

BABA FARID UNIVERSITY PHYSIOTHERAPY JOURNAL

GUIDELINES FOR AUTHORS

Manuscript Categories:

Submitted manuscripts should fall into either of the following categories:

Original article (Observational and Experimental)- Observational studies can be either as Technical report (Clinimetric properties/ Psychometric properties); Case series; Case reports; or as Systematic review of observational studies. Experimental studies can be either as laboratory/ preliminary pilot studies or as Randomized and non-randomized controlled/clinical trials or quasi-experimental studies. Review article (Clinical Practice Guidelines, Systematic reviews, Narrative reviews); Clinical commentary (Invited and Descriptive); Critically appraised paper (Critique on a recently published article in a non-Physical Therapy Journal); "Point of View" papers (written by members of the BFUPTJ editorial board) Book/media reviews; Letter to the Editor.

Editors from the editorial board and/or editorial advisory board can submit Editorial manuscripts and articles which highlight the mission and scope of BFUPTJ. Invited editorials do not undergo the same blinded peer-review instead, they are reviewed by the Editor in Chief.

All submitted manuscripts should follow "*Uniform Requirements for Manuscripts Submitted to Biomedical Journals*" (www.icmje.org). However, some flexibility is allowed in the requirements which are mentioned as below, as deemed by the BFUPTJ editorial board.

Original manuscripts can be submitted to editor.bfuptj@gmail.com or jagmohansingh@rediffmail.com

File type- Microsoft Word 2003 file format only.

File size- Not to exceed 5 MB (Total file size- including pictures and tables). Authors who wish to extend the file size limits during submission should discuss it with the Editor prior to submission.

Type of submission- Authors compulsorily should use the online manuscript submission only.

Submission files:

- 1. Covering letter-** in the e-mail stating originality of submission (original work), it is not already published or under review by any other journal or other media, also briefly stating how their paper would suit the BFUPTJ. E-mail from the corresponding author alone will be accepted. Prospective author(s) also optionally have the privilege of suggesting a peer-reviewer of choice by mentioning the peer-reviewer's name and attaching their professional resume with e-mail contact information. Also indicate the number of files attached in the submission with their names in the covering letter. Authors are requested to send a completed copyright form within two weeks from date of manuscript submission.
- 2. Title page-** is a separate file indicating all authors' names, qualifications and affiliations. This page also should provide full contact details of the corresponding author. The manuscript file should not have any details which would reveal details of the study location or the authors' geographical location like study setting, acknowledgments and funding source. Instead, they appear as part of the title page only.

Reporting of ethical issues in manuscripts (original articles ONLY) submitted to BFUPTJ:

- Approval by the Institutional Ethics Committee or Institutional Review Board (as applicable). BFUPTJ may require authors to submit their letter of ethical approval electronically as a scanned copy whenever appropriate.

- Registration of study protocol and conduct in a public register according to World Health Organization (WHO) guidelines. Some of the registries are *Clinical Trials*, *Clinical Trials Registry-India* (CTRI).
- A statement in the methodology section included for all original research, that a written informed consent was obtained from study participants. Assent and parental/ guardian informed consent may also be stated in studies on children or challenged population wherever appropriate.
- Disclosure of any personal identity of the participants in case reports, pictures or video material should accompany the statement of written consent obtained from the concerned.
- Written consent may be required by BFUPTJ for providing persons' names mentioned in acknowledgments.
- Disclosure and declaration of potential conflicts of interest (In simple words, any other role of the author that related the manuscript other than authorship). If there are none, say "none declared" or "none identified".
- Authors should ensure they provide adequate information on use of patented information in their manuscript after obtaining necessary permissions according to *Intellectual Property Rights and Patents Act*.
- Authors are responsible to provide full contact information of the suppliers of equipments or tools used in the study.
- Authors if they are aware of, should compulsorily provide information on material (published/ unpublished) or previous conference presentations by authors or others. Such information should be accompanied with written permission from the permission holders.
- Scientific fraud or misconduct which may involve plagiarism, unauthorized reproduction of copyrighted information from other sources (journal articles, books, unpublished theses, websites, etc) must be prevented at all circumstances. It is in the responsibility of BFUPTJ editorial board to ensure authors guilty of fraudulent scientific conduct be reported or black-listed among prospective authorship in BFUPTJ. BFUPTJ also would officially inform the authors' affiliated institutional heads of department to subsequently initiate necessary disciplinary action. Such actions from more than one author from an institute after an early action, will deem disqualification of the institute and its affiliation to be banned for inclusion in BFUPTJ published information.

3. Manuscript file- contains the main body of the text, there is design-specific word limit (refer below), limit the manuscript length to not more than 8-12 pages, paragraphs in single spacing, text in 12 point Times New Roman font with 1" margin all four sides in portrait layout, indicating the places where tables and figures appear on the text at appropriate places.

Table of word limits:

Manuscripts exceeding the specified word limits are likely to be rejected at first-level review. Authors are requested to check the word limit prior to submission and if necessary to e-mail the chief editor with a statement of intent on why such may be required for that particular manuscript.

Category	Section of the manuscript	Word count
Original article	Title	20 words
	Abstract	300 words
	Key words	3-5 (number).
	Introduction	1,000 words
	Materials and methods	1,000 words
	Data analysis	100 words
	Results	500 words
	Discussion	1,000 words
	Conclusion	50 words

	References	50 (number).
	Appendi(x)ces	-
	Total word limit (excluding title, abstract, key words, references, legends for tables, pictures or graphs)	4,000 words.
Category	Section of the manuscript	Word count
Review article	Title	20 words
	Abstract	300 words
	Key words	3-5 (number)
	Introduction	1,000 words
	Methods of review	1,000 words
	Main findings	2,000 words
	Discussion	1,000 words
	Conclusion	50 words
	References	100-200 (number)
	Appendi(x)ces	-
	<i>Total word limit (excluding title, abstract, key words, references, legends for tables, pictures or graphs)</i>	6,000 words

Category	Section of the manuscript	Word count
Critically appraised paper	Title (original title + appraised title)	30 words
	Abstract (original abstract + extract)	350 words
	Key words	3-5 (number)
	Total number of words- section-wise (according to appraised original article)	1,000 words
	References	5-10 (number)
Category	Section of the manuscript	Word count
Point of view paper	Title	20 words
	Abstract	300 words
	Key words	3-5 (number)
	Points and perspective	1,000 words
	References	5-10 (number)
Category	Section of the manuscript	Word count
Book/ media review	Title	20 words
	Review opinion	500 words
Category	Section of the manuscript	Word count
Letter to editor	Title	20 words
	Letter	500 words

References- are to be in Harvard style (Author year system). Unpublished information and personal communication cannot be accepted as references. In special situations as deemed by the BFUPTJJ editorial board, the authors may be allowed to use them if they state the reasons for doing so, and provide proof for the same. Authors may be asked to send the full unpublished material for confidential review of the former and proof of communication for the latter.

Citing Print Resources- Examples:

Type of Entry	Reference List
Book—single author	Singh J (2005) <i>Textbook of Electrotherapy</i> . Jaypee Brothers Medical Publishers, New Delhi.
Book—more than one author (list all authors if six or less, otherwise list first three followed by "et al.")	Kaur H and Singh J (2008) <i>Medical Biochemistry for Physiotherapy Students</i> . Jaypee Brothers Medical Publishers, New Delhi.
Book—with editors	Sandler M P, Patton J A, Coleman R E, Gottschalk A, Wackers F J and Hoffer P B eds (1999) <i>Diagnostic nuclear medicine</i> . 3 rd Edition, Williams & Wilkins, Baltimore.
Chapter from a book	Degner L F and McWilliams M E. Challenges in conducting cross-national nursing research. In: Fitzpatrick J J, Stevenson J S, Polis N S, eds. (1994) <i>Nursing Research and its Utilization: International State of the Science</i> . New York: Springer; Pages: 211-215.
Article from journal—single author	Singh J (2003) Health Awareness. <i>Genesis: A Physiotherapy Periodical</i> . Vol 1, No 1, Pages 27-33.
Article from journal--more than one author (list all authors if six or less, otherwise list first three followed by "et al.")	Singh J, Singh P and Sohal M S (2009) Role of Physiotherapy in Osteoarthritis Knee: A Review. <i>International Journal of Physiotherapy</i> . Vol. 1, No. 2, Pages: 16-23.
Monographic series	Davidoff R A (1995) <i>Migraine: Manifestations, Pathogenesis, and Management</i> . Philadelphia, Pa: FA Davis; Contemporary Neurology Series, No. 42.
Online journals with volume and page information	Simon J A and Hudes E S (1999) Relationship of ascorbic acid to blood lead levels. <i>JAMA</i> . 281:2289-2293. http://url . Accessed July 11, 2009.
Online journals without volume and page information	Mast C T, DeMuro-Mercon C, Kelly C M, Floyd L E and Ealter E B (2009) The impact of rotavirus gastroenteritis on the family. <i>BMC Pediatrics</i> . 9:11. doi:10.1186/1471-2431-9-11

Online web site King M W. *The Medical Biochemistry Page*. Available at: <http://themedicalbiochemistrypage.org>. Accessed: July 14, 2009.

Tables and figures- Tables should bear clear caption above and suitably described legend below. Figures are preferred to be at least 300dpi (dots per inch) resolution and are suggested to be in JPG or JPEG formats only. Each table and figure should be present on a separate page towards the end of the manuscript file (after references) accordingly (eg., table-1, figure-2 etc).

Research reporting guidelines- study design-specific requirements:

Clinical practice guidelines- COGS statement and AGREE appraisal checklist

Systematic reviews and meta-analyses of experimental studies- PRISMA statement
Experimental study designs: Randomized trials- CONSORT statement,
Non-randomized trials- TREND statement

Systematic reviews and meta-analyses of observational studies- MOOSE guidelines
Observational study design- STROBE statement

Systematic review of diagnostic accuracy studies- QUADAS statement
Diagnostic accuracy studies- STARD statement

Reporting literature search for systematic reviews and meta-analyses- STARLITE statement

Case reports and case series- QUIRCS guidelines

Qualitative studies- RATS statement

Quality improvement studies- SQUIRE statement

References:

CONSORT- Schulz KF, Altman DG, Moher D, the CONSORT group. CONSORT 2010 Statement: updated guidelines for reporting parallel group randomised trials. *Trials*. 2010;11:32. doi:10.1186/1745-6215-11-32.

STROBE- Vandenberghe et al. Strengthening the Reporting of Observational Studies in Epidemiology (STROBE): Explanation and Elaboration. *Ann Intern Med*. 2007;147:W-163-W194.

Statistical reporting guidelines:

Authors are encouraged to refer and adhere according to the following reference;
Fukuda H, Ohashi Y. A Guideline for Reporting Results of Statistical Analysis in Japanese Journal of Clinical Oncology. *Jpn J Clin Oncol*. 1997;27(3):121–127.