

Guidelines for authors of „Die Rehabilitation“

	Original paper	Review	Submission via Scholar One Manuscripts (https://mc.manuscriptcentral.com/reha)
Title	German and English, short, informative, max. 200 characters ¹ in each language		Only use the input field
Author names and institution addresses	No author names, institutions and addresses in the main document		Only use the input field
Abstract	German and English; max. 2500 characters ¹ in each language Provide the sections <ul style="list-style-type: none"> • Purpose • Methods • Results • Conclusion (in German: Ziel der Studie, Methodik, Ergebnisse, Schlussfolgerung)	Non-structured abstract	Only use the input field
Keywords	3-6 Keywords in German and English		Only use the input field
Main Document	Publication is possible in German or English Structure: Introduction, Material and Methods, Results, Discussion, Key Message	Structure with subheading, Key Message	Upload Manuscript and Reference list (without Abstract, figures or tables) as one Word document: <i>File Designation: 1. Main Document For Revision</i> Download the peer reviewed manuscript on your hard disk Use the Word feature „track changes“ to mark your modifications
Number of characters	30.000-35.000 signs ¹ (incl. reference list), total max. 4 figures and tables (more figures/tables only as supplemental material)		
Figures	<ul style="list-style-type: none"> • Colour or Black-and-White image files: *.tif, *.jpg (resolution: 300 dpi). • charts or drawings: *.tif or *.jpg, resolution: 600 dpi • parts of figures: mark with small letters (a, b, c, d...) • every figure needs a legend 		Not integrated in the main document, upload individually <i>File Designation: 2. Figure</i>
Tables	Every table needs a legend		Upload as Word-File <i>File Designation: 3. Table</i>
Legends	At the end of the main document, please list all figure and table legends.		
References	Max. 30		
Code names / fake names / fictional personal data	According to Thieme guidelines, data about actual persons must be systematically alienated to protect personal rights and to make code names always recognizable as such. If one or several persons are provided with code names in pictures or texts, the following options are to be used: <ul style="list-style-type: none"> • Individual persons (for example individual persons on forms / exemplary filled in prescriptions / templates): 		

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	<ul style="list-style-type: none"> ○ male: Herr M., M. Mustermann, Max Mustermann ○ female: Frau M., E. Musterfrau, Erika Musterfrau • Several persons (for example exemplary tables / charts / surveys / complex case examples): <ul style="list-style-type: none"> ○ male: Alexander, Alfred, Felix, Johannes, Julius, Karl, Leon, Ludwig, Niklas, Samuel ○ female: Anna, Charlotte, Clara, Emma, Frieda, Johanna, Laura, Lena, Mia, Sophie • Use of surnames: As standard, only abbreviated surnames are used. Valid abbreviations are: B., D., L., M., N., P., R., S., T. If absolutely necessary in an individual case, the following written-out German surnames are also valid: Bauer, Müller, Meyer, Schneider, Fischer. • Individual persons (English): <ul style="list-style-type: none"> ○ male: Mr. D., J. Doe, Jon Doe ○ female: Ms. D., J. Doe, Jane Doe • Several persons (English): <ul style="list-style-type: none"> ○ male: Andrew, Charles, David, George, James, Michael, Matthew, Robert, Thomas, William ○ female: Anne, Bridget, Catherine, Emily, Elizabeth, Jane, Melissa, Sarah, Susan, Victoria • If absolutely necessary in an individual case, the following written-out English surnames are also valid: Brown, Jones, Smith, Taylor, Williams. • If names from further language areas are required (for example Turkish, Russian, Spanish names), they must be unambiguously labeled as editorially changed names in the text as well as in the caption of figures (for example within a footnote or with the phrase “editorially changed names” in parentheses). • Further fictional data is combined with the word “Muster” or the word “sample” in English (for example Musterfirma, Musterinstitut, Sample Company, Sample Institute). Furthermore, the following applies: <ul style="list-style-type: none"> ○ addresses: Musterstraße 123, 1234 Musterstadt ○ date of birth without numbers: TT.MM.JJJJ ○ phone number: (01234) 56789-0 ○ medication: Mustermedikament ○ result: Musterbefund 		
¹ Incl. blanks			