

## Guidelines for authors

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### Introduction

Always refer to a recent edition of *Acupuncture in Physiotherapy*. Please follow the style and layout of an article or item that is similar to your own contribution. If something is submitted for publication, then it is implied that it has not been simultaneously submitted to another journal or any other type of publication. Reprints may be considered, but these must be clearly identified as such and permission must be obtained from the original publisher.

Templates for clinical papers and case reports are available on the AACP website ([www.aacp.org.uk](http://www.aacp.org.uk)), or by email on request. These templates should not be deviated from if used. Manuscripts may be returned to authors if they have not adhered to the guidelines. If necessary, the clinical editor should be consulted in the initial stages for clarification.

Authors may submit clinical papers, literature reviews, clinical commentaries, case reports, book reviews, course reports, news items, letters or photographs for consideration for inclusion in the journal. Academic and clinical papers are subject to review by the editorial committee and may require revision before being accepted.

A Portable Document Format (PDF) file of the final version of any academic article is available free of charge if notice is given to the clinical editor when the article is submitted.

All published material becomes the copyright of the Association.

All submissions should be sent directly to the clinical editor:

Dr Val Hopwood FCSP  
18 Woodlands Close  
Dibden Purlieu  
Southampton SO45 4JG  
UK

Email: [val.hopwood@btinternet.com](mailto:val.hopwood@btinternet.com)

### Preparation of manuscripts

Authors should submit material by email or on CD-ROM. All articles must be typed with wide (3-cm) margins and the pages should be numbered consecutively. Articles should be a maximum of 7500 words (excluding the abstract, references and tables).

Papers should be arranged as follows:

#### *Title*

The title of the article should be in sentence case, bold and ranged left, as in the main title above: note that there is no full stop and no underlining. The author's name(s) and institutional affiliation(s) should run consecutively below the title. Again, there are no full stops.

#### *Abstract*

A summary of not more than 250 words outlining the purpose, scope and conclusions of the paper should be submitted. This should be followed by a minimum of three and a maximum of five keywords that best represent the contents.

#### *Text*

The layout of the journal is that the main heading of each section is in sentence case and bold. Notice that, again, there are no full stops and no underlining.

The first paragraph is left-justified; subsequent paragraphs in the same section are indented, as is this part of the guidelines. When including diagrams and photographs, these should be numbered in the order in which they appear in the text, and should be submitted in separate files (do not embed images in the text). Any figure captions should be left-justified and run after the author's biography at the end of the text. Any tables should come after the figure legends, if there are any. Please indicate placement in the text (e.g. "Fig. 1" and "Table 1"). All figures and tables must be referred to in the text.

## Guidelines for authors

When using numbers in the text, these should be written out in words up to and including nine unless these are measurements, numbers in tables or units of time. Always use the International System of Units (SI).

### **Clinical papers: referencing**

All clinical papers must be fully referenced and the citations verified by the author. No exceptions will be made. The reference list must be arranged alphabetically by the name of the first author or editor, following the Harvard style. In the text, give the author(s) and date of publication in brackets [e.g. “(Smith 1998)”], or if the main author’s name is part of a sentence, then only the year is in brackets [e.g. “as described by Smith (1998)”]. For more than one author, reference can be made in the text to “Smith *et al.* (1998)” (note the italics). However, when writing the reference list, the convention is as follows: for up to five authors, write all the authors’ names; for six or more authors, write the first three authors’ names, followed by “*et al.*”

For journals, give the author’s surname and initials, the year of publication, the title of the paper, the full name of the journal, the volume number, the issue number in brackets, and the first and last page numbers of the article (note the correct use of italic, bold, commas and full stops):

Ceccherelli F, Rigoni M. T., Gagliardi G. & Ruzzante L. (2002) Comparison of superficial and deep acupuncture in the treatment of lumbar myofascial pain: a double-blind randomized controlled study. *Clinical Journal of Pain* **18** (3), 149–153.

For books, give the author’s/editor’s surname and initials, the year of publication, the book title in italics, and the publisher and city of publication:

Williams P. L. & Warwick R. (eds) (1986) *Gray’s Anatomy*, 36th edn. Churchill Livingstone, Edinburgh.

For a chapter or section in a book by a named author (who may be one of several contributors), both chapter and book title should be given, along with the editor’s name(s), and the first and last page numbers of the chapter:

Bekkering R. & van Bussel R. (1998) Segmental acupuncture. In: *Medical Acupuncture: A Western Scientific Approach* (eds J. Filshie & A. White), pp. 105–135. Churchill Livingstone, Edinburgh.

For references to documents on the World Wide Web (WWW), give the author’s surname followed by all initials, the year of publication in brackets, the document title in italics, an indication that it is a WWW document in square brackets and the complete Uniform Resource Locator (URL):

List D. (2004) *Maximum Variation Sampling for Surveys and Consensus Groups*. [WWW document.] URL <http://www.audienceialogue.net/maxvar.html>

Please adhere strictly to this style of referencing in any contribution to the journal.

### **Acknowledgements**

Please state any funding sources, or companies providing technical or equipment support.

### **Photographs**

Photographs may be submitted in colour or black-and-white, but will be printed in monochrome. Images must be in sharp focus. Photographs should be numbered and their placing indicated in the text. Digital photographs should be of high resolution (i.e. a minimum of 300 dots per inch).

### **Line illustrations**

These should follow the style used in the journal, i.e. any labelling text should be in sentence case (10-point, Arial font), graphs should be two-dimensional and all images must be monochrome. As with photographs, line illustrations should be numbered and their placement indicated in the text. All images should be of high resolution (i.e. a minimum of 1200 dots per inch).

### **Case reports**

The journal welcomes case reports of up to 3000 words. These should be structured as follows: title, abstract and keywords, a brief

introduction, a concise description of the patient and condition, and an explanation of the assessment, treatment and progress, followed finally by a discussion and evaluation of the implications for practice. The study must be referenced throughout. Further guidance is available upon request.

## **Book reviews**

At the beginning of the review, give all details of the book including the title in bold, the author/editor's full name(s), publisher, city and year of publication, price, whether hardback or paperback, number of pages, and ISBN number. The reviewer's name should appear at the end of the review in bold, right-justified, followed by their title and place of work in italics. Reviews of DVDs and DVD-ROMs should follow the same format. Book reviews and reports are normally

no more than 500 words in length; query for longer.

Please contact the book review editor before writing a review.

## **General points to note**

Please enclose your home, work and email addresses, and telephone number.

It is the author's responsibility to obtain and acknowledge permission to reproduce any material that has appeared in another journal or textbook.

A brief biographical note about the author(s) should be included at the end of a clinical paper in italics.

All notes and news should have clinical relevance to AACP. Please refer at all times to the style and layout of previous issues of the journal for whatever you are writing. Using these guidelines will save the editorial team time.