

INSTRUCTIONS FOR AUTHORS IN PAYMENTS of SUBMISSION AND PUBLICATION FEES

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 send 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, Audiometry, Optometry, Occupational Therapy, Sport Sciences, Physical Education, Musculoskeletal Biomechanics, various medical specialties 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)¹, Islamic World Science Citation (ISC)², Scientific Information Database (SID)³, Iran' Magazines Information Database (Magiran)⁴, Iran Periodical Journal Database⁵ and are retrievable in Google Scholar (<http://scholar.google.com>).

¹<http://applications.emro.who.int/library/imjournals/Default.aspx?id=45>

²<http://www.isc.gov.ir>

³<http://fa.journals.sid.ir/JournalList.aspx?ID>

⁴<http://www.magiran.com/magtoc.asp?mgID=4474>

⁵<https://search.ricest.ac.ir/ricest>

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.

The Financial Requirements for Submitting and Processing the Manuscripts

Since December 22, 2015 following the directive by the Board of Trustees of the Isfahan University of Medical Sciences, new financial laws were announced to cover the processing 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 emailed or faxed to JRRS office. 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.**

- **Submission fee:** the manuscript will be processed only if the author pay 500000 IRR to the aforementioned account and upload the 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. 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 fee.

Note 3. It is the authors responsibility to ensure that the manuscript meets authors' guidelines and all the requested documents has been completed and 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. The **submission fee is not refundable** in these cases. If the authors be 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.

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. The **submission fee is not refundable** in these cases. If the authors be 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 will be charged at least 1000000 IRR (table 1). The authors should follow authors' guideline precisely to avoid extra payments. The publication fee will be completely used for publication process by the publisher.

Table 1. Basic and extra publication fees for various types of accepted manuscripts in JRRS

Type	Word Limit (including references, tables, illustrations, each illustration is equal to 300 words)	Basic Fee (IRR)*	For Each 500 Extra Words (IRR)
Letter to Editor	400	-	-
Case Report	1000	750,000	700,000
Short	1000	750,000	700,000
Original	2500	1,000,000	700,000
Qualitative	3000	1,000,000	700,000
Review	7000	1,000,000	700,000

***Only** this fee has 50% discount for the manuscript that affiliation of **both** first and corresponding authors is IUMS.

Note 1. Publication fee will be charged after accepting the manuscript through peer review process in JRRS. Upon acceptance, JRRS shall notify the corresponding. Corresponding author must pay the fee within two days of announcement and fax/email the receipt to JRRS office. Without the receipt the publication process may not be started and the authors will not receive formal acceptance letter. 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 2. The basic publication fee may not decrease if the manuscript does not reach the word limit.

Note 3. 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 2200 if the authors do not want any extra fee to be charged.

Note 4. The manuscript with IUMS affiliation will have 50% discount **only** on basic publication fee.

Note 5. **Only** the manuscripts that affiliation of **both** first and corresponding authors is IUMS will be considered as manuscript with IUMS affiliation.

Note 6. Correct affiliation of IUMS: academic degree, research center, department, faculty, university, city, country. Example Professor, Musculoskeletal Research Center, Department of Physical Therapy, Faculty of Rehabilitation Sciences, Isfahan University of Medical Sciences, Isfahan, Iran.

Note 7. Authors from other institutes should follow the same instruction for correct affiliation

Note 8. 700000 IRR will be charged for every 500 extra words. Each extra illustration will be count as 300 words. For an original manuscript of 3000 word if the authors are affiliated by IUMS 1200000 IRR will be charge. The fee will be 1700000 for authors from other institutes.

Note 9. 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. The authors must count manuscript words in its final version and calculate the fee by duplicating the routine publication fee (table 1). The receipt should be uploaded as a supplementary file during manuscript submission. Besides, the corresponding author must sign an upload the formal commitment form for covering publication charge difference and upload it as

a supplementary file. 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.** This payment does not necessitate JRRS to accept the manuscript. The final decision will be announced within 4 weeks of manuscript submission. **Fast track fee is not refundable.**

