A. AIMS AND SCOPE

The Journal of Hand Surgery Asian-Pacific Volume is an international, peer-reviewed journal. It is the official journal of the Asian-Pacific Federation of Societies for Surgery of the Hand (APFSSH). This journal publishes original and review articles and cover all fields of clinical and basic science research related to hand surgery. It will serve as a source of information and education for hand surgeons and interested readers. The aim of this journal is to promote communication regarding problems of the hand and their management. All manuscripts should be creative, informative, and useful for the diagnosis and treatment of conditions related to hand surgery.

B. PREPARATION OF MANUSCRIPT

Articles in the following categories will be published:
1. Original Article
2. Case Report
3. Technical Note
4. Review Article (invited)
5. Letter to the Editor

I. General Requirements

a. Text

- All manuscripts should be written in English.
- Manuscripts must be submitted as a Microsoft Word Document (.doc; .docx).
- The text should be typed in Arial, 12-point font, double-spaced, left justified with 2.5cm margins all around.
- All pages should be numbered sequentially, starting from the abstract.
- Use continuous line numbering throughout the main text, starting from the abstract.
- Measurements should use the International System of Units (SI).
- Use generic names for drugs, suture materials and implants etc. whenever possible. If using a proprietary name, write the company name and country in brackets after the proprietary name. For example, Ethilon 5.0 suture (J&J, USA).
- Abbreviations should be minimized. When necessary, spell out the full term at the first time it appears in the text, add the abbreviation in parentheses, and use the abbreviation thereafter.
• Use appropriate terminology. Refer to "Terminology for Hand Surgery" published by the International Federation of Societies for Surgery of the Hand (IFSSH) to ensure correct terminology is used.
• Use non-gendered terms as far as possible such as ‘the patient’.
• Do not refer to patients/participants as ‘subjects’.
• Avoid claiming priority.

b. Images
• All images (illustrations, photographs, radiographs etc.) should be submitted as .jpeg/.jpg files
• The long edge of the image should be at least 10 cm.
• Illustrations (artwork) or text heavy graphs should have a minimum resolution of 600dpi
• Photographs and radiographs should have a minimum resolution of 300dpi.

c. Organisation of Manuscript: All manuscripts will need the following documents submitted as individual files.

Please see additional instructions for case reports, technical notes, letter to editor and invited review articles in subsequent sections.

1. Covering letter (word document)
2. Title Page (word document)
3. Main Text (word document): Begin each section given below (in capitals) on a new page.
   i. ABSTRACT/ Keywords/ Level of Evidence
   ii. BODY OF MANUSCRIPT (Introduction/ Methods/ Results/ Discussion)
   iii. REFERENCES
   iv. FIGURE LEGENDS
4. Tables (word document) (submit each table as a separate word file) (If any)
5. Figures (.jpg/.jpeg file) (If any)

The details regarding maximal number of authors, word counts, number of references, number of tables, and number of images for the different article types is summarised below.

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* Word count for body of manuscript does NOT include references and figure legends

# Tables and images are considered together. An image refers to a single picture. You may use a composite of multiple images in a single figure, however each image/picture will count towards the permissible limit
1 **Covering Letter**: The covering letter should state the following.

- The authors have not published or submitted for publication this study or a similar study with similar results in any other journal.
- All the authors have participated in the study, helped in preparation of the manuscript, and have approved this submission.

2 **Title Page**: The title page should be arranged as follows:

- **Title of article**: Use capital letters for the first letter of each word in the title, except articles, prepositions, and conjunctions
- **Running head**: Provide a short title of no greater than 50 characters, including spaces.
- **Full name of each author** (capitalize surname) with highest qualification and Institutional Affiliation. Eg., Gillian Broderick SMITH, MBBS, National University Hospital, Auckland, New Zealand
- **Name, address, telephone number and email of corresponding author**
- **Declaration of conflict of interest**: All submissions must be accompanied by a declaration of conflict of interest. If you have a conflict of interest, please declare the conflict of interest on the title page. If you are not sure if you have a conflict of interest, please write to the ‘Editor-in-Chief’ explaining your situation and await their advice. If you have no conflict of interest, please include the following statement in the title page. *The author(s) do NOT have any potential conflicts of interest with respect to this manuscript.*’
- **Declaration of funding**: All forms of financial support including any grants or pharmaceutical company support should be mentioned on the title page. If you have no funding support, please include the following statement in the title page. The author(s) received NO financial support for the preparation, research, authorship, and/or publication of this manuscript.’
- **Declaration of ethical approval for study**: Please declare the ethical approval obtained for conducting this study. This should include the name of the approving body (Institutional Review Board/ Ethics Committee etc.); the approval number; and the date of approval. If your institution does not require ethical approval for reporting individual cases, case series etc or you have a waiver of ethical approval (e.g., basic science studies involving cadaver specimens etc), please state so.
- **Declaration of informed consent**: Please declare that there is no information (names, initials, hospital identification numbers or photographs) in the submitted manuscript that can be used to identify patients. If there is identifiable information and this information is essential for scientific reasons, written informed consent must be obtained from the patient (parent or guardian) and submitted along with the manuscript.
- **Acknowledgements**: All persons who have made substantial contributions, but have not met the criteria for authorship, should be acknowledged here. Examples include somebody who provided technical help, writing or administrative assistance or the head of department that provided general support.
Main Text: All pages in this document should be numbered sequentially. Use continuous line numbering throughout this document. This document has four sections namely; ABSTRACT, BODY OF MANUSCRIPT, REFERENCES, and FIGURE LEGENDS. Please begin each section on a new page.

- ABSTRACT: Use a structured abstract for Original Articles with the following headings. The entire abstract (excluding keywords and level of evidence) should not be more than 300 words.
  - Title of Paper
  - Background: Describe the rationale, importance, or objective of the study in one or two sentences.
  - Methods: Describe the procedures conducted to achieve the objective of the study with details concerning how data were obtained and analysed.
  - Results: The most important results and analysis of the study should be presented with specific experimental data. Relevant numerical data should be included.
  - Conclusion: The conclusions derived from the results should be described in one or two sentences, and must match up with the objective of the study.
  - Keywords: 5 keywords should be listed in the following order: anatomical name (illness), diagnosis, and treatment. Authors are recommended to use the MeSH database to find Medical Subject Heading Terms.
  - Levels of Evidence: A Level of Evidence (I-V) must be provided for all clinical studies (not required for laboratory/basic science studies). Please use this document to identify the ‘Level of Evidence’ for your article.

- BODY OF MANUSCRIPT: The body of the manuscript for original articles (3000 words) must be structured with the following headings.
  - Introduction: State the background or hypothesis that led to the initiation of the study. Lead systematically to the hypothesis of the study, and finally, to a restatement of the objectives of the study.
  - Methods: All manuscripts dealing with patients or volunteers must include a statement in the Methods section that they provided informed consent. All manuscripts reporting animal experiments must include a statement in the Methods section that the care and use of laboratory animals complied with the guidelines of the animal utilization committee of the authors’ institution and any national law on the laboratory animals. Any research that involves a clinical trial should be registered with a national or international clinical trial registration site or other similar sites. Institutional review board (IRB) approval, when applicable, must be stated. Describe the study design (prospective or retrospective), inclusion and exclusion criteria, and the demographic data. The authors should document the statistical methods used. When the authors are reporting clinical outcomes of a study using any technique, including injections or application of plaster of Paris as well as a surgical intervention, the authors should report the ‘levels of expertise of the surgeons’ who performed the procedure. Please use this document to identify the ‘Level of Surgical Expertise’.
Results: This section should include detailed reports on the data obtained from the study. All data in the text must be presented in a consistent manner throughout the manuscript.

Discussion: In the Discussion, data should be interpreted to demonstrate whether they affirm or refute the original hypothesis. Discuss elements related to the purpose of the study and present the rationales that support the conclusion drawn by referring to relevant literature. Care should be taken to avoid information obtained from books, historical facts, and irrelevant information. The strong and weak points of the study should be included.

- REFERENCES: Authors are responsible for the accuracy of references. All references must be cited in the text. Always consult the primary source and never cite a reference you have not read. Please cite only essential references. The journal reference style has recently changed. The journal follows the American Medical Association (AMA) Manual of Style (11th Ed, 2020). This was created by editors of the Journal of the American Medical Association (JAMA) and specifies writing and citation styles for scholarly works in medicine. A condensed 3-page version of this manual that covers citing and referencing is available at this link. Free online citation generators can help authors automatically generate citations in the AMA format (citethisforme, bibguru, mybib, edubirdie & papersowl).

- FIGURE LEGENDS: Illustrations should be numbered in the order in which they are mentioned in the text (e.g., Fig. 1). Each illustration should have a brief and specific legend. Do NOT duplicate the content of the legend in the body of the manuscript.

4 Tables: Tables should be numbered sequentially in the order in which they are mentioned in the text with Arabic numerals and given a brief title. Use capital letters for the first letter of each word in the title, except articles, prepositions, and conjunctions. If an abbreviation is used in a table, it should be defined in a footnote below the table. Tables should be clear and self-explanatory, without references to the text. Avoid big tables containing large amounts of data. Do NOT duplicate material in tables in the body of the manuscript or figures.

5 Images: These include illustrations, photographs, radiographs and statistical graphs. An image refers to a single picture. You may combine multiple images in a single figure. If you are doing so, please label each image with capital letters i.e. A, B, C, etc. Please remember that each image will count towards the permissible limit. Each figure (with a single or multiple images) must be submitted as a separate file. Remove any writing that could identify a patient. Written informed consent must be obtained from the patient (parent or guardian), if the patient can be identified from the image. Previously published images must be accompanied by the written permission from the copyright holder.

II. Specific Requirements: All manuscripts need a covering letter and a title page as detailed before.

1 Case Reports and Technical Notes: Abstracts for Case Reports and Technical Notes (150 words) should summarise the contents of the article in a single paragraph WITHOUT headings, stating the aim of the study, the basic procedures used, the main findings and the principal conclusion. State the ‘keywords’ and ‘level of
evidence’ at the end of the abstract. The body of the manuscript for Case Reports and Technical Notes (1500 words) should include the following headings.

- Introduction
- Case Report/ Technique
- Discussion

2 Invited Review Articles: Abstracts for Invited Review Articles (300 words) should summarise the contents of the article in a single paragraph WITHOUT headings, stating the aim of the study, the basic procedures used, the main findings and the principal conclusion. State the ‘keywords’ and ‘level of evidence’ at the end of the abstract. Review Articles (4000 words) may use different headings in the body of the manuscript depending on the nature of the article.

3 Letter to Editor: A letter to the editor (1000 words) should meet the following criteria.

- Be related to a previously published article
- Pose a specific question that clarifies a point that was not made in the article or was unclear
- Be received within 3-months of print publication of the article
- Be deemed meaningful by the Editor-in-Chief and Editors

Letters to the Editor are not peer reviewed and are published at the discretion of the Editors. The Journal may invite replies from the authors of the original publication and discussions beyond the initial letter and response will not be published. The letter and the response may be edited by the journal without review by the author(s). An abstract is NOT required for a ‘Letter to Editor’. Please submit the main text of a ‘letter to editor/response to letter’ in the following format beginning each section on a new page.

- Dear Editor/ Body of Letter
- References
- Figure Legends (if any)

C. SUBMISSION OF MANUSCRIPT

All manuscripts are to be submitted online at https://www.editorialmanager.com/wspc-jhs/default1.aspx. Authors are required to ensure that their manuscripts meet the journal requirements as described above prior to submission.

Once a manuscript is submitted to the journal, a pdf document will be automatically generated. This is the blinded version of the manuscript (minus the covering letter and title page) that will be sent out for peer-review. The authors should check the pdf document and confirm the submission. If they need to make any changes, they should NOT confirm the submission. They should make the changes, resubmit the manuscript and check the new pdf document before proceeding.

All submitted manuscripts will be checked to see if it conforms to the journal requirements. If they do NOT meet the journal requirements, the manuscript will be returned to the authors prior to peer review.
All submitted manuscripts will also be checked with software to detect plagiarism. JHS-AP and the World Scientific Publishing Company take copyright infringement, plagiarism and other breaches of best practice in scientific publication seriously. If an article is found to have plagiarized from other sources or included copyright material without permission or without acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

D. PEER REVIEW

All submissions except ‘Letter to Editor’ will be reviewed by at least two independent reviewers. A double-blind reviewing process is used in which authors’ and reviewers’ identities are concealed. The Editor-in-Chief is responsible for the final decision regarding the acceptance or rejection of a peer-reviewed paper. Our aim is always to improve the manuscript such that it becomes acceptable for publication by the journal. You may check the status of your manuscript by logging into the submission system. The Editor-in-Chief will inform you via email once a decision has been made.

E. REVISION OF MANUSCRIPT

If your manuscript requires revision, you have 60 days to complete revision of the manuscript. After this period, the manuscript will be automatically deleted from the system and will need to be resubmitted as ‘New Submission’ and go through the peer-review process again. This is left to the discretion of the ‘Editor-in-Chief’. If you feel, you will need more time for revising the manuscript, please write to the ‘Editor-in-Chief’ before the 60 day deadline ends with a proposed date for submission of the revised manuscript.

When submitting a revised manuscript, please indicate in the text where the changes have been made by changing the font colour to red.

Please include a separate document (response to reviewers) addressing each and every comment of the reviewer in a point by point fashion.

Write your responses in three steps.

1. **Reviewer comment:**

2. **Your response:** If you disagree with the reviewer’s remark, say why.

3. **Change in manuscript based on above response:** Copy and paste the modified text from your revised manuscript. If the revision is lengthy, indicate the relevant line numbers from the revised manuscript. Do not leave this empty. If you did not make a change, say ‘no change.’

**Example**

1. **Reviewer comment:** The authors should include references to the suggestion.

2. **Your Response:** We agree that references are needed.

3. **Change:** Line 81, reference 11 and 12 were added.
G. ACCEPTANCE OF MANUSCRIPT

Your will be informed by email about acceptance of your article.

The corresponding authors must sign and scan a copy of the ‘Financial Disclosures/Copyright Transfer Form’ which must be submitted together with the article via the Editorial Manager online submission system.

We will email a PDF page proof to the corresponding author. Any corrections should be returned to the journal in seven days. Please check the proof carefully to ensure that author information, names, affiliations, sequence, contact details, funding and conflict of interest statements are correct. Authors' approval will be assumed if corrections are not returned by the date indicated. Any changes to the author list or order of authors will require all authors to sign a form authorising the change.

World Scientific Publishing Company will provide authors with access to a PDF of their final article. Our Online First allows final articles (completed and approved articles awaiting assignment to a future issue) to be published online prior to their inclusion in a journal issue, which significantly reduces the lead time between submission and publication.