

## JRRD Guidelines for Contributors (*Abbreviated Version*)

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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](http://www.icmje.org)). Manuscripts shall—

1. Be original and in English.
2. Contain a title, abstract (up to 150 words), 7 to 10 alphabetized key words, abbreviations, introduction, methods, results, discussion, conclusion, acknowledgments, references, and tables and figures and their captions.
3. Be submitted online 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 online (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, to include the grant number, and indicate online 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](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 online 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](http://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 online submitted manuscript before the end of the submission process as directed in screen 12. Please notify the *JRRD* editorial office at [manuscripts@vard.org](mailto: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<sup>®</sup> disk containing a copy of the finalized text of the manuscript and another separate CD or 100 MB Zip<sup>®</sup> 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.**

For full details, the complete *Guidelines for Contributors* is published online: [www.vard.org/guid/guidelns.htm](http://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](mailto:pubs@vard.org) or [manuscripts@vard.org](mailto:manuscripts@vard.org).

U.S. G.P.O. 2004–305–018: 80018

