



Dutch Journal of Hand Therapy Guidelines for authors

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Authors can be invited by the editorial board or present themselves.

Procedure

Author submits an abstract of the article within two weeks after the preliminary contact. The abstract consists of 100 words maximally and can be used as the summary of the article.

The abstract is screened by the editors on relevance. After agreement on the subject by the editors a contact-editor is assigned to the author. The contact-editor stays in contact with the author during the whole process.

A first version of the article is edited by three editors (and/or an external expert). Comments are sent to the author by the contact-editor. Second and following versions are being reviewed by the contact-editor; if necessary by more experts. The contact-editor decides whether and when the article is suitable for publication. In cases of a thematic Journal priority is given to articles dealing with the subject. Other contributions are only published if enough space is available.

Time path

Copy for the April edition is to be received before December 1st.

Copy for the November edition is to be received before July 1st.

Medical ethics, informed consent

Author is responsible for (research related) medical ethics informed consent.

Scientific research needs the official approval of a medical ethics commission (laws approved by the European Parliament). Author has to indicate which commission has given approval.

Originality and duplo- publication

In cases where author already has published the article in another magazine written permission of the editorial board concerned is compulsory. In cases where author wishes to publish the article in another magazine written permission of the editorial board of the Dutch Magazine of Handtherapy is compulsory. The origin of the article has to be mentioned in the second publication.

Personal notes

Name in full of authors and co-authors on top of the article (sequenced with *, **, ***, ^), to be repeated at the bottom. At the bottom of the article (with *, **, ^) qualifications such as BSc and Msc and PhD, profession, e-mail and/or postal address are added.

Size of article

Scientific contributions:	Maximum of 3000 words, including literature
Non-scientific contributions:	Maximum of 2000 words, including literature
Case report:	Maximum of 2000 words, including literature
Report of congress:	Maximum of 500 words
Report thesis:	Maximum of 600 words
Introduction of new board members:	Maximum of one column, photos included.

Construction of scientific article

Brief and concise title (plus optional subtitle)
Summary with a maximum of 100 words
Introduction
Methods
Results
Discussion
Conclusion
Literature

Construction of non-scientific article

Brief and concise title (plus optional subtitle)
Summary with a maximum of 100 words
Introduction
Main text
Conclusion
Literature

Construction of a case report

The case report must

- be interesting / special
- be critical
- contain learning moments for the target group
- show an evident strategy plan
- end with an evaluation and conclusion

The case report consists of

- a summary of 100 words maximum
- a catching title and/or subheading
- general patient information
- diagnosis and prognosis
- history and assessment
- treatment options and treatment plan
- treatment process (description of intervention)
- evaluation, conclusion and termination of treatment

Some linguistic rules

The article is submitted in a word document. Preferably in type Myriad pro 11. If not present in Times New Roman 11. The article is written in standard English and checked for spelling and grammar.

Abbreviations

- Do not use abbreviations. *Example:* 'etcetera' in stead of etc.
- Use Arabic numbers: *Example:* *dig 2, MCP 1-joint.*
- In mentioning names, organisations and such, first write the complete name, followed by the abbreviation between brackets.
Example: British Association of Hand Therapists (BAHT).

Quotation Marks

Use "..." (double quotation marks) in citations only.
Use '...' (single quotation marks) in trying to emphasize the text.

Numbers

Write numbers below twenty, decimals in numbers.

Example: One, thirteenth, ninety, hundred.

In million and milliard, combinations of numbers and figures are appropriate.

Example: '17 Million Dutchmen', '7 Milliard people'.

In measures, weights, data, temperatures, numbers are the most logical choice.

Example: 'She was driving 50 miles per hour'. 'He is weighing 80 kilos. She was born on April 1'.

Use numbers in the following examples: 'From 3 to 8 weeks'. 'In total 34 patients were included'.

Use a combination of numbers and figures in the following example:

'Out of 34 patients 8 recovered completely in 5 weeks'.

Literature

Restrict the total amount of references to thirty. In case more references are entered the editorial board can decide to publish the rest of the list on the website, References accord the American Medical Association (AMA) citation style.

They are indicated in supra- script following the sequence in the text.

Example

Carpal tunnel syndrome.¹

1. Ettema AM, Zhao C, Amadio PC, O'Byrne MM, An KN. Gliding characteristics of flexor tendon and tenosynovium in carpal tunnel syndrome: a pilot study. Clin Anat. 2007;20(3): 292-299.

Photos

With numerical notation in the text.

Delivered separately from the document.

Preferably in colour; resolution of 300 ppi.

Author is responsible for any Copyrights on pictures, figures, etc.