

## INSTRUCTIONS FOR AUTHORS

Journal of Research in Rehabilitation Sciences (JRRS) is a peer-reviewed scientific journal published by the Faculty of Rehabilitation Sciences, Isfahan University of Medical Sciences (IUMS), Isfahan, Iran.

This bimonthly online journal is in Persian language and covers basic and applied articles in the field of rehabilitation sciences. The articles are aimed to improve understanding of the **mechanism**, pathogenesis, progression and prognosis of neuro-musculo-skeletal or be related to a **new** approach into assessment, diagnosis, treatment, therapeutic or supportive intervention and rehabilitation strategy. JRRS provides rationally sound information, which is practical in clinic and research.

First published in winter 2006, Journal of Research in rehabilitation Sciences was approved as a Scientific journal by Commission on Medical Journals, Iran' Ministry of Health, Treatment and Medical Education in May, 2011. According to the latest rankings of Iran' medical journals by the Commission in 2013, JRRS was approved by the highest degree among scientific journals in the rehabilitation field in Iran.

JRRS provides original research and clinical information in the field of rehabilitation sciences including original basic or applied researches, systematic or narrative reviews, case studies, case series, single subject studies, letter to editors, educational or theoretical debate articles, brief reports or protocols and reviews on recently published books. Among the submitted manuscripts, those with original concepts will be assigned for review only if neither the manuscript nor

any part of it like essential substance, tables, or figures has been or will be published or submitted elsewhere before appearing in the Journal. These manuscripts will be reviewed and the final editorial decision will be send to the corresponding author in the shortest possible time.

The target population of Journal of Research in Rehabilitation Sciences consists of the students and professionals in the field of rehabilitation sciences including physical therapy, Orthotics and Prosthetics, Speech Therapy, Audiology, Audiometry, Optometry, Occupational Therapy, Sport Sciences, Physical Education, Musculoskeletal Biomechanics, various medical specialties like Physical Medicine and rehabilitation, Orthopaedics, Rheumatology, Neurology, Neurosurgery, Cardiology, Cardiopulmonary Specialists, ..., Rehabilitation nurses and all other related majors. The published articles will be indexed in World Health Organization (WHO-EMRO Index Medicus)<sup>1</sup>, Islamic World Science Citation(ISC)<sup>2</sup>, Scientific Information Database(SID)<sup>3</sup>, Iran' Magazines Information Database (Magiran)<sup>4</sup>, Iran Periodical Journal Database<sup>5</sup> and are retrievable in Google Scholar (<http://scholar.google.com>).

Enthusiasts and researchers in the field of rehabilitation sciences and other related fields are encouraged to submit their manuscripts electronically to this open access journal.

<sup>1</sup><http://applications.emro.who.int/library/imjournals/Default.aspx?id=45>

<sup>2</sup><http://www.isc.gov.ir>

<sup>3</sup><http://fa.journals.sid.ir/JournalList.aspx?ID>

<sup>4</sup><http://www.magiran.com/magtoc.asp?mgID=4474>

<sup>5</sup><https://search.ricest.ac.ir/ricest>

## Issues to Consider before Submitting a Manuscript

### A) Redundant or Duplicate Publication

Redundant or duplicate publication happens by publishing a paper that overlaps significantly/completely with an already published article of the same (team of) author(s).

This is an ethical violation to international copyright laws, ethical conduct, and cost effective use of resources.

This is not the case for the journal considering a paper that has been rejected previously by another journal. Also this is not the case when a complete report follows publication of a prelude report for example when an abstract or poster displayed for colleagues at a professional meeting. It does not put a stop to journals considering a paper that has been presented at a scientific meeting but not published in full or that is being considered for publication in a proceedings or similar format. Press reports of scheduled meetings will not usually be regarded as breaches of this rule, but such reports should not be amplified by additional data or copies of tables and illustrations.

When submitting a manuscript, the author should clearly inform the editor about all submissions and previous reports that might be regarded as redundant or duplicate publication of the same or very similar work. The author should alert the editor if the work includes subjects about which a previous report has been published. Any such work should be referred to and referenced in the new paper. Copies of such material should be included with the submitted paper to help the editor decide how to handle the matter.

Without such announcement, editor may react properly according to the journal's policy, Committee of Publication Ethics (COPE), manuals and National Ethic Guideline for Medical Journalism; the least would be quick rejection of the submitted manuscript.

\* This Guideline is adjusted to Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org/#privacy>), originally written by International Committee of Medical Journal Editors (ICMJE) according to the Vancouver Format last updated in February 2007.

### B) Acceptable Translation of Previously Published Article

Since secondary publication in another language, especially in other countries, is internationally acceptable, JRRS editorial team accept this act **only if** all of the following conditions are met.

- The authors have received approval from the editors of both journals.
- The editor concerned with secondary publication must have a photocopy, reprint, or manuscript of the primary version.
- The priority of the first publication should be respected by a publication interval of at least one week (unless specifically negotiated otherwise by both editors).
- The secondary manuscript is intended for a different target population
- The secondary manuscript be an abbreviated version of the first publication however, truly reflects the data and interpretations of the primary version.
- In the title page of the secondary manuscript, the readers, peers, and documenting agencies are informed that this paper has been previously published, in whole or in part; the first publication

should be cited properly. For example: "This article is based on a study first published as [title of the first publication], appeared in [title of the first journal, Journal number, journal issue, start page-end page]."

- Publication of accepted manuscripts may not holdup waiting for publication of their translation in other international or English journals. JRRS starts publication process for accepted manuscripts immediately to distribute them in the first issue ahead.
- The corresponding author is responsible for informing JRRS editor about previous publication of the English version of the submitted manuscript and is supposed to attach the approval letter from the editor of the first journal as a supplementary file for the submitted manuscript.
- JRRS will immediately reject any manuscript submitted in journal' website that was previously published in other languages without formal notification from corresponding author. The least punishment will be blacklisting of all the members of the authors' team. If the manuscript has been accepted or published, it will be retracted immediately due to ethical violation.

***According to the directive by the Board of Trustees of the IUMS, articles published by any journals in IUMS may not be published in another language by other journals in the university i.e. Persian articles in university' journals may not be translated and published by English journals of the university and vice versa.***

### **C) Protection of Patients' Rights to Privacy**

The authors are not allowed to use personal information or photography of their study

participants without informed consent. Identification information should not be published in written descriptions and photograph may not be used without covering subject' face or eyes unless the information is essential for scientific purposes and the subject (or parents, counsel or legal guardian) signed written informed formal consent for publication. For taking the informed consent, the final version of the manuscript has to be shown to the subject before submission. Subjects' data should never be altered or falsified in an attempt to attain anonymity. Complete anonymity is difficult to achieve, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of subjects is inadequate protection of anonymity.

### **D) Ethical Considerations**

As a member of COPE, JRRS follows COPE's flowcharts and guidelines in dealing with any ethical misbehavior. The Journal also follows the guidelines mentioned in the Uniform Requirements for Manuscript Submitted to Biomedical Journals, National Ethic Guideline for Medical Journalism and Declaration of Tehran (all are available in JRRS website). The research that involves human beings or animals must adhere to the principles of the Declaration of Helsinki. (<http://www.wma.net/en/30publications/10policies/b3/index.html>).

**Note: with regard to the law that prohibits intervention in the treatment by non-medical experts, JRRS only reviews those interventional manuscripts that one of the authors is a certified registered medical or paramedical specialist and has no legal ban for medical intervention.**

### **E) Conflict of Interest**

All the authors should honestly inform JRRS about any kinds of financial, personal,

political, or academic "Conflict of Interest" that would potentially affect their judgment.

#### **F) Plagiarism**

The authors are not allowed to utilize exact text or illustration of previously published papers, book, monograph,... without proper citation and formal permission from the legal owner. JRRS uses plagiarism detecting software for English and Persian texts and reacts to any misbehavior according to the guidelines by the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, COPE, National Ethic Guideline for Medical Journalism and Declaration of Tehran.

#### **G) Copyright**

- The manuscript is not allowed to contain any image or text that is previous published or is under consideration elsewhere. The same constraint is applied for the abstracts presented in any scientific meeting that have exactly the same title and text.
- Noun of the essential data of the study including tables, graphs or figures,... are not allowed to be published previously or be submitted in any other national/international journal or scientific meeting at the same time
- The whole or part of the manuscript or any essential data of the study including tables, graphs or figures,... are not allowed to be submitted in any other national/international journal or scientific meeting before the final decision by the JRRS editorial team to be announced formally.
- The authors are required to submit the manuscript along with the copies of all closely related works in order that the journal considers them.

- It is the responsibility of the authors to obtain formal permission from copyright holders and submit the written original permission letters for all copyrighted material used in their manuscripts.
- The journal allows the author(s) to hold a copyright without restrictions. The journal allows the author(s) to retain publishing rights without restrictions.
- JRRS is legally allowed to publish accepted manuscripts which meet afore-mentioned condition. The copyright of the published article is for JRRS

#### **H) Retraction Policy**

The authors may retract their manuscript at most 10 days following submission in JRRS website by sending a written retraction request to the editor in chief. Otherwise, the manuscript will be processed to obtain the final decision of the editorial team.

**Note1.** When the manuscript is accepted, JRRS will inform the authors about publication fee. Manuscript retraction when the authors are informed about the publication fee may only proceed if all the authors sign a formal retraction request. However, due to wasting reviewers' time, JRRS will blacklist all the authors; any other manuscripts involving one or more authors of that team will be immediately rejected regardless of the processing stage of that manuscript and all future manuscripts from one or more authors of that list will not processed in JRRS.

The authors are requested to study JRRS authors' guideline and specifically pay attention to the specific instructions for each article type. Submitting manuscript that does not meet the requested instructions may result in fast rejection or delay in review and publication process and impose financial penalties.

### I) Manuscripts by JRRS Editorial Board

All the procedures and payments are exactly the same for the manuscripts from JRRS editorial board. To confirm a true peer review process, 5 members of editorial board will select the reviewers and a blind supervisor secretly.

## The Financial Requirements for Submitting and Processing the Manuscripts

Since December 22, 2015 following the directive by the Board of Trustees of the Isfahan University of Medical Sciences, new financial laws were announced to cover the processing costs of the manuscripts submitted to any journal published by IUMS.

- **The payments:** all payments must be paid electronically or in person to Isfahan University of Medical Sciences, account number “4975761007” (SHEBA: 5801 2000 0000 0049 7576 1007) in Bank Mellat. The receipt should be scanned and emailed or faxed to JRRS office. It is specifically essential to include the payment ID of JRRS (1041 1300 0000 0011) with the manuscript ID (set automatically by the journal website by starting the submission process) in the receipt otherwise the receipt will not be approved and the authors must pay the fee **again. The previous fee is not refundable.**

- **Submission fee:** the manuscript will be processed only if the author pay 500000 IRR to the aforementioned account and upload the receipt as a supplementary file during manuscript submission. It is specifically essential to include the payment ID of JRRS (1041 1300 0000 0011) with the manuscript ID in the receipt. Otherwise the receipt will not be approved and the authors must pay the fee **again. The previous fee is not refundable.**

**Note 1.** Paying submission fee does not necessitate JRRS to accept the manuscript.

**Note 2.** Authors affiliated by IUMS and other authors will be charged the same submission fee.

**Note 3.** It is the authors responsibility to ensure that the manuscript meets authors' guidelines and all the requested documents has been completed and uploaded. The manuscript will be fast rejected within 1 week from submission if the authors' guideline has not been followed properly or because of missing documents. The **submission fee is not refundable** in these cases. If the authors be still interested in processing their manuscript in JRRS, they have to revise it properly, **pay the submission fee again** and submit the revised manuscript with required documents again.

**Note 4.** It is the authors' responsibility to ensure the accuracy of spelling and punctuation and grammatical adherence of the manuscript. The manuscript will be fast rejected **within 1 week from submission** if it is not written in correct Persian language. The **submission fee is not refundable** in these cases. If the authors be still interested in processing their manuscript in JRRS, they have to revise it properly, **pay the submission fee again** and submit the revised manuscript with required documents again.

### - Publication fee

Any manuscript accepted through peer review process in JRRS will be charged at least 1000000 IRR (table 1). The authors should follow authors' guideline precisely to avoid extra payments. The publication fee will be completely used for publication process by the publisher.

Table 1. Basic and extra publication fees for various types of accepted manuscripts in JRRS

Type	Word Limit (including references, tables, illustrations, each illustration is equal to 300 words)	Basic Fee (IRR)*	For Each 500 Extra Words (IRR)
Letter to Editor	400	-	-
Case Report	1000	750,000	700,000
Short	1000	750,000	700,000
Original	2500	1,000,000	700,000
Qualitative	3000	1,000,000	700,000
Review	7000	1,000,000	700,000

\*Only this fee has 50% discount for the manuscript that affiliation of *both* first and corresponding authors is IUMS.

**Note 1.** Publication fee will be charged after accepting the manuscript through peer review process in JRRS. Upon acceptance, JRRS shall notify the corresponding. The corresponding author must pay the fee within two days of the announcement, upload the receipt in supplementary section of the manuscript page and fax/email the notification to JRRS office. Without the receipt the publication process may not be started and the authors will not receive formal acceptance letter. It is specifically essential to include the payment ID of JRRS (1041 1300 0000 0011) with the manuscript ID in the receipt otherwise the receipt will not be approved and the authors must pay the fee again. The previous fee is not refundable.

**Note 2.** The basic publication fee may not decrease if the manuscript does not reach the word limit.

**Note 3.** The word limit in table 1 includes all the tables and references therefore, the tables must be typed and are not accepted if they are presented as an illustration. Each illustration in this guideline is equal to 300 words. In other words, in an original manuscript which has only one figure, the body text with tables and references should not exceed 2200 if the authors do not want any extra fee to be charged.

**Note 4.** The manuscript with IUMS affiliation will have 50% discount **only on basic publication fee.**

**Note 5.** Only the manuscripts that affiliation of *both* first and corresponding authors is IUMS will be considered as manuscript with IUMS affiliation.

**Note 6.** Correct affiliation of IUMS: academic degree, research center, department, faculty, university, city, country. Example Professor, Musculoskeletal Research Center, Department of Physical Therapy, Faculty of Rehabilitation Sciences, Isfahan University of Medical Sciences, Isfahan, Iran.

**Note 7.** Authors from other institutes should follow the same instruction for correct affiliation

**Note 8.** 700000 IRR will be charged for every 500 extra words. Each extra illustration will be count as 300 words. For an original manuscript of 3000 word if the authors are affiliated by IUMS 1200000 IRR will be charge. The fee will be 1700000 for authors from other institutes.

**- Fast publication (fast track) fee**

Fast tracking of the manuscript may be started if the authors formally request for it. The manuscript will be charged twice the

routine publication fee. The authors must count manuscript words in its final version and calculate the fee by duplicating the routine publication fee (table 1).

**Note 1.** Fast tracking also requires processing fee equal to 500000 IRR to the aforementioned account.

**Note 2.** Processing fee for fast tracking manuscripts from with IUMS affiliated authors and others is the same.

**Note 3.** For fast tracking of the manuscript the authors are required to upload the processing receipt as a supplementary file during manuscript submission. It is specifically essential to include the payment ID of JRRS (1041 1300 0000 0011) with the manuscript ID in the receipt. Besides, the corresponding author must sign an upload the formal commitment form for covering publication charge difference and upload it as a supplementary file. The receipt should be uploaded as a supplementary file during manuscript submission. Otherwise the receipt will not be approved and the authors must pay the fee **again. The previous fee is not refundable.**

**Note 4.** To avoid extra payment by the authors, upon approval of the manuscript by the technical editor, JRRS will notify the corresponding author about the fast track fee. The corresponding author must pay the half of the fast track fee within a day of the announcement, just according to the journal announcement and upload the receipt in supplementary section of the manuscript page and fax/email the notification to JRRS office. Without the receipt the peer review process may not be started and the manuscript will be processed routinely. It is specifically essential to include the payment ID of JRRS (1041 1300 0000 0011) with the

manuscript ID in the receipt otherwise the receipt will not be approved and the authors must pay the fee **again. The previous fee is not refundable.**

**Note 5.** This payment does not necessitate JRRS to accept the manuscript.

**Note 6.** The final decision will be announced within 4 weeks from beginning of the peer review process.

**Note 7.** The remaining part of the fast track fee will be charged before announcing the final decision on the manuscript through peer review process in JRRS. JRRS shall notify the corresponding author and they must pay the fee within one day of the announcement, upload the receipt in supplementary section of the manuscript page and fax/email the notification to JRRS office. Without the receipt the final decision will not be announced. It is specifically essential to include the payment ID of JRRS (1041 1300 0000 0011) with the manuscript ID in the receipt otherwise the receipt will not be approved and the authors must pay the fee **again. The previous fee is not refundable.**

**Note 8. Fast track fee is not refundable.**

### **Article Types:**

**A) Original Articles:** they are the results of an original scientific research by the author(s). These manuscripts should have 2500 words. Maximally four tables and illustrations are acceptable. They must have less than twenty references. The Majority of the references are required to be published within last 10 years. The same rules will be applied for qualitative manuscript although word limit is up to 3000 words. The manuscript must have introduction, methods, results and discussion.

**B) Review Articles:** they investigate a new scientific topic. JRRS appreciates review manuscripts with high collectivity. These manuscripts include narrative review, analysis and criticisms of the sources in a specialized field (systematic reviews), new theories or approaches related to rehabilitation. The article should be written in maximum 7000 words and with sufficient references related to the topic that majority of them must be original articles in the last 10 years. In narrative reviews at most ten percent and at least three original references should be the articles from authors' team otherwise they will be rejected by JRRS. Reviews should be structured like original manuscripts in abstract and body. Word limit is the same for narrative and systematic reviews.

**C) Single Case Study:** these types of manuscripts will be considered only if the presented case has unique or specific characteristics. The manuscript text is limited to 1000 words with maximum 5 tables and illustrations and 10 references. The manuscript must have introduction, case report and discussion.

**D) Short Articles:** For acceleration in publishing scientific findings, short manuscripts should be no more than 4 sheets and only include two tables or illustrations and at most ten references (1000 words totally). These manuscripts should include introduction, methods, results and a short discussion.

**E) Letter to Editor:** important reports on latest achievements in the rehabilitation fields or recently abandoned/ adopted protocols may be submitted in the form of letters to the editor. The text should contain maximum of 400 words with at most one table or illustration and a maximum of five references.

**F) Critical Appraisal:** they may criticize the scientific articles published in other journals or in the previous issues of JRRS itself [Letter to Editor]. Text is necessarily limited to 1000 words and should follow the instructions for "Letters to Editor".

**G) Scientific Correspondence and Scientific Debate:** If the authors have had a scientific correspondence with a top researcher in a field, it can be considered for publish. In this group of manuscripts, the body of the text must be evidenced by valid references. These kinds of commentaries may concern about inventions in the field of rehabilitation sciences, worthwhile experiences or rehabilitation related news in Iran or world. Text should follow the instructions for "Letters to Editor".

**H) Conference Proceeding:** for national & international rehabilitation related conferences, seminars and congresses

**I) Conference reports:** reports about national & international rehabilitation related conferences, seminars and congresses would be accepted if not submitted longer than 2 month after the gathering. These reports are limit to 400 words.

**J) Book Review:** in contexts related to rehabilitation in Persian or English language to maximum 400 words accepted.

Table 2. JRRS limits for words, tables, illustrations and references in various manuscript types. Basic and extra publication fees for various types of accepted manuscripts in JRRS

Type	Word Limit* (including references, tables, illustrations)	Maximum Number of Tables and Illustrations (each illustration is equal to 300 words)	For Each 500 Extra Words (IRR)
Letter to Editor	400	1	5
Case Report	1000	5	10
Short	1000	2	10
Original	2500	4	20
Qualitative	3000	4	20
Review	7000	No limitation	40

*\*If the limits are met, the manuscript shall be charged for basic publication fee only. By adding more text, tables or illustrations extra charges will be applied.*

## Manuscript Submission

- The Manuscript must be submitted in JRRS webpage ([www.jrrs.ir](http://www.jrrs.ir)). Manuscripts that sent via post or email will not be considered.
- A cover letter signed by the corresponding author should provide full contact details (include the address, telephone number, fax number, and Emailaddress) of all the authors in the same order they have appeared in the manuscript. The cover letter is required to briefly explain the innovation and originality of the paper and how the manuscript would satisfy journal readers. **Each author is required to sign** in the signature column in front of their own details in the table. The pre-defined form for cover letter is available as a link when you start the submission. You can also download it from faculty website at [rehab.mui.ac.ir](http://rehab.mui.ac.ir)
- The corresponding author should download and sign the publication ethic form to make clear that the final manuscript has been seen and approved by all authors, the authors accept full responsibility for the design and conduct of the study, had access to the data, and controlled the decision to publish and that the manuscript is not under submission elsewhere and has not been published before in any form. The form is available as a link when you start the submission. You can also download it from faculty website at [rehab.mui.ac.ir](http://rehab.mui.ac.ir)
- The Manuscript should be on A4 paper with 3.5 cm vertical and 2 cm horizontal margins. **100% character scale and normal character space are requested.** font size 12 "BMitra" (font size 10 Times New Roman for English terms), **single line spacing, single column** design using office 2007 software (saved in .docx format not .doc or .rtf) are essential. **No indentation of the first line is allowed.** The manuscript should have **Persian** page number in the middle of the page bottom.
- Line number should be shown at right side of page from beginning (title) to the last line, continuously.
- Authors must prevent verbal translation. Commonly used specialized terms must be appeared in Persian for example tibia, frequency and... If authors do not have a good Persian equivalent for the English term, they should use the English term in English.
- The abbreviations should be introduced in parenthesis following the complete word or phrase for the first time. JRRS has **no footnote.**
- It is **a MUST** to submit title page, **exactly according to the example in the JRRS website, separately** as a file entitled "Title

Page” in supplementary files section in order to prevent any conflict of interest for journal reviewers. The manuscript should not provide any information about the authors’ team.

**Important Note:** the authors usually add the title page at the beginning of revised version of the manuscript after applying the reviewers’ comments.

This is the responsibility of corresponding author to avoid this mistake before submitting the revised version and the “reply to reviewers” letter. Including author’ information in the revised file or contacting the potential reviewers in person will result in immediate irreversible rejection of the manuscript regardless the review phase it was in.

## Authorship

As stated in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, being listed as an author in a manuscript requires substantial contributions to **all of the following sections:**

- a) Conception and design, or analysis and interpretation of data
- b) The drafting of the manuscript or critical revision for important intellectual content
- c) Final approval of the manuscript to be published.

Authors should meet **all aforementioned conditions (a, b and c)**. Those who did not fulfill authorship criteria should be mentioned in acknowledgments only after obtaining their permission formally. In **this section their full name and the type of their contribution should be addressed clearly.**

By signing the author approval table in the cover letter, the authors confirm that they meet three authorship criteria listed above. Besides, the role of each author must be mentioned in “Authors’ Contribution” section in title page.

The authors’ role is not limited to these three conditions. Authors’ contribution may be presented as a list for example as:

- Conception and design
- Obtaining of funding
- Administrative, technical, or logistic support
- Provision of study materials or patients
- Data Collection
- Data Analysis and Interpretation
- Statistical expertise
- Critical Revising of the Article for Important Intellectual Content
- Final approval of the article
- The responsibility of the integrity of the whole procedure from study design to communicate with journal and reviewers

The manuscript will not be processed unless cover letter and publication ethics form be filled and submitted along with the manuscript.

- Authors order and position is determined by the authors team as presented and signed in author approval table in cover letter
- After submission, any change in authors’ count and order including adding or omitting one or more authors must be requested formally. This is the responsibility of the corresponding author to obtain signed permission from authors who were included in the previously submitted cover letter and send a formal request to journal’ email address. The

signed permission and new cover letter should be attached to the request. JRRS follows COPE guidelines in this respect. COPE flowcharts are accessible in journal' website.

## Affiliation

Academic Degree, Research Center, Department, Faculty, Institute, City, Country

Example: Professor, Musculoskeletal Research center, Department of Physical Therapy, Faculty of Rehabilitation Sciences, Isfahan University of Medical Sciences, Isfahan, Iran

## Article Structure

The headings of an original article are: title, introduction, methods, results, discussion, limitations, recommendations, conclusion, acknowledgement (including the funding agency or the institute that approved the study), references and supplementary information (additional figures, tables or questionnaires).

### A) Title Page:

***This page should be submitted separately as a supplementary file for the manuscript and should not be included in the manuscript file***

- **Complete title:** manuscript title should be clear, accurate, detailed and concise but informative. It should contain the manuscript keywords and show the type and design of the study properly. This title should be written with initials of each word being capitalized (Capitalized for each Word)
- **Authors' identity:** first name, sure name, highest scientific degree, highest academic position, institutional affiliation, complete postal address, business telephone and fax numbers and a current email in

Persian and English. This section should be written with normal style.

- **The corresponding author:** should be underlined.
- **Acknowledgement:** This section should be placed in title page. If the manuscript would be accepted for publication, the journal secretary will move this section to its actual place at the end of the manuscript.
- **Authors' Contribution:** This section should be placed in title page after acknowledgement section. If the manuscript would be accepted for publication, the journal secretary will move this section to its actual place at the end of the manuscript.
- **Funding resources:** This section should be placed in title page after authors' contribution section. If the manuscript would be accepted for publication, the journal secretary will move this section to its actual place at the end of the manuscript.
- **Conflict of Interest:** This section should be placed in title page after funding resources section. If the manuscript would be accepted for publication, the journal secretary will move this section to its actual place at the end of the manuscript.
- **The running title:** to be showed in the top of article pages (at most 8 words).
- If the manuscript is duplicate or re-publication of a previously published work (not in IUMS English journals), the first article must be mentioned in the title page properly. For example: "This article is based on a study first published as [title of the first publication], appeared in [title of the first journal, Journal number, journal issue, start page-end page]."

**B) Structured Abstract**

Provided in separated page, abstract text is limited to 6 paragraph and maximum **300 words**. In a separate page after Persian abstract its accurate translation should be presented in 6 paragraphs not more than **300 words**.

- Title
- Introduction: the originality, essence, innovation and the aim of the study
- Materials and Methods: sampling strategy, data collection and analysis/observational methods
- Results: specific data and the exact Pvalues are required
- Conclusion: the emphasis on the new aspects and main application and achievements of the study
- Keywords: 3-5 keywords or short terms from the Medical Subject Headings: MeSH (<http://www.ncbi.nlm.nih.gov/mesh>). Persian keywords are preferred to be translation of MeSh terms.
- ***Narrative reviews have a simple unstructured abstract***
- ***Case reports need unstructured abstract containing a summary of report without specific headline but including the main corpus knowledge of the report. It should not exceed 150 words.***
- ***Letters to editors do not have abstract***

**C) Manuscript Body:**

- **Introduction**

Introduction should clarify the essence, importance, background, a review of the literature in that specific context, present scientific gap, and the necessity of the present research, the goal of study and researcher main hypothesis (not more than 700 words).

- **Materials and Methods:**

This part should be written in detail. Type and design of the study, sample size estimation, sample selection, evidenced inclusion and exclusion criteria (the eligibility of experimental subjects), pilot study (if applicable), outcome measures, type and procedure of interventions and evaluations, ***ethical considerations*** and statistical analysis should be explained completely in the way that the study may be replicated easily.

- For equipments: complete name, model, manufacturer company name, and production city and country should be written in the parenthesis following the equipment's name.
- For medications: (generic) name, chemical code (commercial), manufacturer company name, and production city and country should be written in the parenthesis following the equipment's name.
- For chemicals: generic and commercial name, manufacturer company name, and production city and country should be written in the parenthesis following the equipment's name.
- For software including statistical, skilled or writing software: version, manufacturer company name, and production city and country should be written in the parenthesis following the equipment's name.

**Ethical Review:** If applicable, the relevant institutional review boards or ethics committees that approved the research protocol should be named clearly. If human studies, taking written informed consent from all the participants is required. For animal studies, the housing and scarifying method should be clarified. For all human studies especially clinical trials, a registry number like

Iranian Registry of Clinical Trials (IRCT) should be provided.

The scientific degree (not academic position: for example rheumatologist or Masters in Speech Therapy) identity of those who collect and/or analyzed the data

- **Note:** with regard to the law that prohibits intervention in the treatment by non-medical experts, JRRS only reviews those interventional manuscripts that the **corresponding author** is a certified registered medical or paramedical specialist and has no legal ban for medical intervention.

**Statistical Analysis:** the statistical methods should be explained in the way that a knowledgeable reader may verify the reported results if they have access to the original data. Discuss the methods for determining the distribution of the data, statistical strategy for analyzing data with normal and other distributions, randomization, assignments and matching strategies, blinding methods (if any), power analysis, complications of treatment, numbers and timing of observations, number and timing of interventions, losses to observation (such as dropouts from a clinical trial) and their reasons. Define statistical terms, abbreviations, and symbols clearly.

- **Results:**

In this part, it is necessary to provide a table containing the demographic characteristics of the sample at first.

- All clinical and other measures should be presented according to International System of Units (SI). For example mmHg for blood pressure or Celsius for temperature

- All decimal numbers should be written with discriminator. Please avoid dot or comma instead of discriminator. Example: 2/2
- If a questionnaire or checklist is used, it is necessary to be attached. For validated questionnaires, it is sufficient to provide their psychometric properties (validity and reliability of English and Persian version) with reference.
- If an illustration has been taken from other resources has been used in the manuscript, such as web-pages, books or articles, the source should be cited properly and permission from the owner should be obtained. The copy of the permission letter should be submitted with the manuscript.
- All the tables, figures and charts should be mentioned in the text.
- The place for each tables, figures and charts to be appeared in the manuscript body is preferably the first possible place after the sentence referring to them.
- **All the tables, figures and charts should be presented at their right place in the text.**
- **At most eight tables and illustrations are allowed**

**Tables**

- Tables should be complete and clear by themselves.
- Tables should be orderly enumerated in the text.
- Table' title should be written at top of the table.
- Table explanation including explanation of the symbols,... should be written in table caption under the table.
- Table should be designed by font size 10 "BMitra" (font size 8 Times New Roman for English terms) and **single line spacing**.

- Table cell should be centered horizontally and vertically
- The font of title of each row and column should be in bold
- Unit of measurement should be written in parenthesis next to the parameter.
- Abbreviations are not allowed in tables except for commonly used ones like BMI,...
- Significant differences should be denoted with \* in the table and significance level and concept of star should be explained in table caption under the table.
- Authors should prevent superscript numbers (<sup>1</sup> and <sup>2</sup> and...) inside tables for reference to table caption. Using symbols like \*\*, ++, ‡ are recommended instead.
- Except in very important occasions, results that have been written in tables, **should not be repeated in the text.**
- Standard deviations should be following  $\pm$  next to the mean and **should not be written in separate column or in the parenthesis.**
- Important statistics like “t” or “F” should be presented properly. If they may not be included inside the table, explain them in the text
- Only 5 tables are permitted in each manuscript

**Example: Table design, caption and footnote and acceptable way for introducing a table in text in JRRS**

**Figures:**

- Every single figure will be counted as 300 words
- Figures should be orderly enumerated in the text.
- Figure’ title and captions should be written below them.
- If needed every figure should provide a clear scale on its right bottom corner
- Figures should be colored but clear in Bitmap or PNG format with resolution equal to 500 dpi.
- High quality figures should be inserted in text in their original resolution without compression.
- Each figure should be 203×254 mm (8×10 inches)
- Only 5 figures are permitted in each manuscript.

**Charts**

- Every single chart will be counted as 300 words
- Charts should be orderly enumerated in the text.
- Chart’ title and captions should be written below them.
- Charts should be colored in good contrast but clear in Bitmap or PNG format with resolution equal to 500 dpi.
- 3D charts are not allowed
- All charts should have Error bar (**The amount of error bar is equal to standard deviation**).
- Significant differences should be denoted with star sign in the chart and significance level and concept of star should be explained in chart caption.
- Authors should prevent write numbers (<sup>1</sup> and <sup>2</sup> and ...) in the chart for reference to chart subscript and should use \*\*, ++, ‡ instead.

۴۰ فرد (۱۴ نفر سالم، ۱۲ نفر استوارترین خفیف، ۴ نفر استوارترین متوسط و ۱۰ نفر استوارترین شدید) که هر دو زوتوی آن‌ها از لحاظ نوع درگیری مشابه بود، در این مطالعه وارد شدند. بر اساس نتایج تست شایپرو - ویلک تمام پارامترها دارای توزیع نرمال بودند. بنابراین نتایج با استفاده از تست ANOVA (HSD Tukey) مورد مقایسه قرار گرفتند. ویژگی‌های دموگرافیک افراد در جدول ۳ نشان داده شده است.

جدول ۳- ویژگی‌های دموگرافیک شرکت کنندگان

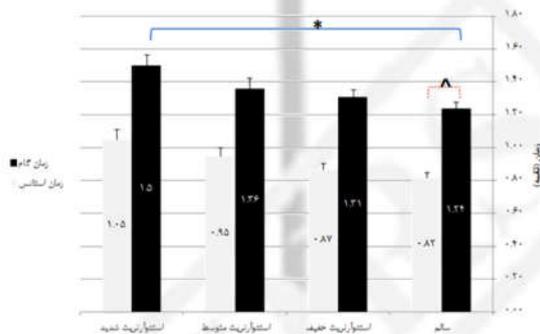
شاخص نوده بدنی (کیلوگرم / مترمربع)	نوده بدن (کیلوگرم)	قد (متر)	سن (سال)	تعداد	آزمودنی‌ها
۲۱۱٫۲۲±۲۱٫۱۷	۷۶٫۰۰±۵٫۲۷	۱٫۷۴±۰٫۰۵	۵۰٫۹۰±۹٫۳۸	۱۴	سالم
۲۷۳٫۳۵±۶٫۶۴	۷۵٫۶±۰٫۸	۱٫۷۱±۰٫۰۸	۵۱٫۱۷±۵٫۶۴	۱۲	استوارترین خفیف
۳۷۳٫۳۵±۶٫۶۴	۹۱٫۰۰±۱٫۶۲	۱٫۷۵±۰٫۰۶	۵۱٫۰۰±۳٫۴۶	۴	استوارترین متوسط
۳۱۱٫۷۵±۸٫۳۸	۸۱٫۴۰±۲٫۱۷	۱٫۷۴±۰٫۰۴	۵۶٫۸۰±۹٫۱۷	۱۰	استوارترین شدید

\* P<۰/۰۵ گروه سالم در مقایسه با گروه‌های استوارترین  
 + P<۰/۰۵ گروه استوارترین خفیف در مقایسه با سایر گروه‌ها  
 † P<۰/۰۵ گروه استوارترین متوسط در مقایسه با سایر گروه‌ها  
 ‡ P<۰/۰۵ گروه استوارترین شدید در مقایسه با سایر گروه‌ها

- Horizontal and vertical axis title should be in Persian and the measurement unit should be written in parenthesis.
- Each chart should be 203×254 mm (8×10 inches)
- Only 5 charts are permitted in each manuscript.

**Example: Chart design, caption and footnote and the way for introducing a graph in text in JRRS**

زمان گام در گروه استوارترین شدید به طور معنی‌داری بیش‌تر از سایر گروه‌ها بود (به ترتیب  $P=0/001$  و  $P=0/010$  و  $P=0/038$  برای تفاوت با گروه سالم، استوارترین خفیف و متوسط). هرچند زمان استانس تنها در گروه استوارترین شدید با گروه‌های سالم و استوارترین خفیف تفاوت معنی‌دار نشان داد (به ترتیب  $P=0/002$  و  $P=0/007$ ) (شکل ۵).



شکل ۵. زمان گام و زمان استانس در گروه‌های آزمودنی. نشان ستاره تفاوت‌های معنی‌دار را در سطح  $P=0/05$  نشان می‌دهد.

- **Discussion:**

In discussion section the results will be discussed and compared to the results of relevant studies.

- The first paragraph of discussion should briefly explain main results of the study and mention acceptance or rejection of the hypotheses.
- **Authors should not compare results with the results of a review or case study article although they may mention these types of research papers if needed.**
- It is **not sufficient** to only write down the similarity or difference in the present findings and findings from other studies. The possible causes of these similarities and variations should be discussed completely.

- The discussion should not be more than 2000 words.

- **Limitations:**

This section includes problems that author faced while doing the research project and were not able to cover them properly. For example if study power is low, little sample size should be explained with scientific and logical reasons. Limitations should be written and explained clearly. Please avoid listing limitations.

- **Suggestions:**

It include relevant topics that investigating about them may help to promote present knowledge in the discussed context of present study. In the other word, the results of the suggested studies in conjunction with the result of the present study, can improve our understanding of the discussed topic. Suggestions should be written and explained clearly. Please avoid listing suggestions.

- **Conclusion:**

Short and useful summery of the results and discussion without explaining why such conclusion be obtained (it should be explained in discussion part completely) may be presented in this section.

- **Acknowledgement:**

- For all human studies especially clinical trials, a registry number like Iranian Registry of Clinical Trials (IRCT) should also be provided in this section.
- Authors may acknowledge all individuals who collaborated in the research project but do not have the competence to be in author list. They may be named only if they approved their name to be displayed in acknowledgement section.
- **This section should be placed in title page. If the manuscript would be**

***accepted for publication, the journal secretary will move this section to its actual place at the end of the manuscript.***

- **Authors' Contribution:**
- Contribution of each author in the research project and manuscript preparation should be clarified by their full name in the authors' contribution list
- The authorship should be assigned according to the National Ethic in Medical Research Manual and COPE Guideline
- ***This section should be placed in title page after acknowledgement section. If the manuscript would be accepted for publication, the journal secretary will move this section to its actual place at the end of the manuscript.***

- **Funding Resources**

Source(s) of support in the form of grants, equipment, drugs, or all of these should be addressed. i.e. if the study was funded by any institute or organization or any of the authors received grant, award, or any funding to take part in the study, it should be mentioned clearly

- If the study is extracted from a thesis/dissertation please declare it by "this article is extracted from a thesis for (Bachelors/ Masters)/PHD dissertation in (subject/major) by (student name), registered at (university name) (thesis approval code in the university)". Thesis complete information include thesis code, student name and academic position are required.
- If the study is extracted from a research project other than a thesis/dissertation declare it by "this study has been funded by university name/research institute/funding organization (Grant Number: project registration code)".

Complete information of research project including code and supporting organization should be written.

- ***This section should be placed in title page after authors' contribution section. If the manuscript would be accepted for publication, the journal secretary will move this section to its actual place at the end of the manuscript.***

Example: the study has been funded as a part of thesis for Masters degree in Physical Therapy by Mitra Feizi registered in Isfahan University of Medical Sciences (Registration Code: 390215). Dr. Azade Safayee was funded by young investigators award in the first biannual Conference of Quality of Life Researches in 2012.

- **Conflict of Interest:**

At the time of submission, authors should disclose any financial arrangement with a company whose product is used or relevant to the submitted manuscript or with a company making a competing product. This information will be confidential while the paper is under review. In the case that the manuscript is accepted, this disclosure will appear with the article. Authors may be addressed with their full name if required. ***This section should be placed in title page after authors' contribution section. If the manuscript would be accepted for publication, the journal secretary will move this section to its actual place at the end of the manuscript.***

- **References and citations:**

- **In text citation:**

- Reference number should be written in Persian at the end of sentence in parenthesis. Publication year of the reference ***should not be written*** in the manuscript text.

- If there are two references for one sentence use “;” to separate them. For example (2 and 5) is used when citing references numbered 2 and 5 in reference list
- If there are more than two references for one sentence use “-” between first and last references if they are consecutive. For example (2-5) is used when citing references numbered 2 and 3 and 4 and 5 in reference list.
- If there are more than two references for one sentence use “;”, “-” and “and” if they are not consecutive. For example (2,4-6 and 8) is used when citing references numbered 2 and 4 and 5 and 6 and 8 in reference list.
- The comma or dot should be placed after citation. For example “The results are in agreement with previous studies (2-5).”

#### - References

- References should be enumerated by the order of appearance in the text using Vancouver style of referencing.
- All the journals should be addressed by abbreviations in Index Medicus. This list is published annually in January issue of Index Medicus and is accessible in the website of national library of America (NLM) (<http://www.nlm.nih.gov>) know as Pubmed.
- An original research manuscript should have sufficient references which ideally is 20 references.
- Only 10 percent of the references of a manuscript may be non-original work like narrative reviews, books (chapters), websites, case reports, editorials, short communications, short articles, etc.
- Narrative reviews need 20-40 references among which at most 10% and at least 3 references should be the original studies (original articles or systematic reviews) by

the authors; otherwise they may not be reviewed in JRRS.

- In the bibliography list, the sure name and the initials of given and middle name of first five authors should be written. Use et.al. for next authors.
- When using some information from a thesis/dissertation, try to cite the articles from that thesis/dissertation. If the information has not been published in a paper, refer to original thesis.
- Citing abstract is allowed only for abstracts presented in scientific conferences. **Authors may not cite abstracts of the papers which are not free.**
- Citing a “personal communication” is not accepted unless it provides essential information not available from a public source. In this case the name of the person and date of communication should be cited in parentheses in the text
- For papers in Persian, provide the article information in English as indexed by the publishing journal. Currently the Persian papers published by all scientific-research journals provide English “how to cite” section beneath English abstract of the paper. Use [Article in Persian] at the end of the reference to indicate that the original reference is in Persian.
- If the paper is old enough that it has no English title and abstract, translate it yourself and provide the article publication date in Georgian calendar. Use [Article in Persian] at the end of the reference to indicate that the original reference is in Persian.
- Vancouver style for reference manager and endnote is available in JRRS website.

#### - Articles in Journals

- Standard journal article: list the first five authors.

Krebs DE, Wong D, Jevsevar D, Riley PO, Hodges WA. Trunk kinematics during locomotor activities. *Phys Ther* 1999; 72 (7): 505-14.

- More than five authors followed by et al: Henriksen M, Alkjaer T, Lund H, Simonsen EB, Graven-nielsen T, Danneskiold-Samsøe B, et al. Experimental quadriceps muscle pain impairs knee joint control during walking. *J appl physiol* 2007; 103: 132-9.

- Organization as author  
The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996; 164:282-4.

- No author given  
Cancer in South Africa [editorial]. *S Afr Med J* 1994; 84:15.

- Article not in English  
Ryder TE, Haukeland EA, Solhaug JH. Bilateral infrapatellar seneruptur hos tidligere frisk kvinne. *Tidsskr Nor Laegeforen* 1996; 116:41-2.

- Volume with supplement  
Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994; 102 Suppl 1:275-82.

- Issue with supplement  
Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol* 1996; 23(1 Suppl 2):89-97.

- Volume with part  
Ozben T, Nacitarhan S, Tuncer N. Plasma and urine sialic acid in non-insulin dependent diabetes mellitus. *Ann Clin Biochem* 1995; 32(Pt 3):303-6.

- Issue with part  
Poole GH, Mills SM. One hundred consecutive cases of flap lacerations of the leg in ageing patients. *N Z Med J* 1994; 107(986 Pt 1):377-8.

- Issue with no volume  
Turan I, Wredmark T, Fellander-Tsai L. Arthroscopic ankle arthrodesis in rheumatoid arthritis. *Clin Orthop* 1995; (320):110-4.

- No issue or volume  
Browell DA, Lennard TW. Immunologic status of the cancer patient and the effects of blood transfusion on antitumor responses. *Curr Opin Gen Surg* 1993:325-33.

- Pagination in Roman numerals  
Fisher GA, Sikic BI. Drug resistance in clinical oncology and hematology. Introduction. *Hematol Oncol Clin North Am* 1995 Apr; 9(2):xi-xii.

- Type of article indicated as needed  
Enzensberger W, Fischer PA. Metronome in Parkinson's disease [letter]. *Lancet* 1996; 347:1337.  
Clement J, De Bock R. Hematological complications of hantavirus nephropathy (HVN) [abstract]. *Kidney Int* 1992; 42:1285.

- Article containing retraction  
Garey CE, Schwarzman AL, Rise ML, Seyfried TN. Ceruloplasmin gene defect associated with epilepsy in EL mice [retraction of Garey CE, Schwarzman AL, Rise ML, Seyfried TN. In: *Nat Genet* 1994; 6:426-31]. *Nat Genet* 1995; 11:104.

- Article retracted  
Liou GI, Wang M, Matragoon S. Precocious IRBP gene expression during mouse development [retracted in *Invest Ophthalmol Vis Sci* 1994; 35:3127]. *Invest Ophthalmol Vis Sci* 1994; 35:1083-8.

- Article with published erratum  
Hamlin JA, Kahn AM. Herniography in symptomatic patients following inguinal hernia repair [published erratum appears in West J Med 1995; 162:278]. West J Med 1995; 162:28-31.

**- Books and Other Monographs**

(Note: Previous Vancouver style incorrectly had a comma rather than a semicolon between the publisher and the date.)

- Personal author(s)  
Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996. pp. 45-79.
- Editor(s), compiler(s) as author  
Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996. pp. 4-7.
- Organization as author and publisher  
Institute of Medicine (US). Looking at the future of the Medicaid program. Washington: The Institute; 1992. pp. 65-78.
- Chapter in a book  
Hodges PW. Motor control of the trunk. In Boyling JD, Jull GA, editors: Grieve's Modern Manual Therapy. The vertebral column. 3rd ed. Philadelphia: CHURCHILL LIVINGSTONE; 2004, 119-140.
- Conference proceedings  
Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10<sup>th</sup> International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.
- Conference paper

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.

**- Scientific or technical report**

- Issued by funding/sponsorine agency:  
Smith P, Golladay K. Payment for durable medical equipment billed during skilled nursing facility stays. Final report. Dallas (TX): Dept. of Health and Human Services (US). Office of Evaluation and Inspections; 1994 Oct. Report No.: HHSI-00E169200860.
- Issued by performing agency:  
Field NE, Tranquada RE, Feasley JC, editors. Health services research: work force and educational issues. Washington: National Academy Press; 1995. Contract No.: AHC'PR282942008. Sponsored by the Agency for Health Care Policy and Research.
- Dissertation  
Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis: Washington Univ.; 1995.
- Patent  
Larsen CE, Trip K, Johnson CR, inventors; Novoste Corporation, assignee. Methods for procedures related to the electrophysiology of the heart. US patent 5.529.067. 1995 Jun 25.

**- Other Published Material**

- Newspaper article  
Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions mutually. The Washington Post 1996 Jun 21: Sect. \*3 (col. 5).

- Audiovisual material  
HIV+/AIDS: the facts and the future [videocassette]. St. Louis : Mosby-Year Book: 1995.

**- Legal material**

- Public law:  
Preventive Health Amendments of 1993. Pub. L. No. 103-183, 107 Stat. 2226 (Dec. 14, 1993).  
Unenacted bill:

Medical Records Confidentiality Act of 1995. S. 1360, 104th Cong.. 1st Sess. (1995). Code of Regulations:

Informed Consent. 42 C.F.R. Sect. 441.257 (1995).

- Hearing:  
Increased Drug Abuse: the Impact on the Nation's Emergency Rooms: Hearings Before the Subcomm. on Human Resources and Intergovernmental Relations of the House Comm. on Government Operations. 103rd Cong.. 1st Sess. (May 26. 1993).

**- Map**

North Carolina. Tuberculosis rates per 100.000 population. 1990 [demographic map]. Raleigh: North Carolina Dept. of Environment. Health. and Natural Resources. Div. of Epidemiology; 1991.

**- Holy scriptures**

The Quran. Othman Taha version.: Dar-al-Ghoran Publishing House: 1995. Maryam Surah. 1-18.

**- Dictionary and similar references**

Stedman's medical dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia: p.119-20.

**- Classical match&**

The Winter's Tale: act 5. scene 1. lines 13-16. The complete works of William Shakespeare. London: Rex: 1973.

**- Unpublished Materials**

- In press  
Leshner AI. Molecular mechanisms of cocaine addiction. N Engl J Med. In press 1996.

**- Electronic Material**

- Journal article in electronic format  
Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5]; 1(1): [24 screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>

- Monograph in electronic format  
CDI, clinical dermatology illustrated [monograph on CD-ROM]. Reeves JRT, Maibach H. CMEA Multimedia Group, producers. 2nd ed. Version 2.0. San Diego: CMEA; 1995.

- Computer file  
Hemodynamics III: the ups and downs of hemodynamics [computer program]. Version 2.2. Orlando (FL): Computerized Educational Systems; 1993.

- Web site / homepage  
Elements of a citation: Author/Editor/Organization's name. Title of the page [homepage on the Internet]. Place of publication: Publisher's name; [updated yr month day; cited yr month day]. Available from: (URL)

Heart Centre Online [homepage on the Internet]. Boca Raton, FL: Heart Centre Online, Inc.; c2000-2004 [updated 2004 May 23; cited 2004 Oct 15]. Available from: <http://www.heartcenteronline.com/>

- Web Site/part of a Homepage: American Medical Association [homepage on the Internet]. Chicago: The American Medical Association; c1995-2002 [cited 2005 Apr 20]. Group and Faculty Practice Physicians; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

## Peer Review Process

It is the authors' responsibility to ensure that the manuscript meets authors' and to ensure the accuracy of spelling and punctuation and grammatical adherence of the manuscript. Otherwise the manuscript will be fast rejected within 1 week from submission. **The submission fee is not refundable in these cases.** If the authors be still interested in processing their manuscript in JRRS, they have to revise it properly, **pay the submission fee again** and submit the revised manuscript with required documents again.

Then, the manuscript will be send for two blind reviewers. If both reviewers were negative, the article may be rejected immediately by the editorial board. If both or either were positive the manuscript would be referred to the editorial team for final decision. The positive decision by the first primary reviewers does not guarantee acceptance and JRRS editorial board saves the right for announcing final decision. If the editorial board considered a manuscript for acceptance, the comments by the review team and editorial board will be referred back to the corresponding author. This is the authors' responsibility to address all comments scientifically.

**Note 1.** In the case of fast tracking the reviewers comments in addition to the editorial board comments will be send to the corresponding author as single file known as **"Editorial Comments"**.

**Note 2.** The fast track request does not necessitate JRRS to accept the manuscript.

Noun of the authors is permitted to contact editorial board or reviewers before submitting the manuscript and when it is under review. Any enquire concerning the submitted manuscript should be addressed to JRRS office.

## Legal Consideration

Review and finally acceptance of the manuscripts in JRRS is **only possible when cover letter, publication ethics form, commitment for paying publication fee have been completed and submitted along with the manuscript and the receipt of submission fee payment.** Missing any of aforementioned documents at the time of manuscript submission results is fast rejection of the manuscript without reviewing.

## The editorial time

The editorial time for routine and fast track manuscripts is according to the figure 1.

**Note 1.** The editorial time will be start upon manuscript approval by the JRRS technical editor while all the required documents and receipts were uploaded in the manuscript page. The processing time during which the manuscript is rejected because of faulty/incomplete documents will not be considered.

**Note 2.** The authors must reply all the comments even if they do not make reject the comment and do not change the text according to the comment. Practically, the main part of the peer review process is wasted because of incomplete/unclear reply by the authors. The manuscripts will be send to section editor/editorial board only if it includes reply to all the comments. JRRS does

not accept the responsibility of increasing editorial time because of the authors' incomplete reply.

**Note 3.** In routine editorial process, the manuscript will be send to section editor and then to the editor. **There is the possibility of rejection or requesting further correction in each step.** In fast tracking section editor, editorial board and the editor will review the reviewer' comment and add their own comments to them; consequently, the authors will receive only one file known as "**Editorial Comments**". The authors must only reply this letter for editor consideration. **There is also the possibility of rejection by each of the aforementioned steps.**

**Note 4.** In fast track process, if the authors do not follow the time limits, it will be considered as they refused fast track process and the manuscript will be followed in routine process.

**Note 5.** The corresponding author will be notified about the final decision, either acceptance or rejection, immediately.

**Note 6.** The publication time is the time interval between formal acceptance and proof publication. **This time is for making the manuscript ready for the public access by the publisher.** The time is not under direct control of the journal editorial office although journal tries to save it within one month.

**Note 7.** Following acceptance the publisher will request the corresponding author to approve the final PDF file of the manuscript **within 48 hours.** This time is not extendable and if the authors do not send their comments before the deadline, it is supposed that they have approved the PDF content. There is no possibility to change the manuscript content after deadline.

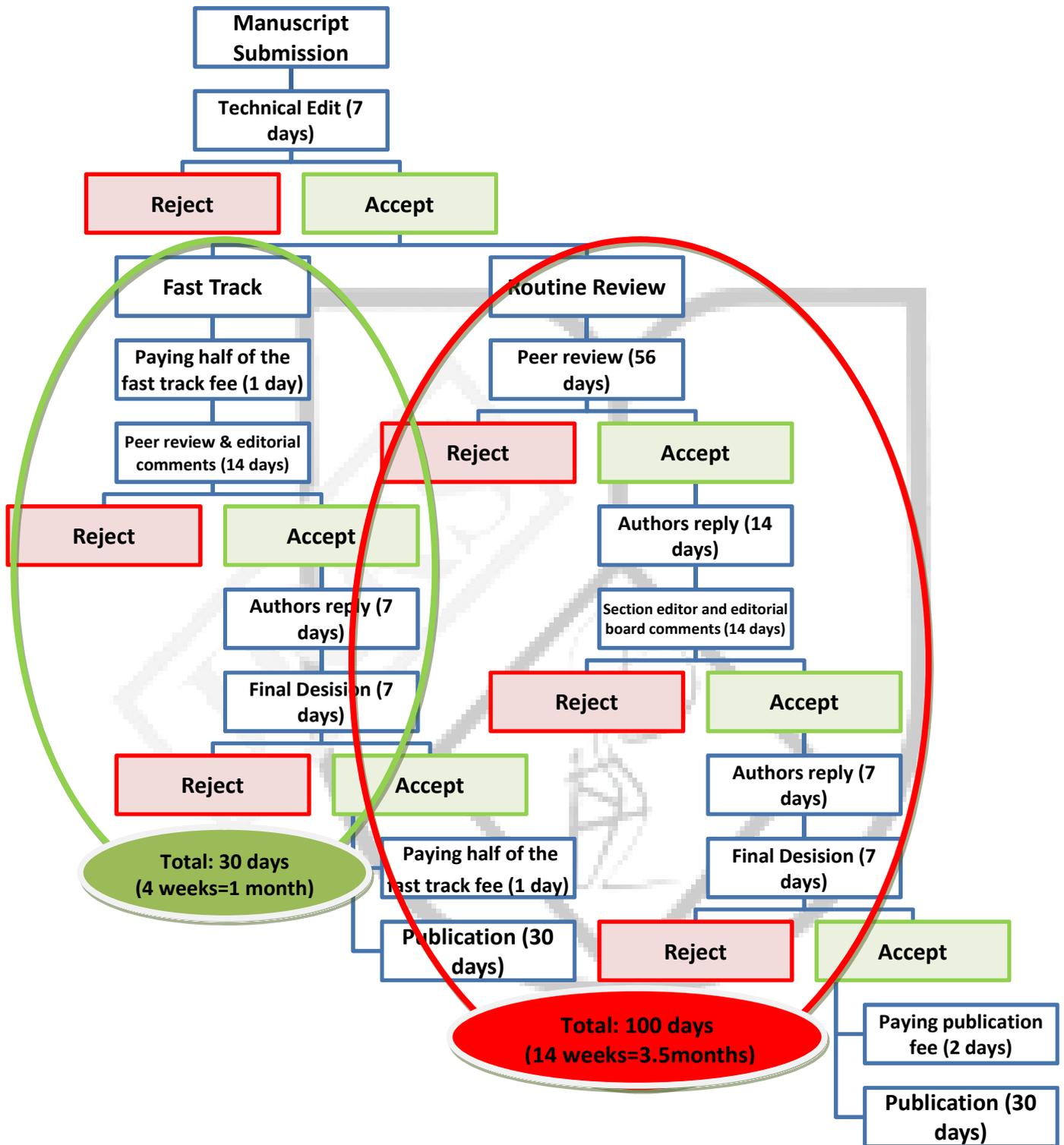


Figure 1. Time limit of editorial time steps for various manuscripts processing type in Journal of Research in Rehabilitation Sciences