



Dutch Journal of Hand Therapy

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Editorial Board Dutch Journal of Hand Therapy **Guide- lines for authors, August 2013**

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

Author submits an abstract of the article within two weeks.
The abstract consists of 100 words maximally and can be used in the article.

The abstract is screened by the editors on relevance.
After agreement 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, including the contact- editor (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 the moment the article is suitable for publication.
Author guarantees safeguarding from copyrights of texts, figures, photos and such.

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.

Size of article

Scientific contributions: Maximum of 3000 words, including literature and text of figures.
Non- scientific contributions: Maximum of 2000 words, including literature and text of figures.
Report of congress: 750- till maximum of 1000 words.
Report thesis: Maximum of 600 words.
Column 'Meet your colleague hand therapist': Maximum of 1000 words, questions included.
Introduction of new board members: Maximum of one column, photos included.
Case report: Maximum of 2000 words, including literature and text of figures (see further).

Some linguistic rules

Spelling: The article is written in standard English.

Spelling check: The article is officially corrected

Abbreviations

-Do not use abbreviations.

-In mentioning names, organisations etcetera, first write the complete name, followed by the abbreviation between brackets.

Example: British Association of Hand Therapists (BAHT).

Quotation Marks

Use “ ... ” (double brackets) in citations only.

Use ‘ ... ’ (single brackets) in trying to emphasize the text.

Numbers

Write numbers below twenty, decimals in numbers.

Example:

One, thirteenth, ninety, hundredth,

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

Example:

‘16 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 september 11.

Also 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’.

Photos

With numerical notation in the text.

Delivered separately from the document.

Preferably in black and white; solution of 300 ppi (1200x1800).

To be sent by mail to the contact- editor.

Personal notes

Name in full of authors and co- authors. Qualifications, profession, e-mail and postal address.

An article consists of:

A brief and concise title (+ optional subtitle),

A summary of 100 words maximum,

An introduction, central part and conclusion.

Copy:

In standard English.

No (or only few) abbreviations.

In case of abbreviations write original term first in full.

Literature

According to the Vancouver-style
With numerical notation in the text.
Titles in the sequence of 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 Apr;20(3): 292-299

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Guide lines for a case report, August 2013

Size:

Maximum of 2000 words

The casus 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.

Photos

With numerical notation in the text
Preferably in black and white; solution of 300 ppi (1200x1800).
To be sent by mail to the contact editor.

Literature

According to the Vancouver-style.
With numerical notation in the text.
Titles successive 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 Apr;20(3): 292-299