

## **JRRD EDITORIAL POLICIES**

### **Contents**

<b>I.</b>	<b>General Policies.....</b>	<b>3</b>
	<b>A. Purpose and Scope .....</b>	<b>3</b>
	<b>B. Letters to the Editor .....</b>	<b>4</b>
	<b>C. Published Manuscripts .....</b>	<b>4</b>
	<b>i. Technical Editing.....</b>	<b>4</b>
	<b>ii. Web Site.....</b>	<b>5</b>
	<b>iii. Publishing Practices .....</b>	<b>6</b>
<b>II.</b>	<b>Submission Policies .....</b>	<b>7</b>
	<b>A. Authorship .....</b>	<b>7</b>
	<b>i. Definition.....</b>	<b>7</b>
	<b>ii. Specific Contributions.....</b>	<b>7</b>
	<b>B. Submitted Manuscripts.....</b>	<b>8</b>
	<b>i. Appendixes.....</b>	<b>9</b>
	<b>ii. Video/Audio.....</b>	<b>9</b>
	<b>iii. Peer Review Information for Authors.....</b>	<b>10</b>
	<b>C. Accepted Manuscripts.....</b>	<b>10</b>
	<b>D. Plagiarism and Fabrication.....</b>	<b>11</b>
	<b>E. Conflict of Interest .....</b>	<b>13</b>
	<b>F. Statement of Originality .....</b>	<b>14</b>
	<b>G. Clinical Trial Registration.....</b>	<b>15</b>
<b>III.</b>	<b>Instructions to Reviewers.....</b>	<b>16</b>
<b>IV.</b>	<b>Postproduction Policies: Correction and Retraction.....</b>	<b>17</b>

## ***JRRD* EDITORIAL POLICIES**

*JRRD* general policies and procedures are reviewed by Veterans Health Administration Handbook 1203.05.

The *JRRD* Web site can be found at  
<http://www.rehab.research.va.gov/jrrd/index.html>.

### ***JRRD* MISSION**

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

### **Top Four Reasons to Publish with *JRRD***

- 1. High Visibility:** *JRRD* is an established and well-respected journal widely distributed to national and international audiences in print and electronic formats.
- 2. Accessibility and Archiving:** Research is freely available to anyone with an Internet connection. No subscription or registration is required to access full-text articles online. Articles are archived on *JRRD*'s Web site, PubMed, and many other abstract indexing companies. Legacy archival materials dating back to 1964 are available on the *JRRD* Web site.
- 3. No Use Restrictions:** Upon publication on the *JRRD* Web site, authors are free to print copies of their articles to share with colleagues or post on the Web. Dissemination for educational and scientific purposes is permitted without restriction and encouraged.
- 4. Ease of Publication:** Electronic submission and peer review make publishing your research simple and efficient.

## I. GENERAL POLICIES

### A. 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, amputations, orthotics, and orthopedics; spinal cord injury and other neurological disorders (with particular interest in traumatic brain injury, multiple sclerosis, and restorative therapies); 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.

*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 (Dorsey ER, Beck CA, Adams M, Chadwick G, de Blicke 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).

Submissions accepted are—

- Technical reports describing techniques, procedures, or findings of original scientific research.
- Clinical reports evaluating the development of a particular prototype, a new clinical technique, or any other topic of clinical interest.
- Single-topic issues or sections (through discussion with the Editor).
- Reviews should focus on cutting-edge research topics and should include the word “Review” in the title.
- Guest Editorials. Guest Editorials on relevant topics are continuously accepted through discussion with the Editor.
- Letters to the Editor.

## **B. Letters to the Editor**

*JRRD* stakeholders may address concerns regarding published content, praise, or items of interest 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.

## **C. Published Manuscripts**

### **i. Technical Editing**

All manuscripts are professionally edited for content and clarity and for conformity with published references and house style.

Why does *JRRD* technically edit (copyedit) all published manuscripts?

- To make the articles more accessible to a broad audience, including members of other scientific disciplines.
- To maximize Web exposure and indexing effectiveness by using appropriate key words, citations, terminology, etc.
- To optimize presentation such that readers will have a favorable perception of the journal and authors can take pride in publishing in *JRRD*.
- To summarize the technical content in an accessible and readable format and promote awareness of the research among the media, veterans, other lay audiences, etc.
- To verify the accuracy of scientific terminology and concepts.
- To provide a consistent, cohesive, and professional “look and feel” to the journal through use of house style.

- To ensure published papers are easy to read and written in correct English.
- To help our international authors improve the clarity of their work.

## ii. Web Site

The *JRRD* Web site can be found at <http://www.rehab.research.va.gov/jrrd/index.html>. and fully meets the guidelines set out in VA Handbook 6102. The Web site also adheres to the requirements implemented by section 508 of the Rehabilitation Act of 1973 in regards to electronic and information technology accessibility. The Web site allows users to browse articles by topic, year of publication, volume number, or single-topic issue. Also included are links to author resources, such as the technical areas of expertise of the *JRRD* Editorial Board members and reviewer listings. *JRRD* is published for our veterans, so a special section of information and links concerning veteran-centric topics is included. An art gallery is available that includes all National Veterans Creative Arts Festival artwork chosen to be *JRRD* cover art. Spanish versions of the *JRRD at a Glance* sections are available online to further serve our Spanish speaking veterans and broaden our online reach.

The *JRRD* Web site features many value-added products, including streaming video and audio accompanying published research when available, present and past news releases and e-Alerts, readership survey results, and Facebook links. A *JRRD* RSS news feed that automatically alerts subscribers of newly available research and other information online is now in digital distribution. In addition to the news feed, the *JRRD* podcast channel *JRRD at a Glance Podcast*, an episodic discussion of published research following the release of new issues, is available to listen to. Both the *JRRD* news feed and podcasts are available for subscription online and are being distributed to online feed and podcast directories. The online versions of *JRRD* published research articles feature downloadable PowerPoint slides for all figures, which each contain a full figure description and citation. Finally, the *JRRD* Web site is both cross-platform and cross-browser compatible; we are also working to be fully available on the growing market of mobile devices, including smart phones, tablets, PDAs, and book readers.

### iii. Publishing Practices

*JRRD* is committed to an expedient peer review and publishing practice. Once manuscripts have completed the editing and booking phases, the online versions are prepared for the *JRRD* Web site. As soon as the articles appear online, the corresponding author is notified and a table of contents e-Alert is forwarded to subscribers on the e-Alert mailing list. Please note that the date the authors are notified of release is the official publication date, since individual issues are not identified by a date stamp. Published materials are also submitted to PubMed and indexed by—

- Academic OneFile
- Academic Search Premier
- CINAHL<sup>®</sup> Database
- Crossref/Publishers International Linking Association (PILA), Inc
- Directory of Open Access Journals (DOAJ)
- EMBASE
- Engineering Index (Bioengineering Abstracts)
- Google Scholar
- ISI Web of Knowledge
- PubMed
- RECAL Information Services (University of Strathclyde)
- Referativnyi Zhurnal/Abstracts Journal (VINITI)
- SportDiscus
- U.S. Government Periodicals Index

In addition, *JRRD* has partnered with patientINFORM. “patientINFORM is a program that brings together the publishers of the world’s leading medical journals and the U.S.’s most trusted health organizations to provide patients and their caregivers with access to some of the most up-to-date, reliable and important research available about the diagnosis and treatment of specific diseases” (<http://www.patientinform.org>).

## II. SUBMISSION POLICIES

### A. Authorship

#### i. Definition

At *JRRD* we follow the International Committee of Medical Journal Editors' (ICMJE's) guidelines for authorship and contributorship ([http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html)). In short, the ICMJE's 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" (Murray S, Brophy J, Palepu A. Open Medicine's ghost and guest authorship policy. *Open Med.* 2010;4(1):11–12). Therefore, articles found to have ghost or guest authors will be retracted by *JRRD* following the same guidelines used for plagiarism.

#### ii. Specific Contributions

At *JRRD*, we 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" (Leash E. Is it time for a new approach to authorship? *J Dent Res.* 1997;76(3):724–27. DOI: 10.1177/00220345970760030101). 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.

## **B. Submitted Manuscripts**

All submissions to *JRRD* must be received online through Manuscript Central (<http://mc.manuscriptcentral.com/jrrd>). The *JRRD* Editorial Office is not permitted to upload any submissions for prospective or current authors. The Office is ready to assist those who require assistance 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 (<http://www.rehab.research.va.gov/jrrd/index.html>) and at Manuscript Central under the *Instructions and Forms* tab. Submissions to *JRRD* are initially reviewed for completeness before the review process is initiated. We require all components, as spelled out in the *JRRD Submission Guidelines* (also available online through our Web site and Manuscript Central), to be submitted. 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.

Manuscript Central is designed to collect the names of the first five 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 manuscript and on both of the required forms (the *Statement of Originality* and the *ICMJE Form for Disclosure of Potential Conflicts of Interest*).

Our authors are strongly encouraged to register for and supply a RESEARCHERID (<http://www.isiwebofknowledge.com/researcherid/>), which allows authors to calculate their citation metrics, such as total times cited, H-index, average times cited, etc.

Prior to electronic submission, our international authors may want to contact a professional translating company that specializes in editing scientific documents. Possible



suggestions include American Journal Experts (<http://www.journalexpert.com/>), Science Docs, Inc (<http://www.sciencedocs.com/index.htm>), and BioScience Writers (<http://biosciencewriters.com/>). (*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.)

### **i. 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.

### **ii. 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. Video/audio files are considered supplemental to the published research article and are not subject to peer review. 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.

In order to guarantee high quality playback of video and audio on the *JRRD* Web site, 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 kbit/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.

### **iii. Peer Review Information for Authors**

Once submissions have been successfully completed, members of the *JRRD* Editorial Board are consulted and the review process commences. For reviewer instructions, please see the *Instructions to Reviewers* section of this document (also available online through Manuscript Central, *Instructions and Forms* tab). All *JRRD* submissions undergo single-blind review (authors blinded to reviewer(s)) with input from an Editorial Board member familiar with the specific topic area. While editorial decisions are not typically a simple matter of additive assessments from reviewers, authors should bear in mind that the decision is influenced by the reviewers' concerns, the strength of their arguments, the recommendation from the relevant Editorial Board member, and the opinion of the Editor. At *JRRD*, we average 3 reviewers per article, and if significant disagreement exists among the reviewers, an adjudicator is requested to review the paper, consider the current reviews, and provide a consensus if possible. The decision to request an adjudicator lies with the Editorial Board member handling the submission. All editorial decisions regarding manuscript disposition are final. However, rebuttals concerning editorial decisions can be directed to the Editor for consideration. Rebuttal letters will be shared with the Editorial Board member who managed the submission, and the Editor will issue a final letter regarding the rebuttal to the author.

All manuscripts submitted to *JRRD* are held in strict confidentiality throughout the review and production process. The Editor and Editorial Board members are not permitted to discuss, post, or otherwise share manuscript details with third parties or reveal information regarding manuscript correspondence, author or reviewer correspondence, or their interactions.

### **C. Accepted Manuscripts**

Accepted manuscripts are issued a Digital Object Identifier (DOI), have all references confirmed, and have links to PubMed and DOI (CrossRef, <http://www.crossref.org/>) added in both print and online versions, if possible.

During the substantive copyediting phase of production, all authors will be required to return to the copy editor the signed *Author Approval of Final Proof* form indicating that

all authors have reviewed the final PDF prior to publication. Failure to return the form according to the timeline provided by the copy editor (3 days) will result in forfeiture of publication in that issue, with concomitant delay to a future issue at the Editor's discretion.

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. (Dorsey ER, Beck CA, Adams M, Chadwick G, de Blicke 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)

#### **D. Plagiarism and Fabrication**

As a publishing entity of the VA, *JRRD* maintains and upholds the concept of intellectual property rights and recognizes that plagiarism is a misuse of creative expression from others in the forms of ideas, words, photographs, and graphical renditions. Stated simply, plagiarism is when one person uses material(s) that are not their original work without documentation (accurately citing the source, using quotation marks if necessary, and obtaining appropriate permissions). Plagiarism includes copying or paraphrasing text from others or self-work (self-plagiarism), copying equations or graphical renditions not commonly known, using previously published data, and using copied or altered photographs. Plagiarism is a violation of copyright law and is punishable by statute.

We have instituted a policy whereby we screen ALL accepted manuscripts through iThenticate, Cross Ref's online plagiarism detection software. Our authors are encouraged to use parts of their own and others' work as long as the contribution is properly cited, in quotes if necessary (more than 6 consecutive words), and proper permissions have been obtained.

*JRRD* is a member of the Committee on Publication Ethics (COPE). At *JRRD*, we use the COPE flowchart algorithms (<http://publicationethics.org/flowcharts>) for fairly dealing with conflict of interest, falsification and fabrication of data, plagiarism, unethical experimentation, inadequate subject consent, and authorship disputes in *JRRD*

submissions. While COPE does not yet provide guidance for plagiarism that is incidental or the result of carelessness, at *JRRD* we take any and all acts of plagiarism seriously and will require revisions to manuscripts found to contain unintended or desultory incidents of plagiarism (Newswise [Internet]. Charlottesville (VA): Newswise, Inc.; c2011.

Anesthesia & Analgesia announces use of CrossCheck on all article submissions; 2011 Feb 15 [cited 2011 Mar 14]; [about 3 screens]. Available from <http://www.newswise.com/articles/view/573473>).

At *JRRD*, penalties for plagiarism are enforced and all authors are deemed responsible for the action if incurred.

- If the plagiarism comes to light and is presented to the Editor *BEFORE* publication, the Editor will conduct a preliminary investigation to ascertain whether the allegations have merit. The Editor will contact the authors and present the plagiarism evidence as well as inform the Department Chair, Dean, or direct supervisor of the authors and the funding agency. The manuscript will be rejected without further consideration and the authors will be sent a copy of the *JRRD* Editorial Policies. The authors will be asked to write a formal letter of apology to the plagiarized authors with a carbon copy to the Editor. The authors will have an annotation to their Manuscript Central file indicating this offense as well as a copy of the apology letter.
- If the plagiarism has appeared in press and is presented to the Editor, a preliminary investigation will be conducted. If the allegations are deemed to be correct and with merit, *JRRD* will retract the documents in the printed copy and post a **RED Notice of Plagiarism** on every page of the article in both the online HTML and PDF copies of the manuscript as well as notify PubMed that the article has been retracted for plagiarism. The Editor will contact the authors and present the plagiarism evidence as well as inform the Department Chair, Dean, or direct supervisor of the authors and the funding agency. The authors will be sent a copy of the *JRRD* Editorial Policies and asked to write a formal letter of apology to the plagiarized authors with a carbon copy to the Editor. The authors will have an annotation to their Manuscript Central file indicating this offense as well as a copy of the apology letter.
- If the authors refuse to write and acknowledge their plagiarism and carbon copy the Editor or if multiple instances of plagiarism are found by the same authors in other

*JRRD* manuscript(s) (present and previously published), the authors will be sanctioned to a ban on publication in *JRRD*. If the author(s) of the published *JRRD* manuscript that has been documented to contain plagiarized material does not respond to formal queries from the Editor, the published manuscript will be annotated with the RED *Notice of Plagiarism* without recourse, and the authors will be banned from future publication in *JRRD*.

## **E. Conflict of Interest**

As a publication of the VA, *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 so that a stakeholder can adequately assess the work (based on the ICMJE, <http://www.icmje.org/>). In order to accomplish this goal, we not only rely on the expertise of the *JRRD* Editorial Board and expert peer reviewers, we also 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).

To submit a manuscript to *JRRD*, all authors must complete the *ICMJE Form for Disclosure of Potential Conflicts of Interest*. The form is available from ICMJE ([http://www.icmje.org/coi\\_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf)), the *JRRD* Web site (<http://www.rehab.research.va.gov/jrrd/index.html>), and Manuscript Central under the *Instructions and Forms* tab (<http://mc.manuscriptcentral.com/jrrd>). The form must be sent after the submission has been completed in order for the submission to be processed. If the *ICMJE Form for Disclosure of Potential Conflicts of Interest* is NOT received, the submission WILL NOT be processed. Please note that the manuscript identification 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](mailto:Lloyd.Tinker@va.gov)) or faxed (410-962-9670) to the *JRRD* Editorial Office. **PLEASE NOTE** that if the *ICMJE Form for Disclosure of Potential Conflicts of Interest* form and the *Statement of Originality* are **NOT** received, the submission **WILL NOT** be processed.

## F. 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 a signed *Statement of Originality* signed by **ALL** authors when they submit their manuscript ((this form is available online from the *JRRD* Web site (<http://www.rehab.research.va.gov/jrrd/index.html>) and Manuscript Central under the *Instructions and Forms* tab (<http://mc.manuscriptcentral.com/jrrd>); please note that the Manuscript Central ID number **MUST** be listed on the *Statement of Originality*). A caveat would be submissions containing material that has previously formed all or part of a PhD 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. The *Statement of Originality* (with all authors' full names and academic degrees) confirms that the contribution has not been published by or submitted to another journal. 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. **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](mailto:Lloyd.Tinker@va.gov)) or faxed (410-962-9670) to the *JRRD* Editorial Office after the submission has been completed in order for the submission to be processed. **PLEASE NOTE** that if the *ICMJE Form for Disclosure of Potential Conflicts of Interest*

form and the *Statement of Originality* are NOT received, the submission WILL NOT be processed.

## **G. Clinical Trial Registration**

All submissions are expected to comply with the terms set out in the *JRRD Submission Guidelines*, including the ICMJE specifications (<http://www.icmje.org>). Specific attention must be paid to those submissions requiring registration in a clinical trial registry. As a condition for publication, *JRRD* requires registration in a public trials registry of all trials that meet the minimum registration data set requirement as described by the ICMJE. For this purpose, 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. All clinical trials that began enrollment before January 1, 2005, must be registered before submission of a manuscript based on the trial. For clinical trials that began patient enrollment after January 1, 2005, trials must have been registered before the onset of enrollment. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g., phase 1 trials), are exempt. Trial registry names, registration numbers, and the URLs for the registry should be included at the end of the abstract.

**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 (<http://actr.org.au>)
- ClinicalTrials.gov (<http://www.clinicaltrials.gov/>)
- ISRCTN Register (<http://isrctn.org>)
- Netherlands Trial Register (<http://www.trialregister.nl/trialreg/index.asp>)
- UMIN Clinical Trials Registry (<http://www.umin.ac.jp/ctr>)

### III. INSTRUCTIONS TO REVIEWERS

*JRRD* relies on the quality of our reviewers to maintain a high level of scientific integrity. If after downloading a manuscript from Manuscript Central, you believe that a conflict of interest exists that might interfere with your ability to review the manuscript fairly, please notify the Editor of this conflict immediately. If for any reason you should find that acting on a manuscript within the stated time limits is not possible, please suggest other reviewers. Contributed research and development manuscripts will, in general, describe completed and fully interpreted results of original research. Review papers will be considered only when they serve to provide new research approaches or stimulate further worthwhile research in a significant area. In your critique (which should be prepared in a Microsoft Word document and then copied and pasted into your reviewer page in Manuscript Central), please thoroughly address the manuscript's scientific merit and quality of presentation. The following areas must be commented on and addressed:

- Is the Abstract informative and does it give the essence of the research in clear, sufficient terms (i.e., the nature of the problem, the significant data, the results, and the conclusions)? The abstract should be self-explanatory and suitable for reproduction by abstracting services or information-retrieval systems without rewriting.
- Is the *JRRD* at a Glance included and well written for the nontechnical reader?
- Is the experimental question clearly stated and significant in the context of a known scientific problem?
- Are the research design and methods detailed and clearly presented?
- Are the statistical methods detailed enough to enable the readers to verify the results?
- Does the list of key words reflect the central topic?
- Does the manuscript comply with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* developed by the ICMJE (<http://www.icmje.org/>)? If not, please point this out to the authors.

If the manuscript is acceptable, provide a brief statement describing its significant contribution as well as any suggestions for minor improvements, if needed.



If a manuscript appears to be acceptable but requires modifications, suggest revisions precisely.

If the manuscript is recommended for rejection, state the major reasons specifically and in language appropriate for transmission to the authors.

Please retain a copy of your review for possible future use or comparison.

Reviewers are requested to refrain from communicating directly with authors or from disclosing their identity without prior editorial consent. The contents of the manuscript are the property of the author. The reviewer should treat the manuscript as a confidential communication and not discuss it with anyone except the *JRRD* Editor.

The scientific quality of *JRRD* is strongly related to the quality of the review effort. Because of the diverse subject matters covered by *JRRD*, the Editor relies heavily on reviewer opinion and comments even when the recommendations are strongly for rejection. For this reason, recommendations that are returned without written comments will be discarded.

Please note that *JRRD* Editorial Board members who manage *JRRD* submissions are asked to rate the timeliness and quality of each review to which they have purview. For reviewers who consistently return meager or late reviews, these factors will be considered when requesting future reviews from that person. All reviewers are publically thanked at the beginning of each year after a volume of *JRRD* has been completed. The *JRRD* Editor is happy to provide any reviewer with a letter indicating his/her review history.

#### **IV. POSTPRODUCTION POLICIES: CORRECTION AND RETRACTION**

At *JRRD*, we fully recognize our responsibility to publish the highest quality rehabilitation research available and to correct any errors we may have published after they have been brought to our attention by our authors or stakeholders. We offer several types of amendments that are represented by formal printed and online notification in *JRRD*. These amendments are linked to the original publication, since the amendments

affect the publication record and/or scientific integrity of the publication. Please note that notification will also be forwarded to PubMed if appropriate.

- **Erratum:** Consists of notification of an error made by *JRRD* that affects the publication record, scientific integrity, or the reputation of the author(s).
- **Corrigendum:** Consists of notification of an error made by the author(s) that affects the publication record, scientific integrity, or the reputation of the author(s).
- **Retraction:** Consists of a notification of invalid results. Please note that before a retraction is published, all authors must sign a letter addressed to the Editor that details the error and which is then published by *JRRD* after review by the Editor. Notification of retraction is forwarded to PubMed. In cases where authors may disagree, one or more *JRRD* Editorial Board members will be consulted and the Editor will then issue the final determination on the disposition of the type of amendment instituted.