

*GUIDE
FOR
AUTHORS &
EDITORIAL
POLICIES*

AUTHORS INFORMATION PACK

JOINTS

JOURNAL ORTHOPAEDI AND TRAUMATOLOGY SURABAYA

GUIDELINES FOR AUTHORS & EDITORIAL POLICIES

Journal Orthopaedi and Traumatology Surabaya (JOINTS) is dedicated to promoting education, scientific advancement, and orthopedic practice improvement. JOINTS publishes original research articles, case reports, and review articles in basic and clinical research in all fields of orthopedic and traumatology. Research topics are related to education and training in the field of orthopedic and traumatology, including musculoskeletal basic science and translational research, microvascular and soft tissue reconstruction, upper limb condition and management, lower limb condition and management, joint reconstruction and replacements, biomaterial and orthopedic tissue engineering, musculoskeletal oncology, pediatric musculoskeletal, sports medicine, rehabilitation, traumatology, and spine. The journal accepts manuscripts in English; hence the authors are considered responsible for ensuring that the language uses are clear. Guidelines for Authors must be followed by all authors.

SUBMISSION

All papers must be submitted using our online submission system by a registered author (<https://e-journal.unair.ac.id/JOINTS/Submissionprocess#onlineSubmissions>). Register your account first on our website before proceeding with your manuscript, but if you already have an account, please use an existing account to process your manuscript. Do not hesitate to get in touch with us for more questions by e-mail at joints@fk.unair.ac.id.

GENERAL PRINCIPLES

The submitted article in JOINTS must be authentic and have never been published before. The manuscript should correlate to the discipline of Orthopedic and Traumatology. Manuscripts are published in English. This journal accepts three types of articles: (1) Research Articles; (2) Case Reports; and (3) Literature Review. JOINTS' Editorial Board has the prerogative to conduct the correction in style, format, and clarity (grammatical errors) of the article. The author can make a revised script due to various aspects. Numerous errors in any aspect can be returned to the author for revision or can be rejected. All texts will be subjected to Peer Review and Editorial Review.

Authors must complete the title page, copyright transfer agreement form, and ethical clearance/ informed consent when submitting the manuscript. These must be uploaded to the Open Journal System (OJS) as supplementary files. The submission file is in Microsoft Word format. Permission from an independent ethics committee should be acquired for all submitted manuscripts which consist of animal experiments and/or involving

human subjects. Please also state the ethical information in the body text. The licensed copy should be provided as supplementary files in the submission process and sent to joints@fk.unair.ac.id. In the Case Report article, the author should enclose the informed consent forms of the patient in the supplementary files.

PUBLICATION ETHICS AND MALPRACTICE STATEMENT

JOINTS is following the ethical statement of the Committee of Publication Ethics (COPE) and the International Committee for Medical Journal Editors (ICMJE). The following statement clarifies the ethical behavior of all parties involved in the act of publishing an article in this journal, including the author, the editor, and the reviewer.

Duties of Authors

- **Submission**

Authors must submit all elements of their manuscripts online at JOINTS Submission. Hard-copy submissions will NOT be considered or returned.

- **Human and Animal Subjects**

The research being reported should have been conducted ethically and responsibly and should comply with all relevant legislation. For manuscripts reporting medical studies involving human participants, authors must provide a statement identifying the ethics committee that approved the study, and the study conforms to recognized standards (for example, Declaration of Helsinki). Research involving animals should be conducted with the same rigor as research on humans. The authors should implement the 3Rs principles (Replacement, Reduction, Refinement). The authors must describe the detailed journals regarding study design and statistical analysis, experimental procedures, experimental animals, housing, and husbandry. Authors must inform that ethical and legal approval was obtained before the start of the study and state the name of the body approving. The authors should also state whether experiments were performed following relevant institutional and national guidelines and regulations.

- **Reporting Manuscript's Standards**

The authors must present an accurate account of the original article (research, review, or case report) performed as well as an objective discussion of its significance. Authors should present their results clearly, honestly, and without fabrication, falsification, or inappropriate data manipulation. Authors should strive to describe their methods clearly and unambiguously so that their findings can be confirmed by others. Fraudulent or knowingly inaccurate

statements constitute unethical behavior and will be unacceptable.

- **Originality and Plagiarism:**

Authors must ensure that they have written manuscripts that adhere to publication requirements and that the submitted work is original, is not plagiarized, and has not been published elsewhere. The manuscript should not be submitted concurrently to more than one publication unless the editors have agreed to co-publication. Relevant previous work and publications, both by other researchers and the authors' own, should be properly acknowledged and referenced. The primary literature should be cited where possible. Original wording taken directly from publications by other researchers should appear in quotation marks with the appropriate citations.

- **Duplicate and Redundant Publications:**

Authors must avoid duplicate publication, which is reproducing verbatim content from their other publications. Authors should not submit and are also expected will not to publish redundant manuscripts or manuscripts describing the same research in more than one journal. Multiple publications arising from a single research project should be clearly identified as such, and the primary publication should be referenced.

- **Acknowledgment of Sources:**

All sources of data used in the research and cited publications that have been influential in determining the nature of the reported work should be properly identified. The authors must present a proper acknowledgment of the work of others.

- **Authorship of the Paper:**

The authorship of research publications should accurately reflect individuals' contributions to the work and its reporting. Authors ensure that all the authors have seen and agreed to the submitted version of the manuscript and their inclusion of names as co-authors. Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. Others who have made significant contributions must be listed as co-authors. In cases where major contributors are listed as authors, those who made less substantial or purely technical contributions to the research or publication are listed in an acknowledgment section.

- **Fundamental Errors in Published Works:**

In case the author discovers an error or inaccuracy in their submitted manuscript, the author should promptly notify the journal editor or publisher and cooperate with the editor to correct the paper.

Duties of Editor

- **Publication Decisions:**

Editors are accountable and should take responsibility for everything they publish. Editors should apply consistent standards in their processes so that they have procedures and policies in place to ensure the quality of the material they publish and maintain the integrity of the published record. Based on the review report of the editorial board,

the editor can accept, reject, or request modifications to the manuscript. Editors should ensure timely peer review and publication and avoid unnecessary delays. The editors may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement, and plagiarism that encourage maximum transparency and complete, honest reporting.

- **Review of Manuscripts:**

The editor must ensure that each manuscript is initially evaluated by the editor for originality. Editors should critically assess the ethical conduct of studies in humans and animals. The editor should organize and use peer review fairly and wisely. Editors should explain their peer review processes in the information for authors and also indicate which parts of the journal are peer-reviewed. The editor should use appropriate peer reviewers for papers that are considered for publication by selecting people with sufficient expertise and avoiding those with conflicts of interest.

- **Fair Play:**

Editors should make fair and unbiased decisions independent of commercial consideration and ensure a fair and appropriate peer-review process. The editor must ensure that each manuscript received by the journal is reviewed for its intellectual content without regard to the sex, gender, race, religion, citizenship, etc., of the authors. Editors are in a powerful position to make decisions on publications, which makes it very important that this process is as fair and unbiased as possible.

- **Confidentiality:**

Editors should ensure confidential handling of manuscripts, with no details being disclosed to anyone except the peer reviewers without the permission of the author. If discussions between an author, editor, and peer reviewer have taken place in confidence, they should remain in confidence unless explicit consent has been given by all parties or unless there are exceptional circumstances (eg, when they might help substantiate claims of intellectual property theft during peer review).

Duties of Reviewers

Manuscripts submitted for publication in the JOINTS journals are subjected to double-blind peer-review. Double-blind reviewing maintains the authors' and the reviewers' identities, not disclosing their names to each other. The anonymity of authors and reviewers ensures an objective and unbiased assessment of the manuscript.

- **Confidentiality:**

Information regarding manuscripts submitted by authors should be kept confidential and be treated as privileged information. They must not be shown to or discussed with others except as authorized by the editor.

- **Standards of Objectivity:**

Review of submitted manuscripts must be done objectively, and the reviewers should express their views clearly with supporting arguments. The results reported in the manuscript must be original and authentic work of the

authors. They should be devoid of any plagiarism, and the material should not have been published earlier. Experiments and other analyses should meet the recognized technical standards and must be described systematically. The manuscript must provide a statement identifying the ethics committee that approved the study, and the study conforms to recognized standards. The research presented in a manuscript should facilitate reaching accurate conclusions from the statistics. Methods, experiments, and reagents should be documented in detail. Authors should present and interpret the results and conclusions appropriately and comprehensively, clearly explaining the results and outcomes of their study. An incomplete interpretation of the results may result in the rejection of the manuscript. Furthermore, the manuscript should be written in English in a clear, direct, and active style, free from grammatical errors and other linguistic inconsistencies. All pages should be numbered sequentially, facilitating the reviewing and editing of the manuscript (see duties of Authors).

- **Promptness:**

The reviewers should respond in a reasonable time frame. If they cannot return a review within the proposed time, they should inform the journal promptly and explain they require an extension. In the event that a reviewer feels it is not possible for him/her to complete a review of the manuscript within a stipulated time, then this information must be communicated to the editor so that the manuscript can be sent to another reviewer.

TITLE PAGE AND AUTHORSHIP

In regards to the policy of double-blind peer review, the author's information must be separated from the main manuscript. Therefore, the author's identity should be stated only on the title page. The title page must be uploaded as a supplementary file in the Open Journal System (OJS). The title page should contain: title of the article (concise, specific, descriptive, and must be written in English. It must enclose a maximum of 20 words with all capital letters and bold); Full Author(s) names (without academic title); Author(s) Affiliation (Department of Author Affiliation, Institution, Town, Country); Corresponding Author details (Full Name, Affiliation, Full Address, E-mail, Phone Number); Author(s) details in numerical orders (Name, Affiliation, E-mail, and ORCID iD).

Authorship of JOINTS articles should be limited to those individuals who have contributed in a meaningful and substantive way to take public responsibility and scientific content. All authors are responsible for fairly evaluating their roles in the project as well as the roles of their co-authors to ensure that authorship is attributed according to JOINTS standards publications for which they will be listed as an author. These includes (a) concepts; (b) design; (c) definition of intellectual content; (d) literature search; (e) clinical studies; (f) experimental studies; (g) data acquisition; (h) data analysis; (i) statistical analysis; (j) manuscript preparation; (k) manuscript editing; (l) manuscript review; (m) guarantor.

The format should refer to the title page template that can be downloaded from <https://e-journal.unair.ac.id/JOINTS/DT>

TYPES OF MANUSCRIPT

The types of articles that are published in the JOINTS are listed and described below. Please select the category that best represents your manuscript. If your manuscript does not fall into any of these categories, please contact JOINTS Editorial Office.

- **Research Article**

Research Article represents original and significant research contributions to musculoskeletal and traumatology fields. The text should be structured as Introduction, Method, Result, Discussion, and Conclusion. Introduction consist of the background of the issue, formulation of the problem, aims for the research, and an overview of the prospects of future research goals. Research methods include the comprehensible explanation of variables discussed, experiments and measurements conducted, and methods applied. Research ethics relating to the use of animal and/or human subjects must also be outlined under an academic or health institution. The results for this article should be presented briefly and precisely with relevant arguments in a logical order with the minimum number of tables and figures necessary to summarize the most important observations. Discussion clarifies the significance of the investigation results, not repeating them. It explains the comparison of results from the investigation with the literature. The conclusion states a brief statement about the study results, and the objectives also include the suggestion for further studies.

- **Case Report**

Case Report describes a detailed report of identifications of patients, including symptoms, signs, diagnosis, treatment, and follow-up in musculoskeletal and traumatology. The introduction consists of the background of the problem, the prior solution, the suggested solution to regulate the case, and the aims of the suggested solution. The case report includes identification of the patient, including age, sex, complaints, the previous clinical examination, and progress after the past clinical examination with relevant arguments in a logical order. The discussion of the case report defines the case prevalence, proposed solution in solving cases, and outcomes with the minimum number of tables and figures necessary to summarize the most important observations. The discussion part should explore the significance of the results of the work without repeating them. The conclusion states a brief statement about the case report, and the objectives also include the suggestion for further studies.

- **Review Article**

The review article interprets a comprehensive review and various studies related to topics of musculoskeletal and traumatology. Introduction consist of the background of the problem, supporting literature data, and objectives. The literature review part includes various studies related to the title and aims of writing a literature review with tables and figures necessary to summarize the most important observations. The conclusion states a brief statement about the study review and the objectives also includes the suggestion for further studies.

The format of research article, case report, and review article should refer to the JOINTS template that can be downloaded from <https://e-journal.unair.ac.id/JOINTS/DT>.

ABSTRACT AND KEYWORDS

The abstract should be a structured abstract that summarizes the paper's contents. The order of abstract writing for the research article includes background, methods, results, and conclusion; for the case report includes background, case report, discussion, and conclusion; and for the review article includes background, literature review, and conclusion. The abstract must be written in English within 250 words. Background includes the background of the problem, supporting literature data, and objectives.

The research article presents the method as a clear description of materials consulted, experiments conducted, and methods applied. These are necessary to facilitate duplication of the research and re-assess its validity. Reference should be made to any novel methods employed. The research results were presented accurately and concisely with relevant arguments in a logical sequence. The conclusion should inform a brief statement about the study's results and objectives.

The case report declares a clear and detailed description of the case(s) presented, including anamnesis and clinical examinations. The discussion of the case report defines the case prevalence, proposed solution in solving cases, and outcomes. The conclusion should inform a brief statement of the case report.

The literature reviews include various studies related to the title and writing a literature review. The conclusion should inform a brief statement of literature review article.

Keywords should consist of at least 3 and at most 5 keywords, and use a semicolon (;) as a separator. In principle, words in the Medical Subject Headings (MeSH), the subject headings of Index Medicus, are used for Keywords. Please add one of the Sustainable Development Goals (SDG) keywords as uploaded in the document template menu. For example: human & medicine (the words "human & medicine" are included in the SDG3: Good Health and Well-Being).

TABLES AND FIGURES

The tables and figures should not exceed 6 (six), which is necessary to summarize the most important observations.

- **Tables**

Tables should be properly numbered, centered and should always have a caption positioned above them. The font size to use is 10-point. Captions with one line should be centered, and if it has more than one line should be set to justify. The final sentence of a table caption must end with a period. Table(s) should be cited in the body text.

- **Figures**

Figures should be properly numbered, centered and should always have a caption positioned under them. Captions with one line should be centered, and if it has more than

one line should be set to justify. The font size to use is 10 pt. The final sentence of a figure caption must end with a period. The recommended resolution for photographs (raster images) is 300 dpi (dots per inch). The recommended resolution for line art (charts or images that contain typographic elements) is 600 dpi. Figures should be uploaded in JPEG/ JPG format.

REFERENCES

References should consist of a minimum of 10 references and a maximum number of 25 references. Written in Vancouver style format with single (1.0) line spacing sequentially. References should contain a minimum of 80% of scientific journals in less than ten years. List the first six authors followed by et al. if the authors are more than six (see the template file). Mendeley Reference Manager is strongly suggested to insert references into your paper).

- **Citation in the text**

In the Vancouver style, references should appear at the end of the text of your essay/paper, listed numerically in the order that they were cited in the text. Each reference must be confirmed to be cited in the text and present in the reference list (and vice versa). The year of publication in the text should not be mentioned.

- **Examples of reference writing**

Journal article:

Moher D, Liberati A, Tetzlaff J, Altman DG. Preferred reporting items for systematic reviews and meta-analyses: the PRISMA statement. *Ann Intern Med* 2009;151(4):264-9, W64.

Book (1-6 authors):

Arens AA. *Auditing in Australia : an integrated approach*. 5th ed. Frenchs Forest: Pearson Education Australia; 2002.

Book (More than 6 authors):

Goering RV, Dockrell HM, Wakelin D, Zuckerman M, Chiodini PL, Roitt IM, et al. *Mims' medical microbiology*. 4th ed. Philadelphia, PA: Mosby Elsevier; 2008.

Book chapter:

Thomas, G. *Medicinal Chemistry*. 2nd ed. Chichester: John Wiley; 2007. Chapter 8.2, The chemical nature of the binding of ligands to receptors; p.252-254.

Newspaper article:

Beale, B. Our apocalypse now. *Biodiversity and the threat to it from environmental destruction*. *Sydney Morning Herald* 1989 Jul 15:71,6.

Report (Online):

Australian Institute of Health and Welfare. *Drinking patterns in Australia, 2001-2007* [Internet]. Canberra: Australian Institute of Health and Welfare, 2010 [cited 2010 Jan 19]. Report No.: PHE133 Available from: <http://www.aihw.gov.au/publications/phe/133/11895.pdf>.

Thesis:

Evans PR. *Motor and sensory function of the upper diges-*

tive tract in health and in irritable bowel syndrome [Ph.D Thesis]. Sydney, NSW: University of Sydney; 1998.

Conference Paper:

Passey M, Gale J, Stirling J, Sanson-Fisher R. Caring for pregnant Aboriginal women: provider views on managing tobacco, alcohol and cannabis use. In: 2010 Primary Health Care Research Conference, 2010 Jun 30 - Jul 2; Darwin.

Web page:

Queensland University of Technology. Writing literature reviews. [Internet] 2010 [updated 2010 Jul 27; cited 2010 Dec 6]; Available from: <http://www.citewrite.qut.edu.au/write/litreviews.jsp>.

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As part of the submission process, authors are required to verify their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
3. The submission is original works (will be screened for plagiarism).
4. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
5. The authors must upload the Copyright Transfer Agreement form and Ethical Clearance (for Research Article) or Informed Consent (for Case Report) as the supplementary files.

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PUBLICATION FREQUENCY

JOINTS publishes twice a year in April and October.

PEER REVIEW PROCESS

JOINTS will carry out the peer review process for all manuscripts using double-blind peer-reviewed by at least 2 reviewers to evaluate the novelty of the topic and its contribution, the theory integrity and approaches, analysis coherences, and clear interpretation to the readers. The manuscript's final decision will be made by the editor-in-chief in accordance with the reviewers' comments. The manuscript that has been through the review process should be revised by the author, and subsequently, the author should upload the revised paper to the journal system on our website. The reviewers will re-check the revised article. The chief editor will make a decision to publish the revised manuscript to the JOINTS or not. The evaluation time of the submitted manuscript will be about 12-16 weeks from the submission date.

