

Journal of Humanities in Rehabilitation: Author Checklist and Instructions

Thank you for your interest in *The Journal of Humanities in Rehabilitation*. Prior to submitting a piece, please review the following items to help prepare your submission. Incomplete submissions will not proceed to the peer review process. Direct any questions to the Managing Editor at: JHRSUBMISSIONS@LISTSERV.CC.EMORY.EDU

Author's Instructions:

1. Separate electronic files should be submitted in the following order:

- **Cover letter:** Please include who will be the corresponding author for the piece if more than one author is involved. The address, phone number and email address of corresponding author should be included.

- **Title Page:** Please include a title for your piece, the author(s) full name and highest academic degree if applicable, acknowledgement of financial support (including grant numbers) and any conflict of interest.

**** If more than one author is listed**, all authors must meet the following requirements:

As stated in the Uniform Requirements (www.icmje.org), credit for authorship requires all 4 of the following: "Substantial contributions to: the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND Drafting the work or revising it critically for important intellectual content; AND Final approval of the version to be published; AND Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved." All 4 must be met.

For each author listed on title page, please include how each individual contributed to the piece (concept development, design, supervision, data collection/processing, analysis, literature search, writing or critical review).

- **Blinded Manuscript Body** or main submission piece: Please refer to our submission guidelines at: <https://scholarblogs.emory.edu/journalofhumanitiesinrehabilitation/submission-guidelines/>.

Please note, references should be listed in the order of appearance in the manuscript, by numerical superscripts that appear consecutively in the text, using AMA Manual of Style (10th Edition).

- **Figures and tables** should be submitted as separate documents, cited in numerical sequence in the text.

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- **Disclosure Form:** The ICMJE Form for Disclosure of Potential Conflicts of Interest must be submitted for each author at the time of original submission. Please follow this link: <http://www.icmje.org/conflicts-of-interest/>. Download document, sign and include as separate electronic file(s).

2. It is the responsibility of the author(s) to obtain permissions for the following scenarios:

- Use of pictures or movie trailers, Youtube videos, etc for media reviews or other works.
- Written permissions to publish photographs of recognizable persons or works of art.
- Written permissions to use quotations of personal communications and unpublished data as appropriate.

3. Revisions: If your piece is accepted for peer review and revisions are requested prior to acceptance, please follow these instructions:

- Upon revising your original submission, please submit 3 separate documents:
 1. A clean second draft as a Word document.
 2. A second draft with changes from original submission highlighted.
 3. A detailed response to the reviewers. You may include your responses on the peer review form that is returned to you from the managing editor.

4. Please complete the Author's Checklist (see below) and include as part of your original submission.

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Prior to submission to *The Journal of Humanities in Rehabilitation*, please ensure that all applicable items have been addressed and include this checklist with your submission:

Separate electronic files have been created and labeled with descriptive names (ie. Smith Cover Letter):

- ___ Cover Letter
- ___ Title Page
- ___ Main manuscript or body of work
- ___ Figures or Tables submitted separately
- ___ Disclosure Forms included
- ___ Copyright Permissions as appropriate are included

Other Items:

- ___ References are listed in the order of appearance in the manuscript, by numerical superscripts that appear consecutively in the text, using AMA Manual of Style (10th edition).
- ___ **Submissions are Word documents, Times New Roman font, size 12. For the main body of work, line numbers are included on each page.**

For Revisions:

- ___ A clean Word document with revisions is included.
- ___ A document with highlighted changes from original submission is included.
- ___ A detailed response to reviewer(s) is included.

This checklist must be completed and submitted with original submission for the peer review process to commence. Any questions can be addressed to the Managing Editor:

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