

Dear Author

Thank you for agreeing to write for In Touch, the Journal of Physiotherapists in Private Practice. The following are guidelines to writing your article. At the end of this document are some terms and conditions. We would ask that you return a signed copy of this letter to our Editorial Administrator [helena.boughton@physiofirst.org.uk](mailto:helena.boughton@physiofirst.org.uk) to confirm that you have read, and agree to our requirements regarding your article. Thank you.

### **Aim and scope**

In Touch is our quarterly Journal for Physio First. We have a circulation of around 3,500 subscribers. Our aim is to inform and educate our readers of clinical and business developments that particularly affect private physiotherapy practice.

In Touch is also tasked with the following strategic aim: "to support our members towards and within our Physio First Quality Assured Practitioner (QAP) scheme". This is highlighted in more detail in our accompanying strategy document, and more information on our QAP can be found at <http://www.physiofirst.org.uk/benefits/qap.html>.

The following instructions are relevant to the technical / format requirements for your article.

#### *Word-count:*

- Articles should be between 2500 – 3000 words.
- Book, product reviews should be between 150-300 words
- Course reviews, case reports and professional issues up to 2000 words

Content over the maximum word-count may be reduced through editing at our Editor's total discretion.

#### *Articles should include:*

- A biography of the author of no more than 100 words
- Up to four bullet pointed learning outcomes that reflect how your article supports our members' QAP status
- A short summary / abstract of no more than 100 words that reflects how your article supports our QAP scheme.
- Full details of how the author title should appear, i.e. name, letters, title, etc. although, please avoid duplication of qualifications, i.e. the prefix of Dr and qualifications PhD, one or other will be sufficient.
- A recent head and shoulders photo of the author
- Preferred contact details of the author such as website, email address, telephone number, etc.
- Tables, illustrations and photographs (these are strongly encouraged). Please ensure the figures link to the text, i.e. "see figure 1"
- Confirmation of permission from the subject of any identifiable photographs.
- Confirmation of permission from the original owner / publisher of any copyrighted material reproduced from any other source.

*Format:*

- There is no requirement to adjust font, type or columns as these will be set by our Physio First graphic designer
- References are encouraged and should appear in the body of the article as follows:

Single author: (Smith 1989); two authors: (Smith & Weston 2011); more than 2 authors: (Lewis *et al* 2003)

- The accompanying reference list should then be supplied in alphabetical and then, where appropriate, chronologically and be set out as follows:

Lewis S, Whittaker M. Writing an article for Physio First. *Current Medical Journalism* 2003;1(3)103-106

- The titles of all referenced publications should appear in full. Authors are responsible for the accuracy of their references.

*Acknowledgements:*

Where the article, or any part thereof, has appeared previously in another publication, this must be declared with full details.

On publication, a pdf of the article, as set in our Journal, will be supplied to the author for their own use.

**Terms and conditions**

All articles submitted will be accepted at the complete discretion of our Editor and will be subject to editing by our editorial team. The article will be returned to the author, at which point they will be asked to re-read and approve the changes and respond to any queries. The first galley of their article will be submitted for approval and at that stage, responsibility for this final copy rests with the author.

If an error is noted in an article after publication, it should be reported to our Editor immediately who will agree with the author about the best way to correct it. Any action taken as a result of such notification is at the absolute discretion of our Editor.

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I confirm that I have read and agree to the above terms and conditions:

Signed: \_\_\_\_\_

date: \_\_\_\_\_

Paul Johnson, Editor [editor@physiofirst.org.uk](mailto:editor@physiofirst.org.uk)