



Instructions to Authors

Submission of papers

Authors are requested to submit *four* copies of their manuscript (including four copies of all illustrations) to the Editor, Karen Jacobs, 21 Johnson Circle, North Andover, MA 01845, USA, Tel. (508) 688-1554; Fax: (508) 687-6395; E-mail: kJacobs@asc.bu.edu.

Aims and Scope

WORK: A Journal of Prevention, Assessment & Rehabilitation will publish high quality peer-reviewed manuscripts covering the entire scope of interdisciplinary and international work practice. The journal's subtitle has been deliberately laid out: Our first goal is injury or disability prevention. When this goal is not reachable and the client sustains a disability, we focus our attention on assessing individual needs and follow that with rehabilitation or any other form of intervention deemed necessary.

Alternate issues of *WORK* will be thematic, with topics ranging from industrial rehabilitation to technological advances. Articles will cover various age groups from school-aged children to the older worker, including people with disabilities across the age groups.

The Editor and her Editorial Board will especially encourage the publication of both research studies and clinical practice, as well as case study reports. With an internationally renowned Editorial Board, *WORK* will maintain high standards in the evaluation and publication of manuscripts. All manuscripts will be reviewed expeditiously and published in a timely manner.

Editorial policies

Original articles, review articles and case studies will be considered for publication. All articles must be submitted to the journal exclusively. Manuscripts should be sent in triplicate to the Editor. A covering letter should accompany the manuscript and identify the author responsible for correspondence concerning the manuscript. The letter should state that the material contained in the manuscript has not been published and has not been submitted for publication elsewhere. Articles should be written in English. Authors whose native

language is not English are requested to have their manuscripts checked for linguistic correctness before submission. Authors are advised to keep a copy of their manuscript. The preferred medium of submission is on disk with accompanying manuscript (see 'Electronic manuscripts' section). If the manuscript is published, it becomes the property of the journal.

Authorship

For manuscripts with two or more authors, each author must qualify by having significantly participated in the study that is reported. Each author must make substantial contributions to first concept and design or analysis and interpretation of data and second, writing the manuscript or reversing it critically for content. Others contributing to the work should be recognised separately in an Acknowledgement.

General requirements for preparation of manuscripts

The original and two good-quality photocopies of the manuscript and three sets of black-and-white glossy prints of illustrations are required. Manuscripts must be submitted in English. Manuscripts must be typed double-spaced on one side only of 22 × 28 cm (8 1/2 × 11 inch) white bond paper with 1-inch margins at top, bottom, and sides. Number pages consecutively in the upper right-hand corner in the following order: title page, condensation, abstract, body of text, acknowledgements, references, figure legends and tables.

Electronic manuscripts

Electronic manuscripts have the advantage that there is no need for the rekeying of text, thereby avoiding the possibility of introducing errors and resulting in reliable and fast delivery of proofs.

For the initial submission of manuscripts for consideration, hardcopies are sufficient. For the processing of accepted papers, electronic versions are preferred. After final acceptance, your disk plus two final and exactly matching printed versions should be submitted together. Double density (DD) or high density (HD)

diskettes (3½ or 5¼ inch) are acceptable. It is important that the file saved is in the native format of the word-processor program used. Label the disk with the name of the computer and wordprocessing package used, your name, and the name of the file on the disk. Further information may be obtained from the Publisher.

Title page

The title page (page 1) should contain in sequence the title (concise and suitable for indexing purposes); author line with first name, middle initials, and last name of each author; city(ies), state(s) and countries in which the study was conducted; divisional, or departmental, and institutional affiliations at the time the study was performed; name, address, telephone number, and fax number of author to whom requests for reprints should be addressed; and name, address, telephone number, fax number and e-mail number of author responsible for correspondence concerning the manuscript if different from author to whom reprint requests are addressed.

Abstract page including key words/phrases

On manuscript page 3, type the abstract, double-spaced, with the required margins and headed by the title of the article and name(s) of author(s). Below the abstract list 3 to 5 key words or short phrases for indexing purposes.

A structured abstract (see description) is required for original research articles. A standard abstract is required for review and case report articles (see description).

Structured abstract

A structured abstract, limited to 150 words, should be used for regular articles. The structured abstract should contain the following major headings, if appropriate: Objective(s), Study Design, Results, and Conclusion(s). The Objective(s) reflects the purpose of the study, that is, the hypothesis that is being tested. The Study Design should include the setting for the study, the subjects (number and type), the treatment or intervention, and the type of statistical analysis. The Results include the outcome of the study and statistical significance if appropriate. The Conclusion(s) state(s) the significance of the results.

Standard abstract

The standard abstract is required for review articles. There are no subheadings in the standard abstract. The length is limited to 200 words for reviews and 50 words for case reports and brief communications.

Text

Only standard abbreviations are to be used. Consult the *Council of Biology Editors Style Manual* or the *AMA's Manual of Style*. Abbreviations in the title are not acceptable. They should be avoided, if possible, in the abstract and keywords. In the text they should be kept to practical minimum. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

Regular articles are customarily organised into the following sections: In the Introduction, state concisely the purpose and rationale for the study and cite only the most pertinent references as background. In the Materials and Methods section describe briefly the plan, the subjects, materials, and controls, the methods and procedures utilised, and the statistical method(s) employed. In the Results section present the detailed findings. Include mentions of all tables, and/or figures. Figures and tables should supplement, not duplicate, the text; presentation of data in either one or the other will suffice. In the Comment section state the importance and significance of your findings. Limit your opinions to those strictly indicated by the facts in your report. Compare your findings with those of others. No new data should be presented in this section.

Acknowledgements

Acknowledge only persons, institutes and agencies who have made substantial contributions to the study.

References

All publications cited in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the spelling of author's names and dates are exactly the same in the text as in the reference list. In the text refer to the author's name (without initial) and year of publication, followed — if necessary — by a short reference to appropriate pages. Examples: "Since Peterson (1988) has shown that..." "This is in agreement with results obtained later (Kramer, 1989, pp. 12–16)". If reference is made in the text to a publication written by more than two authors the name of the first author should be used followed by "et al.". This indication, however, should never be used in the list of references. In this list names of first author and co-authors should be mentioned. References cited together in the text should be arranged chronologically. The list of references should be arranged alphabetically on authors' names, and chronologically per author. If an author's name in the list is also mentioned with co-authors the following order should be used: publications of the single author, arranged according to publication dates —

publications of the same author with one co-author — publications of the author with more than one co-author. Publications by the same author(s) in the same year should be listed as 1974a, 1974b, etc.

Use the following system for arranging your references:

For periodicals

Wehman, P.H., Revell, G., Kregel, J., Kreutzer, J.S. Callahan, M. and Banks, D. (1991) Supported employment: an alternative model for vocational rehabilitation of persons with severe neurologic, psychiatric or physical disability. *Arch. Phys. Med. Rehabil.* 72, 101–105.

For books

Oliver, M. (1990) *The Politics of Disability*, McMillan, London.

For multi-author books

Strauss, J.S., Harding, C.M., Silverman, M., Eichler, A. and Lieberman, M. (1988) Work as treatment for psychiatric disorder: a puzzle in pieces. In: Ciardiello, J.E. and Bell, M.D. (Eds.), *Vocational Rehabilitation with Psychiatric Disorders*. Baltimore, The Johns Hopkins University Press, pp. 47–56.

Abbreviate the titles of periodicals mentioned in the list of references according to the International *List of Periodical Title Word Abbreviations*. Work accepted for publication but not yet published should be referred to as “in press”. References concerning unpublished data and “personal communications” should not be cited in reference list but may be mentioned in the text.

Figures

The term *figure* includes all types of illustrations such as graphs, diagrams, photographs, flow charts, and line drawings.

Figures must be cited consecutively in the text in Arabic numerals and identified with a gummed label on the back of the figure with author(s) name(s), title of article, figure number, and top marked clearly. Consistency in size within the article is strongly preferred. Any special instructions regarding sizing should be clearly noted. Do not use paper clips, or mark the surface of figures in any way. Figures will be returned only if requested by the author.

For *black-and-white figures*, submit three sets of 3 × 4 inch (minimum) to 5 × 7 inch (maximum) unmounted, glossy prints. All lettering must be done with commercially available paste-on letters (or numbers) or by a professional; typed or freehand lettering is not acceptable. All lettering must be in proportion to the drawing, graph, or photograph.

Original drawings, appropriately done in black India ink, roentgenograms, and other material must be submitted as glossy prints with good black-and-white contrast.

For *colour figures* submit original transparencies and

two sets of unmounted prints on glossy (smooth surface) paper. Polaroid prints are not acceptable. Colour transparencies must have a colour balance (consistency in lighting and film speed) that is acceptable to the author and Editors before acceptance for publication. The top, first author’s last name, and figure number must be indented on the front of each transparency and the back of each print.

Computer-generated figures must be legible and clearly printed in jet black ink on heavy coated paper with either a glossy or dull finish. Any patterns or shadings must be dark enough for reproduction and must be distinguishable from each other. Lines, symbols, and letters should be both smooth and complete. The legend should not appear on the figure. On the back of each figure the name of the first author and the figure number should be given and the top indicated. Three original individual laser or plotter prints are to be submitted *unmounted* with the manuscripts. Laser prints should be full size at 300 dots per inch (DPI) or greater full-page resolution; multiple illustrations on a page cannot be accepted. Dot matrix prints and photographic halftones are not acceptable. *Colour figures* are acceptable, but special arrangements must be made with the Editors. The colours used must be dark enough and of sufficient contrast for reproduction. With the exception of fluorescent colours, all colours can be reproduced in four colour figures. The preparation and submitting of colour prints should follow the preceding guidelines for black-and-white computer-generated illustrations.

Legends to figures

Legends for all figures must be typed together in numerical order double-spaced on a separate sheet. This page must be numbered in sequence after the references. Titles should be included in the legend, not on the print. Original magnifications should be provided. If a figure has been taken from copyrighted material, the legend must give full credit to the original source.

Tables

Tables should be typed on separate sheets of paper, one table to a page, and included at the end of the text. They should be numbered in Arabic numerals. Each table must be cited in sequence at an appropriate point in the text. Titles should be brief yet indicate clearly the purpose or content of each table, and each column should be precisely defined by headings. Abbreviations and special designations should be explained in a footnote to the table. If a table or any part thereof has been taken from copyrighted material, a footnote to the table must give full credit to the original source.

Permissions

Direct quotations, tables, or figures that have appeared in copyrighted material must be accompanied by written permission for their use from the copyright owner and original author along with complete reference information. Photographs of identifiable persons must be accompanied by signed releases. If not, all recognisable features must be masked.

Requirements for certain types of manuscripts

Case reports are limited to 800 words and 3 references. Include standard abstract format, of 50 words maximum, and 3 to 5 key words/phrases for indexing purposes. If tables and/or figures are used, an equivalent number of words must be deducted from the total.

Letters to the editor

Letters to the editor must be submitted in duplicate, typed double-spaced, and the text of the manuscript must be limited to a maximum of 400 words (excluding references, name[s] and address[es] of the signer(s), and the phrase 'To the Editor'). The submitted *Letter to the editor* must be accompanied by a signed copyright statement. If there are two or more signers of the *Letter to the editor*, one of the authors may sign the copyright statement, but must add to the statement the following: 'I sign for and accept responsibility for releasing this letter on behalf of any and all cosigners.'

Two types of letters will be considered for publication. (1) A *Letter to the editor* commenting on an article that has appeared in the Journal should be brief and directly related to the published article. The editorial staff reserves the right to shorten letters if necessary and to make minor editorial alterations without reference to

the writer. Letters may be published together with a reply from the original author. (2) A brief case presentation or a short report of a pertinent observation in the form of a *Letter to the editor* will be considered for publication. For a full case report see the appropriate section.

Page proofs

One set of page proofs will be sent to the authors to be carefully checked for printer's errors. Changes or additions to the edited manuscript will *not* be allowed at this stage. Authors are requested to return the corrected proofs immediately, by air when applicable, in view of the scheduled production time.

Reprints

The corresponding author will receive, with the proof of his article, an order form for reprints. This must be completed and returned to the publishers with the proof. Orders for reprints cannot be accepted at a later date because the reprints are made at the time the journal is printed. Fifty free reprints will be made available per contribution.

Business communications

Communications of a business nature and all advertising communications should be addressed to: Elsevier Science B.V., Advertising Department, P.O. Box 211, 1000 AE Amsterdam, The Netherlands, Tel. (+31-20) 4853795, Fax. (+31-20) 4853810.

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