

JRRD Guidelines for Contributors (*Abbreviated Version*)

Authors shall prepare manuscripts in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals,” developed by the International Committee of Medical Journal Editors (www.icmje.org). Manuscripts shall—

1. Be original and in English.
2. Contain a title, abstract (up to 150 words), alphabetized key words, abbreviations, introduction, methods, results, discussion, conclusion, acknowledgments, references, and tables and figures and their captions.
3. Be submitted on-line to <http://jrrd.manuscriptcentral.com> in 12-point font, double-spaced with liberal margins, and appropriately paginated for 8 1/2 in. × 11 in. white paper, following all instructions given during the submission process. Specifically:
 - Include a cover letter submitted on-line (screen 9) stating the name, credentials, affiliation, address, telephone number, fax number, and email address of the corresponding author.
 - List sources of funding on the title page of the manuscript, including grant number, and indicate on-line during the submission process (screen 1) if funding is received from the Department of Veterans Affairs RR&D Service.
 - Include a paragraph describing the clinical relevance for the veteran. This plain-text, unformatted summary should be separate from the manuscript. The clinical relevance should include these four subject headers: purpose of the work, subjects and/or procedures, results, and relevance to the veteran population. This should be uploaded (screen 11) after the full text and figures of the manuscript are uploaded.
 - Include a signed statement of originality (with all authors’ full names and academic degrees) confirming that the contribution has not been published by or submitted to another journal. A blank form can be downloaded during the submission process from http://jrrd.manuscriptcentral.com/author_instructions/Originality_Statement.pdf and either emailed, faxed (410-962-9670), or sent by regular post to the *JRRD* editorial office (see address below).
 - Include figures (photos, illustrations, graphs) submitted as **ONE** file (.tif, .eps, or .jpg) during the on-line submission process. Use 8- to 12-point Arial bold font for charts and graphics. For full details, see Technical Specifications in the *Guidelines for Contributors* at www.vard.org/guid/guidelns.htm.
 - List at least two preferred and any nonpreferred reviewers on the appropriate screens (7 and 8, respectively) during the submission process.
 - Preview your completed on-line submitted manuscript before the end of the submission process as directed in screen 12. Please notify the *JRRD* editorial office at manuscripts@vard.org if you do not receive an email confirmation of receipt of your upload within 24 hours.
4. Be submitted on a nonreturnable 3 1/2 in. disk, CD, or 100 MB Zip[®] disk containing a copy of the finalized text of the manuscript and another separate CD or 100 MB Zip[®] disk containing all figures (photos, illustrations, graphs) in a PC Windows format (.tif, .eps, or .jpg) after the manuscript has been accepted for publication. **Macintosh-formatted disks are unacceptable.**
5. Be subject to color reproduction charges for color figures. *JRRD* will now feature color figures in print as well as on-line. Color pages will be published at a nominal charge to authors of \$500 per page, and authors will receive a copy of the charge form to be completed before a manuscript is published. Please note that any delay in returning the color charge form will cause a significant delay in the publication of the manuscript.

For full details, the complete *Guidelines for Contributors* is published on-line: www.vard.org/guid/guidelns.htm. Send all manuscripts, correspondence, and inquiries to the Editor, *Journal of Rehabilitation Research and Development*, 103 South Gay Street, 5th Floor, Baltimore, MD 21202-4051; 410-962-1800, ext. 240; email: pubs@vard.org or manuscripts@vard.org.