

INSTRUCTIONS TO AUTHORS

The *Hong Kong Physiotherapy Journal (HKPJ)* is the official journal of the Hong Kong Physiotherapy Association Limited (HKPA Ltd) that contributes to and documents the advancement of the principles and practice of physiotherapy.

- Manuscripts submitted to the *HKPJ* should address issues of relevance to physiotherapy. The Editor will consider for review papers which fit into one of the manuscript types listed below and which conform to the submission guidelines. The Editor reserves the right to reject, without review, any manuscript that does not fit these criteria. All contributions submitted for publication are understood to be offered to the *HKPJ* alone.
- Two independent referees blinded to the identities of the authors will be appointed by the Editor to review a paper on the basis of their expertise. The identities of reviewers will be kept confidential from authors under all circumstances.
- Most manuscripts require some revision after review. In these cases, both the manuscript and reviewers' comments will be returned to the authors for consideration.
- Authors should include the following declaration in the cover letter:

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Types of Manuscripts

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- *Treatment Report*: a report on the clinical management of a patient or a series of patients that provides new insights into the treatment or natural history of a clinical condition.
- *Technical Report*: an original report that describes the specifications, mechanical or technological aspects and evaluation of device(s) used in assessment, treatment, management or education.
- *Literature Review*: a critical appraisal of literature on a specific topic which may further the viewpoint or theoretical approach to that topic. References should be sufficient to support opinions but not excessive. These reviews are normally written by acknowledged experts and usually by

invitation. Potential authors may nominate themselves through communication with the Editor-in-Chief. Invited reviews will also go through the usual review process.

- *Letters to the Editor*: correspondence relating to matters published in the Journal is especially welcome, as are other communications which will stimulate discussion of relevant subjects. Decisions regarding publication of letters are made by the Editor-in-Chief.

Manuscript Preparation

Manuscripts should be typed on one side of A4 paper (210 mm × 297 mm), using font size 12, Times New Roman, with double spacing, 2.5 cm margins all around, and the pages numbered consecutively, beginning with the title page. A cover letter signed by all authors and three copies of the manuscript must be provided.

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- Acknowledgements of important contributors and funding agencies should be placed on a separate page at the end of the text.

Ethical approval of studies and informed consent

For human or animal experimental investigations, appropriate institutional review board or ethics committee approval is required, and such approval should be stated in the methods section of the manuscript. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed (World Medical Association. *Declaration of Helsinki: ethical principles for medical research involving human subjects*. Available at: <http://www.wma.net/e/policy/pdf/17c.pdf>).

For investigations of human subjects, state explicitly in the methods section of the manuscript that informed consent was obtained from all participating adult subjects and from parents or legal guardians for minors or incapacitated adults, together with the manner in which informed consent was obtained (i.e. oral or written).

Identification of patients in descriptions, photographs, and pedigrees

A signed statement of informed consent to publish (in print and online) patient descriptions, photographs, and pedigrees should be obtained from all persons (parents or legal guardians for minors) who can be identified (including by the patients themselves) in such written descriptions, photographs, or pedigrees,

and should be submitted with the manuscript. Such persons should be shown the manuscript before its submission. Omitting data or making data less specific to deidentify patients is acceptable, but changing any such data is not acceptable.

Funding/support and conflicts of interest

All financial and material support for the research and the work should be clearly and completely identified in an Acknowledgements in the manuscript. Ensure that any conflicts of interest are explicitly declared.

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A signed statement of permission should be included from each individual identified as a source of information in a personal communication or as a source for unpublished data; the date of communication and whether the communication was written or oral should be specified.

References

- References in the text should be placed where relevant, be in consecutive Arabic numbers, and set in square brackets.
- References should be double-spaced and in consecutive order as they appear in the text.
- References should include the authors, article title, journal name, year, volume number, and first and last page numbers. References with more than three authors should list only the first three authors followed by "et al".
- References to books should include the authors, chapter title, names of the book's editors, book title, city of publication, publisher, year of publication, and inclusive page numbers. Volume and edition numbers should be included when appropriate.
- If the reference article cited is in a language that does not use the Roman alphabet, the article title should be translated into English, and the language of the original should appear in parentheses following the citation of the reference. If previously translated, the translated article may be cited.
- Abbreviations as used in Index Medicus should be used for all journal titles.

Examples are shown below.

Journals

1. Lee SCK, Gerdom ML, Binder-Macleod SA. Effects of length on the catchlike property of human quadriceps femoris muscle. *Phys Ther* 1999;79:738–48.
2. Pountney TE, Cheek L, Green E, et al. Content and criterion validation of the Chailey Levels of Ability. *Physiotherapy* 1999;85:410–6.
3. Dawson RT. Drug testing. *Br J Sports Med* 1999;33:219. [Letter]
4. Foray J. Mountain frostbite. Current trends in prognosis and treatment (from results concerning 1261 cases). *Int J Sports Med* 1992;13(Suppl 1):S193–6.

Books

1. Meyers CR, Blesh TE. *Measurement in Physical Education*, 2nd edition. New York, NY: The Ronald Press Co., 1972; 19–33.
2. Oakes BW. Tendon-ligament basic science. In: Harris M, Williams C, Stanish WD, et al, eds. *Oxford Textbook of Sports Medicine*. Tokyo: Oxford Medical Publications, 1994; 494–511.

Proceedings and other publications

1. Adams JH. Central pontine myelinolysis. In: *Proceedings of the 4th International Congress of Neuropathology, 1961, Munich, Vol 3*. Stuttgart: Thieme, 1962;303–8.
2. Hung TP, Chiang TR. Multiple sclerosis in Taiwan: Clinical, electrophysiological and epidemiological studies. *6th Asian*

and Oceanian Congress of Neurology, 1983, Taipei. Hong Kong: Excerpta Medica, Asia Pacific Congress Series No 22, 1983;28. [Abstract]

3. Allen N, Burkholder JD, Molinari GE, et al. Clinical criteria of brain death. *NINCDS Monograph No 24, NIH Publ No 81-2286*. Bethesda: National Institutes of Health, 1980; 77–147.
4. Cairns RB. *Infrared Spectroscopic Studies of Solid Oxygen*. Berkeley, California: University of California, 1965;156. [Dissertation]
5. Eastman Kodak Company. Eastman organic chemicals. Rochester NY, Catalog No 49,1977;187.

Tables and figures

- Tables should be numbered consecutively as they are referred to in the text and placed on separate pages after the references.
- Figures should be numbered consecutively as they are referred to in the text. Provide one set of original figures with the legends on a separate page.
- Line drawings, graphs and charts should be produced in black ink, be of high quality and be in a camera-ready form.
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