

INSTRUCTIONS FOR AUTHORS – PEER REVIEW

MANUSCRIPT SUBMISSION: HPA JOURNAL

HPA Journal is a supplement of *HPA Resource*

Manuscripts written in English language are welcome from any country and any discipline and are accepted for review with the understanding that the manuscript, the findings reported by the authors, or the data presented in the paper have not been previously published, with the exception of abstracts. Manuscripts currently under review for publication elsewhere are not eligible for review or publication by the *HPA Journal*.

Manuscripts submitted should address topics including, but not limited to leadership, health policy, professional practice, financial management, information management, professional networking, human resource management, operations management, and planning/forecasting. Manuscript topics should apply to physical therapist practice or to the practice of related health professions. Authors should prepare their manuscripts in accordance with the current *AMA Manual of Style*. Manuscripts will be returned to the author without review if the essential elements required for the review process are missing or incomplete. In the peer review process, *HPA Journal* reviewers do not know the author's identify or institutional affiliation.

MANUSCRIPT CATEGORIES

1. **Research Report:** A report of an original, basic, applied, or clinical research investigation that advances in knowledge and understanding of leadership, health policy, professional practice, financial management, information management, professional networking, human resource management, operations management, or planning/forecasting in physical therapy practice or the practice of related health professions.
2. **Literature Review:** A comprehensive or systematic review of the literature that addresses leadership, health policy, professional practice, financial management, information management, professional networking, human resource management, operations management, or planning/forecasting in physical therapist practice or the practice of related health professions.
3. **Case Study:** A detailed description of policy, administration, or management strategies used in a particular physical therapist practice. Case studies should include a description of the situation, background, methods, measures, and the results.
4. **Clinical Commentary:** A scholarly paper containing opinion or perspectives with relevance to leadership, health policy, professional practice, financial management, information management, professional networking, human resource management, operations management, or planning/forecasting in physical therapist practice or the practice of related health professions. Clinical Commentaries are typically invited by the Editor. However, self-nominations are welcome and may be submitted to the Editor with a cover letter and author's Curriculum vitae.

PREPARATION OF THE MANUSCRIPT

The original manuscript with double-spacing and two complete copies must be submitted, including labeled copies of tables and figures attached to each manuscript copy. Three (3) complete sets of originals of all illustrative materials must be provided. The manuscript must be in a serif font of 12 points. Margins of 1.0 inches on both sides, top and bottom margins are required. The manuscript should be arranged as follows, all on separate pages:

1. A title page, which includes the title of the manuscript, names of authors and highest academic degrees, and institutional affiliation to which the work should be attributed; the name, address, fax, and e-mail address of the corresponding author; and the sources of grant support. In addition, if relevant, list the name of the institutional review board that approved the protocol for the study.
2. A second title page with author names and institutional affiliation removed.
3. Acknowledgements.
4. An abstract of not more than 200 words for Research Reports, Literature Reviews, and Case Studies. The abstract must be structured in this order: Study Design, Objectives, Background, Methods and Measures, Results, and Conclusions. Clinical Commentaries require an abstract that is not structured.
5. The text should be divided into five sections: Introduction, Methods, Results, Discussion, and Conclusion.
6. References.
7. Tables.
8. Figure legends.
9. Copies of figures.
10. Pages must be numbered consecutively beginning with the second title page.

TABLES¹

Each table should be on a separate page. Place the table title above the table and the footnotes below the table. The tables should be numbered using Arabic numerals. Tables should compliment, not repeat, information in the text. Each table must be referred to in the text. Each table should be understandable to the reader without reading the text.

FIGURES/PHOTOGRAPHS¹

Contact the Editor if the use of Figures or Photographs is deemed relevant for inclusion in your manuscript.

REFERENCES²

In the text of the manuscript: Each reference must be cited by the reference number in superscript following the author's name, if the author's name is listed. If a reference has two authors, list both names; if more than two authors, list the first author et al, such as Smith et al.

¹ Authors are responsible for obtaining permission to use tables, figures, or photographs as appropriate. The signed permission forms must be submitted with the manuscript.

² Refer to a current issue of *Physical Therapy* as a model for citation format.

In the reference list: References must be double-spaced on a separate page at the end of the manuscript. References should be listed in numerical order – as they appear in the manuscript. References to papers accepted but not published should be designated as "in press." Information from manuscripts submitted, personal communications, use of abstracts, or proceedings, will not generally be accepted. The abbreviations and style for journals, books, organizations, chapters, thesis, etc. will follow standards used in *Index Medicus*.

PROTECTION OF HUMAN SUBJECTS

The institutional review board that approved the protocol for research involving human subjects must be named on the title page. The Methods section of the paper must contain a statement that informed consent was obtained and that the rights of human or animal subjects were protected.

REVISION OF SUBMITTED MANUSCRIPTS

When the Editor asks for revisions on a manuscript submitted for consideration for publication, the same guidelines outlined for the preparation of the original manuscript should be followed. The cover letter submitted with a revised manuscript must indicate actions taken on each concern or suggestion from the reviewer materials provided by the Editor.

EDITORIAL POLICIES

1. The recommendations of peer reviewers concerning the status of manuscripts under review are advisory to the Editor.
2. The final decision for publication of a manuscript is the responsibility of the Editor.
3. Authors should expect to make revisions of the manuscript prior to formal acceptance of the manuscript for publication.
4. Authors are not allowed to make changes during the proof stage of publication except to report inaccuracies.

MANUSCRIPT CHECKLIST

When submitting a new or revised manuscript, include the following:

- Three complete copies of the manuscript, tables, and figures, all of which are double-spaced and typed in 12-point serif font. (**Electronic submissions as Microsoft Word document(s) are acceptable and preferable** and must be compatible with PCs rather than with MACs.)
- A cover letter identifying the phone, fax, and e-mail address of the corresponding author and the manuscript category. (The manuscript category refers to the four types of manuscripts the journal accepts, as outlined on page 1 of this document.) The cover letter should also include two potential reviewers and contact information (telephone numbers and e-mail address) for each.
- The Author Agreement and Publication Rights Form with original signatures of all authors.
- The name of the institutional review board that approved the protocol for the study on the first title page.

- A statement in the Methods section that informed consent was obtained and rights of subjects were protected.
- An abstract (< 200 words).
- The references listed and numbered in the order that they appear in the text and cited with superscript in the text.
- If accepted, authors will be required to submit the manuscript in an electronic format that is compatible with PC computers.

Manuscripts, including completed Author Agreement and all associated documents, should be submitted to:

Managing Editor
HPA Journal
PO Box 4553
Missoula, MT 59806-4553

Electronic submission may be sent to roush@uri.edu.