

GUIDELINES FOR CONTRIBUTORS

GENERAL POLICIES

ADVANCE for Physical Therapy & Rehab Medicine seeks original articles by physical therapists, physical therapist assistants, administrators, professional writers and members of related health professions.

All submissions are reviewed by a consultant panel. Suggested article topics may be submitted in writing, e-mail or by phone to the editor in advance of article submission. Once accepted, manuscripts become the property of ADVANCE for Physical Therapy & Rehab Medicine and cannot be reproduced elsewhere without permission from the editor.

PREPARING THE MANUSCRIPT

Articles submitted by hard copy should be typed and double-spaced on standard letter-size paper with each page numbered. Articles must be between 800 and 2,000 words, depending on subject matter. Articles may be e-mailed, sent on disk or mailed. The article should follow the writing guidelines set forth in the *Associated Press Style and Libel Manual* (New York: AddisonWesley Publishing Company Inc.) and common English usage. Generic names should be used for all references to products. When listing a facility, city and state must be included.

A title page must be included and contain a suggested title (headlines are written by the editorial staff with the suggested title as a guide) and the name or names of the authors. Degrees, professional titles and current position should be included, along with an address and daytime telephone number where each of the authors can be reached. Biographical information on the author(s) MUST be included at the end of the article. The author bio printed with the article will only include the current position. Additional information will be included only if it is pertinent to the article.

Subheadings are encouraged throughout the article to improve readability and retention. All statements based on published findings or data should be referenced appropriately. References cited in the text should be listed in numerical order at the end

of the article. Sources used but not listed in the text should be listed in alphabetical order. References/sources cannot exceed 15. References are not necessary for all articles. Illustrations, photographs and charts are encouraged and add impact to the article. Color or black-and-white slides and prints are acceptable and will be returned upon request after publication. All illustrations should be labeled and provide appropriate credit to the owner or creator. Suggested captions describing what is depicted are required. The use of patient names can be avoided in captions.

EDITING

Manuscripts accepted for publication become the property of ADVANCE, which reserves the right to edit any material as necessary. All submissions are edited for clarity, style and conciseness in accordance with the ADVANCE format. Significant modifications will be discussed with the author. The author will be notified by mail or e-mail of the status of the submission.

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