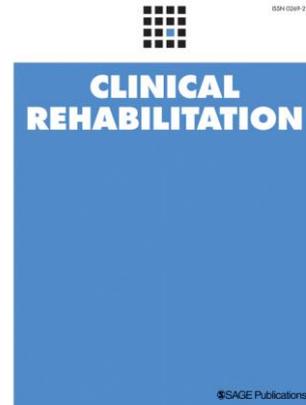


## Manuscript Submission Guidelines: *Clinical Rehabilitation*

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*Clinical Rehabilitation* is a highly ranked, peer reviewed scholarly journal. It is a multi-professional journal covering the whole field of disability and rehabilitation, publishing research and discussion articles which are scientifically sound, clinically relevant and sometimes provocative.

The journal acts as a forum for the international dissemination and exchange of information amongst the large number of professionals involved in rehabilitation.

The leading journal in its field, *Clinical Rehabilitation* combines clinical application of scientific results and theoretical aspects in an ideal form. It gives high priority to articles describing effectiveness of therapeutic interventions and the evaluation of new techniques and methods.

### **1. Peer review policy**

The journal's policy is to obtain at least two independent reviews of each article. It operates a double-blind reviewing policy in which the reviewer's name is always concealed from the submitting author; authors may choose to reveal their name but the journal otherwise leaves the article anonymous. Referees will be encouraged to provide substantive, constructive reviews that provide suggestions for improving the work and distinguish between mandatory and non-mandatory recommendations.

All manuscripts accepted for publication are subject to editing for presentation, style and grammar. Any major redrafting is agreed with the author but the Editor's decision on the text is final.

## 2. Article types

The journal publishes original papers, systematic reviews, Rehabilitation in Practice articles and correspondence relating to published papers. Other article types should be discussed with the editor before submission.

### 2.1 Summary of manuscript structure:

- A title page with names and contact details for all authors
- A **structured** abstract of **no more than 250 words** (the website checks this)
- The text (usually Introduction, Methods, Results, Discussion)
- Clinical Messages (2-4 bullet points, 50 words or less)
- Acknowledgements, author contributions, competing interests and funding support
- References (Vancouver style)
- Tables, each starting on a new page
- Figures, each starting on a new page
- Appendix (if any)

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## 3. How to submit your manuscript

Before submitting your manuscript, please ensure you carefully read and adhere to all the guidelines and instructions to authors provided below. Manuscripts not conforming to these guidelines may be returned. If you would like to discuss your paper prior to submission, please contact the Editor (Derick Wade) at: [clinical.rehabilitation@sagepub.co.uk](mailto:clinical.rehabilitation@sagepub.co.uk)

*Clinical Rehabilitation* has a fully web-based system for the submission and review of manuscripts. All submissions should be made online at the *Clinical Rehabilitation* SAGETRACK website:

<http://mc.manuscriptcentral.com/clinrehab>

Note: Online submission and review of manuscripts is now used for all types of papers.

### New User Account

Please log onto the website. If you are a new user, you will first need to create an account. Follow the instructions and please ensure to enter a current and correct email address. Creating your account is a three-step process that takes a matter of minutes. When you have finished, your User ID and password is sent immediately via email. Please edit your user ID and password to something more memorable by selecting 'edit account' at the top of the screen. If you have already created an account but have forgotten your details type your email address in the 'Password Help' to receive an emailed reminder. Full instructions for uploading the manuscript are provided on the website.

### New Submission

Submissions should be made by logging in and selecting the Author Centre and the 'Click here to Submit a New Manuscript' option. Follow the instructions on each page, clicking the 'Next' button on each screen to save your work and advance to the next screen. If at any stage you have any questions or require the user guide, please use the '**Get Help Now**' button at the top right of every screen. Further help is available through ScholarOne's® Manuscript Central™ customer support at +1 434 817 2040 x 167 or email the editor with your manuscript as an attachment(s) and write a note to explain why you need to submit via this route.

To upload your files, click on the 'Browse' button and locate the file on your computer. Select the designation of each file (i.e. *for review* – the main text, tables etc – or *for the editor only*, which is for the title page and any other files such as previous reviews or cosely related articles) in the drop down menu next to the browse button. When you have selected all the files you wish to upload, click the 'Upload Files' button.



Review your submission (in both PDF and HTML formats) and then click the Submit button. You may suspend a submission at any point before clicking the Submit button and save it to submit later. After submission, you will receive a confirmation e-mail. You can also log back into your author centre at any time to check the status of your manuscript, but not to change it.

Please ensure that you submit editable/source files only (Microsoft Word or RTF) and that your document does not include page numbers; the SAGETRACK system will generate them for you, and then automatically convert your manuscript to PDF for peer review. All correspondence, including notification of the Editor's decision and requests for revisions, will be by email.

If you would like to discuss your paper prior to submission please contact the Editor: [clinical.rehabilitation@sagepub.co.uk](mailto:clinical.rehabilitation@sagepub.co.uk), and if you wish to seek advice on the submission process please contact the Publishing Editor: [charlotte.jardine@sagepub.co.uk](mailto:charlotte.jardine@sagepub.co.uk)

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#### **4. Journal contributor's publishing agreement**

Before publication, SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. SAGE's Journal Contributor's Publishing Agreement is a exclusive licence agreement which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case copyright in the work will be assigned from the author to the society. For more information please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

##### **4.1 SAGE Choice**

If you wish your article to be freely available online immediately upon publication (as some funding bodies now require), you can opt for it to be included in SAGE Choice subject to payment of a publication fee. The manuscript submission and peer reviewing procedure is unchanged. On acceptance of your article, you will be asked to let SAGE know directly if you are choosing SAGE Choice. For further information, please visit [SAGE Choice](#).

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#### **5. Declaration of conflicting interests**

Within your Journal Contributor's Publishing Agreement you will be required to make a certification with respect to a declaration of conflicting interests. It is the policy of *Clinical Rehabilitation* to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please include any declaration at the end of your manuscript after any acknowledgements and prior to the references, under a heading 'Conflict of Interest Statement'. If no declaration is made, the following will be printed under this heading in your article: 'None Declared'. Alternatively, you may wish to state that 'The Author(s) declare(s) that there is no conflict of interest'.

When making a declaration, the disclosure information must be specific and include any financial relationship that all authors of the article have with any sponsoring organization and the for-profit interests that the organisation represents, and with any for-profit product discussed or implied in the text of the article.

Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the covering letter accompanying your article to assist the Editor in evaluating whether sufficient disclosure has been made within the Conflict of Interest statement provided in the article.

For more information please visit the [SAGE Journal Author Gateway](#).

## 6. Other conventions

### 6.1 Informed consent

Authors are required to ensure that the following guidelines are followed, as recommended by the International Committee of Medical Journal Editors ("Uniform Requirements for Manuscripts Submitted to Biomedical Journals": [http://www.icmje.org/urm\\_full.pdf](http://www.icmje.org/urm_full.pdf)).

Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published.

Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note.

When informed consent has been obtained it should be indicated in the submitted article.

Authors should identify individuals who provide writing/administrative assistance, indicate the extent of assistance and disclose the funding source for this assistance. Identifying details should be omitted if they are not essential.

### 6.2 Ethics

When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) or with the Declaration of Helsinki 1975, revised Hong Kong 1989. Do not use patients' names, initials or hospital numbers, especially in illustrative material. When reporting experiments on animals, indicate which guideline/law on the care and use of laboratory animals was followed.

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## 7. Acknowledgements

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

All contributors who do not meet the criteria for authorship should be listed in an 'Acknowledgements' section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

### 7.1 Funding Acknowledgement

To comply with the [guidance for Research Funders, Authors and Publishers](#) issued by the Research Information Network (RIN), *Clinical Rehabilitation* additionally requires all Authors to acknowledge their funding in a consistent fashion under a separate heading. All research articles should have a funding acknowledgement in the form of a sentence as follows, with the funding agency written out in full, followed by the grant number in square brackets:

This work was supported by the Medical Research Council [grant number xxx].

Multiple grant numbers should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by semi-colons, with "and" before the final funder. Thus:



This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy]; the Natural Environment Research Council [grant number zzzz]; and the Economic and Social Research Council [grant number aaaa].

In some cases, research is not funded by a specific project grant, but rather from the block grant and other resources available to a university, college or other research institution. Where no specific funding has been provided for the research we ask that corresponding authors use the following sentence:

This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

Please include this information under a separate heading entitled "Funding" directly after any other Acknowledgements prior to your "Declaration of Conflicting Interests" (if applicable), any Notes and your References.

For more information on the guidance for Research Funders, Authors and Publishers, please visit: <http://www.rin.ac.uk/funders-acknowledgement>.

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## 8. Permissions

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

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## 9. Manuscript style

### 9.1 File types

Only electronic files conforming to the journal's guidelines will be accepted. Preferred formats for the text and tables of your manuscript are Word DOC, and tiff or jpeg for figures (ideally figures will use journal colours). RTF, XLS and LaTeX files are also accepted. Please also refer to additional guideline on submitting artwork [and supplemental files] below.

### 9.2 Journal Style

*Clinical Rehabilitation* conforms to the SAGE house style. [Click here](#) to review guidelines on SAGE UK House Style, which is summarised in 2.1.

### 9.3 Reference Style

*Clinical Rehabilitation* operates a SAGE Vancouver reference style. [Click here](#) to review the guidelines on SAGE Vancouver to ensure that your manuscript conforms to this reference style, which is summarised in 2.1.

### 9.4. Manuscript Preparation

The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 12 point.

#### **9.4.1 Keywords and Abstracts: Helping readers find your article online**

The title, keywords and abstract are key to ensuring that readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting SAGE's Journal Author Gateway Guidelines on [How to Help Readers Find Your Article Online](#).

#### **9.4.2 Corresponding Author Contact details**

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors.

#### **9.4.3 Guidelines for submitting artwork, figures and other graphics**

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's [Manuscript Submission Guidelines](#).

Images should be supplied as bitmap based files (i.e. with .tiff or .jpeg extension) with a resolution of at least **300 dpi** (dots per inch). Line art should be supplied as vector-based, separate .eps files (not as .tiff files, and not only inserted in the Word or pdf file), with a resolution of **600 dpi**. Images should be clear, in focus, free of pixilation and not too light or dark.

If, together with your accepted article, you submit usable colour figures, these figures will appear in colour online regardless of whether or not these illustrations are reproduced in colour in the printed version. If a charge applies you will be informed by your SAGE Production Editor. For specifically requested colour reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

All submissions should be written in a clear and succinct manner, following the style of the journal. The title page should include a descriptive title, authors' surnames and forenames, address of each author and full address, telephone, fax and email contacts for the corresponding author. In text: tables and figures are either inserted as part of a sentence, for example table 1 or in parentheses for example (figure 1). Each table should carry a descriptive heading. Each figure should be submitted either electronically or as finalised hard copy with descriptive legends on a separate sheet. In text: references (where relevant) by superscript number after punctuation.

#### **9.4.4 Guidelines for submitting supplemental files**

The journal may be able to host approved supplemental materials online, alongside the full-text of articles. Supplemental files will be subjected to peer-review alongside the article. Please contact the Editor ([clinical.rehabilitation@sagepub.co.uk](mailto:clinical.rehabilitation@sagepub.co.uk)) in the first instance. For more information please refer to SAGE's [Guidelines for Authors on Supplemental Files](#).

#### **9.4.5 English Language Editing services**

Non-English speaking authors who would like to refine their use of language in their manuscripts might consider using a professional editing service. Visit <http://www.sagepub.co.uk/authors/journal/submission.sp> for further information.

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## **10. After acceptance**

### **10.1 Proofs**

We will email a PDF of the proofs to the corresponding author. Corrections should be limited to typographical amendments. Authors' approval will be assumed if corrections are not returned by the date indicated. **Note:** the file "PDF Proof" received with the acceptance email is **not** a proof, despite its name.

### **10.2 E-Prints and Complimentary Copies**

SAGE provides authors with access to a PDF of their final article. For further information please visit <http://www.sagepub.co.uk/authors/journal/reprint.sp>. We additionally provide the corresponding author with complimentary copies of the print issue in which the article appears - up to a maximum of 5 copies for onward supply by the corresponding author to co-authors.

### **10.3 SAGE Production**



At SAGE we place an extremely strong emphasis on the highest production standards possible. We attach high importance to our quality service levels in copy-editing, typesetting, printing, and online publication (<http://online.sagepub.com/>). We also seek to uphold excellent author relations throughout the publication process.

We value your feedback to ensure that we continue to improve our author service levels. On publication all corresponding Authors will receive a brief survey questionnaire on your experience of publishing in *Clinical Rehabilitation* with SAGE.

#### **10.4 OnlineFirst Publication**

*Clinical Rehabilitation* provides the opportunity for your article to be included in OnlineFirst, a feature offered through SAGE's electronic journal platform, SAGE Journals Online. It allows final revision articles (completed articles in queue for assignment to an upcoming issue) to be hosted online prior to their inclusion in a final print and online journal issue. This significantly reduces the lead time between submission and publication. For more information please visit our [OnlineFirst Fact Sheet](#).

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### **11. Further information**

#### **11.1 Important 'Instructions to Authors' – from the Editor**

Further specific advice on editorial aspects of the journal and of writing for the journal are also available.

[Click here for further information and advice on submitting to \*Clinical Rehabilitation\*.](#)

#### **11.2 Contact SAGE**

Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the Editorial Office as follows:

Charlotte Jardine  
Publishing Editor  
SAGE Publications  
1 Oliver's Yard  
55 City Road  
London  
EC1Y 1SP  
[charlotte.jardine@sagepub.co.uk](mailto:charlotte.jardine@sagepub.co.uk)  
+44 (0)20 7336 1244

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