

Author Manuscript Guidelines

All manuscripts must be submitted online at <https://www.editorialmanager.com/jfwhp/>. Please follow the instructions below. Manuscripts submitted via email will not be accepted.

Title Page and Author Information

A separate title and author page is required and must include the following information:

- Title of manuscript (15-word limit)
- Name(s) of author(s) and institution affiliation(s)
- Contact author information, including email address and phone number
- The title page should also include any acknowledgments, funding sources, disclosures, and potential conflicts of interest(s) by the authors.
- If the study was registered as a clinical trial or systematic review, please provide the number.

Main Manuscript Body

Anonymized Title and Abstract Page

The first page of the manuscript should include the title and abstract. The abstract is formatted based on the type of manuscript submitted (see manuscript types below). This page is before the main manuscript and will be sent to the reviewers during our *anonymous* review process. Do not place identifying information on this anonymized title page or in the anonymized manuscript.

Anonymized Manuscript

JFWHP uses a *double anonymous-anonymous* peer-reviewed process. Author(s) must ensure that all identifying information is excluded from the main manuscript files. Please follow the guidelines below:

1. No identifying author(s) or institutional information may be included in any place in the main body of the manuscript, figures and tables, or other media (e.g., blind title page, subjects, methods, funding, acknowledgments).
2. If the study was a registered clinical trial or systematic review, indicate "registration number XXX" in the body of the manuscript and include the actual registration number in the Title Page file (see above).

3. Sources of funding, conflicts of interest statements, and acknowledgments must be anonymized in the body of the manuscript. These details can be provided in the Title Page file (see above).
4. Remove identifying information created within Microsoft Word settings (File → Info → Inspect Document).
5. For authors invited to revise and resubmit their manuscript for further peer review:
 - a. No identifying information (e.g., author name) may be included in the "Response to Reviewer" portion of the resubmission.
 - b. Do not re-insert identifying information into the body of the manuscript (e.g., authors, funding, acknowledgments).
 - c. Track changes and comments in the body of the manuscript may not be used to signify revised text. Revised text color should be different (example, red font) or highlighted.

The *main manuscript* must begin with the 1st page that has the 1) manuscript title and 2) abstract of no more than 300 words. Abstract requirements are specific to the manuscript type (*See below*). Immediately following the abstract, 3–5 keywords must be included. The keywords cannot replicate words included in the title.

Manuscript Text

JFWHP requires manuscript submissions to be written in English as a Microsoft Word Document. The abstract must be *single-spaced*, and the main manuscript text must be *double-spaced*. The main document must include *page numbers* and *continuous line numbers*. Author(s) are encouraged to write in a concise and direct format using first person. Author(s) should avoid using unnecessary wording or abbreviations. Acronyms and abbreviations can be used but must be spelled out first in the text. JFWHP uses the *AMA Manual of Style, 11 edition*, for formatting and style, which includes metric numbers and units.

JFWHP discourages the use of already published and copyrighted materials. Authors are responsible for obtaining permission to reprint material. If copyrighted material is used, the authors must include a letter granting permission to reprint the material. Authors are responsible for all financial costs associated with permission to use such materials. *Please see the section on Publication Ethics.*

Manuscript Page and Line Numbering

All pages of the *main manuscript* should include 1) the page number at the bottom and 2) continuous line numbering. Author(s) should begin using continuous line numbers on the 1st manuscript page (manuscript title and abstract).

Referencing

JFWHP uses the *AMA Manual of Style, 11 edition* for in-text citations and the references list. Author(s) are encouraged to use relevant published works or papers that have been published and are responsible for accurately citing all references in the recommended style. Here are some reference examples:

- Journal Articles
 - Cheatham SW, Baker R. Tissue Flossing: A Commentary on Clinical Practice Recommendations. *Int J Sports Phys Ther.* 2024;19(4):477-489.
 - Reep NC, Leverett SN, Heywood RM, Baker RT, Barnes DL, Cheatham SW. The Efficacy of the Mulligan Concept to Treat Meniscal Pathology: A Systematic Review. *Int J Sports Phys Ther.* 2022;17(7):1219-1235.
- Book
 - *Whole Book:* Riegelman RK, Kirkwood B. Public Health 101: Healthy People--Healthy Populations. 2nd ed. Jones & Bartlett Learning; 2015.
 - *Book Chapter:* Riegelman RK. Chapter 11: Meta-analysis. In: Riegelman RK, ed. Studying a Study and Testing a Test: How to Read the Medical Evidence. 5th ed. Lippincott Williams & Wilkins; 2005:99-115.
- Website
 - *Author:* Rainie L. The rise of the e-patient. Pew Research Center Internet and the American Life Project. October 7, 2009. Accessed January 11, 2012. <https://www.pewresearch.org/internet/2009/10/07/the-rise-of-the-e-patient-2/>
 - *No Author:* Air Quality. Centers for Disease Control and Prevention. Updated June 28, 2021. Accessed July 28, 2021. <https://www.cdc.gov/air/default.htm>

Figures

All figures should be professional in appearance. For the initial manuscript review, figures, including their numbers, descriptions, and legends (if applicable) should be placed with the text body of the manuscript. Authors need to note the figure and number (Figure #) in all relevant areas of the manuscript.

For all figures, author(s) should use clearly defined symbols, bars, and a descriptive footnote section that explains abbreviated terms (if applicable). Figures reporting study findings should include the level of significance (e.g., $p < 0.05$) and effect size (if applicable).

Figures with images of subjects must have permission. Author(s) must obtain permission from the subject to use their likeness in the journal. The JFWHP photo release form may be downloaded at (weblink). Authors must submit the photo release form as supplemental material to the main manuscript files.

JFWHP accepts *both color and black & white figures*. Images should have a minimum resolution of 300 pixels per inch (ppi). Please indicate the file format of the graphics. Hand drawings or hand lettering are not accepted. The journal accepts JPEG, TIFF, or EPS image formats for both Macintosh and PC platforms.

Figure placement (manuscript text): Each figure should be included within the text of the manuscript for the initial anonymized peer review. Author(s) should use the acceptable image format and note the figure (Figure #) in the manuscript text in all relevant sections.

Tables

All tables should be professional in appearance. Tables, including their numbers, descriptions, and legends (if applicable) should be placed within the text body of the manuscript. Authors need to note the table and number (Table #) in all relevant areas of the manuscript.

Tables should use defined symbols and figures and a descriptive footnote section explaining the table(s) symbols or figures (if applicable). Tables should include pertinent study findings, including the level of significance (e.g., $p < 0.05$) and effect size (if applicable). Tables should be formatted using the table function of the word processing program rather than aligning columns in text with tabs and spaces or using text boxes.

Table placement (manuscript text): Each table should be included within the text of the manuscript for the initial anonymized peer review. Author(s) should use the table format and note the table (Table #) in the manuscript text in all relevant sections. For tables that include citations, references should be cited in the table by reference number and not publication year.

Manuscript Terminology and Units of Measurement

JFWHP encourages authors to use standard terms consistent with exercise science, health and fitness, and biological sciences. JFWHP endorses the International System of Units (SI) or metric system for reporting statistical results within the text, figures, and tables. Thus, authors should use standard terms and metric units within their manuscripts.

Author Required Forms

Author (s) must complete and upload the **copyright transfer, manuscript checklist, conflict of interest forms**, and manuscript files to the journal submission website. Author(s) may also need to upload other forms related to the different manuscript types (see below).

Manuscript Types

Original Research Study

Original research study abstracts are limited to 300 words, and the main body is limited to ~ **6,000** words (excluding abstract, figures/tables, and references). Figure and table placement requirements are discussed in the section below. There is no reference limit. Author(s) are encouraged to cite relevant studies to reflect the best research evidence. The main body must include an introduction, methods, results, discussion, and conclusion. These are detailed below:

Abstract: The abstract may not exceed **300 words** and must include the following headings: Background/Objectives, Methods, Results, and Conclusions.

Introduction: This section should provide an overview of the problem with relevant supporting research. Author(s) should identify potential research gaps and explain how this study will contribute to the existing body of evidence. The introduction should conclude with a specifically stated purpose and hypothesis. Note: The introduction should be concise and specific to the research question without a comprehensive review of existing literature.

Methods: This section should include the following sections and subheadings:

- **Study Design:** This section should name the type of study design and include the independent and dependent variables. A statement that Institution ethics review board approval was granted with the corresponding number “IRB #”. If the study was a registered clinical trial, please indicate the “registration number XXX” and include the actual registration number in the Title Page file.
- **Patients or Participants:** This section should include the type of participant sampling method, relevant sample demographics (e.g., mean age, body mass, biological sex, number of subjects in each group), inclusion and exclusion criteria, and a statement that study participants provided written informed consent.
- **Procedures:** This section should clearly detail the testing procedures, including pilot testing (if applicable), steps taken for primary data collection, and the intervention/s. The outcome measures and the instrumentation used to obtain the data should also be detailed, with associated measurement properties (e.g., validity, reliability).
- **Statistical Analyses:** This section should clearly detail the analytic approach used to test the a priori hypotheses using the appropriate statistical methods. The type of software used to perform the statistical calculations should also be detailed.

Results: This section should present the results in a clear, concise manner that is relevant to the study’s purpose. Author/s are encouraged to use figures and tables to illustrate key findings that should not be repeated in the text (as needed). Author(s) are also encouraged to provide metrics, accurate p-values, and effect size (where applicable). The results section should reflect all statistical calculations used in the data analysis. This section should only summarize the study findings and not provide a discussion or explanation of why the results happened or justify the specific statistics used.

Discussion: The section should provide a formal discussion and critical appraisal of the study findings. The study purpose or hypothesis should be discussed and considered in context to other

relevant published works. This section should also include study limitations, generalizability, and suggestions for future research in the context of the research evidence. Author(s) are encouraged to avoid overgeneralizing study findings.

Practical Applications: This section should highlight the key practical applications of the research findings that can be used by practitioners and other readers.

Conclusions: This section should provide a summary of the important study findings. Conclusions should be directly supported by the data and should highlight the importance of the work that was performed while avoiding overgeneralization.

Figures and Tables: Authors must include all figures and tables within the manuscript text body for the initial anonymized peer review. Please see the prior section regarding JFWHP figure and table creation, formatting, and placement guidelines.

Acknowledgments* (See Title page section)

Conflict of interest* (See Title Page section)

References

Appendices (if applicable)

Note: Author(s) must complete and upload the **CONSORT form** for Randomized Controlled Trials.

Systematic Review/Meta-Analysis

Systematic Review/Meta-Analysis abstracts are limited to **300 words**, and the main body is limited to **~8,000 words** (excluding abstract, figures/tables, and references). Figure and table placement requirements are discussed in the section below. Author(s) should cite all references used in the manuscript, including accepted studies. The main body must include an introduction, methods, results, discussion, and conclusion. Author(s) are encouraged to have conducted a search within ~3 months of initial submission to ensure data sources are current. *Note:* **PRISMA** flow diagrams and checklists should be submitted for manuscripts of randomized trials and the **MOOSE** checklist for observational studies. The systematic review and meta-analysis manuscript details are below:

Abstract: The abstract may not exceed 300 words and must include the following headings: Background/Objectives, Methods, Results, and Conclusions.

Introduction: This section provides an overview of the problem and the need for the review and/or meta-analysis. Author (s) should discuss potential research gaps and explain how this study will contribute to the existing body of research evidence. This section should conclude with the study question(s) to be addressed by the review. *Note:* The introduction should be concise and related to the research question without a comprehensive review of existing literature.

Methods: This section should begin by discussing the study design as being a systematic review or a systematic review with meta-analysis. The reporting guidelines (e.g., PRISMA) should also be discussed. Author(s) should discuss if registration for review was sought (e.g., PROSPERO, Cochrane Collaboration). This section should next explain how the research was conducted, including the search strategy, data sources (e.g., online databases), study selection (inclusion and

exclusion criteria), data extraction, quality assessment/risk of bias, and data analysis. A *flow diagram* (e.g., PRISMA) should be used to clearly illustrate the study selection process, including accepted and excluded studies. Author(s) should use *accepted systems* (e.g., PEDRO, Modified Downs and Black) to analyze the quality assessment/risk of bias of studies. Appropriate statistical methods should be discussed when used for descriptive results and/or to quantitatively measure the quality of evidence. Author(s) are encouraged to clearly discuss the subsections noted above using subheadings.

Results: This section should discuss the results of the review, including but not limited to included and excluded studies, pertinent information from accepted studies (e.g., total sample size and demographics), and results of the quality assessment/risk of bias analysis.

- **Systematic Review:** should provide a qualitative analysis of the accepted studies to further obtain an answer to the search question or interest. These reviews may use descriptive statistical calculations (e.g., percentages) to support findings from the search strategy (if applicable).
- **Meta-Analysis:** should include pooled statistical results of accepted studies to further obtain an answer to the search question or interest. Appropriate statistical calculation (e.g., effects size, 95% CI) should be used to quantitatively measure the quality of evidence regarding a procedure, treatment, or association. This analysis should also include a description of how the data was pooled and details of any sensitivity analyses.

Discussion: This section provides a formal discussion and critical appraisal of the results and integrates them into the body of research evidence. This section should also include limitations of the systematic, generalizability, and suggestions for future research in the context of the research evidence. Author/s are encouraged to avoid overgeneralizing their findings.

Practical Applications: This section should highlight the key practical applications of the research findings that can be used by practitioners and other readers.

Conclusions: This section should provide a concise summary of the important study findings, implications for professionals, suggestions for further research, and strengths of recommendations. Author(s) should avoid overgeneralizing their findings.

Figures and Tables: Authors must include all figures and tables within the manuscript text body for the initial anonymized peer review. Please see the section regarding JFWHP figure and table creation, formatting, and placement guidelines.

Acknowledgments* (See Title Page section)

Conflict of interest* (See Title Page Section)

References

Appendices (if applicable)

Note: Author(s) must complete and upload the **PRISMA form** along with the manuscript files.

Case Study / Case Series

Case study/Case Series abstracts are limited to **300 words**, and the main body is limited to **~3,500 words** (excluding abstract, figures/tables, and references). Figure and table placement requirements are discussed in the section below. There is no reference limit. Author(s) are encouraged to cite relevant studies to reflect the best research evidence. The main body must include an introduction, case description, management and outcomes, discussion, and conclusion. The manuscript details are below:

Abstract: The abstract may not exceed 300 words and must include the following headings: Background, Results, and Conclusions.

Introduction: This section provides the background information to support the relevance of the case(s) with supporting research. This section may also discuss relevant concepts as they pertain to the case(s) presentation, management, and outcomes.

Case Description: This section should provide a description of the case(s), which should include relevant patient/client history, case presentation, and clinical reasoning (if applicable). Author(s) should clearly discuss the clinical reasoning as it relates to the case(s) and how it impacted the management and outcomes if applicable. On the other hand, if the case study is more observational in nature, describe the methods used to obtain the data being reported.

Management and Outcomes: This section discusses the care provided to the patient(s) or client(s). Surgical and non-surgical interventions should be described. Non-surgical interventions may include but are not limited to pharmacological, rehabilitation, fitness training, wellness, strength and conditioning, etc. Interventions should also include substantive details regarding specific variables and parameters and outcome measures used to document progress and results and short- and long-term follow-up.

Discussion: This section should provide a formal discussion of the patient(s) or client(s) case supported by a review of the literature. If applicable, this section should also discuss the case(s) pathology/injury, the rationale behind the clinical decision-making and management strategies, patients' responses, and outcomes. If the case study is more observational in nature, the discussion should focus on what was observed and how it relates to the relevant literature.

Practical Applications: This section should highlight the key practical applications of the research findings that can be used by practitioners and other readers.

Conclusions: This section provides a brief summary of the case, what was learned by the author(s), and relevant conclusions and recommendations for professionals to consider for their own practice.

Figures and Tables: Authors must include all figures and tables within the manuscript text body for the initial anonymized peer review. Please see the prior section regarding JFWHP figure and table creation, formatting, and placement guidelines.

Acknowledgments* (See Title Page section)

Conflict of interest* (See Title Page section)

References

Appendices (if applicable)

Note: Author(s) must complete and upload a **photograph release form** if images of models (e.g. identifiable images) were used in the manuscript. Please upload it along with the manuscript files.

Critically Appraised Topic

A Critically Appraised Topic (CAT) is a short summary of available evidence focusing on a clinical question. Typically, a CAT includes the appraisal of 3-5 relevant studies published within the last 5 years. If the search results in more than 5 studies, a systematic review is more appropriate.

The CAT abstract is limited to 300 words, and the main body is limited to ~3,500 words (excluding abstract, figures/tables, and references). Figure and table placement requirements are discussed in the section below. Author(s) should cite all references used in the manuscript, including accepted studies.

The manuscript body must include the following main sections: introduction, focused question, search strategy, evidence of quality assessment, results of search, results of evidence quality assessment, practical bottom line, and implications for practice and future research.

Abstract: The abstract may not exceed 300 words and must include the following sections:

- Introduction: A brief description of the relevant scenario that leads to the case question.
- Focused Question: The focused question is stated.
- Summary of Findings: A concise summary of key findings from the analysis.
- Practical Bottom Line: The most important information gained from the analysis, including the level of evidence and strength of recommendation taxonomy (SORT).
- Conclusion: A concise summary including implications for practice and recommendations for future research.

Introduction: This section provides a brief description of background information that demonstrates the need and relevance of the focused question. This section should be limited to ~2-4 paragraphs.

Focused Question: This section states the research question that is supported by the search strategy.

Search Strategy: This section summarizes the search strategy process. This section should begin with a brief overview paragraph that clearly discusses the search process, including online databases, websites searched, direct journal searches, and search timeframe. The following subsections should follow the overview paragraph.

- *PICO format:* [Patient (Client)/Population/Problem; Intervention; Comparison; Outcome(s)].
- *Search Terms:* List key terms used in the electronic database and website search.
- *Inclusion and Exclusion Criteria:* Describe the process and criteria for study selection and further analysis

Evidence of Quality Assessment: This section describes the method used to appraise the quality of evidence found through the search strategy to answer the focused question. Recommended quality assessment scales may include but are not limited to the PEDro scale, QUADAS scale, STROBE statement, and Joanna Briggs Institute critical appraisal tools. Related online resources are below:

- PEDro scale (www.pedro.org.au/)
- QUADAS scale (www.quadas.org)
- STROBE statement and associated checklists (www.strobe-statement.org/?id=available-checklists)
- JBI critical appraisal tools (<https://jbi.global/critical-appraisal-tools>)

Authors also need to use the *Oxford Centre for Evidence-based Medicine (OCEMB)* level of evidence scale to grade each study used in the literature search (<https://www.cebm.ox.ac.uk/resources/levels-of-evidence/ocebmllevels-of-evidence>).

Results of Search: This section summarizes important findings from the literature search to answer the focused question. Key findings should be highlighted from the “best” synthesized evidence.

- Author(s) are encouraged to include a figure of a flowchart outlining the literature search process and results.

Results of Evidence Quality Assessment: This section provides a brief summary of the strengths and weaknesses of the research evidence used to answer the clinical questions. The findings from the evidence quality assessments (e.g., PEDro scale) and OCEMB level of evidence scale should be included.

Practical Bottom Line: This section should discuss the answer to the focused question and provide key practical applications from the literature research. Relevant research findings can be discussed and how the information can be used by professionals and other readers. Relevant findings can also be compared to related published evidence to further support the findings. Authors must also discuss the *strength of recommendation* for the answer(s) found in the literature search and how it can translate to professional practice.

- Strength of Recommendation Taxonomy (SORT): Grading Evidence in Medical Literature <http://www.aafp.org/pubs/afp/issues/2004/0201/p548.html>

Implications for Practice and Future Research: This section provides a discussion based on the focused question, available evidence, and strength of recommendation. Author(s) should discuss professional implications and suggestions for future research.

Tables: Summary of Best Evidence: Author(s) need to provide a table that summarizes the accepted studies used in the analysis. The tables should provide descriptive data for each study used to answer the critically appraised topic focused question. Table headings/rows may include but are not limited to authors, title, study design, participants, inclusion/exclusion criteria, independent variable (e.g., intervention), outcome measures (e.g., main findings), results, level of evidence, and quality assessment score. Please see the prior section for more information regarding JFWHP table formatting guidelines.

References

Appendices (if applicable)

Figures and Tables: Authors must include all figures and tables within the manuscript text body for the initial anonymized peer review. *Authors should also include the recommended figures and tables for this type of manuscript, as noted in the prior section. Please see the prior section regarding JFWHP figure and table creation, formatting, and placement guidelines.

Narrative Review

A **narrative review that includes clinical commentary or current concepts review** provides a professional discussion on a relevant topic to fitness, wellness, human performance, and health. The structured abstract should summarize the topic and be limited to 300 words. The main body of the manuscript should be limited to **~6,000** words and may contain different headings based on the information presented. All review articles should provide a balanced review of a well-researched topic in our field. All articles should be referenced primarily to original evidence-based practice research or related systematic reviews/meta-analyses. Figure and table placement requirements are discussed in the section below. There is no reference limit. Author(s) are encouraged to cite relevant studies to reflect the best research evidence.

Figures and Tables: Authors must include all figures and tables within the manuscript text body for the initial anonymized peer review. Figures and tables are limited to 5 each. Please see the prior section regarding JFWHP figure and table guidelines.

Technical Note/Tips from the Field

The Technical Note and Tips from the Field presents a novel topic related to fitness, wellness, health, and human performance in a brief format. The manuscript should include a structured abstract summarizing the topic and should be limited to **300 words**. The main body of the manuscript should be limited to **~1,500** words and may contain different headings based on the information presented. Figures and tables are limited to 3 each, and author(s) should limit references to **~20 citations**.

Figures and Tables: Authors must include all figures and tables within the manuscript text body for the initial anonymized peer review. Please see the prior section regarding JFWHP figure and table creation, formatting, and placement guidelines.

Publication Ethics: Plagiarism, Copyright Infringement, and Artificial Intelligence

JFWHP does not accept manuscripts that include copyright infringement, plagiarism, or other breaches of research ethics or publication best practices. Authors are responsible for the accuracy of all content within the submitted manuscript. JFWHP seeks to protect the rights of our authors and will always investigate claims of plagiarism or misuse of articles published in the journal. JFWHP also seeks to protect the reputation of the journal. Submitted manuscripts will be checked using plagiarism detection and duplication-checking software.

JFWHP reserves the right to take action when a manuscript is found to have plagiarized other work or use copyright material without permission or insufficient acknowledgment, when manuscript authorship is contested, or where data or other information is found to be incorrect or falsified. JFWHP specific action may include but are not limited to publishing an erratum or corrigendum (correction), retracting the article, taking up the matter with the head of the department or dean of the author's institution and/or relevant academic bodies or societies, banning the author from publication in the Journal, or appropriate legal action.

JFWHP acknowledges the benefits and use of artificial intelligence (AI) tools. Authors must disclose (within the title page) how the technology was used, such as using AI to help write the manuscript, generate figures and/or tables, collect data, or generate or identify references. Authors must disclose how the AI tool was used, which tool was used, and for which aspects of the manuscript. *Author(s) are responsible for all manuscript content submitted to the journal, including parts generated by the AI tool.*

Protection of Human Subjects

JFWHP supports the protection of the rights of human subjects. Within manuscripts using human subjects, statements must be included in the Methods Section that the study was approved by an Institutional Review Board (and the Board should be named) and that informed consent of subjects was obtained prior to the collection of data. For the purpose of review, these statements should be anonymized and then changed if the paper is selected for publication.

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Author Fees

JFWHP is a membership-based journal. The journal does not charge authors a manuscript submission fee or page charges. Once a manuscript is accepted for publication and sent in for typesetting, it is expected to be in its final form.