

# *JBJS Journal of Orthopaedics for Physician Assistants*

## Instructions for Authors

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Revised May 5, 2016

**All manuscripts must be submitted online via Editorial Manager at:**

<http://www.editorialmanager.com/jopajbjs>

### INTRODUCTION

*JBJS Journal of Orthopaedics for Physician Assistants* (JOPA) is a peer-reviewed publication that publishes timely and practical articles covering all orthopaedic subspecialties for Physician Assistants (PAs) and Nurse Practitioners (NPs). JOPA provides a unique forum for health-care practitioners to share knowledge and experiences with colleagues in the profession. Authors are encouraged to contribute any original articles that promote PA and NP orthopaedic education.

Articles submitted to JOPA undergo double-blinded peer review by a panel of orthopaedic physicians and PAs to ensure accuracy, clinical relevance, and readability.

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### CONDITIONS FOR SUBMISSION

- Articles are accepted for exclusive publication in JOPA. Previously published articles, including those published in non-English-language journals, are not accepted.
- Published articles and illustrations become the property of JBJS, Inc.
- All manuscripts must follow the guidelines outlined in our [Ethics Policy](#).

### SUBMISSION OVERVIEW

All manuscripts must be submitted, as a Microsoft Word file, through Editorial Manager (a web-based service). Corresponding authors must register via <http://www.editorialmanager.com/jopajbjs> and will then receive an e-mail containing a Username and Password that will allow access for manuscript submission.

JOPA accepts reviews of orthopaedic topics, case studies, articles on professional issues and experiences, and videos. Please refer to the [Article Type Definitions](#) for full descriptions of each and use the correct definition to classify your article on submission.

The following items must be submitted for all article types:

1. **Title Page** including (1) article title, (2) authors' names, in order in which they should appear, and academic degrees, (3) practice or institution (and city and state or country) with which each author is affiliated, (4) corresponding author and his/her e-mail address.
2. **Manuscript Text:** See "[Manuscript Structure](#)" below.
3. **Copyright Transfer and Author Agreement:** All authors must sign a Copyright Transfer and Author Agreement granting JOPA exclusive copyright to all material, except for previously copyrighted items (see #5 below) and video. Authors can maintain the copyright to videos but must complete the [Video License Agreement](#) granting JOPA unlimited license to use the video online.
4. **Disclosure of Potential Conflicts of Interest:** Authors must complete an [ICMJE Conflict of Interest Statement form](#) for each submitted manuscript. JOPA will post the forms online and summarize them in a statement in the article. The ICMJE forms have no bearing on the decision to accept a manuscript.
5. **Permission to Use Figures, Tables, and Videos Owned by Another Party:** *Authors are responsible for obtaining permissions.* Provide (1) a full citation for the previous publication and (2) a letter from the owner of the copyright granting permission for JOPA to reproduce the copyrighted material OR a completed permissions form stating the date when permission was requested and the approximate date when the permission is expected to be received.

## MANUSCRIPT STRUCTURE

Manuscripts must be submitted as a Microsoft Word file and contain a minimum of **1,200** words, including the Abstract but excluding references and figure legends. Manuscripts not meeting these specifications will be returned for modification.

JOPA articles should consist of:

1. A brief, bullet-pointed **Abstract** of no more than **100 words** that summarizes the key points of the article.
2. The **body**:
  - **Reviews:** Use appropriate headings and subheadings to organize paragraphs.
  - **Case Studies:** Provide a "Case Study" section describing the clinical presentation, history, treatment, and outcomes for a given patient and a "Discussion" section containing learning points based on the case. All case studies must also include a statement that each patient was informed that data concerning the case would be submitted for publication and that each patient agreed, either verbally or in writing.
  - **Professional Issues and Experiences:** This can be a free-form narrative.
  - **Videos:** All videos must be uploaded to the [Video Submissions Site](#) according to our [Author Video Guidelines](#). Instructions for upload can be found [here](#).
3. Reviews and case studies should contain a **reference section**, in PubMed/Index Medicus format, after the manuscript text. Number the references according to the order of citation in the text (not alphabetically), and cite all references in the text.
4. **Figure legends** must be included at the end of the manuscript text file, after the reference section, for all images. Explain what each figure shows. Define all arrows and other such indicators appearing on the figure.

5. **Figures** must be submitted in TIFF or EPS format. Cite all figures, in order, in the text. See [Guidelines for Figures](#) for detailed instructions.

## AUTHORSHIP

- JOPA welcomes submission from PAs, NPs, and allied health professionals such as physical therapists and athletic trainers. In addition, supervising physicians are encouraged to submit articles on topics in their subspecialty or issues related to the PA profession or on a procedure or service unique to their practice.
- Each author must have contributed significantly to, and be willing to take public responsibility for, the work being submitted. All authors must have been actively involved in the drafting and critical revision of the manuscript, and each must provide final approval of the version to be published.
- Individuals who have contributed to only one section of the manuscript or have contributed only cases should be credited in an acknowledgment footnote. See the ICMJE [author definitions](#) page for additional guidance regarding authors and non-author contributors.
- A non-author writer who is employed by a commercial organization must be mentioned, along with the name of his or her employer, in an acknowledgment footnote. The non-author writer must also submit a Conflict of Interest Statement.
- The order of names reflects only the preference of the authors. Any change in authorship (including the order of names and the designation of the corresponding author) after the initial review process necessitates a signed letter, from all authors, agreeing to the change.

## WHAT TO EXPECT AFTER SUBMISSION

- Manuscripts are generally evaluated by the JOPA editorial staff and assigned to the Editor, who will then generally send the paper to consultant reviewers.
- If a reviewer or handling editor has a conflict of interest regarding the subject matter of a manuscript, he/she discloses this to the Editor, who makes the final decision regarding acceptance or rejection of the manuscript. The Editor has no known conflicts or competing interests.
- The corresponding author is informed of the publication date of an accepted manuscript approximately 6 weeks before publication.

## NIH PUBLIC ACCESS POLICY

To bring authors into compliance with the National Institutes of Health (NIH) "Public Access Policy," JBJA deposits NIH-funded articles, in their final published form, to PubMed Central (PMC) on the author's behalf. The full text will become available 12 months after publication.

## EMBARGO POLICY FOR ACCEPTED MANUSCRIPTS

Information concerning or contained in your article (including its status—i.e., accepted, under review, etc.) cannot be discussed with the media, published, broadcast, posted online, or otherwise placed in the public domain until after the publication date of the issue. JOPA is published (posted electronically) on the first and third Wednesdays of each month at 1:30 P.M. ET. ***It is the responsibility of the***

*corresponding author to ensure that all coauthors are aware of this policy.* See our [Confidentiality and Embargo Policy](#) for additional information regarding this policy.

## **APPEALS PROCESS**

An author who wishes to appeal a decision should contact [jopaeditorial@jbs.org](mailto:jopaeditorial@jbs.org) with a detailed letter that explains the reason for the appeal within one month of the final decision date. This letter will be considered by the Editor, and the author will be notified of the outcome. Decisions on appeals are final and cannot be changed.

## Article Type Definitions

Use the following table to classify your article on submission.

| Manuscript Article Type             | Definition  | Special Notes  |
|-------------------------------------|---|--|
| Review Article                      | A thorough, extensively referenced, academic review of the literature on a broad orthopaedic topic OR a concise overview of a single clinical condition, diagnostic/therapeutic/surgical procedure, or any other topic related to orthopaedics  | <ul style="list-style-type: none"> <li>• ≥1,200 words, excluding references and figure legends</li> <li>• When considering the appropriate length of a review, keep in mind the clinical relevance of the content</li> <li>• Preceptors may consider coauthoring a review article with a PA student interested in pursuing a career in orthopaedics</li> </ul>   |
| Case Study                          | Article describing the clinical presentation, history, treatment, and outcomes for a given patient, including images illustrating the course of diagnosis and treatment. Must include a complete discussion section containing several learning points, with appropriate references   | <ul style="list-style-type: none"> <li>• Remove all patient identification information from text and images prior to submission</li> <li>• All case studies must also include a statement that each patient was informed that data concerning the case would be submitted for publication and that each patient agreed, either verbally or in writing.</li> <li>• Coauthoring an article with a supervising physician is a great way to promote the physician-PA relationship</li> </ul> |
| Professional Issues and Experiences | All articles outside of reviews and case studies. Topics may include any personal or practice issue that would be interesting and beneficial for PAs, such as a narrative on a typical day in your life as a PA, commentary on a current trend or controversy, the relationship with supervising physicians, or a thoughtful learning experience with a patient | <ul style="list-style-type: none"> <li>• Be creative!</li> </ul>   |
| Video                               | Physical examination videos for PAs to reference. Should include introduction, complete examination encompassing all age groups and potential diagnoses, relevant special testing, and clinical pointers on how to make the diagnosis<br><br>Injection technique videos can also be submitted   | <ul style="list-style-type: none"> <li>• Include a brief, bullet-point description of ≤100 words to serve as the Abstract</li> <li>• Upload the video via our <a href="#">video submissions site</a> with the URL included in the Attach Files screen of Editorial Manager</li> <li>• Authors may retain copyright but must sign a <a href="#">Video License Agreement</a> granting JBJS license to reproduce the video</li> </ul>   |