

# JOURNAL OF AQUATIC PHYSICAL THERAPY

## Author Guidelines

### **Submission Categories:**

The Journal of Aquatic Physical Therapy publishes articles on a topic of interest to aquatic physical therapy. All manuscripts submitted should fall into one of the following categories: Research Reports, Systematic Review, Case Study/ Case Series, and Special Interest (report). Topics of special interest related to the field of aquatic physical therapy, including but not limited to: topical reviews, theoretical perspectives, reviews of techniques, equipment, or instructional materials. Letters to the editor are accepted for matters relating to recent issues of the Journal or current issues in the field of aquatic physical therapy. Clinical Point of View and all other publication material is written by request of the editor.

### **Confidentiality:**

All submissions are considered privileged information. Author identity is kept confidential from peer reviewers unless otherwise indicated.

### **Copyright:**

All submitted materials must be original manuscripts that have not been published in whole or in part previously (unless material has been specifically requested for reprint). Simultaneous submission is not permitted. All manuscripts selected for publication will be copyrighted by the *Journal of Aquatic Physical Therapy*. These manuscripts may not be reprinted in whole or in part elsewhere without the express written permission of the Journal. Conference proceedings and Oral professional presentation do not constitute prior publication, but the editor must be notified of such presentations at the time of manuscript submission. For additional clarification, contact the editor.

### **Manuscript Review Process:**

Manuscript is sent to the editor. The editor screens for minimal submission criteria and rejects if stated criteria are not met. If the criteria are met, the editor sends to selected members of the Editorial Board for review. Reviewers recommend whether to accept, reject, or return for revision. Additional reviewers may be contacted if necessary. The editor makes the final decision to accept manuscripts with input from the Editorial Board and reviewers. Accepted manuscripts are published based on timeliness and quality of the article. Rejected manuscripts are sent back to the author with explanation. Manuscripts that are accepted contingent upon revisions are sent back to the author with instructions. The time to the first decision after review (accept, revise with guarantee, revise without guarantee, or reject) is 6 weeks from submission. Once accepted, manuscripts will go into production in preparation for press. Authors will be provided with a .PDF of the proof for reading prior to print. Authors are provided with a PDF of the final version

### **Manuscript submission**

Manuscripts should be [uploaded here](#).

### **Manuscript preparation:**

All manuscripts should be prepared in Microsoft Office Word. Manuscript can be submitted as a word document or PDF. Please use the International System of Units for all measurements (English units may be given in parentheses). For all equipment and products mentioned in the text, place the model name/number and the manufacturer and location (city and state) in parentheses in the text. To help with the speed of the processing of an article, authors should ensure that their article has been edited for language and grammar prior to submission.

### **Formatting**

All manuscripts should be formatted double-spaced using 1-inch margins. All pages should be numbered consecutively beginning with the abstract page. Font size should be 12-point font. The entire manuscript (including references, tables, figures) should be contained in a single document.

### **Structure of the Paper:**

Manuscripts should be compiled in the following order:

#### ***Cover page:***

Manuscript title, author(s) names, credentials, and primary affiliations. Category of article being submitted (eg, research report). Cover page should include name, address, contact phone and email of the corresponding author to whom all correspondence should be sent.

#### ***Disclosure page:***

Refers to statements of financial support and/or statements of potential conflict of interest.

#### ***Title page:***

Provide a descriptive title identifying the study design, population, interventions, and, if applicable, trial acronym. Titles (including subtitles) should be no longer than 150 characters (including punctuation and spaces).

#### ***Abstract:***

Word limit: 300 words. For Research articles and Systematic Reviews articles, abstract content should be organized according to the following headings: Background and Purpose, Methods, Results, Discussion and Conclusions. For Case studies and Case Series, abstract content should be organized according to the following headings: Background and Purpose, Case Description, Intervention, Outcomes, Discussion. Three to five key words which represent the manuscript content should be included.

#### ***Text/body of manuscript:***

The recommended sections for Research Articles and Systematic Reviews include: Introduction, Methods, Results, Discussion, and Conclusions. The recommended sections for Case Studies and Case Series include: Introduction, Case Description, Intervention, Outcomes, Discussion, and Summary. For other articles, appropriate

headings should be chosen to provide organization and clarity to the paper. Manuscripts must be prepared using person-first language, for example: use language such as “individual with stroke” instead of “stroke patient”.

***Acknowledgments:***

Acknowledgments should be formal and as brief as possible and limited to recognizing individuals or institution that have made specific and important contributions to the work being reported.

***References*** (numbered):

**References in the text:** References in the text should be indicated by superscript and numbered consecutively in the order of appearance in the manuscript.

**Reference list.**

The reference list should be double-spaced with the reference arranged numerically in the order of appearance in the manuscript. The reference list should include only those references cited in the text. References should be formatted according to the style of the AMA (American Medical Association Manual of Style, 10th Ed., Oxford University Press, New York, New York). Refer to the most recent issue of the *Journal of Aquatic Physical Therapy* for format of references.

***Figures, tables and illustrations:***

Figures, tables and illustrations can be attached at the end of the manuscript and should not be embedded in the Word document. Each figure should be on a separate page. Figures should be numbered consecutively in the order of their citation in the text. A legend must accompany each figure. Please see the *AMA Style Guide* to correctly label graphs/figures/tables. Figures, photos and graphs should be submitted in black and white photos are acceptable. Color photographs may be accepted, in sharp focus and with good contrast. If the manuscript accepted, figures should be submitted on a separate, high-res graphic files in tif, jpg, eps, or pdf format. High quality figures created in Powerpoint or Word are also acceptable, but must be submitted in the format in which they were created. The separate files are helpful to allow sharp resolution of the figures. Please note that it is in the author's interest to provide the highest quality figure format possible.

***Appendixes***

Appendixes should be numbered consecutively and placed at the very end of the manuscript.