

# NFAR Guidelines 2021-22

The following guidelines are primarily based on those published by the Journal of the American Podiatric Medical Association. The National Foot and Ankle Review accepts the following types of articles: **Original Research**, **Case Report**, **Review**, and **Creative Writing Piece**. Use the outline below and its drop-down tabs to identify guidelines for the article you plan to submit. If the drop-down function does not work in your version of Microsoft Word, you can also navigate the document by going under the "View" tab and selecting "Navigation Pane." Hyperlinks are available throughout this document (as blue text) to assist you in finding the information you need. Manuscripts submitted to the National Foot and Ankle Review may not be previously published nor is currently submitted to another journal for consideration.

**File** and Text Formatting papers as a Word document with double-spaced, 12-point Times New Roman font and 1-inch page margins. The maximum word count allowed for any paper (not including references or tables/figures) is 2,500.

## Original Research

### *Abstract*

The abstract is arguably the determinant of whether a paper will be read. The abstract should be a short summary of the content and contain no more than 250 words. For reports of research studies, the abstract should be structured with the headings Background, Methods, Results, and Conclusions. Other submissions, such as literature reviews, should have an unstructured abstract.

### *Introduction*

The introduction should provide an overview of the topic, including, but not limited to, historical background and statistical data. Be sure to discuss the motivation for the research described in the article, a review of literature, and various perspectives on the topic.

When discussing historical significance, be sure to note where any clinical presentation has been described before, if ever before. This is not a section where one includes everything about the topic in detail. Rather, include related classifications, procedures, and diagnoses.

### *Methods*

The Methods section outlines the specifics for exactly how the study was conducted. This section explains, in detail, participant selection, ethics committee approval, study design and instrumentation, and statistical analysis.

If the data collection involves human participant, an International Review Board (IRB) approval must be obtained. A statement within the manuscript that it has been obtained is also necessary.

## ***Results***

The Results section details data gleaned from your study protocol. It can include pertinent subject demographics and outcomes from statistical analysis. You must specify whether data meet the required statistical confidence level of  $P < 0.05$  or reach equivalent statistical confidence through other tests (Bayes factors or confidence intervals, for example). In other words, are your results statistically significant?

## ***Discussion***

The discussion section follows the results of a research study. This section is used to tie up any loose strings and weave in themes from the introduction with the study results in order to show the significance of the newly presented material. One may explain what the new data show and compare how this differs from or supports previous research. Why does any variation occur?

This is the section to discuss why the researchers' data is unique and why the reader should care. This section is not a continuation of the introduction or the spot to introduce new literature that has not been addressed elsewhere in the paper. A successful paper will substantiate the single most important point that can be made with the research.

The discussion is where the author may also describe the weaknesses of their current study or of previous research. What should future research on this topic address?

## ***Acknowledgements***

See the [Acknowledgements](#) section below.

## ***References***

Please see the [References](#) section under the [Additional Paper Components](#) heading below for important information regarding how to properly cite information.

# **Case Report**

The following information was taken primarily—and in some sections *verbatim*—from:  
Cohen H. How to write a case report. *Am J Health Syst Pharm* 2006;63:1888-92.

## ***Abstract***

The abstract is arguably the determinant of whether the case report will be read. The abstract should be a short summary of the content and contain 100–250 words. The abstract should include the same four sections as the main text in a succinct form—introduction, case presentation, discussion, and conclusion.

## ***Introduction***

The introduction should provide an overview of the topic, including, but not limited to, historical background and statistical data. Be sure to include the motivation for describing this particular case, a review of literature, and various perspectives on the topic.

When discussing historical significance, be sure to note where any clinical presentation has been described before, if ever before. This is not a section where one includes everything about the topic in detail. Rather, include related classifications, procedures, and diagnoses.

## ***Case Presentation***

The actual case follows. Describe the patient history, physical examination, diagnostic studies, and the patient's progress and outcome. Aim to be complete yet concise; include only information pertinent to the point being made. "Op-report" format is inappropriate. In cases where a pathological diagnosis was made, a photomicrograph must be included.

## ***Discussion***

The discussion section is the most important section of the case report. The discussion should evaluate the patient case for accuracy, validity, and uniqueness; compare and contrast the case report with the published literature; and derive new knowledge and applicability to practice. How was this particular case different than, or consistent with, the previous reports outlined in the introduction? The author must confirm that the case report is valid by ensuring the accuracy of the data presented and by establishing a temporal and causal relationship.

The author should comprehensively list the limitations of the case and should describe the significance of each limitation. The author should briefly summarize the published literature derived from the literature review and may provide a detailed summary of a few citations.

## ***Conclusion***

The case report is then closed with a short conclusion emphasizing how your case contributes to the medical literature.

Based on the evidence reviewed in the discussion section, the author must provide a justified conclusion. The author must be careful not to make firm judgments and sweeping recommendations based on speculation, on limited and tenuous information, or on a few case reports. However, justifiable evidence-based recommendations should be stated. The author may suggest that clinicians be cognizant of the insight learned from the case or suggest heightened vigilance, prudent management, avoidance, further study before taking action, or new ideas for investigation. How the information discovered from the case report will apply to the author's practice should be described. This section should be concise and not exceed one paragraph.

## ***Acknowledgements***

See the [Acknowledgements](#) section below

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## **Review**

The purpose of a review is to comprehensively and critically assess the variety of data and opinions on a particular subject. For reviews, the National Foot and Ankle Review requires a description of the search method (i.e. keywords, databases searched, PRISMA flow chart) used to obtain papers for the review. Systematic reviews of the literature qualify. A systematic review may also include a meta-analysis. Literature reviews will only be accepted if there is a limited amount of quality articles available on the topic.

## ***Abstract***

The abstract is arguably the determinant of whether a paper will be read. The abstract should be a short summary of the content and contain no more than 250 words. A literature review's abstract is in paragraph format and outlines gaps in the current literature, specific areas of focus in your manuscript, and the conclusions you were able to make after analysis of the literature.

## ***Introduction***

The introduction should provide an overview of the topic, including, but not limited to, historical background and statistical data. Be sure to include the motivations for publishing this review, a brief overview of the available literature, various perspectives on the topic, and the point you aim to prove in your manuscript.

When discussing historical significance, be sure to note where the topic under review has been described before, if ever before. This is not a section where one includes everything about the topic in detail. Rather, include related classifications, procedures, and diagnoses.

## ***Pertinent sections***

This is essentially the Discussion section of your paper. However, reviews often have a format that segments the Discussion information into multiple sections. Pertinent section titles for a review on a specific injury, for example, might include the following: Anatomy, Mechanism of Injury, Conservative Therapy, Operative Interventions, and Outcomes.

## ***Conclusion***

This section is used to tie up any loose strings and weave in themes from the introduction including significance of the newly presented material. Explain the contribution of your literature review and compare how this differs from or supports previous research.

This would also be the section to discuss why the reader should care. This section is not a continuation of the

introduction or the spot to introduce new literature that has not been addressed elsewhere in the paper. A successful paper will substantiate the single most important point that can be made with the research.

The conclusion may also address the relative weaknesses of your analysis and review. What should future research on this topic focus on to address these flaws?

### ***Acknowledgements***

See the [Acknowledgements](#) section below

### ***References***

Please see the References section in the Additional Paper Components section below for important information regarding how to properly cite information.

## **Creative Writing Piece**

The purpose of a creative writing piece is to communicate ideas and thoughts in the abstract form. This section does not need to be related to podiatry or medicine and can include (but is not limited to) drawings/paintings, poems, or a short story.

### ***Acknowledgements***

See the [Acknowledgements](#) section below

### ***References***

Please see the References section in the Additional Paper Components section below for important information regarding how to properly cite information.

## **Additional Paper Components**

### ***Tables and Figures***

Each table and figure should appear on a separate page with its associated title or caption. These pages should be included at the end of the manuscript, following the References section. Add a page break after each table/figure. Import images as the highest-quality file type possible. If your paper is selected for publication, you will be contacted about providing your images as separate, high-resolution files (.tif or .png). Read the instructions below carefully regarding plagiarism of [Tables](#) and [Figures](#).

## Tables

Tables should add to enhance the reader's understanding, rather than repeating what is in the text in a different format. Not all papers need such a table, and they should therefore be used sparingly. Tables must be numbered sequentially and referred to in the text. When referenced in the text, tables should appear in boldface (Ex: "As demonstrated by **Table 1**..."). Each table must have a complete title and/or sentence explaining the contained information. Example: "**Table 1**. Descriptive statistics of study participants ( $n = 15$ )."

**Written permission is needed from the copyright holder of any table taken from another source.**

## Figures

Figures are used to graphically show a concept that may be easier to visualize rather than read about in text. These figures include, but are not limited to, line drawings, graphs, illustrations, radiographs, and photographs. For example, a paper discussing surgical procedures such as the osteotomy may be easier for readers to understand if a line drawing is provided, rather than a paragraph explaining the angles of the cut. If the figure includes a subject demonstration, it is ideal to have the subject against a solid colored background. If the subject is light, the background should be dark and vice versa.

Figures require captions. A figure caption describes the image provided and important points demonstrated by the figure. In addition, the caption may contain information defining any symbols or abbreviations used in the figure. The caption is also where authors acknowledge the figure source if it is not original (Ex: "Image used with permission from Wolters Kluwer, Inc."). Figure captions should be brief and should not include textual descriptions that were already included in the body of the article. All figures must be numbered and cited sequentially in boldface in the text.

The author will be contacted if figures are obtained without permission or proper quality appropriate for submission.

**Written permission is needed from the copyright holder of any figure directly taken or paraphrased from another source.**

## *Acknowledgements*

It is proper conduct to acknowledge illustrators and photographers in an acknowledgment paragraph in the end of the paper. If applicable, the Acknowledgements section appears after the Discussion/Conclusions and before the References sections. In this section you may also acknowledge anyone who is not an author of the paper yet contributed to your research (including financial support, research advice, provision of data or patient charts, etc.).

## *References*

Plagiarism takes many forms. Any idea or thought that is not created by the author must be referenced. This includes paraphrased information. More than two consecutive words borrowed from another source is considered plagiarism, no matter how old the borrowed information may be. *Acceptable sources are peer-reviewed publications and academic texts.* All manuscripts received will be submitted into turnitin.com to prevent plagiarism.

Images and tables obtained from another source require explicit permission from that source's author. The manuscript should have "...with permission..." written.

All references must be numbered and listed within the References section in the same order as which they first appear in the manuscript text. After a reference has been cited once, it retains its original number. Insert citation numbers as superscript after the first major punctuation mark (semicolon, comma, period) following the cited information. One does not need to continuously reference each sentence if they are sentences which follow one another directly and it is clear that the information is still coming from the original reference.

Within the text, citation number should be used as follows:

*If this is a thought in your manuscript which has been taken from another source, use a superscript number immediately after the sentence punctuation to guide readers to the appropriate reference.<sup>1</sup> Another example of providing appropriate reference might occur when multiple sources have reported the same information, in which case you should use superscript numbers separated by a comma and no space.<sup>2,3</sup> You may use an en dash to reference multiple references listed in sequence.<sup>3-5</sup>*

References must be formatted according to the styles and rules below. These rules follow those published by the National Library of Medicine. For further examples, visit <http://www.ncbi.nlm.nih.gov/books/NBK7256>. Please ensure that your references include:

- Names of all involved authors separated by commas
- Author names formatted to have their last name first followed by first (and middle) name initials
- En dashes (-) between page numbers, not em dashes (–)
- A period at the end

**Papers that do not follow this format will not be accepted.**

Journals are referenced as follows:

Author(s). Title of article. Abbreviated journal name. Year;volume:beginning page number-ending page number.

Example:

Wiles S, Palladino SJ, Stavosky JW. Naviculo-cuneiform coalition. J Am Podiatr Med Assoc 1988;78:355-60.

The style for books is as follows:

Author(s). Title of book. Edition number. Location of publisher: Publisher; publication date. Chapter title; beginning page number-ending page number.

Example:

Sarrafian SK, Kelikian AS. Sarrafian's anatomy of the foot and ankle. 3<sup>rd</sup> ed. Philadelphia: Lippincott Williams & Wilkins; 2011. Chapter 8: Nerves; 381-427.

## ***Other Submission Guidelines***

Formatting and writing style are unique for every journal and publication. Below are some of the submission and stylistic guidelines used by the National Foot and Ankle Review. You may also reference prior editions of the NFAR for specific examples. Please note that these guidelines are ever-changing and may not reflect the style used in prior editions.

### **File and Text Formatting**

All manuscripts should be submitted as Word documents, cleared of any history of comments or editorial mark up. Text should be double-spaced, 12 point Times New Roman font with 1-inch page margins on all sides. Indent paragraphs, and do not add a space between each paragraph. First-order section headings should appear in bold face with each major word capitalized, and second-order section headings should be italicized with only the first word capitalized.

### **Numbers and Symbols**

Spell out (using words) all numbers occurring at the beginning of a sentence, title, or heading. Use Arabic numerals for numbers from 0 to 999 999; use millions, billions for larger numbers. Percentages should always be written as Arabic numbers followed by the percent sign, as in 89%, unless they start a sentence, in which case use the spelled out number followed by “percent,” as in “eighty-nine percent.”

Abbreviations should be avoided in titles and section headings. If abbreviations must be used, write the words in full on the first appearance. Avoid overuse of abbreviations in the text.

### **Authorship**

It is the responsibility of all authors to determine who has contributed significantly enough to the manuscript to merit authorship. List all authors at the beginning of your paper and include academic credentials (i.e., B.S., B.A., etc.) for each. All authors agree to promptly respond to editorial comments from the time following submission until final publication. Additional guidelines can be found here:

<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>