



NEDERLANDSE VERENIGING
VOOR HANDTHERAPIE

Dutch Journal of Hand Therapy Guidelines for authors

E-mail: redactie@handtherapie.com

Website: <https://www.handtherapie.com/tijdschrift>.

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. References are not included in the summary.

The abstract is screened by the editors on relevance and possible understudy of recently published articles or articles already in stock. 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 at least. Comments are sent to the author by the contact-editor. If necessary an external expert can be consulted. 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.

The editorial Board will react on the first version within four weeks and for subsequent versions within two weeks.

The second version will be commented by the contact-editor and if necessary by more editors. It is possible that the article is being sent from contact-editor to the author vice versa for new adjustments. The contact-editor together with the editor in chief decide whether the article is of sufficient quality to be published in the Journal.

One edition each year carries a theme, the theme will be announced beforehand on the website. Articles dealing with the theme will be given priority above articles with a different subject, though in case room remains they can be published yet. Priority then will be given to articles that are ready for publishing first.

Time path

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

Deadline for the final version is February 16.

Copy for the November edition is to be received before July 1st.
Deadline for the final version is September 16.

Structure of articles

Size of article

| | |
|------------------------------------|---|
| Scientific contributions: | Maximum of 3000 words, including references |
| Non-scientific contributions: | Maximum of 2000 words, including references |
| Case report: | Maximum of 2000 words, including references |
| PICO-CAT: | Maximum of 1500 words, including references |
| Report of congress: | Maximum of 500 words |
| Report thesis: | Max. 600 words |
| Introduction of new board members: | Max. of one column, photos included |

Construction of scientific article

Brief and concise title
Brief introduction (1-2 sentences) below introduction (no references)
Names of authors
Summary with a maximum of 100 words (no references)
Introduction
Methods
Results
Discussion
Conclusion
Data on authors
References

Construction of non-scientific article

Brief and concise title
Brief introduction (1-2 sentences) below introduction (no references)
Names of authors
Summary with a maximum of 100 words (no references)
Introduction
Main text
Conclusions
Data on authors
References

Personal notes of author(s)

At the top of the article (below title, subtitle and introduction): By ...Surname and maiden name in full of all authors.

At the bottom: Repeat names of authors, in full, including initials and titles and workplace.

Use */ ** etc in articles with more than one author.

In Dutch articles use: Dr. Drs. or optionally BSc. MSc and PhD.

In English articles use: BSc, MSc and PhD.

Indicate one e-mail address per article (at the bottom of the article).

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

Construction of PICO-CAT

Consult: <https://www.handtherapie.com/tijdschrift>.

Read: 'Critically Appraised Topic Stappenplan'.

Medical ethics, informed consent

Author is responsible for (research related) medical ethics approval and informed consent. Scientific research needs the official approval of a medical ethics commission. 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 Hand Therapy is compulsory. The origin of the article has to be mentioned in the next publication.

Personal notes of author(s)

At the top of the article: Surname and maiden name in full of all authors.

At the bottom: Repeat names of authors, in full, including initials and titles.

In Dutch articles use: Dr. Drs. or optionally BSc. MSc and PhD.

In English articles use: BSc, MSc and PhD.

Indicate one e-mail address per article (at the bottom of the article).

Some linguistic rules

The article is submitted as a Word-document, in one column, standard line spacing and font style Times New Roman, 11. PDF- documents can not be edited.

The article is written in standard English and checked for spelling and grammar.

Abbreviations

- Do not use abbreviations. *Example:* 'etcetera' instead 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’.

In other texts where numbers play an important role (e.g. when being compared with each other) numbers are most evident. In sentences or paragraphs with a mixture of numbers and letters all numbers preferably are written in numbers.

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’.

References

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.

For further information consult:

https://www.bcit.ca/files/library/pdf/bcitama_citation_guide.pdf

Example in article:

Meals C, Meals D. Hand Fractures: A Review of Current Treatment Strategies.

Journal of Hand Surgery. May 2013;38A:1021–1031.

Example in chapter:

Feehan LM. Extra-articular Hand Fractures, Part II: Therapist’s Management. In: Rehabilitation of the Hand and Upper Extremity, 6th ed. Philadelphia, Mosby-Elsevier 2011:45.

Example in website:

WristWidget. <https://www.wristwidget.com>. Publication date 2019. Visited March 13th 2019.

Tables and charts

Tables and charts are placed in the article in consecutive order and numbered. They are sent, separately, in an Excel format without personal layout. In case a spreadsheet is not possible, tables and charts must have a minimum of 300 ppi.

These documents are to be sent separately to the contact editor.

Text mentions, e.g.: Table 1. Characteristics of participants (n= 181).

Photos and illustrations

Photos and illustrations are placed consecutively and numbered in the text. Where necessary, the author ensures and is responsible for written copyright permission of text, photographs, figures and such.

Photos and illustrations have a resolution of at least 300 ppi and are to be sent (separately) digitally to the contact editor.

Text mentions, e.g.: Figure 1: X-ray of CMC1-fracture.

Members of the Dutch Society of Handtherapy are informed on the website or by referral to previous magazines.

Medical ethics informed consent

The author is responsible for medical ethics informed consent in scientific medical research. This has to be approved by a medical ethics Committee (METC).

The Dutch law 'Medical Scientific Research' (WMO) is applied to scientific research with humans.

Situations in which research with humans is covered by the WMO are:

- (1) medical scientific research,
- (2) where humans are subject to interventions or specific behaviour.

Consult: <http://www.ccmo.nl>.

The METC determines whether the research is subject to the WMO.

The author has to describe which METC has approved the research.

Republication

In case the author wishes to republish an article in another magazine, permission has to be requested from the editors. The original publication in the Dutch Journal of Handtherapy then has to be mentioned in the republication.