

Instructions for Manuscript Submission to the Journal of Aquatic Physical Therapy

Manuscripts should be sent electronically to: aquaticspt@assnoffice.com

Returned manuscripts will be sent only to the first author named on the manuscript unless otherwise requested.

Aquatic Physical Therapy Section Purpose Statement:

The purpose of the Aquatic Physical Therapy Section of APTA is to meet the needs of physical therapists and physical therapist assistants interested in using the water for various aspects of their careers and to provide a means by which association members with an interest in aquatic therapy can meet, exchange, develop, and promote aquatic therapy as an important component to the physical therapy profession.

The Journal of Aquatic Physical Therapy Corresponding Purpose Statement:

To contribute and publish manuscripts and information that expands the Aquatic Physical Therapy Section's purpose.

Submission Categories:

All manuscripts submitted should fall into 1 of the following peer-reviewed 3 categories: Research Reports, Clinic and Practice Reports, and Literature Reviews. All submissions should relate to the field of aquatic physical therapy. The editor reserves the right to return without review any submission that does not meet these criteria. Letters to the editor are accepted for matters relating to recent issues of the Journal or current issues in the field of aquatic physical therapy. All other publication material is written by request of the editor.

Confidentiality:

All submissions are considered privileged information. Author identity is kept confidential from peer reviewers unless otherwise indicated.

Exclusivity/Copyright:

All submitted materials must be original manuscripts that have not been published in whole or in part previously (unless material has been specifically requested for reprint). Simultaneous submission is not permitted. All manuscripts selected for publication will be copyrighted by the *Journal of Aquatic Physical Therapy*. These manuscripts may not be reprinted in whole or in part elsewhere without the express written permission the Journal. Oral professional presentation does not constitute prior publication, but the editor must be notified of such presentations at the time of manuscript submission. For additional clarification, contact the editor.

Manuscript Review Process:

Manuscript is sent to the editor. The editor screens for minimal submission criteria and rejects if stated criteria are not met. If the criteria are met, the editor sends to selected members of the Editorial Board for review. Reviewers recommend whether to accept, reject, or return for revision. Additional reviewers may be contacted if necessary. The editor makes the final decision to accept manuscripts with input from the Editorial Board and reviewers. Accepted manuscripts are published based on timeliness and quality of the article. Rejected manuscripts are sent back

to the author with explanation. Manuscripts that are accepted contingent upon revisions are sent back to the author with instructions.

Manuscript Preparation:

All submissions should meet the following format:

Electronic submissions, double-spaced, 1-inch margins on all sides. Send 1 copy of completed manuscript with all illustrative materials to aquaticpt@assnoffice.com.

Order of Manuscript Materials:

Each section should be submitted on a separate page. The author(s) name(s) should **not** appear of any page other than the title page to maintain confidentiality.

- (1) **Title page** (unnumbered): Manuscript title, author(s) name(s), author(s) credentials. Category of article being submitted (eg, research report).
- (2) **Disclosure page** (unnumbered): Author affiliations, grant sources.
- (3) **Contact information** (unnumbered): Name, address, and contact phone/fax/e-mail of contact person to whom all correspondence should be sent.
- (4) **Acknowledgments** (unnumbered).
- (5) **Abstract** (numbered). Maximum length of 150 words. Must include background and purpose(s), subjects, method(s), result(s), and conclusion(s)—if any—and clinical relevance. Five key words which represent the manuscript content should be included.
- (6) **Text** (numbered): All headers should follow the abstract guidelines (background and purpose, subjects, methods, results, and conclusion).
- (7) **References** (numbered). Refer to the 10th edition of the *AMA Style Guide* or the most recent issue of the *Journal of Aquatic Physical Therapy* for format of references. All contributory authors must be listed.
- (8) **Figures/graphs/tables** (numbered): Figures/tables/graphs should be electronically submitted and in **black and white**. If colors are used to differentiate, please replace with shading or dots and lines. Graphs/figures/tables can be embedded in the manuscripts if they are accessible for text edits. Please place all graphs/figures/tables in order at the end of the document. Please see the 10th edition of the *AMA Style Guide* to correctly label graphs/figures/tables. A legend must accompany graphs. The Journal does not accept PowerPoint images or Excel files.
- (9) **Appendixes** (numbered): Essential material that supports the manuscript and does not fit under any other category.

Revision Process:

When a manuscript is returned to author(s) for revision, the same guidelines as outlined above apply unless otherwise detailed in correspondence.