

September 2020

Dear Sir or Madam,

Thank you for agreeing to publish an article in "Pro Manu" the journal of the Swiss Society for Hand Rehabilitation (SGHR/SSRM). Below please find the "Pro Manu" guidelines for authors:

Articles/text:

- Submit as a Word file with the font « Arial 10»
- the text, including the summary, should be no longer than 10.000-14.000 characters including spaces (approx. 2-3 DIN A4 pages). Illustrations are counted separately
- the following must be indicated: surname, first name, function and/or title, address and e-mail
- a short summary (abstract) of the article is to be attached with max. 1500 characters including spaces.
- Four to six keywords must be formulated in English. These are entered in the keyword database and help interested parties find articles in the ProManu Archive.

Please send your article with the separate pictures to the editorial office: either via e-mail, wetransfer.com or dropbox to: promanu.de@sghr-ssrm.ch

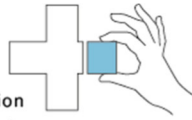
At your explicit request, you may review the article again after our internal proofreading. You may then proofread for content and grammatical corrections, but not the layout of the article. For any correction requests, we will allow a period of two days.

Illustrations are very welcome. Please note:

Please save them as a separate file (do not insert them into the text). In the text please insert clear references (example: "... see figure 1") to the image material. In this way we can integrate the images appropriately in the layout of the journal.

The pictures and illustrations must be listed in a legend, i.e. the same numbering as in the text with a short caption (for example: "...see figure 5: Mobilisation of the wrist with traction/compression").

An electronic form PDF, JPG, TIF or EPS with a resolution of at least 180 dpi/2-3MB is



required. If a digital image is not possible, a paper version in print quality, can alternatively be sent to the above address.

Please note that image material is always protected by copyright. Permission for reproduction must be obtained from the author of the image. The illustration source must be indicated. To avoid any legal consequences, photography by the authors of the article is often the simpler option.

The author is responsible for the content of the article and the authorised publication of copyright protected images.

References

- References are listed in the bibliography
- References are indicated in the text by an Arabic number in brackets at the end of the sentence or quotation concerned and before the full stop
Example: The results are supported by Thomas (9).

They are listed in the bibliography and numbered according to the order of appearance in the text.

- Reference from a book:

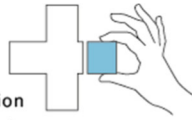
Surname, initials of the first name(s) of the author(s), title of the book, edition number from the second edition onwards, place of publication, publishing house, year of issue. Example: Sennwald G., L'entité radius-carpe. Berlin, Springer, 1987, pp. 13-46

- Reference from a journal:

Name, initials of the first name of the author (if there are several authors, add "a.o.", title of the article, title of the journal according to the Medicus Index, year of publication, volume, first and last page to be consulted. Example : Verdan CI. (1980), Evolution historique de la Chirurgie des Tendons Fléchisseurs. Rev. Méd. Suisse Romande, 100, p. 639-652

- Reference from a book chapter:

The author(s) who are not the editors of the book: Name, initials of the first name of the author(s), title of the chapter, publisher of the book, title of the book, volume, edition number



from the second, place of publication, publishing house, year of issue, first and last page to be consulted. Example : Rabischong P., 1980, - Physiology de la sensation. In: Tubiana R. (Ed) : Traité de chirurgie de la main, vol. 1, Paris, Masson, 464-491

- Online reference (homepage or document from the Internet):
Title and owner of the homepage. (date of access). Title of the document. Indication of the link to the document. Example: Hesse Schrader Services (12 January 2014). Iceberg model.
Access: [http://www.berufsstrategie.de/bewerbung-karriere-soft-skills/kommunikationsmodelle-iceberg model.php](http://www.berufsstrategie.de/bewerbung-karriere-soft-skills/kommunikationsmodelle-iceberg-model.php)

Copy deadline

The articles must be submitted to the editorial office by February 1st, for issue 1 and 1 August 1st, for issue 2 at the latest. To be able to handle any questions or corrections in good time, it is recommended that you send the files prior to these deadlines.

We are very pleased that you have agreed to write an article for “Pro Manu” and will send you 3 free copies of our journal, as well as a book voucher worth CHF 50, or an Amazon voucher worth € 40 for authors outside Switzerland.

We thank you in advance and remain with kind regards.

Jürgen Buskamp Waldvogel
German editorial office ProManu