

Progress in Rehabilitation Medicine **Instructions to Authors**

Progress in Rehabilitation Medicine is taking a lead in presenting important basic and clinical rehabilitation medicine research from across Asia to its global audience. Articles in the journal span local, regional and global scales and underline the importance of cultural, social and economic norms on the practice and outcomes of rehabilitation medicine.

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Aims and Scope

Progress in Rehabilitation Medicine, the official journal of the Japanese Association of Rehabilitation Medicine, is Open Access, fully peer-reviewed, and covers all disciplines of rehabilitation medicine. The Journal works to advance the field by providing an outlet for important local and regional insights to be disseminated to a broad global audience.

The Journal publishes high-quality articles that are scientifically valid, ethically-based and contribute to the overall global advancement in basic, clinical, health-care and translational rehabilitation medicine. Articles can be set at a local scale or within a specific cultural system, but should be appropriately placed within a wider medical, social and cultural context.

The Journal considers all sub-specialties within rehabilitation medicine, but is particularly interested in highlighting areas in which the Asian region holds particular expertise. These include neurological and mental health, musculoskeletal health, internal medicine, pediatrics, geriatrics, technology transfer, and regenerative medicine.

Progress in Rehabilitation Medicine publishes Original Articles, Case Reports, and Review Articles and our editors offer authors rigorous, but rapid and fair peer review with constructive feedback. Accepted articles are usually published as Advanced Online Publications within approximately 14 days after acceptance.

How to Submit

Manuscripts must be submitted via the journal's online peer review system, Editorial Manager, at <http://www.editorialmanager.com/p-r-m>.

Original and revised manuscript texts can be uploaded as Microsoft Word files. A Microsoft Word file is required for the manuscript text. Figures may be submitted separately in several other standard formats. These are automatically incorporated into a single PDF that the

system creates for review. If you encounter any problems with your submission, please contact the Editorial Office at [prm@imic.or.jp].

Journal Policies

The journal follows the guidelines of the Japanese Association of Medical Journal Editors (JAMJE), which in turn endorses the editorial policies of the International Committee of Medical Journal Editors (ICMJE). The journal follows the Committee on Publication Ethics (COPE) guidelines when dealing with any cases of misconduct or dispute.

By submitting an article to the journal, the authors undertake that the work has not been previously published, is not under active consideration for publication elsewhere, has been approved by all co-authors for publication and that, tacitly or explicitly, it has been approved by the relevant authorities where the work was carried out.

All authors must sign an Author Agreement Form, which summarizes the necessary warranties and undertakings of the authors in respect to their submission.

Acceptance Criteria

There are various basic criteria listed throughout this document which manuscripts must comply with. These include being: within the journal's subject area, original contributions, compliant with ethical behavior policies, human or animal experimentation policies, clinical trial registration, data policies, technical requirements, English standards, copyright provisions, and so on.

The journal aims to be an important outlet for local and regional work, and to increasingly bring this work to the attention of the international community – for its greater benefit. The journal also wishes to bring subject areas of local expertise and specialty, such as geriatric rehabilitation, to the attention of its international audience. Therefore, articles in the journal must also be:

- scientifically and/or clinically rigorous
- important, or potentially important, to the overall progress of the field and the researchers and practitioners within it
- constructed, written and/or placed in an appropriate context in order to be relevant and of interest to an international audience

Authorship

To qualify as authors, all those included in the author list of a submission must have made substantial contributions to:

- conceiving and designing the work undertaken, or obtaining, analyzing or interpreting of data
- writing the article or revising it critically for intellectual content

All listed authors must also have provided final approval of the version to be submitted and agree to be held accountable for all aspects of the work.

Re-use of Copyrighted Material

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s), for both print and online formats. The official documents outlining the permissions granted must be provided

when submitting their manuscript.

Availability of Data and Materials

The journal is supportive of initiatives that improve the research process and the usefulness of research to the community. By submitting to the journal, authors agree that any reasonable requests by the journal or readers for materials, data and any protocols in relation to their article will be made available.

Unoriginal Material

Authors undertake that their submissions are original works. The journal uses the CrossCheck system (based on the iThenticate software) to screen manuscripts; by submitting the authors agree to this process. The journal will no longer consider manuscripts if they are found to contain unacceptable levels of unoriginal works.

Conflict of Interest

A conflict of interest (COI) exists when primary interests such as the validity of a work is inappropriately influenced by other secondary interests, such as financial issues or personal relationships. All authors must disclose any potential conflicts of interest.

Examples of potential COIs that are directly or indirectly related to research include but are not limited to the following:

- Research grants from funding agencies (please provide the research funder and the grant number in the Acknowledgements section)
- Honoraria for speaking at, or financial support for attending, symposia
- Financial support for educational programs
- Employment or consulting roles
- Support from a project sponsor
- Position on an advisory board or board of directors or other type of management relationships
- Multiple affiliations
- Financial relationships, for example equity ownership or investment interest
- Intellectual property rights (e.g. patents, copyrights and royalties from such rights)
- Holdings of spouse and/or children that may have financial interest in the work

A Conflict of Interest disclosure statement must be included at the end of the main text before the References section.

Also, it is mandatory for all authors to fill out and submit [Conflict of Interest Self-Disclosure Form](#) upon the submission.

Human/Animal Experimental Subjects

All investigations involving human participants must be conducted according to the principles expressed in the Declaration of Helsinki and its revisions, and in compliance with applicable laws and regulations. Investigations involving human subjects or animals must provide documentary evidence of prior approval of the appropriate institutional review board / ethics committee or its equivalent. This should be submitted via the submission system and a statement included and the approval number/identifier should be documented in the Materials and Methods section.

Informed Consent

Studies published in the journal that involve human participants must obtain prior, written

informed consent from them for their participation in the investigation. Identifying details or personal information (names, dates of birth, and other information) of the participants included in a study should not be included in any format or section, including but not limited to case studies, written descriptions, images and/or photographs, or genetic profiles.

If the above information is essential for the scientific understanding and interpretation of your study, the participant (or parent or guardian if the participant is incapable) must provide explicit written informed consents, permissions, and/or releases for publication of the identifying details. The approvals must be provided via the submission system. All applicable laws and regulations concerning privacy and/or security of personal information must be complied with.

The following statement for informed consent should be included in the Materials and Methods section for Original Article, Case section for Case Reports: “Informed consent was obtained from all individual participants included in the study.”

If identifying information about participants is available in the article, the following statement should be included in the Materials and Methods section: “Additional informed consent was obtained from all participants for whom identifying information is included in this article.”

Clinical Trial Registration

The World Health Organization's defines a clinical trial as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes (<http://www.who.int/ictrp/en>). The journal follows the ICMJE Clinical Trial guidelines for submissions to be considered for publication. These require that clinical trials be registered in a public trials registry at or before the time of first patient enrolment.

Any manuscript that describes the work or outcomes of a clinical trial must register it at one of the registries below, which that the journal deems to be compliant. Any posting of results in a clinical trial registry as part of these requirements will not be deemed to be previously published or an overlapping publication.

Authors must also provide or submit the original protocol upon request and provide the registration identification number and the URL for the trial's registry upon submission.

Examples of compliant registries

<http://www.umin.ac.jp/ctr> (UMIN Clinical Trials Registry)

<http://www.clinicaltrials.gov> (Clinical Trials)

<http://www.isrctn.com> (ISRCTN Register)

<http://www.trialregister.nl> (Nederlands Trial Register)

<http://anzctr.org.au> (Australian New Zealand Clinical Trials Registry)

Confidentiality

All manuscripts that are under consideration, or have been returned to authors, are in-confidence. Authors will maintain confidentiality of all correspondence from the journal, editors and editorial office about their submission.

The journal undertakes single-blind peer review and reviewers' identities are not disclosed unless requested by the reviewer in writing. As part of their agreement to review articles for

the journal, reviewers agree to maintain the confidentiality of manuscripts they have reviewed.

Editorial and Peer Review Process

Submitted manuscripts are categorized into six broad subject areas, which are:

- (1) neurological and mental health conditions,
- (2) musculoskeletal conditions,
- (3) internal medicine and other conditions,
- (4) pediatrics,
- (5) geriatrics, and
- (6) miscellaneous.

Submissions are initially screened for compliance with the journals' policies and other technical aspects. Those that do not comply will be returned to authors.

For journal-policy compliant manuscripts, a Handling Editor first assesses the scientific rigor of the article. For those deemed potentially suitable for publication, a Section Editor is assigned who undertakes a single-blind peer review process by selecting reviewers, assessing their reports and making an initial decision.

There are two potential initial decision pathways: first, the Section Editor decides to offer authors the opportunity to resubmit with minor revision or major revision. Authors are then given two months to revise the manuscript and re-submit it.

Second, the Section Editor can recommend to the Editor-in-Chief that a manuscript is either suitable for acceptance without revision or should be rejected. The Editor-in-Chief then makes a final decision.

Re-submitted manuscripts may be sent back to the original or new reviewers if deemed necessary by the Section Editor. After a final assessment of the revised manuscript and any further reviews or advice, the Section Editor makes a recommendation of accept or reject to the Editor-in-Chief who makes a final decision.

Reviewer Suggestions

The journal invites authors to suggest two potentially suitable reviewers who must be qualified experts; any ongoing or former relationships with any authors must be declared. Authors can also request that up to one potential reviewer be excluded. The journal may consider these requests but is under no obligation to honor them; the Section Editors and Editor-in-Chief have complete discretion over the selection of reviewers.

Errata and Retractions

The journal will correct any significant errors published in the journal. If authors or any third-party discovers a significant error or inaccuracy in their published article, they should notify the Editor-in-Chief who will determine whether an Erratum or a Retraction is appropriate.

Errata describe errors that significantly affect the scientific integrity of an article, or the reputation the authors or the journal. Retractions describe situations in which the results or conclusions are found to be misleading or invalid, or when there is evidence of lapses in research or publication ethics. Minor errors by authors will not be amended.

The journal reserves the right to publish an Erratum or Retraction in all cases, including those

in which the authors, or some co-authors, disagree to the said article being published. In these cases, the journal will separately list the dissenting co-authors.

The journal's decisions in these matters is final.

Article Types

The journal mainly publishes **Original Articles**, **Case Reports** and **Review articles**.

Original Articles are full descriptions of original works that describe experiments, studies and other investigations. Manuscripts can focus on local, regional or global scales, but must be placed into a context which allows readers from any location to be able to grasp the significance of the work.

Case Reports are descriptions of both novel and clinically significant case or case series which may progress the field or may be informative for the researchers and practitioners within the field.

Review articles should provide the reader with a general understanding of the topic with an estimated reading time of about 1 hour. The article should be richly referenced. The author(s) should aim to include original references (avoid referring to other review articles). Normally, review articles are authored by individuals who have themselves made a significant contribution to the original literature on the topic under review and are acknowledged authorities in the field. Therefore, a presubmission enquiry is required prior to submission. Please email an author list, abstract, outline and key references to the Editorial Office.

Authors wishing to submit other types of manuscript, such as Letters to the editor, should consult the Editorial Committee before submission for further instructions.

Manuscript Preparation

Cover Letter

In the cover letter, authors should provide a brief statement about the main findings in the manuscript as well as its why it is important that it be published. In addition, authors must explicitly assert that the submitted manuscript is not under consideration elsewhere nor has been previously published in whole or in part.

The cover letter must also list any equity interests or intellectual property rights that are directly related or relevant to the manuscript, as further described in the Acknowledgements section.

English Standard

Only manuscripts written clearly in English will be considered for review. Authors who are non-native English speakers should have their manuscripts checked and edited by a qualified native English speaker and submit a certification of English editing with their manuscript.

Style and Format

All manuscripts must be written in British or American English (but not a mixture of the two). Manuscripts should be prepared using Microsoft Word. Use a normal, plain font (e.g.,

10-point Times New Roman) for text.

For original articles and case reports, the manuscript should be constructed in the following order:

Title page
 Abstract
 Main text
 Conflict of Interest
 Acknowledgments
 References
 Tables
 Figures
 CONSORT checklist*
 PRISMA checklist**

*Manuscripts reporting the results of Phase 1, Phase 2, or Phase 3 randomized controlled trials must submit a CONSORT checklist and flow diagram after the Figures.

***Manuscripts reporting the results of Systematic reviews and meta-analyses must be reported according to PRISMA guidelines and must submit a PRISMA checklist.*

Scientific terms should be consistent with Index Medicus and the following conventions used:

- All numbers should be expressed as Arabic numerals.
- All measurements should be expressed in System International (SI) units, such as mm, cm, m, mL, L, g, kg, cm², s, etc.

Names of specific equipment or drugs should be presented as follows:

Equipment:

Generic name (manufacturer name; product name)
 e.g. MRI (Siemens Co., Ltd.; Magnetom)

Drugs:

Generic name (product name®)
 e.g. eperisone hydrochloride (Myonal®).

Title Page

The title page should include:

- the manuscript type (Original Article, Case Report)
- a concise and informative article title (150 characters maximum, including spaces)
- the names, affiliations, academic degrees and/or certifications (e.g., MD, PhD, RPT, RN) of all authors
- the email address, postal address, and telephone number(s) of the corresponding author
- a running title (60 characters maximum, including spaces)
- keywords (3–5 keywords). Suggested keywords should not repeat words in the manuscript title
- If available, the 16-digit ORCID iDs of each authors.

Abstract

The second page should contain an Abstract of no more than 250 words, which should be structured and not contain abbreviations that are not commonly known in the field.

For Original Articles, the structure should be defined by the headings Objectives, Methods,

Results, and Conclusions. For Case Reports, use the headings Background, Case, and Discussion.

Main Text

The main text should be less than 4,500 words without the abstract and the references. Abbreviations should be defined at first mention and used consistently thereafter.

Review articles should not exceed 6,000 words without the references.

For Original Articles, use the headings Introduction, Materials and Methods, Results, and Discussion. For Case Reports, Introduction, Case, and Discussion.

In relevant manuscripts, statements on Human/Animal Experimentation, Informed Consent, and/or Clinical Trial Registration must be provided in the Materials and Methods section.

Conflict of Interest Statement

A COI disclosure statement in the style, substance and format as described in the Conflict of Interest section must be included at the end of the main text before the reference list.

Acknowledgments

Funding sources and corporate or institutional associations must be acknowledged at the end of the main text before the reference list. Please include any relevant grant numbers.

In the cover letter accompanying the manuscript, provide the names of associations, consultancies, individual philanthropists, stock ownership, or other equity interest (e.g., patent or licensing arrangements). If the manuscript is accepted for publication, disclosure of this information will be discussed with the authors.

References

The journal uses a modified Vancouver style. References should be numbered consecutively in the citation order in the text and indicated by a superscript Arabic numeral.

Abbreviations of the titles of medical periodicals should conform to those in the latest edition of Index Medicus. Please list the names of all authors in the References list.

When a book is referenced, the names of the editors and the chapter authors should also be provided in addition to the title of the book.

For non-English articles, the relevant information (e.g., journal name, article title, author names) should be translated into English. The original language should be mentioned in brackets after the title of the article.

Reference style examples:

Journal article

(1) Gorter JW, Rosenbaum PL, Hanna SE, Palisano RJ, Bartlett DJ, Russell DJ, Walter SD, Raina P, Galuppi BE, Wood E: Limb distribution, motor impairment, and functional classification of cerebral palsy. *Dev Med Child Neurol* 2004;46:461–467.

Online-only journal article

(5) Mitchell AJ, Vaze A, Rao S. Clinical diagnosis of depression in primary care: a meta-

analysis. *Lancet*. 2009. doi: 10.1016/S0140-6736(09)60879-5.

Book

(2) Liu M, Ishigami S: Toward future research. In *Functional Evaluation of Stroke Patients* (eds. Chino N, Melvin JL). Springer Verlag, Tokyo, 1996;125–142.

Book chapter

(3) Lefor AT, Flowers JL, Bailey RW. Laparoscopy in gastrointestinal malignancies. In: Wanebo HJ, editor. *Surgery for gastrointestinal cancer: a multidisciplinary approach*. 2nd ed. Philadelphia: Lippincott-Raven Publisher; 1997. pp. 145–59.

Non-English article

(4) Aoki M, Sasaki R, Moriizumi S, Toki M, Murakami T, Ishiai S: Rehabilitation of auditory agnosia for bilateral thalamic hemorrhage: a case report [in Japanese]. *Jpn J Rehabil Med* 2011;48:666–670.

Online document

(6) Doe J. Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. 1999. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Accessed 15 Jan 1999.

Authors remain responsible for the accuracy of the references.

Tables and Figures

Table and Figure legends should be placed separately and consecutively after the References section. The total number of figures and tables should not exceed ten.

The Tables and then Figures themselves should then follow, and be consecutively numbered using Arabic numerals (1, 2, 3...). For initial submission, Tables and Figures can be included in the same file as the main text or separately and be of sufficient clarity and resolution for peer review to be undertaken. If separately, the submission system will automatically prepare a single PDF for review purposes, which can be verified during the submission process.

If your manuscript is included for publication, separate files for figures will need to be supplied. For the production process, figures must have a minimum resolution of 300 dpi for color and 600 dpi for monochrome.

Publishing Model and Copyright

Progress in Rehabilitation Medicine is a fully Open Access journal. The journal is currently supported in full by the Japanese Association of Rehabilitation Medicine.

Article Processing Charges

There are currently **no** Article Processing charges for *Progress in Rehabilitation Medicine*. Article Processing charge is subject to change without prior notice.

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Copyright Transfer

Authors are required to transfer the copyright of accepted manuscripts to the Japanese Association of Rehabilitation Medicine. Authors can freely reuse any portion of their own work in a new work of their own as long as it is scholarly or a not-for-profit derivative reuse and provided a citation to *Progress in Rehabilitation Medicine* is included.

If accepted, the authors undertake that they will not publish the same article elsewhere in any format, in English or in any other language, without the written consent of the Japanese Association for Rehabilitation Medicine.

Post Acceptance Process

Upon acceptance of their article, authors will be provided with information and forms which enable its publication. After an average of approximately 10 days, authors will be provided proofs of their typeset article. No additions and revisions are permitted other than correcting typographical errors introduced during the production process. Minor author- derived errors cannot be changed at the proofing stage.

Once published, articles are available for free online at the journal's J-STAGE site at <https://www.jstage.jst.go.jp/browse/prm/-char/en>. The society and the journal encourage authors to appropriately share their articles with their personal networks, on social media and on scholarly communication networks. The journal supports authors in the journal with vigorous online promotional activities and attends major conferences.

Contact

Editor-in-Chief

Masami Akai – International University of Health and Welfare

For the Editor-in-Chief and other responsible editors, editorial, production and any other enquiries, please first contact the Editorial Office:

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