

SCOPE AND POLICIES

The Brazilian Journal of Physical Therapy (BJPT) publishes original research articles, reviews, and brief communications on topics related to the professional activity of physical therapy and rehabilitation, including clinical, basic or applied studies on the assessment, prevention, and treatment of movement disorders. Our Editorial Board is committed to disseminating quality scientific investigations from many areas of expertise.

The BJPT follows the principles of publication ethics included in the code of conduct of the Committee on Publication Ethics (COPE).

All submissions will be screened for plagiarism using IThenticate software. Open Access Policy - The BJPT is published under the Open Access model, therefore its articles are free to read, download, copy, and disseminate, provided it is for educational purposes.

Authors will not be charged any fees for the editorial processing and publication of accepted articles.

The BJPT accepts the following types of study, which must be directly related to the journal's scope and expertise areas:

a) Experimental studies: studies that investigate the effect(s) of one or more interventions on outcomes directly related to the BJPT's scope and expertise areas.

The World Health Organization defines a clinical trial as "any research study that prospectively allocates human participants or groups of humans to one or more health-related interventions to evaluate the effect(s) on health outcome(s)". Clinical trials include single-case experimental studies, case series, nonrandomized clinical trials, and randomized clinical trials. Randomized controlled trials (RCTs) must follow the CONSORT (Consolidated Standards of Reporting Trials) recommendations, which are available at: <http://www.consort-statement.org/consort-statement/overview/>.

The CONSORT checklist and Statement Flow Diagram, available at <http://www.consort-statement.org/consort-statement/flow-diagram>, must be completed and submitted with the manuscript.

Clinical trials must provide registration that satisfies the requirements of the International Committee of Medical Journal Editors (ICMJE), e.g. <http://clinicaltrials.gov/> and/or <http://www.anzctr.org.au>. The complete list of all clinical trial registries can be found at: <http://www.who.int/ictrp/network/primary/en/index.html>. We suggest that all authors regis-

ter clinical trials prospectively via the website www.clinicaltrials.gov

b) Observational studies: studies that investigate the relationship(s) between variables of interest related to the BJPT's scope and expertise areas without direct manipulation (e.g. intervention). Observational studies include cross-sectional studies, cohort studies, and case-control studies.

c) Qualitative studies: studies that focus on understanding needs, motivations, and human behavior. The object of a qualitative study is guided by in-depth analysis of a topic, including opinions, attitudes, motivations, and behavioral patterns without quantification. Qualitative studies include documentary and ethnographic analysis.

d) Systematic reviews: studies that analyze and/or synthesize the literature on a topic related to the scope and expertise areas of the BJPT. Systematic reviews that include meta-analysis will have priority over other systematic reviews. Those that have an insufficient number of articles or articles with low quality in the Methods section and do not include an assertive and valid conclusion about the topic will not be considered for peer-review analysis. The authors must follow the Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA) checklist to format their systematic reviews. The checklist is available at <http://www.prisma-statement.org/PRISMAStatement/Default.aspx> and must be filled in and submitted with the manuscript. Potential authors are encouraged to read the paper Mancini MC, Cardoso JR, Sampaio RF, Costa LCM, Cabral CMN, Costa LOP. Tutorial for writing systematic reviews for the Brazilian Journal of Physical Therapy (BJPT). *Braz J Phys Ther.* 2014 Nov-Dec; 18(6):471-480. <http://dx.doi.org/10.1590/bjpt-rbf.2014.0077>.

e) Studies on the translation and cross-cultural adaptation of questionnaires or assessment tools: studies that aim to translate into and/or cross-culturally adapt foreign questionnaires to a language other than that of the original version of existing assessment instruments. The authors must use the checklist (Appendix) to format this type of paper and adhere to the other recommendations of the BJPT. The answers to the checklist must be submitted with the manuscript. At the time of submission, the authors must also include written permission from the authors of the original instrument that was translated and/or cross-culturally adapted.

f) Methodological studies: studies centered on the development and/or evaluation of clinimetric properties and characteristics of

assessment instruments. The authors are encouraged to use the Guidelines for Reporting Reliability and Agreement Studies (GRRAS) to format methodological papers, in addition to following BJPT instructions. Important: Studies that report electromyographic results must follow the Standards for Reporting EMG Data recommended by ISEK (International Society of Electrophysiology and Kinesiology), available at <http://www.isek.org/wp-content/uploads/2015/05/Standards-for-Reporting-EMG-Data.pdf>.

g) Clinical trial protocols: The BJPT welcomes the publication of clinical trial protocols. We only accept trial protocols that are substantially funded, have ethics approval, and have been prospectively registered. Authors should use the SPIRIT statement while formatting the manuscript (<http://www.spirit-statement.org>).

h) Short communications: The BJPT will publish one short communication per issue (up to six a year) in a format similar to that of the original articles, containing 1200 words and up to two figures, one table, and ten references. The following types of study will be considered as low priority for publication:

- narrative reviews;
- case studies.

Ethical and legal aspects

Submitting a manuscript to the BJPT implies that the paper has not been submitted simultaneously to another journal. The papers published in the BJPT are free access and distributed under the terms of Creative Commons Attribution, Non-Commercial License (<http://creativecommons.org/licenses/by/3.0/deed>), which allows free non-commercial use, distribution, and reproduction into any means, as long as the original format is maintained. The reproduction of part of a manuscript, even partially, including translation to another language, requires prior authorization from the editor.

The authors must cite the corresponding credits. Ideas, data or phrases from other authors without the appropriate citations and with hints of plagiarism will be subject to penalties according to the COPE code of conduct.

If part of the material has been presented in a preliminary format (at a symposium, conference, etc.), the reference of the presentation must be cited as a footnote in the title page.

The use of patient initials, names or hospital registration numbers must be avoided. Patients must not be identified in photographs, except with their express written consent at

tached to the original article at the time of submission.

Studies in humans must be in agreement with COPE ethical standards and must be approved by the institution's ethics committee.

Animal experiments must comply with international guidelines (such as those of the Committee for Research and Ethical Issues of the International Association for the Study of Pain, published in Pain, 16:109110, 1983).

The BJPT reserves the right not to publish manuscripts that do not adhere to the legal and ethical rules for human and animal research.

Authorship criteria

The BJPT accepts submissions of manuscripts with up to six (6) authors. The BJPT's authorship policy follows ICMJE requirements for Manuscripts Submitted to Biomedical Journals (www.icmje.org), which state that "authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published." Conditions 1, 2, and 3 should all be met simultaneously. Grant acquisition, data collection, and/or general supervision of a research group do not justify authorship and must be recognized in the acknowledgements.

In exceptional cases, the editors may consider a request for submission of a manuscript with more than six (6) authors. The criteria for analysis include the type of study, potential for citation, quality, and methodological complexity, among other things. In these exceptional cases, each author's contribution must be described at the end of the text, after the Acknowledgements and right before the References as recommended by the ICMJE and the Guidelines for Integrity of Scientific Activity widely publicized by Conselho Nacional de Desenvolvimento Científico e Tecnológico (CNPq) (<http://www.cnpq.br/web/guest/diretrizes>).

All authors are solely responsible for the content of the submitted manuscripts. All published material becomes property of the BJPT, which will retain the copyrights. Therefore, no material published in the BJPT may be reproduced without written permission from the editors. All authors of the submitted manuscript must sign a copyright transfer agreement form valid from the date of the acceptance of the manuscript.

MANUSCRIPT FORM AND PRESENTATION

Original manuscripts

The official language of the BJPT is English. The BJPT accepts the submission of manuscripts with up to 3,500 words (excluding title page, abstract, references, tables, figures, and legends). The information contained in appendices will be included in the total number of words allowed.

The manuscript must include a title and identification page, abstract, and keywords before the body of the manuscript. References, tables, figures, and appendices should be inserted at the end of the manuscript.

Title and identification page The title of the manuscript must not exceed 25 words and must include as much information about the study as possible. Ideally, the terms used in the title should not appear in the list of keywords. The identification page must also contain the following details:

Full title and short title of up to 45 characters to be used as a legend on the printed pages;

Authors: author's first and last name in capital letters without title followed by a superscript number (exponent) identifying the institutional affiliation (department, institution, city, state, country). For more than one author, separate using commas;

Corresponding author: name, full address, email, and telephone number of the corresponding author who is authorized to approve editorial revisions and provide additional information if needed.

Keywords: up to six indexing terms or keywords in Portuguese and English.

Abstract

The abstract must be concise, not exceeding 250 words in a single paragraph in English, and must be inserted immediately after the title page. Do not include references, footnotes or undefined abbreviations in the abstract. It must be written in a structured format.

Bullet points

On a separate page, the manuscript must identify three to five phrases that capture the essence of the topic under investigation and the main conclusions of the paper. Each bullet point must be written in a summarized fashion and provide the main contributions of the study to the current literature, as well

as the clinical implications (i.e., how the results can influence clinical practice or scientific research in the area of physical therapy and rehabilitation). These points must be presented in a text box in the beginning of the article, after the abstract. Each bullet point must have no more than 80 characters (with spaces).

Introduction

This part of the manuscript should describe and define the topic under investigation, explain the relationships with other studies in the same field, justify the need for the study, and specify the objective(s) of the study and hypotheses, if applicable.

Methods

This section consists in describing the methodological design of the study and presenting a clear and detailed report of the study participants and data collection procedures, transformation/reduction, and analysis in order to allow reproducibility of the study. For clinical trials, the participant selection and allocation process must be organized in a flowchart containing the number of participants in each phase as well as their main characteristics (see model of CONSORT flow diagram).

Whenever relevant to the type of study, the author should include the calculation that adequately justifies the sample size for investigation of the intervention effects. All of the information needed to estimate and justify the sample size used in the study must be clearly stated.

The authors must describe the dependent and independent variables; whether the parametric assumptions were met; specify the software used in the data analysis and the level of significance; and specify the statistical tests and their purpose.

Results

The results should be presented briefly and concisely. Pertinent results must be reported with the use of text and/or tables and/or figures. Data included in tables and figures must not be duplicated in the text. The results must be summarized into self-explanatory graphs or tables using measures of central tendency and variability (e.g. mean (SD) instead of mean \pm SD); must include measures of magnitude of effect (e.g. effect size) and/or indicators of the precision of the estimates (e.g. confidence intervals); must report the power of the non-significant statistical tests.

Discussion

The purpose of the discussion is to interpret the results and to relate them to existing and available knowledge, especially the knowledge already presented in the Introduction. Be cautious when emphasizing recent findings. The data presented in the Methods and/or in the Results sections should not be repeated. Study limitations, implications, and clinical application to the areas of physical therapy and rehabilitation sciences must be described.

References

The recommended number of references is 30, except for systematic reviews of the literature. Avoid references that are not available internationally, such as theses and dissertations, unpublished results and articles, and personal communication. References should be organized in numerical order of first appearance in the text, following the Uniform Requirements for Manuscripts Submitted to Biomedical Journals prepared by the ICMJE.

Journal titles should be written in abbreviated form, according to the List of Journals of Index Medicus. Citations should be included in the text as superscript (exponent) numbers without dates. The accuracy of the references appearing in the manuscript and their correct citation in the text are the responsibility of the author(s). Examples: http://www.nlm.nih.gov/bsd/uniform_requirements.html.

Tables, Figures, and Appendices

An overall total of five (5) tables and figures is allowed. Appendices must be included in the number of words allowed in the manuscript. In the case of previously published tables, figures, and appendices, the authors must provide a signed permission from the author or editor at the time of submission.

For articles submitted in Portuguese, the English version of the tables, figures, and appendices and their respective legends must be attached in the system as a supplementary document.

- **Tables:** these must include only indispensable data and must not be excessively long (maximum allowed: one A4 page with double spacing). They should be numbered consecutively using Arabic numerals and should be inserted at the end of the text. Small tables that can be described in the text are not recommended. Simple results are best presented in a phrase rather than a table.

- **Figures:** these must be cited and numbered consecutively using Arabic numerals in the order in which they appear in the text. The information in the figures must not repeat data described in tables or in the text. The title and legend(s) should explain the tables and figures without the need to refer to the text. All legends must be double-spaced, and all symbols and abbreviations must be defined. Use uppercase letters (A, B, C, etc.) to identify the individual parts of multiple figures.

Whenever possible, all symbols should be placed in the legends. However, symbols identifying curves in a graph can be included in the body of the figure, provided this does not hinder the analysis of the data. Figures in color will only be published in the online version. With regard to the final artwork, all figures must be in high resolution or in its original version. Low-quality figures will not be accepted and may result in delays in the process of review and publication.

- **Acknowledgements:** these must include statements of important contributions specifying their nature. The authors are responsible for obtaining the authorization of individuals/institutions named in the acknowledgements.

Authors are strongly encouraged to use EQUATOR network checklists that are specific for their research design (for example, CONSORT statement for clinical trials, PRISMA statement for systematic reviews or STROBE statement for observational studies). All statements from the EQUATOR network can be found on the following website: <http://www.equator-network.org>

ELECTRONIC SUBMISSION

Manuscripts must be submitted, in English, via the website <http://www.scielo.br/rbfi>.

It is the authors' responsibility to remove all information (except on the title and identification page) that may identify the article's source or authorship.

When submitting a manuscript for publication, the authors must include, in addition to the files described above, the following supplementary documents: Cover letter; 2) Conflict of interest statement; and 3) Copyright transfer statement signed by all authors.

THE REVIEW PROCESS

The submissions that meet the journal's standards and are in accordance with the BJPT editorial policies will be forwarded to the area editors, who will perform an initial assessment and recommend them or not to the chief editor for peer-review. The criteria used for the initial analysis of the area editor include: originality, pertinence, clinical relevance, and methodology. The manuscripts that do not have merit or do not conform to the editorial policies will be rejected in the pre-analysis phase, regardless of the adequacy of the text and methodological quality. Therefore, the manuscript may be rejected based solely on the recommendation of the area editor without the need for further review, in which case, the decision is not subject to appeal. The manuscripts selected for pre-analysis will be submitted to review by specialists, who will work independently. The reviewers will remain anonymous to the authors, and the authors will not be identified to the reviewers. The editors will coordinate the exchange between authors and reviewers and will make the final decision on which articles will be published based on the recommendations of the reviewers and area editors. If accepted for publication, the articles may be subject to minor changes that will not affect the author's style. If an article is rejected, the authors will receive a justification letter from the editor. After publication or at the end of the review process, all documentation regarding the review process will be destroyed.

AREAS OF EXPERTISE

1. Physiology, Kinesiology, and Biomechanics;
2. Kinesiotherapy/therapeutic resources;
3. Motor development, acquisition, control, and behavior;
4. Education, Ethics, Deontology, and Physical Therapy History;
5. Assessment, prevention, and treatment of cardiovascular and respiratory disorders;
6. Assessment, prevention, and treatment of aging disorders;
7. Assessment, prevention, and treatment of musculoskeletal disorders;
8. Assessment, prevention, and treatment of neurological disorders;
9. Assessment, prevention, and treatment of gynecological disorders;
10. Assessment and measurement in Physical Therapy;
11. Ergonomics/Occupational Health.