Dutch Journal of Hand Therapy

Email: redactie@handtherapie.com

Site: www.handtherapie.com

Editorial Board Dutch Journal of Hand Therapy
Guide- lines for authors, 2015

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 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, 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 whether and when the article is suitable for publication.
Author guarantees safeguarding from copyrights of texts, figures, photos and such.

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.

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 bij 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 numers 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.
Titels in the sequence of the text.
A total amount of 30 references is recommended. In using more references the editorial board can decide to publish the rest of the list on the website.

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, 2015

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