

Instructions for Authors

I . Submission Guideline

1. Journal aims

- ① To publish studies in physical therapy and related fields for the development of the field of physical therapy
- ② To publish educational articles that contribute to the continuing postgraduate education of physical therapists
- ③ To publish documents and materials related to the advancement of physical therapy

2. Types of articles

- ① Scientific Research Articles (Original Article): Novel and original articles that clearly present scientific conclusions.
- ② Case studies: Articles that describe scientific studies and/or discussions regarding clinical problems and case treatment results.
- ③ Brief reports: Short study articles that make concise statements in terms of quick announcements or brief study reports
- ④ Other: Articles and reports deemed appropriate for publication by the Editorial Board, such as systematic reviews, clinical notes, professional reports, and perspectives. (Clinical notes are logical presentations and discussions of treatments and transitions in cases. Professional reports present specific and objective information regarding new schemes, interventions, results, and so on from physical therapy studies, education, or clinical practice, with the content of such reports having been deemed beneficial.)

3. Qualifying for submission

Submissions from members and nonmembers of the Japanese Society of Physical Therapy are welcome. Refer to Note 1 and the Writing Regulations regarding author qualifications.

4. Requirements for submission

The submitted manuscript must not have been published or be a pending submission in any other journal. The manuscript is to be produced in line with these regulations and the Writing Regulations.

5. Copyright Agreement

To confirm that the author is responsible for the article and to transfer copyright, a

handwritten signature is to be presented using the enclosed Copyright Agreement at the time of submission.

6. Conflicts of interest

All authors must disclose any financial or personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. In connection with conflicts of interest, the standards (Note 1) of the International Committee of Medical Journal Editors (ICMJE) must be complied with.

7. Copyright

The Japanese Society of Physical Therapy holds the copyright for articles that appear in this journal. Articles published in this journal are made available online.

8. Study ethics

On the basis of the Helsinki Declaration as well as the ethical guidelines related to medical studies as stipulated to the current laws of the country in which they were performed, proper consideration is to be given to the protection of the study participants, and a description of ethical considerations such as explanations and consent must be provided.

In addition, approval for the study must be obtained from the ethics committee or the corresponding agency in the research agency or facility to which the author belongs. The name of the ethical inspection committee and the acknowledgment number (or date of acknowledgment) must be provided. If approval was not provided by an ethical inspection committee, please state this fact.

9. Peer review process

The approval or rejection of manuscripts is decided by the Editorial Board, with reference to opinions from multiple referees. Revisions of the manuscripts may be required in line with results of peer review or editorial policy. If your manuscript was conditionally accepted, you must return your revision within two months. If the submission deadline is not met, the manuscript will be treated as a new submission. Furthermore, the submission's wording may be corrected under the authority of the Editorial Board when necessary.

10. Proofreading

In general, proofreading by the author is conducted once, and alterations to sentences and figures are generally not permitted, except for misprints and omissions.

11. Article publication charge (See Table 1)

A submission fee and a publication fees are free for JPTA members and authors with overseas affiliations, except that those who hold a physical therapy license in Japan but do not belong to Japanese Physical Therapy Association (JPTA).

Publication is free of charge up to a fixed number of words, but if that number is exceeded, a fee may be charged according to the excess amount.

Color art is free of charge for online publication.

12. Online Submission of Research Articles

PTR requires authors to submit their manuscripts through the online submission system, Editorial Manager. Author tutorials on online submission are available on the Editorial Manager website.

If you would like to inquire about editorial process, please contact the editorial office at journal@japanpt.or.jp.

Contact address

The Editorial Board “Physical Therapy Research” (PTR)

Japanese Society of Physical Therapy

C/O The Japanese Physical Therapy Association

7-11-10 Roppongi, Minato-ku, Tokyo 106-0032, Japan

TEL: +81-3-6804-1626 E-mail: journal@japanpt.or.jp

Online submission system: <https://www.editorialmanager.com/ptr-journal/>

Note 1: International committee of medical journal editors; ICMJE: Recommendations (<http://www.icmje.org/recommendations/>)

II. Manuscript Preparation

1. Style guideline

1) Title

Concise and informative. Avoid abbreviations and formulae where possible. State also a running title of 60 characters or fewer (a simple title). It can be the same as the title if the title is 60 characters or fewer.

2) Author names and affiliations

List as few author names as possible in the order of the magnitude of contribution to the study/writing. Refer to uniform requirements regarding author qualifications (Note 1). As a rule, no deletion or rearrangement of author names in the authorship will be permitted once the review process has begun.

3) Abstract

Structured abstract containing a maximum of 250 words, divided into 4 sections with the following headings: Objective, Method, Results, and Conclusion is required. Paragraph headings may be altered when needed in articles other than Scientific Research Articles (Original Article) and brief reports.

4) Keywords

List three to five keywords.

5) Main text

As a general rule, the main text should be divided into sections with the headings listed below. However, the headings may be altered when necessary in articles other than Scientific Research Articles (Original Article) and brief reports.

In the main text, information that can identify the authors (e.g., author name; name of affiliated institution; name of city, ward, town, or village; name of ethics committee; ethics committee approval number; research grant approval number; or acknowledgments) should be covered with black highlights. After acceptance, the manuscript should be submitted without the black highlights. The same applies to identifying information in figures, tables, and other documents.

① Introduction

State the background of the study, its clinical significance, objectives, range of the subject covered, and specific connections to past studies.

② Method

State the study method so that a third party can make a supplementary examination.

State ethical considerations.

③ Results (outcomes)

Results should be clear and concise.

④ Discussion (analysis)

This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

⑤ Conclusion

The main conclusions of the study may be presented in a short conclusion section.

⑥ Conflicts of interest

All authors must disclose any financial or personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding.

⑦ Acknowledgments

All contributors who do not meet the criteria for authorship should be listed in an acknowledgements section. External sources of support should also be listed here.

6) References: List quoted references only in order of appearance in the main text.

2. Organization of manuscripts for submission

Organize the manuscript in the following order: title page, abstract, copyright agreement form, declaration form for conflicts of interest, main text, figures and tables, figure legends, and appendix (optional).

3. Regulation size of manuscripts

The word count for Scientific Research Articles (Original Articles), case studies, and systematic reviews, is up to 5,250 words (including abstract, figures and references). For Brief reports, the word count is up to 3,250. Other articles, the word count is up to 4,250 words (including abstract, figures and references)). A figure size of 1/3 of a printed page corresponds to 200 words.

4. Figures and Tables

Figures should be provided in a separate file. Assign sequential numbers in the order in which they appear in the main text. Figure captions should be stated on a new page. It is the responsibility of the author to obtain permission for the reproduction of images and tables prior to submission, and the permission should be presented at the time of submission.

5. References

Within the text: references should be cited within the text, using consecutive numbers in superscript.

Reference list: References should be listed at the end of the manuscript and numbered consecutively, in order of citation in the manuscript. For journals, write the details in this order: name of author(s), article title, journal title, year of publication (C.E.), volume number, and pages (first to last). In the case of books, write the details in this order: name of author(s), book title, name of editor(s), name of and location of publisher, year

of publication (C.E.), and page number(s). Abbreviations of source names should follow the method used by the US National Library of Medicine (Note 2). If there are three or more authors for a reference, state only the first two authors.

(Examples)

- 1) Tompkins J, Bosch PR, et al.: Changes in functional walking distance and health-related quality of life after gastric bypass surgery. *Phys Ther.* 2008; 88: 928–935.
- 2) Kocher MS: Evaluation of the medical literature. Chap 4. In: Morrissy RT and Weinstein SL (eds): *Lovell and Winter's Pediatric Orthopaedics*. 6th ed, Lippincott Williams & Wilkins, Philadelphia, 2006, pp. 97–112.
- 3) Abood S: Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs.* 2002 Jun [cited 2002 Aug 12]; 102(6): [about 1 p.]. Available from: <http://www.nursingworld.org/AJN/2002/June/Wawatch.htm>Article
- 4) Zhang M, Holman CD, et al.: Comorbidity and repeat admission to hospital for adverse drug reactions in older adults: retrospective cohort study. *BMJ.* 2009 Jan 7;338:a2752. doi: 10.1136/bmj.a2752. PubMed PMID: 19129307; PubMed Central PMCID: PMC2615549.
- 5) Cancer-Pain.org [Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.
- 6) American Medical Association [Internet]. Chicago: The Association; c1 995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.amaassn.org/ama/pub/category/1736.html>

6. Units of volume

Use the International System of Units (SI Units) for units.

- 1) Length: m
- 2) Mass: kg
- 3) Time: s
- 4) Temperature: °C
- 5) Frequency: Hz

7. Abbreviations

All terms must be spelled out, followed by the abbreviation in parentheses, at first mention.

8. Method of stating the names of devices

For all equipment and products mentioned in the text, place the model name/number and the manufacturer and location (city, state, country) in parentheses in the text. For statistical software, specify the version, manufacturer, and manufacturer's location

9. English proofreading

All publications will be in English. Authors whose native language is not English should arrange for their manuscripts to be written in idiomatic English before submission. A concise style avoiding jargon is preferred.

10. Other

- 1) Do not use vertical lines in tables unless necessary.
- 2) Line and page numbers must appear in the main text.

Note 1: International committee of medical journal editors; ICMJE: Recommendations (<http://www.icmje.org/recommendations/>)

Note 2: U.S. National Library of Medicine: Samples of Formatted References for Authors of Journal Articles (http://www.nlm.nih.gov/bsd/uniform_requirements.html)

(Partial revision March 10, 2022; Enforced retroactively to January, 1, 2022)

Table 1 Submission fee and Publication fee

| | Submission fee | Publication fee |
|--|---------------------------|--|
| Member of JPTA | Free | Free |
| Non-member of JPTA (Physical Therapist with Japanese Liscence) | 11, 000JPY (tax included) | 11, 000JPY (tax included) Per printed page (A4 size) |
| Non-member of JPTA (Other occupations) | Free | Free |

1. If either the first author or the co-author includes a non-JPTA member physical therapist (including those who have been adjourned from JPTA, the same shall apply hereinafter), the submission fee will be collected per non-member.
2. The submission fee will be charged at the time of receiving the manuscript, and the submission fee once paid will not be returned for any reason.
3. If a treatise that includes a non-JPTA member physical therapist as either the first author or co-author is adopted, a publication fee will be collected per non-JPTA member.

4. The publication fee will be incurred when the final manuscript is submitted, and the publication fee once paid will not be returned for any reason such as withdrawal.
5. If payment of the submission fee cannot be confirmed, the reception will be cancelled.
6. If the payment of the publication fee cannot be confirmed, the publication of the paper will be cancelled.