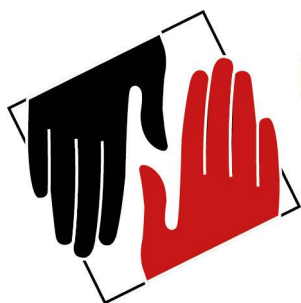




NEDERLANDSE VERENIGING
VOOR HANDTHERAPIE

Guidelines for authors

E-mail: redactie@handtherapie.com

Website: www.handtherapie.com/tijdschrift

Assessment procedure

Articles for consideration for the Dutch Journal of Hand Therapy can be submitted through Editorial Manager® using the following website: www.editorialmanager.com/djht. Authors may contact the editor-in-chief or another editor prior to submission when in doubt regarding suitability of the topic by sending a brief summary. This way, the editorial board may check the subject of the article on relevance and duplications with recently published articles or the upcoming edition. After agreement by the editors, an editor is assigned to the author in Editorial Manager and this editor stays in contact with the author through Editorial Manager.

Authors are urgently requested to follow the guidelines; when a submission does not adhere to our guidelines it will be returned without review. A first version of the article is reviewed by at least three reviewers. Comments are sent to the author by the contact-editor. If necessary, an external expert can be consulted. The editor decides whether and when the article is suitable for publication.

Usually, there is one thematic issue each year. The theme will be announced beforehand through multiple sources. In cases of a thematic Journal, priority is given to articles on that topic. Accepted articles with different topics are only published when enough space is available or are published in the following edition.

The editorial board strives to respond to the first version within four weeks of initial submission and within two weeks following a revision. Revisions are reviewed by the contact-editor and if necessary, by additional reviewers. In the case of a revision, articles may be sent back and forth multiple times, although we intend to minimize the number of revisions. The handling editor decides when the article is of sufficient quality to be published in the Journal, possibly in conjunction with the editor-in-chief and/or other editors.

Time path

Manuscripts for consideration for the April edition should be received prior to December 1. The final version must be finished at February 16. For the November edition, manuscripts should be received prior to July 1 and the final version must be finished at September 16.

Article structure

General

- Articles can be in English or Dutch language
- Every article should be accompanied by 3 to 5 keywords. Keywords are written in Medical Subject Headings (MeSH), and 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 Journal of Hand Therapy, have to declare all potential conflicts of interest. Conflict of interest may arise from consultancy, stock ownership, equity interest, patent/license agreements etc. The following templates are available, which may 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. These forms must be included at initial submission.

Author details

- At the top of the article (below title, subtitle and introduction), list all authors using: “By...” (include all full names of all authors)
- Place full author titles and affiliations at the bottom of the article
In Dutch articles use: Dr. Drs. or optionally BSc. MSc and PhD.
In English articles use: BSc, MSc and PhD.
Place the e-mail address of the corresponding author at the bottom of the article.

Article size

Scientific article / original article:	Max. 3000 words, excluding abstract, references, references, tables, and figures
Non-scientific article:	Max. 2000 words, including abstract, excluding references, tables, and figures
Case report:	Max. 2000 words, including abstract, excluding references, tables, and figures
PICO-CAT:	Max. 1500 words, including abstract, excluding references, tables, and figures
Report of conference/masterclass:	Max. 600 words
Summary of PhD thesis:	Max. 600 words

Structure of scientific articles / original articles:

- Brief and concise title
- Optional: brief secondary title
- Author list
- Abstract (max. 250 words, no references), with the following subheadings:
 - Background and purpose

- Methods
- Results
- Conclusions
- Introduction (including rationale and aim(s) / research question(s))
- Methods
- Results
- Discussion
- Conclusions
- Conflict of Interest statement
- Author affiliations
- References

Structure of non-scientific articles

- Brief and concise title
- Optional: brief secondary title
- Author list
- Abstract (max. 100 words, no references), at least including the aim of the article
- Body of the manuscript
- Conclusions
- Conflict of Interest statement
- Author affiliations
- References

Structure of case reports

See our specific guidelines for case reports: <https://www.handtherapie.com/tijdschrift>

→ 'Handvatten voor het schrijven van casuïstiek' (in Dutch)

Structure of PICO-CAT

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

→ 'Critically Appraised Topic Stappenplan' (in Dutch)

Writing style

All articles are submitted as a Word-document without formatting, in one column, double 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 American or UK English and checked for spelling and grammar. Use and active writing style. Avoid colloquial language and repetitions.

Abbreviations

Try to minimize the use of abbreviations 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 when possible.

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

Examples:

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

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

Examples:

‘She was driving 50 miles per hour’.

She was born on April 1st’.

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’.

If statistical analyses are performed, always report p-values and 95% confidence intervals.

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

Try to limit the total amount of references to thirty. If more references are used, the editor may decide to place a part of the references on the website.

References are formatted following the American Medical Association (AMA) citation style.

They are indicated in superscript following the sequence in the text.

For further information consult:

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, 6th ed. Philadelphia, Mosby-Elsevier 2011:45.

Example website:

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

Tables and figures

Tables and figures are consecutively numbered and are submitted separately in Editorial Manager.

Tables are submitted in a Word or Excel file; figures may be submitted in any figure format with a minimal resolution of 300 dpi.

Table and figure legends are formatted as follows: **Table 1.** *Demographic characteristics of the study participants (n= 181)*. Table legends are placed above the table, while figure legends are placed below the figure.

The author(s) are responsible for written copyright permission of any text, figures, etcetera.

Medical ethical review board approval

It is the responsibility of the author(s) to obtain approval by a certified Medical Ethical Review Board.

The Dutch 'Medical Scientific Research' (WMO) law applies to any medical scientific research with human beings. The WMO applies when there is: (1) medical scientific research, and (2) participants are subject to an interventions or specific behavior. The Medical Ethical Review Board determines whether the study subjects to the WMO. Authors have to describe which METC has approved the study. The editorial board may request prove of this medical ethical approval. For more information, consult: www.ccmo.nl.

Revisions

If the editorial board is interested in the submitted material but believes that a number of changes must be made, the author may be requested to resubmit a revised manuscript. In these cases, authors must respond to each point raised by the reviewers and provide a letter with your response and the changes made. In case of resubmission, submit one version with track changes using the track changes function in Word (Word tab Review -> Track changes), and one clean version with all changes accepted.

Republication

In the case an author wishes to republish an article in another journal, permission has to be

requested from the editorial board. In those cases, it must be stated that the original publication was in in the Dutch Journal of Hand Therapy.

Copyright

At the time of submission, authors transfer the copyright of their submitted material to the Dutch Journal of Hand Therapy. Authors retain the right of personal use, internal use, and use for educational purposes, as long as reference is made to the original publication. When in doubt, the author can contact the editorial board.