

## INSTRUCTIONS TO AUTHORS

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**The Asia Pacific Disability Rehabilitation Journal** is a bi-annual Journal, for private circulation only, for researchers, planners, administrators, professionals, donor organisations and implementing agencies involved in disability and community based rehabilitation. The major emphasis of the Journal is on articles related to policy development, concept clarification, development of methodology in the areas of service delivery, training of manpower and programme evaluation, and development of technology related to rehabilitation. Other information related to rehabilitation of disabled people that may be of use to implementing agencies, academicians and donor organisations are also welcome. The views expressed in the Journal are those of the contributors alone. Articles sent to the Editor will be published after they are edited to suit the format of the journal, under three different sections, namely, Developmental articles, Original articles and Brief Reports, subject to their suitability after PEER REVIEW. They may also be published elsewhere if so desired, after acknowledging the source. Copies of the Journal are mailed free of cost. The Journal and its associate publications are available on the Internet at:

**<http://www.aifo.it/english/resources/online/apdrj/journal.htm>**

**Format.** The whole manuscript must be typed in double space (including references), and have generous margins. Number all pages in sequence beginning with the title page. Submit **TWO COPIES** of all elements arranged in the following order, beginning each part at the top of a new page. Sending the article through email will be useful.

**Title Page.** This should contain the concise title of the manuscript, the names of all authors, and at the bottom of the page, the institution where the work has been carried out, and the address for all correspondence and reprints.

**Abstract.** The second page should contain an Abstract of not more than 150 words, stating the purpose of the study, the methods followed, main findings (with specific data and their statistical significance if possible), and the principal conclusions. Emphasise new and important aspects of the study or observations.

**Text.** Articles must be concise and usually follow the format: Introduction, Methods, Results and Discussion. The matter must be written in a manner which is easy to understand, and should be restricted to the topic being presented.

Acknowledgements should be placed as the last element of the text before references.

Measurements should be reported in metric units (metre, kilogram, litre). Abbreviate measurements according to the standard, internationally accepted style. Provide initial definition of unusual abbreviations.

**Tables.** These must be self explanatory and few in number. Tables must not duplicate information in the text. Each table must have a short title and should be numbered with Arabic numerals (1,2, etc).

**References.** In citing other work only references consulted in the original should be included. If it is against citation by others this should be so stated. Abstracts, personal communications and unpublished work may not be used as references, although reference to written communication may be inserted in brackets in the text. Papers accepted but not yet published may be included in the references, by mentioning the Journal's name and adding "In Press" in brackets. Reference to manuscripts not accepted for publication must be made only in the text, in brackets.

References should be numbered and listed consecutively in the order in which they are first cited in the text, and should be identified in the text, tables and legends by Arabic numerals in brackets. The full list of references at the end of the paper should include names and initials of all authors. When there are more than 6 authors, only the first 3 are to be given followed by et al; the title of the paper; the journal title abbreviated according to the style of Index Medicus; year of publication; volume number; first and last page numbers. References to books should give the book title, place of publication, publisher and year; those of multiple authorship should also include the chapter title, first and last page numbers, and names and initials of editors.

**E.g.**

1. Twible RL. **Final Fieldwork Placements of Australian Occupational Therapy Students in CBR Projects in India.** ACTIONAID Disability News 1996; 7(2): 68-72.
2. Pandey RS, Advani L. **Perspectives in Disability and Rehabilitation.** New Delhi: Vikas Publishing House Private Ltd., 1995.
3. Thomas M, Thomas MJ. **Evaluation Based Planning for Rehabilitation Programmes in India.** In: O'Toole B, McConkey R, eds. *Innovations in Developing Countries for People with Disabilities.* Chorley, UK, Lisieux Hall Publications, 1995: 243-254.

For more detailed information about the Vancouver system, authors should consult 'Uniform requirements for manuscripts submitted to biomedical journals' (Br Med J 1988; 296: 401-405).

The Contributors' Declaration, as per the sample below, is to be signed and sent with a copy of the manuscript, to the Editor.

### **CONTRIBUTORS' DECLARATION**

**"MANUSCRIPT TITLE"**

I/we certify that I/we have participated in the development of the intellectual content, conception and design of this paper, as well as analysis and interpretation of the data and writing the manuscript, to take public responsibility to list my/our name as a contributor. I/we believe the manuscript represents valid work. Neither this manuscript nor one with substantially similar content under my/our authorship has been published or is being considered for publication elsewhere. I/we hereby transfer all copyright ownership, including any and all rights incidental thereto, exclusively to the *Asia Pacific Disability Rehabilitation Journal*, in the event the paper is published by the Journal. The *Asia Pacific Disability Rehabilitation Journal* shall own the work, copyright, right to grant permission to publish the article in whole or in part, the right to produce reprints, right to translate into languages other than English and the right to republish the work in any other format. All persons who have made substantial contributions to the work reported in the manuscript, but who are not contributors, are named in the acknowledgement and have given me/us their permission to be named. If I/we do not include an acknowledgement that means I/we have not received substantial contributions from them.

One signed copy to be attached with the manuscript and sent by mail.

**Manuscripts and all editorial correspondence should be sent to:**

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