

## **Instructions to Authors**

The *Journal of Geriatric Physical Therapy* is the official publication of the Section on Geriatrics of the American Physical Therapy Association.

### **Topics of Interest**

The Journal's Editorial Board invites submission of manuscripts addressing any clinical aspect of physical therapy care for older adults. Manuscripts may focus on health promotion/wellness care, risk factor abatement, examination & evaluation strategies, typical performance on clinical measures of well and of impaired elders, efficacy of interventions to reduce risk and/or improve function in elders with activity restriction, research on movement dysfunction in later life, and theoretical models of examination/evaluation or care of older adults. The Editors will consider quantitative (experimental and quasi-experimental) studies, case control studies, descriptive studies, qualitative/theory building studies, clinical reports, systematic reviews of the literature or meta-analyses, or single subject design case studies.

### **Submission Process:**

Electronic submissions are preferred. Manuscripts, saved as a Word document (.doc), should be emailed as an attachment to the Editor's email address. The Editor will acknowledge receipt of the manuscript by return email. If electronic submission is not possible, the author should mail **three** printed copies of the manuscript, as well as a CD containing the manuscript saved as a word document to the Editor's address. Manuscripts must be accompanied by a cover letter that acknowledges that the work is not being considered for publication elsewhere, and that all of the listed authors have made substantive contribution to the work. If the work involved human

subjects, review and approval by an appropriate IRB should also be documented in the letter and manuscript.

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### **Format**

Manuscripts should follow the style outlined in the American Medical Association (AMA)

Manual of Style: A Guide for Authors and Editors, 10<sup>th</sup> Ed, Oxford University Press, 2007.

Manuscripts should be double spaces throughout (including references) with 1 inch margins on all sides, using a 12 point Times New Roman Font. Page numbers should be as a centered footer, beginning with the title page. Major headings should be bolded capital letters, minor headings should be bolded, but not use capital letters. The title page, abstract, beginning of the text, references, figure legend page, each figure, and each legend must begin on a separate page.

The title page must include:

1. The full title of the manuscript
2. Names and credentials of all authors
3. Affiliation of all authors
4. Grant funding that supported the work (if applicable)

5. The corresponding author's contact information, including name, preferred mailing address with zip code, phone and fax numbers, email address,
6. Acknowledgements, as appropriate

The Abstract should be no more than 250 words, highlighting the purpose, methods, results, and conclusions (relevance to physical therapy care of older adults). Three to 5 key words should follow the abstract.

Figures should be of high quality and ready for reproduction, and labeled in numerical order. Figures must be referenced in the text in the approximate area that the author wishes them to appear. Clear figure legends must be provided, in order, on a separate page.

Tables must be legible. Tables can be organized in either portrait or landscape format. Tables with rows and columns separated by dividing lines is encouraged.

### **Peer Review Process**

The Editor-in-Chief will screen the manuscript for mechanics and quality of the study, as well as relevance to the journal. Following this, the manuscript will be sent to a team of reviewers for peer review. Authors can expect to receive a summary of the review process, including comments/recommendations from the reviewers, within 12 weeks of the original submission date. Outcomes may include acceptance for publication, opportunity to revise and resubmit, recommendations to submit to a different journal, or rejection of the manuscript. When resubmission is requested, authors are expected to revise the manuscript as requested, or to

explain why they have chosen to do otherwise in an accompanying cover letter. More than one resubmission/revision may be required. The editor requests that authors revise and resubmit their manuscript within 12 weeks of receipt of the Editor's correspondence requesting revisions.

## **Publication**

Manuscripts are accepted for publication with the understanding that they do not substantially duplicate other work that has been or will be published, and that the work is not under consideration for publication elsewhere. All who are listed as authors must have made a significant contribution to the work. If the work involves human subjects, evidence of approval by an Institutional Review Board and documentation of informed consent is required. Written permission must be provided for materials (e.g., figures or tables) taken from previously published or copyrighted sources. The Editorial Board reserves the right to make literary corrections/alterations as deemed necessary.

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