

# INSTRUCTIONS FOR AUTHORS

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The mission of the *Journal of Prosthetics and Orthotics (JPO)* is to promote, enhance, and disseminate information pertinent to the science and practice of prosthetics and orthotics.

## MANUSCRIPT SUBMISSION

Manuscripts presented as original material will be considered for publication with the understanding that neither the article itself nor any part of the article, including tables and figures, have been or will be published or submitted for publication elsewhere, before appearing in the *Journal of Prosthetics and Orthotics*.

All manuscripts will be reviewed by the editor-in-chief, selected members of the editorial board and other specialists as deemed appropriate. When submitting the manuscript files, authors should also provide the names of at least two potential reviewers for the submission. Manuscripts not reviewed will be returned to the authors. The outcome of the review may be acceptance with or without revision, non-acceptance with encouragement for major revisions for re-submission, or rejection.

All manuscripts must be submitted online through the website at <http://j-p-o.edmgr.com>.

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### Author Checklist (before submission)

- Title page (including author information)
- Structured abstract
- Up to 10 key words
- Table files submitted as Word documents
- Figure files submitted as separate files (not embedded in the manuscript)
- References double-spaced in AMA style (10<sup>th</sup> ed.) numbered in order of mention in text

- Corresponding author designated on title page
- Authorship Responsibility, Financial Disclosure, and Copyright Transfer document completed, dated, and signed by each author. Each author must complete, date, and sign his/her own individual document.
- Additional forms, if applicable:
  - Acknowledgments listed for grants and technical support
  - Conflict of interest statement
  - Permission to reproduce copyrighted materials
  - Signed patient consent form(s) to publish patient photos
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### Ethical Approval of Studies and Participant Informed Consent

For all manuscripts reporting data from studies involving human participants or animals, formal review and approval (or waiver) by the institutional review board or ethics committee of the institution(s) with which all the authors are affiliated is required and should be described in the Methods section. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of

Helsinki should be followed (<http://www.wma.net/en/20activities/10ethics/10helsinki/index.html>). For investigations of humans, state in the Methods section the manner in which informed consent was obtained from the study participants (i.e., oral or written). Editors may request that authors provide documentation of the formal review and recommendation from the institutional review board or ethics committee responsible for oversight of the study.

### Funding Information

All sources of funds supporting the work must be disclosed in a footnote on the title page. This information will remain confidential while the paper is reviewed and will not influence the editorial decision.

## PREPARATION OF MANUSCRIPT

### Categories

Original Research Article  
Case Study or Case Report  
Review Article/Literature Review  
Technical Note  
Editorial  
Letter to the Editor

### Category guidelines

**ORIGINAL RESEARCH ARTICLE:** Original research on clinical and technical aspects of prosthetics and orthotics; bioengineering and basic science as it pertains to prosthetics and orthotics; related physiology, pathology, epidemiology, prosthetic-orthotic education. Manuscript should include the research question/hypothesis, relevance or significance of the study, literature review, methods and procedure, and appropriate conclusions including data analysis.

**CASE STUDY or CASE REPORT:** An identification and discussion of an interesting clinical presentation, either in the way the patient was treated or the presentation of the patient in general. Include: Diagnosis, patient info (i.e., age, weight, height), supporting documentation (x-rays, MRIs, photographs), and detailed description of treatment protocol.

**TECHNICAL NOTE:** A report on prosthetic or orthotic procedure(s) designed to enhance outcome. This may pertain to fabrication, design, or application of a particular technique. The technical note should be specific to one type of prosthesis, orthosis, or process, and include background on the technical solution.

**REVIEW ARTICLE and LITERATURE REVIEW:** Concise report of current topics related to an area of prosthetics and orthotics that is important or particularly interesting to clinicians. This may include a review of current trends in standard of care or a review of literature pertaining to patient management or patient care.

EDITORIALS: Although usually solicited by the editorial board, authoritative opinions or discussions of article topics in current issues of the journal will be considered.

LETTERS to the EDITOR: Observations, constructive criticism, or responses to published papers.

### Cover letter

Along with the title of the manuscript and a brief description, provide information concerning prior presentation, cite all sources of support for research, note any relevant considerations, potential conflicts of interest, or copyright constrictions. Include statement of submission indicating that all authors have read and approved submission, and that the manuscript has not been previously published and is not being considered for publication elsewhere in whole or in part in any language except as an abstract. Note corresponding author and include complete address, phone, fax, and email.

### Title page

Include the article's full title and a short title (total characters not to exceed 65, including spaces); authors' names (identify first and last names); authors' academic degrees and primary affiliations; name and complete address, phone, fax, and email of corresponding author; address for reprints (if different from corresponding author).

The title page must also include disclosure of funding received for this work from any of the following organizations: National Institutes of Health (NIH); Wellcome Trust; Howard Hughes Medical Institute (HHMI); and other(s).

### Abstract and Key Words

**Abstract:** Please submit a structured abstract using section headings that reflect the format of the article (recommended: Introduction, Materials and Methods, Results, Conclusions). Please be concise. Limit acronyms and abbreviations. If a reference must be cited in the Abstract, do not cite with superior number; include entire reference within brackets.

**Key Words:** Suggest 3–6 keywords (maximum 10) to be used as indexing terms.

### Text

Prepare manuscripts in WORD, 12-point Times Roman, double-spaced. AVOID SPECIAL FORMATTING OPTIONS. Identify subheads with CAPS or bold type. Indent paragraphs with single tab. Cite figures (Figure 3) and tables (Table 1) in text, but include each figure and table as an individual, separate file. References are cited in numerical order as superior numbers.<sup>4–6,12,13</sup>

### Acknowledgments

Recognize all sources of support for the research, plus substantive contributions of individuals. When expressing appreciation to another colleague for assistance with the

research or manuscript, enclose written permission since such an acknowledgment may imply endorsement of the data and conclusions.

### References

Reference style should follow the *AMA Manual of Style* (10th edition). List references in the numerical order in which they appear in the manuscript. If authors total 4 names or fewer, list all authors' names. If 5 or more authors, list first 3 authors' names, then "et al." When in doubt, include all authors' names. Verify all entries against original sources, especially journal titles, inclusive page numbers, publication dates, accents, diacritical marks, and spelling in languages other than English. Accuracy of reference data is the author's responsibility.

Please note all punctuation, use of italic type, and placement of copyright year, volume number, page range (2005;18:17–24 - semicolon after year, no word space to volume number, colon after volume number, no word space to complete page range, period at end).

**Journal article:** Author AB, Author CD. Article title in roman type with no underline or quotation marks, capitalize first letter of title only. *Italic Journal Title* 2006;10:17–20. (The 10 represents volume number.)

**Book:** Editor EF, Editor GH, editors. *Italic Title of the Book with All Major Words Initial Capitalization*, 2nd ed. City, State/Country of publication: Name of Publisher; 1999.

**Chapter in a book:** Author IJ, Author, KL, Author MN. Title of chapter in roman type with no underline or quotation marks and first letter of chapter title capitalized. In: Editor OP, Editor RS, eds. *Italic Title of the Book with Major Words Initial Capitalization*. City, State/Country of publication: Name of Publisher; 1997:479–500.

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**Thesis/dissertation:** Author ZA. *Name of thesis or dissertation in italic type* [dissertation]. Iowa City: Graduate College of Biomedical Engineering, University of Iowa, 1993.

**Magazine or other periodical:** Author BC. Title of article in roman type with no underline or quotation marks. *Italic Name of Magazine* January 2004, pp 33–37.

**World Wide Web Page:** National Institutes of Health osteoporosis and related bone diseases. National resource center. 1999 <http://www.osteoporosis.org/health.html>.

**Computer software:** SPSS [computer program]. Release 10.0. Chicago, IL: SPSS Inc., 1999.

**Online database:** OMIM (Online Mendelian inheritance in man) Baltimore: John Hopkins University, Center for Medical Genetics, 1996. <http://www3.ncbi.nlm.nih.gov/omim/> (September).

**Work “in press”:** Author BC, Author DE, Author FG. Article title in roman type with no underline or quotation marks. *Italic Journal Title*. In press.

## Digital Figures

Figures

### A) Creating Digital Artwork

1. Learn about the publication requirements for Digital Artwork: <http://links.lww.com/ES/A42>
2. Create, Scan and Save your artwork and compare your final figure to the Digital Artwork Guideline Checklist (below).
3. Upload each figure to Editorial Manager in conjunction with your manuscript text and tables.

### B) Digital Artwork Guideline Checklist

Here are the basics to have in place before submitting your digital artwork:

- Artwork should be saved as TIFF, EPS, or MS Office (DOC, PPT, XLS) files. High-resolution PDF files are also acceptable.
- Crop out any white or black space surrounding the image.
- Diagrams, drawings, graphs, and other line art must be vector or saved at a resolution of at least 1200 dpi. If created in an MS Office program, send the native (DOC, PPT, XLS) file.
- Photographs, radiographs, and other halftone images must be saved at a resolution of at least 300 dpi.
- Photographs and radiographs with text must be saved as postscript or at a resolution of at least 600 dpi.
- Each figure must be saved and submitted as a separate file. Figures should not be embedded in the manuscript text file.

Remember:

- Cite figures consecutively in your manuscript
- Number figures in the figure legend in the order in which they are discussed.
- Upload figures consecutively to the Editorial Manager website and enter figure numbers consecutively in the Description field when uploading the files.

## Supplemental Digital Content

**Supplemental Digital Content (SDC):** Authors may submit additional material with their manuscripts that can be made available to readers online-only as supplemental digital content. SDC may include standard media such as text documents, graphs, audio, video, etc. On the Attach Files page of the submission process, please select Supplemental Audio, Video, or Data for your uploaded file as the Submission Item.

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Supplemental Digital Content must be cited consecutively in the text of the submitted manuscript. Citations should include the type of material submitted (Audio, Figure, Table, etc.), be clearly labeled as “Supplemental Digital Content,” include the sequential list number, and provide a description of the supplemental content. All descriptive text should be included in the call-out as it will not appear elsewhere in the article.

Example:

We performed many tests on the degrees of flexibility in the elbow (see Video, Supplemental Digital Content 1, which demonstrates elbow flexibility) and found our results inconclusive.

## List of Supplemental Digital Content

A listing of Supplemental Digital Content must be submitted at the end of the manuscript file. Include the SDC number and file type of the Supplemental Digital Content. This text will be removed by our production staff and not be published.

Example:

Supplemental Digital Content 1. wmv

## SDC File Requirements

All acceptable file types are permissible up to 10 MBs. For audio or video files greater than 10 MBs, authors should first query the journal office for approval. For a list of all available file types and detailed instructions, please visit <http://links.lww.com/A142>.

## Figure legends

Provide double-spaced figure legends on a page separate from the figures. If there are abbreviations or symbols in the figures, they must be defined in the figure or the figure legend.

## Patient anonymity and informed consent

Photographs should conceal the identity of patients or a copy of the signed release form must be provided.

## Tables

Tables should be submitted as Word document files. Do not use Excel or comparable spreadsheet programs. Cite tables consecutively in the text and number them in that order. Each table should appear on a separate page and should include the table title, appropriate column heads, and explanatory legends (including definitions of any abbreviations used). Identify statistical measures of variations such as SD and SEM. Omit internal horizontal and vertical lines. Avoid using TABS to create the table.

**Style**

In general, style should be patterned after the *AMA Manual of Style* (10th edition).

*Nomenclature:* Nomenclature acceptable to the National Commission on Orthotic and Prosthetic Education is the standard.

*Units of Measure:* Authors should express all measurements in metric units unless permission is granted from the Editor-in-Chief.

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