Authors' Guide

(Revised January 2006)
The mission of the *Journal of Athletic Training* is to advance the science and clinical practice of athletic training.

SUBMISSION POLICIES

1. Submit online at http://jat.msubmit.net
2. The following forms (available at the *JAT* Web site: www.nata.org/jat) should be either scanned and uploaded with the manuscript or faxed to the Editorial Office (706-494-3348):
   a. Copyright form. A letter signed by each author must contain the following statements: ''This manuscript 1) contains original unpublished material that has been submitted solely to the *Journal of Athletic Training,* 2) is not under simultaneous review by any other publication, and 3) will not be submitted elsewhere until a decision has been made concerning its suitability for publication by the *Journal of Athletic Training.* In consideration of the NATA's taking action in reviewing and editing my submission, I the undersigned author hereby transfer, assign, or otherwise convey all copyright ownership to the NATA, in the event that such work is published by the NATA. Further, I verify that I have contributed substantially to this manuscript as outlined in item #2 of the current Authors' Guide.'' By signing the letter, the authors agree to comply with all statements. Manuscripts that are not accompanied by such a letter will not be reviewed. Accepted manuscripts become the property of the NATA. Authors agree to accept any minor corrections of the manuscript made by the editors.
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   Contributors to the manuscript who do not qualify for authorship should be thanked in the Acknowledgments section.
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3. Financial support or provision of supplies used in the study must be acknowledged. Grant or contract numbers should be included whenever possible. The complete name of the funding institution or agency should be given, along with the city and state in which it is located. If individual authors were the recipients of funds, their names should be listed parenthetically.
4. Authors must specify whether they have any commercial or proprietary interest in any device, equipment, instrument, or drug that is the subject of the article in question. Authors must also reveal if they have any financial interest (as a consultant, reviewer, or evaluator) in a drug or device described in the article.
5. For experimental investigations of human or animal subjects, state in the Methods section of the manuscript that an appropriate institutional review board approved the project. For those investigators who do not have formal ethics review committees (institutional or regional), the principles outlined in the Declaration of Helsinki should be followed (41st World Medical Assembly. Declaration of Helsinki: recommendations guiding physicians in biomedical research involving human subjects. *Bull Pan Am Health Organ.* 1990;24:606–609). For investigations of human subjects, state in the Methods section the manner in which informed consent was obtained from the subjects. (Reprinted with permission of *JAMA* 1997;278:68, copyright 1997, American Medical Association.) If informed consent was not required because the study was exempt, provide the reason for the exemption.
6. The *Journal of Athletic Training* uses a double-blind review process. Authors and institutions should not be identified in any way except on the title page.
7. Manuscripts are edited to improve the effectiveness of communication between author and readers and to aid the author in presenting a work that is compatible with the style policies found in the *AMA Manual of Style,* 9th ed. (Williams & Wilkins), 1998. Page proofs are sent to the author as PDFs for proofreading, and any changes must be returned within 48 hours. Important changes are permitted, but authors will be charged for excessive alterations.

STYLE POLICIES

8. Each page must be formatted for 8½-by-11-inch paper, double spaced, with 1-inch margins in a font no smaller than 10 points. Include line counts on each page to facilitate the review process. Do not right justify pages.
9. Manuscripts should contain the following, organized in the listed order, with each section beginning on a separate page:
   a. Abstract and Key Words (first numbered page)
   b. Text (body of manuscript)
   c. References
   d. Legends to figures
   The title page and acknowledgments should be submitted online as supplemental materials. Tables should be submitted in a separate file, as should figures; neither should be included in the manuscript.
10. Begin numbering the pages of your manuscript with the abstract page as #1; then, consecutively number all successive pages.
11. Units of measurement shall be recorded as SI units, as specified in the *AMA Manual of Style,* except for angular displacement, which should be measured in degrees rather than radians. Examples include mass in kilograms (kg), height in centimeters (cm), velocity in meters per second ($m \cdot s^{-1}$ or m/s), angular velocity in degrees per second ($° \cdot s^{-1}$), force in Newtons (N), and complex rates (mL/kg per minute).
12. Titles should be brief within descriptive limits (a 16-word maximum is recommended). If a technique is the principal reason for the report, it should be named in the title. If a disability is relevant, it should be named in the title.
13. The title page should also include the name, title, affiliation, and e-mail address of each author, and the name, address, phone number, fax number, and e-mail address of the author to whom correspondence is to be directed. No more than 4 credentials should be listed for each author. The ''ATC'' credential is under the copyright protection of the NATA Board of Certification. Therefore, the proper listing of an additional state credential is ''LAT, ATC'' or ''ATR, LAT.''
14. A structured abstract of no more than 300 words must accompany all manuscripts. Type the complete title (but not the authors' names) at the top, skip 2 lines, and begin the abstract. Items that are needed differ by type of article.
   Quantitative Original Research articles: Context, Objective, Design, Setting, Patients or Other Participants, Intervention(s), Main Outcome Measure(s), Results, Conclusions, and Key Words.
   Qualitative Original Research articles: Context, Objective, Design, Setting, Patients or Other Participants, Data Collection and Analysis, Results, Conclusions, and Key Words.
   Meta-Analysis and **Systematic Review** articles: Objective, Data Sources, Study Selection, Data Extraction, Data Synthesis, and Key Words.
   Case Reports: Objective, Background, Differential Diagnosis, Treatment, Uniqueness, Conclusions, and Key Words.
   Clinical Techniques: Objective, Background, Description, Clinical Advantages, and Key Words.
   Evidence-Based Practice: Reference/Citation, Clinical Question, Data Sources, Study Selection, Data Extraction, Main Results, Conclusions, Key Words, and Commentary.
   Literature Reviews: An author who wishes to submit a literature review is advised to contact the Editorial Office for instructions.
15. Begin the text of the manuscript with an introductory paragraph or two in which the purpose or hypothesis of the article is clearly stated and developed. Tell why the study needed to be done or the article written, and end with a statement of the problem (or controversy). Highlights of the most prominent works of others as related to your subject are often appropriate for the introduction, but a detailed review of the literature should be reserved for the Discussion section. In a 1- to 2-paragraph review of the literature, identify and develop the magnitude and significance of the controversy, pointing out differences among others' results, conclusions, and/or opinions. The Introduction is not the place for great detail; state the facts in *brief,* specific statements and reference them. The detail belongs in the Discussion. Also, an overview of the manuscript is part of the abstract, not the introduction. Writing should be in the active voice (for example, instead of ''Subjects were selected,'' use ''We selected subjects'') and in the first person (for example, instead of ''The results of this study showed,'' use ''Our results showed'').
16. The body or main part of the manuscript varies according to the type of article (examples follow); however, the body should include a Discussion section in which the importance of the material presented is discussed and related to other pertinent literature. When appropriate, a subheading on the clinical relevance of the findings is recommended. Liberal use of headings and subheadings, charts, graphs, and figures is recommended.
   a. The body of an **Original Research** or a **Meta-Analysis** or **Systematic Review** article consists of a Methods section, a presentation of the Results, and a Discussion of the results. The Methods section should contain sufficient detail concerning the methods, procedures, and apparatus em-

ployed so that others can reproduce the results. The Results should be summarized using descriptive and inferential statistics and a few well-planned and carefully constructed illustrations. For more information on preparing research manuscripts, authors are advised to consult the MOOSE and QUORUM statements, which are available through the *JAT* Web site.

b. The body of a **Case Report** should include the following components: personal data (age and sex and, when relevant, race, marital status, and occupation but not name or initials), chief complaint, history of present complaint (including symptoms); results of physical examination (example: "Physical findings relevant to the rehabilitation program were . . . "); medical history (surgery, laboratory results, examination, etc); diagnosis, treatment and clinical course (rehabilitation until and after return to competition); criteria for return to competition; and deviation from expectations (what makes this case unique).

c. The body of a **Clinical Techniques** article should include both the *how* and *why* of the technique: a step-by-step explanation of how to perform the technique, supplemented by photographs or illustrations, and an explanation of why the technique should be used. The Discussion concerning the *why* of the technique should review similar techniques, point out how the new technique differs, and explain the advantages and disadvantages of the technique in comparison with other techniques.

d. The body of an **Evidence-Based Practice** article provides a short review of current scientific literature and applies the findings to clinical athletic training practice. All articles submitted for this section should be concise reviews of published systematic reviews or meta-analyses on topics relevant to the 7 domains of athletic training (Prevention, Assessment/Evaluation, First Aid/Treatment, Rehabilitation, Organization/Administration, Counseling, and Education). Reviews of individual, large, controlled clinical trials will also be considered. The review must begin with the complete article title and reference and a statement of the clinical question the review addresses. The rest of the review consists of a summary of the article and must include the following sections: data sources and search terms used; study selection (inclusion and exclusion) criteria; the methods used to extract and review data, including a list of the primary outcome measures; results of the search strategy; and primary outcome measures and conclusions. A separate commentary section should address the application of the information to the clinical athletic training setting. Authors may use supplementary scientific literature (up to a maximum of 5 references) to support the commentary.

17. Percentages should be accompanied by the numbers used to calculate them. When reporting nonsignificant results, a power analysis, including confidence or effect size, should be provided.
18. **Communications** articles, including official Position Statements and Policy Statements from the NATA Pronouncements Committee; Technical Notes on such topics as research design and statistics; and articles on other professional issues of interest to the readership are solicited by the *Journal.* An author who has a suggestion for such a paper is advised to contact the Editorial Office for instructions.
19. The manuscript should not have a separate summary section—the abstract serves as a summary. It is appropriate, however, to tie the article together with a list of conclusions at the end of the Discussion section or in a summary paragraph.
20. References should be numbered consecutively, using superscripted arabic numerals, in the order in which they are cited in the text. No more than 30 references should be cited in Original Research manuscripts. References should be used liberally. It is unethical to present others' ideas as your own. Also, use references so that readers who desire further information on the topic can benefit from your scholarship.
21. References to articles or books, published or accepted for publication, or to papers presented at professional meetings are listed in numerical order at the end of the manuscript. Journal title abbreviations conform to *Index Medicus* style. Examples of references are illustrated below. See the *AMA Manual of Style* for other examples.

    Journals:
    1. Pitney WA, Ehlers GG. A grounded theory study of the mentoring process involved with undergraduate athletic training students. *J Athl Train.* 2004;39:344–351.
    2. White LM, Miniaci A. Cruciate and posterolateral corner injuries in the athlete: clinical and magnetic resonance imaging features. *Semin Musculoskelet Radiol.* 2004;8:111–131.

    Books:
    1. Magee DJ. *Orthopedic Physical Assessment.* Philadelphia, PA: WB Saunders Co; 2002:45–56.
    2. Robertson G, Caldwell G, Hamill J, Kamen G, Whittlesey S. *Research Methods in Biomechanics.* Champaign, IL: Human Kinetics; 2004:128–136.

    Presentations:
    1. Layton JA, Thigpen CA, Padua DA, Karas SG. Reliability of scapula protraction strength measures. Presented at: 55th Annual Meeting and Clinical Symposia of the National Athletic Trainers' Association; June 17, 2004; Baltimore, MD.

    Videos:
    1. *Spine Injury Management* [videotape]. Champaign, IL: Human Kinetics; 2001.

    Software:
    1. *SPSS Base for Windows* [computer program]. Version 13.0. Chicago, IL: SPSS Inc; 2005.

    Internet Sources:
    1. National Athletic Trainers' Association position statement: management of sport-related concussion. Available at: http://www.nata.org/publicinformation/files/concussion.pdf. Accessed January 3, 2005.
    2. ACSM guidelines for healthy aerobic activity. Available at: http://www.acsm.org/pdf/Guidelines.pdf. Accessed January 3, 2005.
22. Personal communications are cited in the text as follows: ". . . (J.A. Smith, written communication, January 2005)." The written or oral nature of the communication is stated, and the communication does not appear in the reference list. Authors must provide written permission from each personal-communication source. A form is available on the *JAT* Web site and from the Editorial Office.
23. Table Style: 1) Title is bold; body and column headings are roman type; 2) units are set above rules in parentheses; 3) numbers are aligned in columns by decimal; 4) footnotes are indicated by symbols (order of symbols: *, †, ‡, §, ¶, ‖); 5) capitalize the first letter of each major word in titles; for each column or row entry, capitalize the first word only. See a current issue of *JAT* for examples.
24. Figures should conform to the requirements as described on the *JAT* Web site. Line art should be of good quality and should be clearly presented on white paper with black ink, sans serif typeface, and no box. Figures that require reduction for publication must remain readable at their final size (either 1 column or 2 columns wide). The resolution for line art and photographs must be at least 200 dpi for adequate reproduction. Authors wishing color reproduction should request same in a cover letter with the submitted manuscript. Authors will be notified of the additional cost of color reproduction and must confirm acceptance of the charges in writing.
25. Legends to figures are numbered with arabic numerals in order of appearance in the text. Legends should be printed on separate pages at the end of the manuscript.
26. The *Journal of Athletic Training* follows the redundant publication guidelines of the Council of Science Editors, Inc (*CBE Views.* 1996; 19:76–77; also available on the *JAT* Web site). Authors in violation of redundant publication will have sanctions invoked by the Journal Committee of the National Athletic Trainers' Association, Inc.

PUBLICATION POLICIES

27. Original Research manuscripts will be categorized under the following table of contents subheadings: clinical studies, basic science, educational studies, epidemiologic studies, and observational/informational studies.
28. Only Case Reports and Clinical Techniques that define and establish the optimal standard of care or the practice of athletic training will be considered for publication in *JAT.* Case Reports and Clinical Techniques that do not profoundly affect the standard of care but that contain potentially useful information for athletic trainers will be considered for publication in the *NATA News.*
29. Media Reviews will appear in the *NATA News.*