HAND INSTRUCTIONS FOR AUTHORS

HAND is an internationally peer-reviewed journal that publishes articles written by clinicians and researchers detailing current research and clinical work in the field of hand surgery. Combining multidisciplinary expertise from surgical, medical, hand therapy, and other health care professional specialties, HAND publishes original clinical and basic science articles, comprehensive critical reviews and unique case reports related to the management of pathologies in the hand and upper extremity. This journal is a member of the Committee on Publication Ethics.

HAND is the publication and official journal of the American Association for Hand Surgery, the official English language journal of the Asociación Argentina de Cirugía de la Mano, the official journal of the Romanian Society for Surgery of the Hand, and the official journal of the Brazilian Society of Hand Surgery.

Submission of all items to HAND must be completed electronically via SageTrack.

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MANUSCRIPTS ACCEPTED TO HAND

HAND accepts manuscripts in each of the following categories related to the management of pathologies in the hand and upper extremity.

- Original clinical and basic science research articles
- Comprehensive critical reviews
- Case reports
- Letter to the Editor
- Commentary
- Multimedia articles

Manuscripts containing original material are accepted for consideration if neither the article nor any part of its essential substance, tables, or figures has been or will be published or submitted elsewhere before appearing in the Journal (in part or in full, in other words or in the same words, in English or in another language), and will not be submitted elsewhere unless rejected by the Journal or withdrawn by the author. If an author violates this requirement or engages in similar misconduct, the Journal’s Editorial Board may reject the manuscript or impose a moratorium on acceptance of new manuscripts from the author. If it deems the misconduct sufficiently serious, the Editorial Board can refer the matter for investigation to the author’s academic institution or hospital, to the appropriate state or local disciplinary body, and/or to the Ethics Committee of the society and publisher.

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It is the policy of HAND to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles. Please include any declaration at the end of your manuscript after any acknowledgments and prior to the references, under a heading ‘Conflict of interests’ (see examples below). If no conflict of interest exists, please state that ‘The Author(s) declare(s) that there is no conflict of interest’. When making a declaration the disclosure information must be specific and include any financial relationship that all authors of the article has with any sponsoring organization and the for-profit interests the organization represents, and with any for-profit product discussed or implied in the text of the article. Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the covering letter accompanying your article to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicting Interests provided in the article.

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- **Funding:** This study was funded by X (grant number X).
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- **If identifying information about participants is available in the article, the following statement should be included:** “Additional informed consent was obtained from all individual participants for whom identifying information is included in this article.”

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5. Certify that this article has not been accepted for publication elsewhere, nor have any rights or interests in the manuscript been assigned to any third party.
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The manuscript must be organized in the order indicated below.

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- Corresponding Author must provide up-to-date email address and the complete mailing address (including the city, state or province, and country) where the work was performed.
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Structured abstract (for Original Manuscripts). On the first page of the main manuscript document, include a structured abstract of not more than 250 words. The abstract should be written under the headings: Background, Methods, Results and Conclusions and should not cite any references. The first time an abbreviated term is used, spell it out in full and follow with the abbreviation in parentheses —for example: ultrasound (US). Abstracts for Case Reports and Reviews should not be structured and may not exceed 200 words.

Main Text. Must contain continuous line numbers and page numbers. Organize the text into an Introductory section that conveys the background and purpose of the report, and then into sections titled “Materials and Methods,” “Results,” and “Discussion.” When required by the nature of the report, manuscripts that do not follow this specific format may be accepted.
(additional details for main manuscript preparation for each article type can found further down).

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- Conflict of Interest Statement
- Statement of Informed Consent
- Statement of Human and Animal Rights
- Statement of Funding

**References.** Citations to references in the text should be identified by numbers in brackets. References must be numbered consecutively in ascending order as they are cited. Once a reference is cited, all subsequent citations should be to the original number. References may not appear in your Reference List unless they have been cited in the text or tables. Papers that have been accepted for publication or are in press may be listed as references, but the Journal does not reference unpublished data and personal communications. Use the format for references according to the *AMA Manual of Style 10th Edition*. For each reference, show inclusive page ranges (e.g., 7-19).

In references to journal articles, please include:
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(2) article title
(3) abbreviated journal name
(4) year
(5) volume number
(6) inclusive page numbers, in that order.

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(3) editor(s), if any
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Any text that acts as Supplemental Material should be submitted separately as a Word doc or pdf and labeled “Supplemental Material.” Supplemental figures legends should be grouped and submitted as a separate Word doc or pdf. Any Supplemental tables must each fit on one page; larger tables should be divided. Supplemental tables should be single-spaced and may include borders as needed for clarity, and the layout provided should be in the final form for publication.

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SAGE will not host codec files, or be responsible for supporting video supplementary material, where the codec used is non-standard.

ARTICLE TYPES – DESCRIPTIONS, LENGTH, Formatting

**Original Manuscript**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Report of research conducted to increase the body of knowledge of a particular area of concern in hand or upper extremity injuries.</td>
<td></td>
</tr>
<tr>
<td><strong>Number of words/tables/figures</strong></td>
<td></td>
</tr>
<tr>
<td>1. Should not exceed 3500 word limit (excluding Abstract and References)</td>
<td></td>
</tr>
<tr>
<td>2. Submitted in an editable Word document</td>
<td></td>
</tr>
<tr>
<td>3. Contain continuous line numbering and page numbers, double-spaced</td>
<td></td>
</tr>
<tr>
<td>4. No more than 7 figures or tables. (Any figures beyond 7 should be designated as Supplemental Material)</td>
<td></td>
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</tbody>
</table>

| **Title Page**                                                              |                                                                 |
| 1. Title of the article                                                     |                                                                 |
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| **Manuscript Format**                                                       |                                                                 |
| 1. Structured Abstract                                                      | 6. Conclusions                                                  |
| 2. Introduction                                                             | 7. Statements                                                   |
| 3. Methods                                                                  | 8. References (not to exceed 40)                                |
| 4. Results                                                                  | 9. Figure(s)                                                    |
| 5. Discussions                                                              |                                                                 |

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| Initial review by the Editor-in-Chief or an Associate Editor. Some manuscripts that are deemed inappropriate for the journal or very low priority by the editorial staff may be returned without review. If eligible for publication, the manuscript will be reviewed by 2 or more external reviewers with the final decision made by the Editor-in-Chief. |                                                                 |

| **Comprehensive Critical Reviews**                                         |                                                                 |
| Description                                                                 |                                                                 |
| A thorough review of the literature presenting new relevant information to the areas of hand and upper extremity injuries. |                                                                 |
| **Number of words/tables/figures**                                         |                                                                 |
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3. For all contributing authors, indicate the departmental and institutional affiliation(s) for each author  
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5. At the bottom, indicate any Acknowledgments of Grant Support or other Acknowledgements |
| **Manuscript Format** | 1. Abstract  
2. Introduction  
3. Methods  
4. Results  
5. Discussions  
6. Conclusions  
7. Statements  
8. References (not to exceed 40)  
9. Figure(s) |
| **Peer Review** | Initial review by the Editor-in-Chief or an Associate Editor. Some manuscripts that are deemed inappropriate for the journal or very low priority by the editorial staff may be returned without review. If eligible for publication, the manuscript will be reviewed by 2 or more external reviewers with the final decision made by the Editor-in-Chief. |

**Case Reports [Limited Acceptance] – All accepted Case Reports are now being published online only.**

| **Description** | The presentation of a case that describes the signs, symptoms, diagnosis, treatment and follow-up of a patient. Case reports should be unique in nature and provide readers with educational insights and value. |
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3. For all contributing authors, indicate the departmental and institutional affiliation(s) for each author  
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MANUSCRIPT FORMAT

1. Abstract
2. Introduction
3. Methods
4. Results
5. Discussions
6. Conclusions
7. Statements
8. References (not to exceed 20)
9. Figure(s)

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Initial review by the Editor-in-Chief or an Associate Editor. Some manuscripts that are deemed inappropriate for the journal or very low priority by the editorial staff may be returned without review. If eligible for publication, the manuscript will be reviewed by 2 or more external reviewers with the final decision made by the Editor-in-Chief.

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Comments on a published manuscript to expand on or clarify a particular subject of interest.

Number of words/tables/figures
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- Submitted in an editable Word document
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- No more than 2 figures or tables.

Title Page
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2. No more than 5 relevant references

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Multimedia articles are papers where the video is the heart of the article. The video should contain the original content of the article and the text should be used to supplement the video.
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