



**NEDERLANDSE VERENIGING  
VOOR HANDTHERAPIE**

**Dutch Journal of Hand Therapy  
Guidelines for authors**

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Website: [www.handtherapie.com/tijdschrift](http://www.handtherapie.com/tijdschrift)

## **Procedure**

Authors can present themselves to one of the editor in chief or any of the other editors. The author could send an abstract, prior to submitting the article. This way the editors can check the subject of the article on relevance and duplications with recently published articles or the upcoming magazine. 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.

Authors are urgently requested to follow the guidelines; when the article does not meet the criteria from the guidelines the article will be returned immediately. 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 to 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 and 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 has 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 space is available they can be published. 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

### General Information

- Every article needs to be accompanied by 3 to 5 keywords. The keywords are written in Medical Subject Headings (MeSH), as can be found in the following link: <https://www.ncbi.nlm.nih.gov/mesh/>. Example: for an article about exercises and splinting in people with PIP arthrosis, the following MeSH terms could be added: "Finger joint", "Exercise Therapy", "Physical Therapy Modalities", "Splints", "Orthotic Devices", "Occupational Therapy", "Osteoarthritis". For more information on MeSH terms see <https://www.nlm.nih.gov.eur.idm.oclc.org/bsd/disted/meshtutorial/introduction/index.html>
- Authors of all manuscripts published in the Dutch Magazine of Hand Therapy, have to name all possible conflicts of interest. Conflict of interest could arise from consultancy, share ownership, equity interest, patent/license agreements etc. Therefore, the following standard texts are available, which could be used in the article
  - If an author received direct research funding and/or there is potential conflict of interest, state: "One or more authors () received funding from ...". Write the initials of the authors between parentheses and note the source.
  - If your institution received any form of support, state: "The institution of one or more authors () received funding of ..." Write the initials of the authors between parentheses and note the source.
  - If you have not received any financial support, state: "Each author declares that he or she has no conflict of interest in relation to the submitted article."
- In addition to including a conflict of interest in the article, all authors are required to complete the 'Disclosure of Conflict of Interest' form available at: [http://www.icmje.org/downloads/coi\\_disclosure.zip](http://www.icmje.org/downloads/coi_disclosure.zip). These forms must be included at the time of submission.

### 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).

### Size of article

Scientific contributions:	Maximum of 3000 words, including abstract, references, excluding references, tables and figures
Non-scientific contributions:	Maximum of 2000 words, including abstract, excluding references, tables and figures
Case report:	Maximum of 2000 words, including abstract, , excluding references, tables and figures
PICO-CAT:	Maximum of 1500 words, including abstract, , excluding references, tables and figures
Report of congress/masterclass:	Maximum of 500 words
Report thesis:	Maximum of 600 words

### Construction of scientific article

- Brief and concise title
- Optional: Brief introduction (1-2 sentences) below introduction (no references)

- Names of authors
- Summary/abstract (max. 150 words, no references), which describes the aim, method and most important results of the study
- Introduction (including rationale and, aim/research question)
- Methods
- Results
- Discussion
- Conclusion
- Conflict of Interest statement
- Affiliations authors
- References

### **Construction of non-scientific article**

- Brief and concise title
- Optional: Brief introduction (1-2 sentences) below introduction (no references)
- Names of authors
- Summary (max. 100 words, no references), including the aim of the article
- Main text
- Conclusion
- Conflict of Interest statement
- Affiliations authors
- References

### **Construction of a case report**

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

Read: 'Handvatten voor het schrijven van casuïstiek'

### **Construction of PICO-CAT**

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

Read: 'Critically Appraised Topic Stappenplan'.

### **Style, choice of words and linguistics**

The article is submitted as a Word-document without formatting, in one column, standard line spacing and font style Times New Roman, 11 pts. Articles in PDF- format will be returned directly to the author. The entire document should have continuous line numbers (Word tab layout -> Line Numbers -> Continuous)

The article is written in standard English and checked for spelling and grammar. Use and active writing style. Avoid colloquial language and repetitions.

### **Abbreviations**

Try to use as few abbreviations as possible to increase the readability of the article. Always write the full text the first time, followed by the abbreviation in brackets. Examples: World Health Organization (WHO), Digitorum (dig.)

Arabic numbers should be used to indicate fingers or joints,

*Example:* dig. 2, MCP-1 joint.

Do not use abbreviations, but write the full text

*Example:* 'etcetera' instead of etc.

### **Quotation Marks**

Use " ... " (double quotation marks) in citations only.

Use ' ... ' (single quotation marks) in trying to emphasize the text.

## Numbers

Write numbers below twenty, tens, and round numbers in letters. The other numbers should be written in numbers. With millions and billions, combinations of numbers and words are appropriate

*Example:* One, thirteenth, ninety, hundred, 17 Million Dutchmen, 7 Milliard people.

It is possible to deviate from these rules of thumb, but this should be consistently used in the same way throughout the article. When it comes to exact data, such as measurements, weights, data, temperatures, numbers are the most logical choice.

*Examples:*

'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.

*Examples:*

'From 3 to 8 weeks'

'In total 34 patients were included'.

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

Always report p-values and 95% confidence intervals, when using statistical tests.

*Example:*

After 3 months of hand therapy, the Visual Analogue Scale (VAS) for pain had decreased by 15 points ( $p = .002$ , 95% confidence interval: 11 to 19)

## 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](https://www.bcit.ca/files/library/pdf/bcitama_citation_guide.pdf)

Example article:

Meals C, Meals D. Hand Fractures: A Review of Current Treatment Strategies. Journal of Hand Surgery. May 2013;38A:1021–1031.

Example book chapter:

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

Example 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 send, separately, in a Word or Excel file without personal layout. In case this is not possible tables and charts must have a minimum of 300 ppi. These documents are to be send separately to the contact editor.

Text mentions for tables should be mentioned as: **Table 1.** *Characteristics of participants (n= 181).* Text mentions should be placed above tables and at the bottom of charts.

### **Photos and illustrations**

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

Photos and illustrations have a solution of at least 300 ppi and are to be send (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**

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. Author has to describe which METC has approved the research.

### **Revision**

Requests for revision could be given, when the editors have interest in the article, but would like to see some changes. The author will be asked to react point by point on the feedback.

Two versions of a revised articles should be sent. One version where the made changes are visible by using track changes (Word tab Review -> Track changes), and one version Changes made by the author(s) after review, should be made with track changes (Word tab Review -> Track changes ON), and a "clean" version where the changes are accepted.

### **Republication**

In case 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 Hand Therapy then has to be mentioned in the republication.

### **Copyright**

At the time of submission, authors transfer the copyright of their submitted material to the NTHT. Authors retain the right of personal use, internal use, and use for educational purposes, as long as reference is made to the original publication. If in doubt, the author can contact the editor.