

JRRD SUBMISSION GUIDELINES

JRRD Mission: To responsibly evaluate and disseminate scientific research findings impacting the rehabilitative healthcare community.

Purpose and Scope

We publish cutting-edge research and disseminate biomedical and engineering advances that enhance the quality and relevance of Department of Veterans Affairs (VA) rehabilitation research. Priority areas are prosthetics; orthotics; spinal cord injury; traumatic brain injury; multiple sclerosis; communication, sensory, and cognitive aids; geriatric rehabilitation; and functional outcomes research. *JRRD* accepts national and international submissions. Only original scientific rehabilitation research and development papers (including pilot studies) are accepted. Submissions dealing with conditions that relate only to children will not be accepted.

Submissions accepted are—

- Technical reports describing techniques, procedures, or findings of original scientific research.
- Clinical reports evaluating development of a prototype, a new clinical technique, or other topic of clinical interest.
- Single-topic issues or sections (through discussion with the Editor).
- Reviews that focus on cutting-edge research topics (should include the word “Review” in the title).
- Guest Editorials on relevant topics (continuously accepted through discussion with the Editor).
- Letters to the Editor: *JRRD* stakeholders may address concerns, praise, or items of interest regarding published content to the Editor as a Letter to the Editor.

Submission Process

All submissions to *JRRD* must be received online through [Manuscript Central](#). The *JRRD* Editorial Office is not permitted to upload any submissions for prospective or current authors, but we are available to assist those who require it with the submission process.

We have prepared two checklists to assist you with your submission. You can find the [JRRD Manuscript Submission Checklist](#) and the [JRRD Figure Checklist](#) on our Web site and at Manuscript Central under the [Instructions and Forms](#) tab.

Submissions to *JRRD* are initially reviewed for completeness before the review process is initiated. All components, as spelled out in the “Technical Specifications” section of these Guidelines are required. Incomplete submissions will be withdrawn by the Editorial Office, and the authors instructed to complete their submissions. If the instructions are not followed, the Editorial Office will unsubmit the paper. Authors can obtain assistance with an incomplete submission through discussion with the Editorial Office.

Review Process

Scientific papers submitted to *JRRD* are subject to critical peer review by two or more anonymous experts in the field. A paper's suitability for publication rests on the results of the peer review and the recommendation of the *JRRD* Editorial Board member assigned to the paper.

Authorship

We follow the [ICMJE guidelines](#) for authorship and contributorship. These criteria were developed to discourage the inflationary increase in the number of authors listed on articles and to end the practices of both guest and ghost authorship.

Specifically, authorship credit should be based only on (1) substantially contributing to study conception and design, acquisition of data, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; and (3) providing final approval of the version to be published. **All three conditions must be met.** Acquiring funding, collecting data, or supervising the research group, by themselves, do not justify authorship.

“Ghost authorship occurs when someone makes a significant contribution to a manuscript without due acknowledgement of their role. Guest authorship, in contrast, occurs when an individual is named as an author of a manuscript when they do not meet authorship criteria. Both are disturbingly common. Ghost and guest authorship are breaches of professional ethics. They violate readers’ trust in scientific reporting and have the potential to distort medical literature [1].” Articles found to have ghost or guest authors will be retracted by *JRRD* following the same guidelines used for plagiarism ([JRRD Editorial Policies](#)).

We also require authors to describe what each has contributed to the study and/or manuscript. The goals of this disclosure are to “discourage abuses of authorship, permit credit for all substantial contributions, and inform editors and readers of who stands behind each key portion of the work and who is prepared to vouch for the work as a whole” [2].

Therefore, after a manuscript has been accepted, every author listed on the submission will be required to have his or her contribution listed in the Acknowledgments section at the end of the article. Others who have contributed to the work but who do not meet the guidelines for authorship should be thanked in the Acknowledgments section. While, our editorial staff will offer suggestions for these contributions, authors are **free** to add any pertinent contributions they deem necessary to properly document authorship of the article.

Conflict of Interest

JRRD has a primary responsibility to its stakeholders to provide unbiased scientific results and analyses, with a transparent reporting of competing financial interests or other interests. We require all authors to declare any competing financial or other interests in relation to the work described within the context of the submission. Competing interests can be of two major types and must be reported by all authors:

- Direct and personal, such as equity, stock ownership, consulting, research support and funding, and personal patents (applied, in-process, or awarded).
- Indirect, such as employment by an agency that may gain or lose financially; management or advisory affiliations, or consulting (all within the last 2 years); and corporate patents (applied, in-process, or awarded).

All authors must complete the [ICMJE Form for Disclosure of Potential Conflicts of Interest](#) to submit a manuscript to *JRRD*. The form is also available from the [JRRD Web site](#) and [Manuscript Central](#) under the [Instructions and Forms](#) tab. The form must be sent after the submission has been completed; if the [ICMJE Form for Disclosure of Potential Conflicts of Interest](#) is **not** received, the submission **will not** be processed.

Please note that the *JRRD* Manuscript Central ID number must be listed on each page of the form before it is returned to the Editorial Office. If the author list increases at any time during the peer review process, a new form must be submitted with all the information filled out again for every author. However, a new form is **not** required for each revision. The form is a fillable PDF that must be emailed (Lloyd.Tinker@va.gov) or faxed (410-962-9670) to the *JRRD* Editorial Office.

Statement of Originality

Material submitted to *JRRD* **must be original** and not published or submitted elsewhere. All authors are deemed to be individually and collectively responsible for submissions to *JRRD* and are required to forward to the *JRRD* Editorial Office the [JRRD Authors' Statement of Originality](#) form signed by **all** authors (this form is available online from the [JRRD Web site](#) and [Manuscript Central](#) under the [Instructions and Forms](#) tab; the Manuscript Central ID number **must** be listed on the form). By submitting this form with the manuscript, the corresponding author accepts the responsibility that all authors have agreed to be listed as contributors and have seen and approved the manuscript and its content prior to submission.

A caveat would be submissions containing material that has previously formed all or part of a doctoral or other academic thesis and that has been published according to the guidelines of the institution granting the degree, as long as the material is not in part or in total a compilation of previously published material from other journals or scientific publications.

If the author list increases at any time during the peer review process, a new form must be submitted with all the information filled out again for every author. However, a new form is **not** required for each revision. The form is a fillable PDF that must be emailed (Lloyd.Tinker@va.gov) or faxed (410-962-9670) to the *JRRD* Editorial Office.

Clinical Trial Registration

JRRD requires the registration in a public trials registry of all trials that meet the minimum registration data set requirement as described by the ICMJE as a condition for publication. A clinical trial is any study that prospectively assigns human subjects to intervention or comparison groups to evaluate the cause-and-effect relationship between a medical intervention and a health outcome. Please refer to the *JRRD* Editorial Policies or the ICMJE for further information.

Please note: If clinical trial registration is required but has not been completed, authors will not be allowed to continue uploading their submission into Manuscript Central.

Trials should be registered in one of the following trial registries:

[Australian New Zealand Clinical Trials Registry](#)

[ClinicalTrials.gov](#)

[ISRCTN Register](#)

[Nederlands Trial Register](#)

[UMIN Clinical Trials Registry](#)

Institutional Review

JRRD requires authors to document institutional review board procedures on human subjects and animals. In addition, if the manuscript involved human study participants, authors will be asked to provide a statement indicating whether or not the human study participants will be informed about the accepted publication [3].

Author Guidelines

Authors shall prepare manuscripts in accordance with the following guidelines, which were adapted from the [ICMJE's Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#). Authors must—

- Submit papers online to [Manuscript Central](#) as Microsoft Word files in 12-pt font, double-spaced with liberal margins, and appropriately paginated for 8.5 × 11 in. paper.
- Submit papers that are original and in English. For our international authors, we strongly encourage use of a professional translating service that specializes in editing scientific documents. Possible suggestions include [American Journal Experts](#), [Science Docs, Inc](#), and [BioScience Writers](#). (*JRRD* does not endorse any of these companies and makes no claims about the quality of the services provided. Authors are responsible for the cost of these services.) In addition, the European Association of Science Editors (EASE) has created the [EASE Guidelines for Authors and Translators of Scientific Articles](#), which are freely available and have been translated into 15 languages. The list of references and further reading includes editorial guidelines, handbooks, and Web sites that provide useful information on scientific writing.
- Submit a cover letter detailing their intent to publish in *JRRD* with each manuscript.
- Submit the following as **one** file for each submission:

- Cover page with title; short title for running head; author name(s), major degree(s), and affiliation(s); funding source(s) (including grant numbers); and name, address, telephone and fax numbers, and e-mail address of the corresponding author.
- Abstract, including clinical trial registration information (if required).
- Alphabetized key words (at least 10).
- Abbreviations (only abbreviations that are used more than once appear in this section).
- Manuscript body text, including section headings: introduction, methods, results, discussion, conclusions, and references.
- Acknowledgments
- Tables and figures and their captions/legends.
- Statement of responsibility detailing the specific contributions of every author. The specific level of detail for the disclosure of author contributions will be left to the author(s), but every author listed on the submission is **required** to have a contribution listed.

— Please note: Manuscript Central is designed to collect the names of the first 10 authors on a paper for metadata purposes only. *JRRD* imposes **no limits** on the number of authors on any submitted manuscript. All authors who contributed to the work should be listed on the paper and on any required forms.

- Obtain and provide to the *JRRD* Editorial Office concomitant with submission copyright release and/or permission(s). All material will be reviewed by the Editor prior to publication.
- Complete clinical trial registration (if required) before onset of study enrollment and include trial registry name and Web site, trial name, and trial registry number at the end of the abstract.
- Complete the [ICMJE Form for Disclosure of Potential Conflicts of Interest](#) and either email to Lloyd.Tinker@va.gov or fax to the Editorial Office (410-962-9670).
- Complete the [JRRD Authors' Statement of Originality](#) form (signed by **all** authors) and either email to Lloyd.Tinker@va.gov or fax to the Editorial Office (410-962-9670).
- Include a *JRRD at a Glance* paragraph of 100 words or less describing the paper's relevance to the veteran.
- Include at least two preferred and any nonpreferred reviewers. Online submission cannot be completed without including the names of at least two preferred reviewers.

- Preview the complete online submitted manuscript before the end of the submission process as directed. Please notify the JRRD Editorial Office at Lloyd.Tinker@va.gov if an email confirming receipt of the upload is not received within 24 hours.

Manuscript Acceptance

Upon conditional manuscript acceptance, authors must do **both** of the following:

- (1) Email to the Editorial Office (Lloyd.Tinker@va.gov) the final version of the paper (with all revisions/edits incorporated and redlining removed) and **high-quality, print-ready** figures and graphics (as **individual** files and not embedded in the manuscript; detailed instructions for producing print-ready graphics can be found in the Technical Specifications section).
- (2) Mail by regular post hard copies and individual electronic files of the manuscript and figures/graphics on CD or DVD to the JRRD Editorial Office addressed to Editor, Journal of Rehabilitation Research and Development, 103 South Gay Street, 5th Floor, Baltimore, MD 21202-4051. The materials emailed and sent by regular post must be **identical**.

Permissions and Copyright

Plagiarism

All articles conditionally accepted by JRRD for publication are analyzed with plagiarism detection software. Authors will be contacted if any issues arise during this process. JRRD follows the [Committee on Publication Ethics \(COPE\)](#) procedures for dealing with plagiarism. Any self-plagiarism will be detected, and authors will be required to submit revisions. We recommend that authors analyze their own work with plagiarism detection software before submission. Possible suggestions include [iThenticate](#) or [Turnitin](#). (JRRD does not endorse any of these companies and makes no claims about the quality of the services provided. Authors are responsible for the cost of these services.)

For instances of self-plagiarism, authors will be given 14 days to submit revisions and must **substantially** revise the previously published text. We have found that most instances of self-plagiarism involve the Introduction or Methods sections. We offer the following suggestions in these instances: (1) Remove the duplicate text and add a properly cited statement such as “This study has been described in detail elsewhere” [citation]; (2) Enclose duplicate text in quotation marks, again with proper citation; (3) Paraphrase text with appropriate citation; or (4) Create a properly cited Appendix containing the duplicate material to be included for online publication only. More details about JRRD’s plagiarism and self-plagiarism policies can be found in the [JRRD Editorial Policies](#).

Proper Citation

JRRD requires that **any** previously published material, whether in the public domain or not, be noted as previously published and include proper citation to the original work.

JRRD Material (public domain)

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Photographs/Voice/Video

Authors **must** obtain a signed *Consent for Use of Picture and/or Voice* from each person who can be identified in a photograph or illustration (form available from [Manuscript Central](#) under the [Instructions and Forms](#) tab) **before** the paper is submitted and submit originals of the signed documents with the manuscript (email is not acceptable).

Unpublished Manuscripts and Personal Communications

Authors must also obtain permission to cite unpublished manuscripts and personal communications.

Technical Specifications

Short Title

A short title (≤ 45 characters) is provided for use as a running head.

Title

The manuscript title is ≤ 100 characters (letters and spaces) and does not contain any abbreviations or acronyms. Review articles should contain "Review" in the title. Articles that report data on only one sex should indicate that in the title, e.g., "Effect of stroke therapy on males."

Authors/Affiliations

All authors who contributed to the work should be listed on the paper and on any required forms. Authors' institutional affiliations should be included and formatted with numbered superscripts connecting author names to institutions.

Please note: Manuscript Central is designed to collect the names of the first 10 authors on a paper for metadata purposes only. *JRRD* imposes **no limits** on the number of authors on any submitted manuscript.

Abstract

The abstract is limited to 200 words and submitted with the manuscript. It should give the factual essence of the article and be suitable for separate publication in index journals. It must also include clinical trial registry names, registration numbers, and the URLs for the registry, if required. Abstracts are not structured; they are written as a continuous paragraph and do not include any section headings (e.g., Methods, Results, Conclusions). Articles that report data on only one sex should indicate that in the abstract. Footnotes, references, and commercial names should not be used in the abstract.

Key Words

At least 10 alphabetized key words are required on the title page of the paper. Medical Subject Headings (MeSH) terms are encouraged but not required.

Abbreviations

Abbreviations or acronyms that are used more than once in the text of the paper are included. If an abbreviation only appears once, its spelled-out form is used. Conversely, once an abbreviation or acronym has been identified, the abbreviation replaces the spelled-out form of the term. Abbreviations shall be listed on the title page of the manuscript before the corresponding author information.

Corresponding Author

For each article, one author must be designated as the corresponding author. A short paragraph with the name address and contact information for the corresponding author should be included. This information will appear on the title page of the article, both online and in print.

Section Headings

For general information about section headings, please refer to [ICMJE's Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#). All articles must contain standard scientific article headings: Introduction, Methods, Results, Discussion, and Conclusions. Review articles have some flexibility, but at a minimum should contain Introduction, Methods, Discussion, and Conclusions.

JRRD allows up to four levels of subheadings under each main heading; however, there must be at least two subheadings for each level.

Acknowledgments

This section includes the list of specific author contributions, the conflict of interest information, financial disclosures and funding information, institutional review board approval and informed consent information, participant follow-up information, a disclaimer statement (if necessary), and names of individuals who have provided substantive assistance. Written permission to be named must be obtained for all individuals included in the acknowledgments section.

References

References should be typed separately, double-spaced, numbered consecutively in the order in which they are first mentioned in the text, and appear on the line in brackets (e.g., Levitz [3]). Statistical programs, papers presented at meetings, and non-peer-review publications are not listed in the References; instead, these are listed either as in-text notes or footnotes, with written permission if applicable. Limited “unpublished observations” or “personal communications,” for which the author has secured permission of the person cited, should be treated as footnotes and not included in the numbered references. Authors are responsible for the accuracy of their references; however, they must be retrievable through a standard literature search. All references are confirmed and, when possible, linked out to PubMed and DOI ([CrossRef](#)) in both print and online versions. Please format references according to [Citing Medicine, 2nd edition, The NLM Style Guide for Authors, Editors, and Publishers](#).

JRRD at a Glance

This summary of the research should be ≤100 words and written for the layperson at approximately an 8th- to 10th-grade reading level. It should be separate from the manuscript and describe who will benefit from the work and what the likely benefits will be. It should enable a patient or family member to decide the appropriateness of discussing the research with a healthcare provider. The *JRRD* Editorial Office will maintain the prerogative to rewrite the section if it does not meet the desired standards, subject to the author's approval. This section should be uploaded after the manuscript is uploaded.

Figures

Graphics (i.e., drawings, illustrations, schematics, charts, graphs, and so forth) and photographs may be used for clarifying the text. After the manuscript has been accepted for publication, figures can no longer be embedded in the text. **Each figure** must be submitted by regular post (on CD or DVD along with the final version of the manuscript) as **individual files** in .TIF or .JPG format **and** by email (Lloyd.Tinker@va.gov).

Figures must—

- Be reduced to at least 3.5 in. (8.9 cm) wide and no more than 7.25 in. (18.4 cm) wide. We recommend that authors design supporting artwork at 3.5 in. wide and inspect their figures at this size to ensure readability
- Be submitted in grayscale unless color is required to preserve scientific integrity and communication of main message of figure. Use of color for figures is at the discretion of the Editor of *JRRD*. If color is required, care should be taken to avoid comparing shades of red and green or blue and yellow with each other; these combinations are often difficult for persons with color blindness to distinguish.
- Be saved at the correct resolution: ≥300 dpi.
- Include labels and symbols that are large enough to withstand reduction (i. e., at least 8 pt when reduced), and use type of the same size and style within each figure. Figure fonts must be sans serif (e.g., Arial). Related figures are the same size for uniformity. For figures with multiple panels, insert a lower-case letter (“(a),” “(b),” etc.) in the upper left-hand corner of each image.

Bar and Line Graphs

- Avoid hairline rules (all lines should be at least 1 pt thick and easily distinguishable when printed in black and white).
- Create two-dimensional bar graphs (not three-dimensional).
- Differentiate bars in the chart (e.g., use white, black, or diagonal lines).
- Use symbols that are easily distinguishable by shape (circle, square, triangle), color (white or black), and size.
- Place unit of measurement and appropriate axis title along the x- and y-axes.

Photographs, MRIs, X-Rays, or Photomicrographs

- Remove ANY marks or text that could identify a patient.
- Identify critical areas with arrows or labels on the figure.
- Ensure arrows and labels are clear, sharp, and large enough to accommodate reduction (i.e., ≥ 8 pt when reduced).
- Provide magnification and stain data in the legend for photomicrographs.

Figure Legends

- Include a concise legend for each figure telling what the figure represents and explaining any marks, arrows, error bars, etc.
- List figure legends on a separate page at the end of the manuscript.
- Resolve inconsistencies between legend and figure (e.g., figure is black and white and the word “red” is used in the legend).

Please note: PowerPoint or CAD-CAM formats are **not** acceptable. If images were created in PowerPoint, authors must adjust their Adobe PDF to settings to create a PDF of ≥ 1200 dpi directly from PowerPoint. If the image is saved as a .TIF or .JPG directly from PowerPoint, the image will not be sharp but rather soft and of poor quality. This method is therefore **unacceptable**. The same applies to any other program that does not convert files into clean, sharp, printable images. *JRRD* staff have extensive experience with figure manipulations required for commercial quality print images. Please contact a member of the *JRRD* staff if you have questions regarding this process.

Tables

Tables should be submitted as MS Word files. For accepted manuscripts, **do not** submit tables as image files. Tables should not duplicate material in text or illustrations. Tables must contain all necessary information in order that they may stand alone, independent of the text. They should be numbered consecutively with Arabic numerals and cited in the text in numerical order. Each table should be submitted on a separate page at the end of the manuscript and should have a brief caption and/or legend. Short or abbreviated column heads should be used and explained. Sources should also be cited in footnotes, if applicable.

Mathematical Formulas

Traditional mathematical expressions should be extended by adding brief narrative notes of explanation and definitions of all terms and variables, as appropriate, to ensure that readers of other disciplines gain the fullest understanding of the material presented. The International System of Units (SI) is requested for all quantities in text, tables, and figures. Formulas and equations should be submitted as separate MS Word files.

Video/Audio

JRRD welcomes any video or audio content that may accompany submissions. All video/audio is presented in the highest quality possible, configured to be fully cross-platform compatible, and presented with a full citation with links to other related content online. Any

multimedia content will be made available both within the associated online article, as well as part of a dedicated online video/audio library on the *JRRD* Web site. A full transcript of all audio contained within video clips, when appropriate, and for all other audio is required upon submission to ensure complete online accessibility.

Video/audio files should be submitted to the Editorial Office by CD or DVD (c/o Tristan Horrom, 103 S. Gay Street, Baltimore, MD 21202). Filenames must include the first author's last name and the *JRRD* Manuscript Central ID number. A full transcript of all audio contained within video clips, when appropriate, and for all other audio is required upon submission. All video submitted must be limited to 30 seconds in length, have a video resolution of no less than 640 x 480 pixels, and be submitted in Windows Media Video (.WMV), or QuickTime (.MOV) format. All audio should be limited to 2 minutes, have a sound quality of at least 96 kb/s, and be submitted in Windows Media Video (.WMV), QuickTime (.MOV) or .MP3 format. Exceptions can be granted as related to content format at the discretion of the *JRRD* Technical Information Specialist.

Appendixes

JRRD welcomes appendix material for publication. All appendixes are online only, accessed through online links in the PDF and HTML versions of each article. Appendix materials include text, tables, source files, derivations, photographs, figures, graphs, and video material as appropriate. All material will be reviewed by the Editor prior to publication, but Appendix material is not typically reviewed by a technical editor.

Letters to the Editor

JRRD stakeholders may address concerns, praise, or items of interest regarding published content to the Editor as a Letter to the Editor. We invite an ongoing dialogue between professionals as a means of exchanging information and sharing diverse opinions among disciplines. Letters should relate specifically to material published in *JRRD*. Letters to the Editor are submitted online through Manuscript Central. You must supply the following information: full name of author of article, volume and issue number, and page numbers on which the article appeared. In addition, the letter should contain the full name, academic degree(s), and affiliation of the correspondent. After the letter is received, it is shared with the author(s) of the original article for rebuttal and both letters are subsequently published back-to-back in the next available issue of *JRRD*. Letters to the Editor are strongly encouraged.

Review of Proofs

Proofs will be emailed to the corresponding author, unless otherwise requested. To avoid delays in publication, check the proofs **immediately** and return corrections or changes to the technical editor assigned to the article either by email, fax, or express mail within 3 working days. If corrections and/or changes are not received within the prescribed time, it will be assumed none are needed.

Author Approval of Final Proof

During the copyediting phase of production, all authors will be required to return to the technical editor the signed *Author Approval of Final Proof* form indicating that **all** authors have reviewed the final PDF prior to publication. We feel that it is incumbent upon us to ensure that all authors' review the final article proof. Failure to return the form within 3 days will result in forfeiture of publication in that issue, with concomitant delay to a future issue at the Editor's discretion.

All editorial questions should be addressed to the Editor, Journal of Rehabilitation Research and Development, 103 South Gay Street, 5th Floor, Baltimore, MD 21202-4051; 410-962-1800, ext 240, fax: 410-962-9670.

Bibliography

1. Murray S, Brophy J, Palepu A. Open Medicine's ghost and guest authorship policy. *Open Med.* 2010;4(1):11–12.
2. Leash E. Is it time for a new approach to authorship? *J Dent Res.* 1997;76(3):724–27. DOI: 10.1177/00220345970760030101
3. Dorsey ER, Beck CA, Adams M, Chadwick G, de Blieck EA, McCallum C, Briner L, Deuel L, Clarke A, Stewart R, Shoulson I; Huntington Study Group TREND-HD Investigators. Communicating clinical trial results to research participants. *Arch Neurol.* 2008;65:1590–95. [PMID: 19064746](#)

Important Web Addresses

JRRD Web site

<http://www.rehab.research.va.gov/jour/jourindx.html>

JRRD Editorial Policies

<http://www.rehab.research.va.gov/jour/jrrdedpolicy2010.pdf>

JRRD Manuscript Submission Checklist

<http://www.rehab.research.va.gov/jour/jrrdsubcheck2010.pdf>

JRRD Figure Checklist

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http://www.icmje.org/urm_main.html

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<http://www.rehab.research.va.gov/jour/conflict2010.pdf>

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Australian New Zealand Clinical Trials Registry

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ISRCTN Register

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<http://www.trialregister.nl/trialreg/index.asp>

UMIN Clinical Trials Registry

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American Journal Experts

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Science Docs, Inc

<http://www.sciencedocs.com/index.htm>

BioScience Writers

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