

Japanese Society of Physical Therapy

C/O The Japanese Physical Therapy Association

3-8-5 Sendagaya, Shibuya-ku, Tokyo 151-0051, Japan

TEL: +81-03-6804-1626

E-mail: journal@japanpt.or.jp

Online submission system:

<http://www.editorialmanager.com/jpta-journal/>

II. Writing Regulations

1. Organization of article

1) Title

Be specific and accurate in the representation of the content and be as concise as possible. In general, acronyms and abbreviations should not be used. State a running title of 60 characters or fewer (a simple title). This simplification of the title should narrow down the subject. It can be the same as the title if the title is 60 characters or fewer.

2) Author names

List as few authors as possible in the order of the magnitude of contribution to the study/writing. Refer to uniform requirements regarding author qualifications (Note1). As a rule, no deletion or rearrangement of author names in the authorship will be permitted once the review process has begun.

3) Abstract

Concisely state the Objective, Method, Results, and Conclusion in separate paragraphs. Paragraph headings may be altered if the author wishes to do so in articles other than Scientific Research Articles (Original Article) and brief reports.

4) Keywords

List three to five keywords.

5) Main text

As a general rule, the organization of the main text should follow the items listed below. However, paragraph headings may be altered if

the author wishes to do so in articles other than Scientific Research Articles (Original Article) and brief reports.

① Introduction: State the background of the study, its clinical significance, objectives, range of the subject covered, and specific connections to past studies.

② Method: State the study method so that a third party can make a supplementary examination. State ethical considerations.

③ Results (outcomes): State the study's results using text and figures. Data should preferably be displayed in a table that shows numbers rather than in an image (graph) to facilitate verification and supplementary examination.

④ Discussion (analysis): Analyze and evaluate results. Further, state the remaining challenges.

⑤ Conclusion: Concisely state the study's conclusions.

⑥ Conflicts of interest: Any conflicts of interest should be stated.

⑦ Acknowledgments: Acknowledge any contributors to the study who did not qualify as authors.

6) References: Quoted references only.

2. Organization of manuscripts for submission

Organize the manuscript in the order of main text, figures, explanatory notes for figures, and appendix.

Refer to the website of the Japanese Society of Physical Therapy for a submission template.

As the title, running title, author information, abstract, and keywords are entered directly into the submission system, these details do not need to be stated in the article.

3. Regulation size of manuscripts

Scientific Research Articles (Original Articles), case studies, and systematic reviews, including the summary, sources, and figures, are generally 8 printed pages in length (or 5,250 words). Brief reports, including the summary, summary in English, sources, and figures, are generally 4 printed pages (or 3,250 words). Other articles, including the summary, sources, and figures, are generally 6 printed pages (or 4,250 words). Figure size of 1/3 of a printed page corresponds to 200 words.

4. Abstract

Attach a summary in English to the article (approximately 250 words). If the person submitting is Japanese, a summary in Japanese of approximately 400 characters should be attached.

5. Figures

Images, photographs, and tables: Assign a sequential number to any images or tables in the order in which they appear in the main text. Images include graphic images and photographs. State the number and title of the image below the image or above the table in the case of a table. It is the responsibility of the author to obtain permission for the reproduction of images and tables prior to submission, and the permission should be presented at the time of submission. An explanation of the figures (captions) should be stated on a new page.

Slide images and tables should be remade for submission purposes.

6. References

References are listed in the order in which they appear in the main text. In the case of journals, write the details in this order: name of author(s), article title, journal title, year of publication (C.E.), volume number, and pages (first to last). In the case of books, write the details in this order: name of author(s), book title, name of editor(s), name of and location of publisher, year of publication (C.E.), and page number(s). Abbreviations of source names should follow the method used by the US National Library of Medicine (Note 2). If there are three or more authors for a reference, state only the first two authors.

(Examples)

- 1) Tompkins J, Bosch PR, et al.: Changes in functional walking distance and health-related quality of life after gastric bypass surgery. *Phys Ther.* 2008; 88: 928–935.
- 2) Kocher MS: Evaluation of the medical literature. Chap 4. In: Morrissy RT and Weinstein SL (eds): *Lovell and Winter's Pediatric Orthopaedics*. 6th ed, Lippincott Williams & Wilkins, Philadelphia, 2006, pp. 97–112.
- 3) Abood S: Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs.* 2002 Jun [cited 2002 Aug 12]; 102(6): [about 1 p.]. Available from: <http://www.nursingworld.org/AJN/2002/June/Wawatch.htm>Article
- 4) Zhang M, Holman CD, et al.: Comorbidity and repeat admission to hospital for adverse drug reactions in older adults: retrospective cohort study. *BMJ.* 2009 Jan 7;338:a2752. doi: 10.1136/bmj.a2752. PubMed PMID: 19129307; PubMed Central PMCID: PMC2615549.

5) Cancer-Pain.org [Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

6) American Medical Association [Internet]. Chicago: The Association; c1 995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.amaassn.org/ama/pub/category/1736.html>

7. Units of volume

Use the International System of Units (SI Units) for units. Length: m, Mass: kg, Time: s, Temperature: °C, Frequency: Hz, and so on.

8. Abbreviations

State the complete spelling of any abbreviations when they are first used.

9. Method of stating the names of devices

The names of devices should be stated using the “common name (company name, product name).” For statistical software, state the “product name, version number, and company name.”

10. English proofreading

All publications will be in English. Authors whose native language is not English should arrange for their manuscripts to be written in idiomatic English before submission. A concise style avoiding jargon is preferred.

11. Other

- 1) Do not use vertical lines in tables unless necessary.
- 2) Tables and images (including photographs) should be positioned on the right-hand side margin of the main text.
- 3) The line number and page number must be stated in the main text.

Note1: International committee of medical journal editors; ICMJE: Recommendations (<http://www.icmje.org/recommendations/>)

Note2: U.S. National Library of Medicine: Samples of Formatted References for Authors of Journal Articles (http://www.nlm.nih.gov/bsd/uniform_requirements.html)

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