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 sent 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, Audiometery, Optometery, Occupational Therapy, Sport Sciences, Physical Education, Musculoskeletal Biomechanics, various medical specialities 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), Islamic World Science Citation (ISC), Scientific Information Database (SID), Iran’ Magazines Information Database (Magiran), Iran Periodical Journal Database and are retrievable in Google Scholar.

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.

References:
5. [https://search.ricest.ac.ir/ricest](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’ 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 accepts 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 hold up 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 the corresponding author 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, etc. 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, etc. 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 retain publishing Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Attribution-NonCommercial 4.0 International that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
- JRRS is legally allowed to publish accepted manuscripts which meet afore-mentioned condition.

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
Following the directive by the Board of Trustees of the Isfahan University of Medical Sciences, financial laws were announced on December 22, 2015 and updated on July 2018 to cover the processing and publication 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 uploaded as an supplementary file when submitting the manuscript. 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.

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 and publication fee.

Note 3. It is the authors responsibility to ensure that the manuscript meets authors’ guidelines and all the requested documents has been correctly 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.

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.

Note 5. If the condition mentioned in note 3 and note 4 were the case, the submission fee will not be refunded. In these cases, the authors will be able to revise the manuscript and submit it again as a new manuscript without new payment. They must upload the previous payment receipt as a supplementary file for new submission only once again.
Therefore, if the new submission was again fast rejected because of the same reasons, the fees will not be refunded. If the authors were 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 may be charged after subtracting paid fee during submission of the manuscript if there are extra words or illustrations in the manuscripts additional to the word count in table 1. The authors should follow authors’ guideline precisely to avoid extra payments. The new payments laws altered overall payment for original manuscripts in comparison to 2015 law. You may find the details of these changes in table 1. The publication fee will be completely used for publication process by the publisher.

<table>
<thead>
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<th>Basic Fee (IRR)</th>
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Note 1. The basic publication fees mentioned in table 1 are the least fee for each manuscript type. The fee may not be decreased if the manuscript does not reach the word limit.

Note 2. 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 2700 if the authors do not want any extra fee to be charged.

An Example: a manuscript with 4200 words and one graph costed 500,000 IRRs for processing fee and 3,800,000 IRRs for publication fee in regular review process (4,300,000 IRRs in total) according to the 2015 announced law. In 2018, the same manuscript will be charged 2,000,000 IRRs for processing and basic publication fees that must be paid at the time of submission. If accepted, the authors will be requested to pay another 3,000,000 IRRs for publication fee in regular review process (5,000,000 IRRs in total) because of 1200 extra words and a graph that will be count as 300 words. Therefore, the total fee increased only 700,000 IRRs in comparison to 2015 law.
Note 3. Remaining publication fee will be charged after accepting the manuscript through peer review process in JRRS only if there was extra words or illustrations. Upon acceptance, JRRS shall notify the corresponding author. Corresponding author must pay the fee within two days of announcement and upload the scanned receipt into supplementary file section of the manuscript web page.

Note 4. Sending the receipt by email or fax to JRRS office is not acceptable.

Note 5. Without the receipt, the publication process may not be started and the authors will not receive formal acceptance letter.

Note 6. The manuscript with IUMS affiliation will have any discount.

Note 7. 1,000,000 IRRs will be charged for every 500 extra words that is equal to one extra page. Each illustration will be count as 300 words. For an original manuscript of 5000 word without any illustrations the publication fee in regular review process will be 4,400,000 IRRs. Considering 500,000 IRRs processing fee, the author will charge 4,900,000 IRRs in total. They must pay 3,500,000 IRRs when they submit the manuscript and 1,400,000 IRRs when the manuscript was accepted for publication by the editor.

- 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.

Note 1. Without formal request for fast review of the manuscript and/or without uploading the formal commitment form for covering publication charge difference with the signature of corresponding author, the manuscript will be processed regularly.

Note 2. Fast tracking also requires sending processing and basic publication fees equal to 2,000,000 IRRs to the aforementioned account.

Note 3. All fees for fast tracking is the same for manuscripts by IUMS affiliated authors and others.

Note 3. The authors must pay 2,000,000 IRRs and upload the scanned 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 too. 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 only for accepted manuscripts. Before sending the acceptance letter, 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 a notification to JRRS office. Without the receipt the final decision will not be officially approved. 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 3000 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 4000 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 least 30 references in close relation to the review topic are compulsory. At most ten percent and at least three original or systematic review 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, at least five and at most ten 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, only include two tables or illustrations and at least five 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 minimum of three 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 would be accepted if not submitted longer than 2 month after the gathering. These reports are limit to 400 words.

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Word Limit* (including references, tables, illustrations)</th>
<th>Maximum Number of Tables and Illustrations (each illustration is equal to 300 words)</th>
<th>Floor–Ceiling of References</th>
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<tr>
<td>Letter to Editor</td>
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<td>Review</td>
<td>4000</td>
<td>No limit</td>
<td>30-No limit</td>
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</tbody>
</table>

*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). 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 Email address) 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
- 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 2 title pages, one in Persian and one in English, 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.

d) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Authors should meet all aforementioned conditions \((a, b, c \text{ and } d)\). 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

Note 1. Authors order and position is MUST be the same in cover letter and in online authors list. The authors name and position will be adopted exactly as has been filled in the online form during manuscript submission

Note 2. It is the corresponding author responsibility to fill the online list exactly according to the cover letter.

Note 3. When submission has been completed, every author receives an email notification. They are supposed to approve their position in the author list by clicking on the link in the email. If they do not confirm their position within 72 hours the journal suppose the authors are agreed with the uploaded order of the authors

• 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 recourses 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](http://www.ncbi.nlm.nih.gov/mesh)). Persian keywords are preferred to be translation of MeSh terms.

• **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.
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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.
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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.
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- **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**.
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- 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.

### Figures:
- Every single figure will be counted as 300 words
- Figures should be orderly enumerated in the text.
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• 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.

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• Every single chart will be counted as 300 words
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• Authors should prevent write numbers (1 and 2 and ...) in the chart for reference to chart subscript and should use **, ++, ‡ instead.
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Example: Chart design, caption and footnote and the way for introducing a graph in text in

Discussion:
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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.
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  - Standard journal article: list the first five authors.


  - More than five authors followed by et al:


  - Organization as author


  - No author given


  - Article not in English


  - Volume with supplement


  - Issue with supplement


  - Volume with part


  - Issue with part


  - Issue with no volume


  - No issue or volume

    Browell DA, Lennard TW. Immunologic status

- Pagination in Roman numerals

- Type of article indicated as needed

- Article containing retraction

- Article retracted

- Article with published erratum

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

- Editor(s), compiler(s) as author

- Organization as author and publisher

- Chapter in a book

- Conference proceedings

- Conference paper

- Scientific or technical report
  Smith P. Golladay K. Payment for durable medical equipment billed during skilled

- Issued by performing agency:

- Dissertation

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- Other Published Material
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- Map

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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.

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