

**Dear Author:**

## **Welcome to PM&R Knowledge NOW and Thanks!**

Thank you so much for agreeing to update your PM&R Knowledge NOW topic. We know that your lives are very busy, and we appreciate your generous contribution to *NOW*. Your willingness to help carry out the *NOW* initiative's mission of defining the specialty according to its knowledge and practices is greatly appreciated.

We also know that the demands on your time and your resources have never been greater. Therefore, the Academy wants to make the experience of contributing your material as easy and as trouble-free as possible. This guide has been designed to provide you with all the information you'll need to produce and submit your contribution. The publication staff is eager to work with you to expedite your assignment. They can be reached at any time at [knowledgenow@aapmr.org](mailto:knowledgenow@aapmr.org).

The PM&R Knowledge NOW submission process is hosted by Editorial Manager®. Only Authors who have received a formal invitation to submit a topic will be allowed to submit topics into the system. We require that the lead author be a Fellow Member of the Academy and take an active role in manuscript preparation and development. Residents and Medical Students may serve as co-authors only.

## **Regarding Content Refresh**

For your first draft, the expectation is more that you revise the topic and not rewrite it. Please only make changes to sections where it is necessary by citing any new literature on the subject or new trends and changes in the field. Throughout peer review, the editors will help determine if more substantial rewriting is needed. **PLEASE-Do Not change section headers (in bold)**. These are designed to keep consistency throughout the KnowledgeNOW site. If it isn't applicable you may write N/A underneath. If you have any questions about a header, please email the staff at [knowledgenow@aapmr.org](mailto:knowledgenow@aapmr.org).

**PLEASE NOTE: Before you begin, click on the Blue links at the top of the following pages to download various helpful documents** (*this option is only available if you are reading this from the Editorial Manager site. Otherwise, the files are found as links in the email from PM&R KnowledgeNOW staff*)

- The Financial Disclosure/Copyright Transfer Form (This must be filled out for ALL listed authors upon topic submission. You may simply type your information; No Signatures/Scanning are required).
- The Author Walkthrough instructions for using Editorial Manager (this will assist you during the actual submission/uploading process).
- The appropriate topic Word file (for refreshing existing topics) or template (for new topic development). Again, whether it is a new topic or a refreshed topic **DO NOT remove or change the section headlines**.

## Requirements for Authors

After you have been invited to submit your topic, all listed authors will be required to submit a Copyright/Financial Disclosure form. Your submission will not be processed until all forms are received. This form can be found within this packet.

## Manuscript Requirements

The manuscript presentation should include text and can include tables and images. It should cover all applicable subtopics outlined in the respective topic template and should include a reference list/bibliography.

## Figure Legends

A legend must be provided for each image submitted (e.g., figure 1A and 1B count as two images). The legend must explain any arrows, letters, or other indicators that appear in the images where applicable. All Figure Legends must appear on a separate page following the reference list. Please state if you are the copyright holder of the submitted image. If you are not, you must obtain permission for us to use the image before we can include it. PM&R KnowledgeNOW cannot pay for the permission to publish images not owned by us.

## Tables

Each table should be added separately, following the figure legends. Tables should have clearly marked headings, and abbreviations should be spelled out and explained at the end of each table. Please state if you are the copyright holder of the submitted table. Again, if you are not, you must obtain permission for us to use the table before we can include it. PM&R KnowledgeNOW cannot pay for the permission to publish tables not owned by us.

## References

It is your responsibility as an author to ensure that all references submitted contain complete and accurate information. **Do not use the footnote feature in Microsoft Word.** References cited in the text should be included in the reference list, numbered in the order they are cited. References not directly cited in the text may be included as a Bibliography and should appear in alphabetical order with the first author's last name. Please see the Author FAQ for formatting instructions. Your **submission MUST include numbered references** (3 minimum, 20 maximum). The Bibliography is optional.

## Hyperlinks

Unless linked to another PM&R KnowledgeNOW topic, hyperlinks are not encouraged and should be used as a last resort. Due to our 3 year refresh cycle there is a concern that the information in a hyperlink to an outside source could change, the link could be removed or other errors could occur between refresh cycles.

## When preparing your Topic, please consider both the Purpose and Audience of PM&R Knowledge NOW:

- **Purpose:** Topic submissions are a part of the larger online PM&R Knowledge NOW online resource. Each submission will provide a brief summary of a given topic to serve as a resource in practice. Inform secondary audiences about what the PM&R specialty does as a whole. Before writing your topic, please take some time to read other related topic submissions.

- **Audience:** The primary audience includes practicing physiatrists and residents training in PM&R. Secondary audiences may include the public including other medical specialists, and other healthcare professionals. About 1/3 of our audience fits into these categories.

### **Submission**

All topics must be submitted through the Editorial Manager website by the assigned due date. Emailed submissions will not be processed or considered. Topics that are not received by the assigned due date will be assigned to another author group.

**Thanks again for your contribution to PM&R Knowledge NOW!**

If you have any questions, please email the editorial office at [knowledgenow@aapmr.org](mailto:knowledgenow@aapmr.org).