PUBLISHING GUIDELINES

AIMS AND SCOPE

PHYSIOTHERAPY Quarterly (ISSN 1230-8323) is an international scientific peer-reviewed journal, published in both paper and electronic format by the University School of Physical Education in Wroclaw, Poland. The original version of the journal is its paper issue. The Editorial Office accepts original papers on various aspects of physiotherapy and rehabilitation for publication. Manuscripts in basic science and clinical physiotherapy science are published at the highest priority. Letters to the Editor, reports from scientific meetings and book reviews are also considered.

PHYSIOTHERAPY Quarterly publishes papers that show depth, rigor, originality and high-quality presentation. The scope of the journal: evidence-based rehabilitation; the mechanisms of function or dysfunction; modern therapy methods; best clinical practice; clinical reasoning and decision-making processes; assessment and clinical management of disorders; exploration of relevant clinical interventions; multi-modal approaches; psychosocial issues; expectations, experiences, and perspectives of physiotherapists.

PHYSIOTHERAPY Quarterly invites the submission of high-quality original research articles, and review papers. Please note that only those manuscripts that have not been published anywhere else are eligible for consideration.

A cover letter (authors’ statement) must be signed by all authors, stating that all the above requirements have been appropriately fulfilled and that they agree to the publication of the manuscript in the Physiotherapy Quarterly. The authors are solely responsible for the scientific content as well as for the ethical and legal aspects of their work. Detailed information on the preparation of the manuscript is described in the Instructions for Authors.

EDITORIAL PROCESS

Authors suggest two reviewers, but the Editor reserves the right to the final selection. Review procedures are set forth in accordance with the guidelines of the Polish Ministry of Science and Higher Education. Reviews are written by completing a paper review form (available at http://www.editorialsystem.com/fizen/reviewer/) where reviewers have to explicitly express whether the manuscript is accepted for publication or rejected. Once a year, the Editor provides a general list of the invited reviewers.
To achieve the aim of publishing top-quality papers, the editorial process at Physiotherapy Quarterly consists of two stages: pre-review (1) and peer review (2).

**First stage: Pre-review**

After submission, a paper enters the pre-review stage. Its aim is to identify papers that have the potential to be interesting for PHYSIOTHERAPY Quarterly readers. The pre-review assessment is based on the following criteria:

- Does the paper fall within the broad remit of the quarterly?
- Is the paper appropriately formatted for the quarterly?
- Is the paper novel and interesting?
- Is the subject area covered by the scope of the journal?
- Does the paper have the potential to make a substantial contribution to the development of the field of physiotherapy?

**Second stage: Peer review evaluation**

If a paper is not rejected at the pre-review stage, it then goes into the peer review. Each paper is typically reviewed by two independent reviewers (more if necessary; in some cases, the review process can rely on the report of only one reviewer) and a member of the editorial team then makes a decision concerning publication, either:

**Reject** – the paper is not acceptable for publication and re-submission will not be considered;

**Major Revision** – the paper requires major changes and needs to go through the review process again with no guarantee of acceptance;

**Minor Revision** – the paper is provisionally accepted, subject to conditions that need to be addressed when producing the final version of the manuscript.

In both cases of revision, the authors are obliged to return their corrected manuscripts within a period of 4 weeks. Any extension of that period has to be discussed with the editor-in-chief. Authors are obliged to cooperate with the editorial staff: native speaker, editors (language and statistical data) in order to eliminate ambiguities and errors. In a case when no response to the editorial observations is made within a week, the author’s consent for an introduction of the suggested changes is taken for granted.
ETHICAL GUIDELINES

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The editors require that the authors reveal individual co-authors’ contributions to the publication. When submitting a manuscript, the authors will be requested to declare their contribution to:

- study design/planning
- data collection/entry
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- data interpretation
- preparation of the manuscript
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- collection of funds

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PREPARATION OF MANUSCRIPT

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Empirical, original research articles, together with their summary and any tables, figures or graphs, should not exceed 20 pages in length; review articles are limited to 30 pages, case studies are limited to 10 pages, others to 1-2 pages. The page format is A4 (about 1800 characters with spaces per page). Pages should be numbered.

Articles should be written using Microsoft Word with the following formats:
– Font: Times New Roman, 12 point
– Line spacing: 1.5
– Text alignment: Justified
– Title: Bold typeface, centered.

Submitted manuscripts should include at least two files. The first file is the title page with the authors’ names. The second file includes the title, abstract, keywords, body text, references. Tables and illustrations should be prepared on separate sheets. The system will automatically compose a file that will serve as a blind copy for reviewers and should not contain elements allowing identification of authors.

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An abstract of approximately 250 words divided into the following sections: Aims, Methods, Results, Conclusions.

Three to five keywords (preferably, according to the Index Medicus - Medical Subjects Headings (MeSH) terms (http://www.Nlm.Nih.Gov/mesh).

The main text

The main body of text in empirical research articles should be divided into the following sections: Introduction, Subjects and Methods, Results, Discussion, Limitation, Bibliography.

Introduction:
The introduction prefaces the reader on the article’s subject, describes its purpose, states a hypothesis, and mentions any existing research (literature review).

Subjects and methods:
This section is intended to clearly describe the research material (if human subjects took part in the experiment, include their number, age, gender and other necessary information), discuss the conditions, time and methods of the research as well identifying any equipment used (providing the manufacturer’s name and address). Measurements and procedures need to be provided in sufficient detail in order to allow for their reproducibility. If a method is being used for the first time, it needs to be described in detail to show its validity and reliability (reproducibility). If modifying existing methods, describe what was changed as well as justify the need for the modifications. The International System of Units (SI) and standard abbreviations should be used.

All experiments using human subjects must obtain the approval of an appropriate ethical committee by the author in any undertaken research (the manuscript must include a copy of the approval document). Authors must declare that the experiments reported in the manuscript were performed in accordance with the ethical standards of the Helsinki Declaration and that the participants signed an informed consent form.

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Here, the author should create a discussion of the obtained results, referring to the results found by others in literature (besides those mentioned in the introduction), as well as emphasize new and important aspects of their work.

Limitation:
List and discuss the limitations of the study, possible sources of bias, and any reasonable alternate explanations for the findings and interpretation of the study.

Conclusions:
When presenting any conclusions, it is important to remember the original purpose of the research and the stated hypotheses as well as avoid any vague statements or those not based on research results. If new hypotheses are put forward, they must be clearly stated.

Acknowledgements:
The author may mention any people or institutions that helped the author in preparing the manuscript, or that provided support through financial or technical means.

Bibliography:
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