



## Dutch Journal of Hand Therapy Guidelines for authors

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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.

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 (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. 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.

### **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 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 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:	Maximum of 600 words
Introduction of new board members:	Maximum of one column, photos included.

### **Construction of scientific article**

Brief and concise title (plus optional subtitle)  
Summary with a maximum of 100 words  
Introduction  
Methods  
Results  
Discussion  
Conclusion  
References

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

Brief and concise title (plus optional subtitle)  
Summary with a maximum of 100 words  
Introduction  
Main text  
Conclusion  
References

### **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

### **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 cannot 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'.

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.

#### *Example*

Carpal tunnel syndrome.<sup>1</sup>

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; 20(3): 292-299.

### **Tables and charts**

Tables and charts are placed in the article by the author, in consecutive order and numbered. They are send, separately, in Excel modus. In case a spreadsheet 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, e.g.: Tabel 1. Characteristics of participants (n= 181).

### **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 resolution 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.