



ISSN: 1135-8599

Cuestiones de Fisioterapia

REVISTA UNIVERSITARIA DE INFORMACIÓN E INVESTIGACIÓN EN FISIOTERAPIA



Instructions for the publication of papers

Guidelines for Authors

Updated in September 2014

GENERAL CONSIDERATIONS

Presentation

Cuestiones de Fisioterapia (Issues of Physiotherapy) is a four monthly publication (three issues per year) which is the scientific publication of the Sociedad Andaluza de Fisioterapia "SOFIA" (Andalusian Society of Physiotherapy "SOFIA"), in collaboration with the Physiotherapy Research Group (CTS-305) at the University of Seville, and the University of Alcalá. It is presented as a means for the dissemination and exchange of scientific knowledge in the discipline of Physiotherapy in the fields: clinical care, academic, management, and education and health promotion. It is intended for researchers, academicians and physiotherapy professionals, as well as other groups in the medical field related to movement dysfunction, disability and dependence.

Cuestiones de Fisioterapia will accept unpublished works: research articles in their various forms developed in the general field of Physiotherapy, both in the theoretical aspect and especially in the applied aspect. The journal also welcomes articles of opinion / reflection and meaningful experiences of professional interventions which will be published in the Special Features section. All manuscripts submitted for publication will be judged by the editorial board and, if they pass the initial assessment, by at least two external reviewers (peer-review) who will perform the evaluation anonymously.

Adhesion to the recommendations of the ICMJE

The journal *Cuestiones de Fisioterapia* adheres to the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (ICMJE Recommendations), whose official version is available at www.icmje.org and its translation into Spanish at http://www.metodo.uab.cat/docs/Requisitos_de_Uniformidad.pdf. Therefore, manuscripts should be prepared following said recommendations and comply with these rules.

SECTIONS

Original Papers

In this section original studies of clinical and epidemiological research related to Physiotherapy are published. Scientific papers are also accepted on the educational, fundamental, management and organization aspects, performed in the field of Physiotherapy or whose results are of interest in this field. Manuscripts will be structured into the following sections: Introduction, Material and

Methods, Results, Discussion and Conclusions. The text must not exceed 4,500 words; up to six figures and six tables will be accepted, and a maximum of 30 references. A structured abstract with a maximum of 250 words and 3 to 6 key words will be included. It is recommended that the number of authors should not exceed six.

Original short articles

In this section, original works that due to their objectives and results may have a short extension are published. They will have the same structure as the original: Introduction, Material and Methods, Results, Discussion and Conclusions. The text must not exceed 2,500 words; up to six figures or tables and a maximum of 20 references will be accepted. A structured abstract with a maximum of 200 words and 3 to 6 key words will be included. It is recommended that the number of authors should not exceed four.

Case Studies

Studies are published in this section, which describe one to three cases of exceptional observation that contribute significantly to the knowledge of Physiotherapy. Manuscripts should present the following structure: Introduction, Case description or detailed clinical observation (if more than one shall be shown as Case 1, Case 2, etc.), Results and Discussion. The text must not exceed 2,500 words; up to four figures or tables, and a maximum of 15 references will be accepted. A structured abstract with a maximum of 200 words and between 3 and 6 keywords will be included. It is recommended that the number of authors should not exceed three.

Reviews

In this section, works on literature reviews, systematic reviews and meta-analysis of relevant issues in the field of Physiotherapy are published. The manuscript will present the following structure: Introduction, Material and Methods, Results, Discussion and Conclusions. The text should not exceed 3,500 words; up to six tables or figures and a maximum of 60 references will be accepted. A structured abstract with a maximum of 250 words and 3 to 6 key words will be included. It is recommended that the number of authors should not exceed four.

Editorial

In this section articles involving an update or an interesting point about a topic of interest in Physiotherapy or papers that offer information relative to the scientific discipline of Physiotherapy in any of its fields from a certain point of view are published. The text should not exceed 1,500 words. These articles are commissioned by the Editorial Board of the journal. The authors who are willing to collaborate in this section must first consult the Editorial Board.

Letters to the Editor

This section consists of manuscripts on current scientific information in which the discussion of recently published issues in Cuestiones de Fisioterapia are accepted, and the contribution of observations or experiences that due to their characteristics can be summarized in a brief text that does not exceed 700 words . Up to two figures or tables and six references will be accepted. It is recommended that the number of signatories should not exceed three.

Special Articles

Works of particular interest for Physiotherapy in any of its aspects are published in this section. They may appear under different names depending on their content: Reflections on Physiotherapy, Consensus Conferences, Continuing Education, Teaching, Technical Reports, etc. It is usually a commissioned section, however, the Editorial Committee may consider non-requested works of these characteristics for publication, and submit them to the peer review process. Up to six figures

and tables and a maximum of 30 references will be accepted. An organized abstract similar to the text with a maximum of 250 words and three to six key words should be included.

In the text of those articles that are not derived from research, a clear and organized presentation in different sections according to the narrative logic (introduction, topic development, conclusions) should be ensured, while taking special care of the syntax and wording.

ETHICAL RESPONSIBILITIES

The authors are required to declare in the manuscripts the following aspects:

Protection of persons and animals

Cuestiones de Fisioterapia adheres to the basic principles of the Declaration of Helsinki of the World Medical Association. When the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the Declaration of Helsinki of the World Medical Association, updated in 2013 (<http://www.wma.net/en/30publications/10policies/b3/index.html>); and that the study has been previously assessed and authorized by the corresponding Ethical Committee (institutional or regional). When animal experiments are described they will indicate that the rules of the institution or the National Research Council, or national laws regarding the care and use of laboratory animals have been followed.

Confidentiality and Informed Consent

Authors are responsible for carrying out the protocols established by their respective health centers to access the data of medical records for research purposes and scientific circulation. Therefore, they must declare compliance with this requirement. Likewise, the authors are required to ensure: that the requirement of having informed all patients included in the study has been fulfilled, that they have obtained their written informed consent to participate in the study and are in possession of such documents signed by patients. Authors must state in the "Materials and Methods" section that the procedures used in patients and controls were performed after obtaining informed consent.

Privacy

Patients have the right to privacy of their data, which should not be published. The authors are responsible for ensuring that right, stating that the manuscript referred to does not violate the rules of protection of personal data and protecting the identity of patients both in writing the article and images. No names or initials, nor medical record numbers of the hospital (or any other irrelevant data for research that could identify the patient) will be used, unless such information is essential for scientific purposes, in which case it can be used in an article provided that the patient or their legal representative give written informed consent thus authorizing the publication, reproduction and dissemination in a paper and access free internet. Authors are responsible for obtaining such authorization and shall state in the manuscript that it has been obtained.

Funding

The authors will declare whether the research has received any type of funding and the source of any financial and material aid they have received, indicating the organism, agency, institution or company as well as the project, agreement or contract number. Authors should recognize if research has received funding from the US National Institutes of Health or any of the authors belongs to the Howard Hughes Medical Institute. In the case of not having received external funding, the authors shall state that have not received any funding.

Conflict of interest

A conflict of interest occurs when the author has or has had financial or personal relationships that may have biased (or inappropriately influence) their performances. Conflict of interest potentially exists regardless of whether the authors consider that these relationships influence or not their scientific criterion. Conflicts of interest may be work-related, research, economic or moral. In all the articles submitted to Cuestiones de Fisioterapia, the authors will declare in writing if any of these conflicts exists, disclosing any financial or personal relationship that, at the time of writing or submitting the article, they have or have had with persons or institutions that could lead to a conflict of interest regarding the manuscript which is being submitted for publication. The editors, at their convenience, may require the authors to detail said declaration. If there is no conflict of interest this should also be explicitly stated. What the authors declare shall be recorded in the journal.

Authorship

All authors, when submitting the manuscript to Cuestiones de Fisioterapia for assessment, acknowledge that they have contributed intellectually to the development of the paper, participating sufficiently so as to take full public responsibility for its contents (and all material included within the same: illustrations, tables, photographs, etc.). For all articles, the corresponding author will specify the contributions each of the signatories has made. The recommendations of the ICMJE establish that to be an author, the following requirements must be met simultaneously:

- 1) Have participated in the conception and design of the study or acquisition of data, or in the analysis and interpretation of data.
- 2) Have participated in writing the article or revising it critically for important intellectual contributions.
- 3) Have approved the final version of the manuscript to be submitted for publication. All three conditions must be met, since participation solely on raising funds, collecting data, statistical analysis, or general supervision of work or research group, for example, does not justify authorship. These criteria can be found in detail at: <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

The responsible author must ensure that all persons included actually meet the criteria for authorship, and do not exclude anyone that is also compliant. The remaining people who contribute to the work and are not authors should be cited in the acknowledgments section. All authors will declare that they have read and approved the manuscript and qualify for authorship. Cuestiones de Fisioterapia will be attentive to compliance with this requirement, and declines any responsibility for possible conflicts arising from the authorship of the works published in the magazine.

Redundant or duplicate publication

The authors declare that the article content is original and has not been previously published or sent or is under consideration by any other publication, in whole or in any part. Cuestiones de Fisioterapia will not accept previously published papers for publication or those that have been submitted simultaneously to other journals nor redundant or duplicate published papers, that is, articles that substantially overlap one that is already published in print or electronically. Authors should be aware that not disclosing that material submitted for publication has already been published partially or in full, constitutes a serious breach of scientific ethics. Authors must disclose in the letter about previous remittances or publications that may be considered redundant or duplicate publications and attach a copy thereof. It is necessary to quote and include the bibliographic reference of these previous publications in the new manuscript. These restrictions do

not apply to abstracts published in communication, conference papers or those presented at national or international scientific meetings, but the authors shall record this.

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Acknowledgements

At the end of the article before the bibliographical references, acknowledgments may include people or institutions who, without meeting the requirements for authorship, have collaborated in carrying out the work, provided technical or financial material assistance. The type of contribution should be indicated. Persons mentioned in the acknowledgments must have expressed their consent to be mentioned; Authors are responsible for obtaining written permission from those persons.

PREPARATION OF MANUSCRIPTS

Formal Aspects

The manuscript can be sent in English or Spanish. When the paper is in English, it should be reviewed by an English-speaking person, prior to submission to the journal, and include the abstract in both English and Spanish. The text should be submitted on A4 size sheets with 3 cm margins, 1.5 spaces and Times New Roman 12 cpi script, avoiding headers and footnotes. All pages must be numbered consecutively at the bottom beginning with the title page. Only common abbreviations should be used in the specific field of Physiotherapy or in the field of health sciences in general. The use of abbreviations in the title and abstract of the paper should be avoided. The first time an abbreviation appears in the text it should be preceded by the full term that it refers to, except in the case of units of measurement, which should be expressed preferentially in the International System of Units. Decimal numbers are separated from units by a comma and thousands are indicated by a dot. Articles in English should follow the corresponding punctuation (units through a dot and thousands with a comma.) The files relating to text and tables are admissible in Word format.

Recommendations for the presentation of specific designs

For the presentation and publication of the designs shown below, *Cuestiones de Fisioterapia* recommends that the appropriate guidelines are followed:

- For clinical trials, CONSORT standards.
- For observational studies (cross-sectional, case-control and cohort), STROBE guide.
- For diagnostic tests, the STARD guide.
- For review and meta-analysis studies, PRISMA guide.
- For qualitative studies, ENTREQ or the COREC guide.

All these guides are available on the website of the EQUATOR initiative www.equator-network.org and in Spanish www.espanol.equator-network.org.

First page: title, authors and word count

The first page contains the following information:

- Complete Title in Spanish and its accurate English translation. The title should adequately describe the content of the paper. It should be written in a brief, clear and informative manner as possible, avoiding vague or ambiguous expressions and the use of abbreviations, acronyms, codes and symbols that are not commonly used.
- Name and surname of the authors (in case of two surnames is recommended to join them with a hyphen), in the order they wish to appear in the article, and the name of the department and institution or entity to which they belong, city and country using the corresponding reference marks with letters in superscript. Nor the academic degree nor professional category will be listed.
- Full name, postal address, email address, phone number and fax number of the corresponding author.
- Word count indicating separately the number of words in the abstract in Spanish and English, and the number of words in the main text excluding the first page, tables and figures.

Second page: authorship, funding, acknowledgments and conflict of interest

The second page will contain the title and authors at the top, and will include information regarding: contributions of authorship, funding, acknowledgments and conflict of interest, following the directions specified in the paragraph ETHICAL RESPONSIBILITIES .

Third page: abstract and keywords

The third page should again include the title at the top, but not the authors. Then the abstract in Spanish, whose maximum length is specified by the type of article, is presented. It will have the same structure as this, it will not contain information that is not in the text of the manuscript, it should be understood without reading the article in full or partially, and the use of abbreviations should be avoided in its draft.

Following the Spanish abstract, a list of three to six keywords, which in the opinion of the authors are identifying the general content of the work, will be included. Equivalent terms to the list of descriptors in health sciences (Medical Subject Headings, MeSH) of Index Medicus (available at www.nlm.nih.gov/mesh/meshhome.html) should be used. The equivalence between terms in Spanish (Descriptores en Ciencias de la Salud, DeCS) and the corresponding English translation from MeSH at <http://decs.bvs.br/E/homepagee.htm> can be consulted

Fourth page: abstract and keywords

On the fourth page the title in Spanish and the English translation must also appear at the top. Next the complete and accurate translation of the abstract and keywords will be presented. Remember that this information in English appears in the literature databases, and the authors are responsible for its correct spelling and grammatical expression. Manuscripts that are submitted in English must submit abstract and key words in Spanish on this page.

Fifth and subsequent pages: Text

Beginning with the fifth page the text of the article will be developed, which, in research papers will be divided into sections under the following headings: Introduction, Material and Methods, Results, Discussion and Conclusions

Introduction

The study should be explained by summarizing the current state of knowledge on the subject and the context in which it is framed, finishing with a clear statement of the aim of the work. The introduction should be brief and rely solely on strictly necessary literature references according to current criteria and relevance related to the purposes of the study.

Material and Methods (or Patients and methods)

It should be written with sufficient detail so that the study can be replicated. It is recommended to use epigraphs to organize the information as needed. This section will include: study design; the center where and when the research was carried out; the selection mechanism for the subjects or phenomena studied, the inclusion and exclusion criteria and the number of participants; interventions (if applicable); definitions of variables and techniques and measurement instruments used therein; follow up of subjects (if applicable); strategies for data analysis and statistical tests used. Where applicable, ethical standards followed by researchers (informed consent, permissions, etc.) in both observational and experimental or quasi-experimental studies will be described. Studies in humans must have the express approval of the corresponding ethics committee and therefore should be included in the manuscript.

Results

The results should be presented in a concise and clear manner, with the fewest number of tables and figures possible, and without unnecessarily repeating or duplicating the data given in the text. The main results should include the corresponding confidence intervals, and clearly indicate the type of measurement and the statistical tests used, where appropriate.

Discussion

This section will include: novel and relevant findings of the work related to the objective of the study; the reasons why the results may be valid; comparison with the scientific literature while trying to explain the discrepancies and similarities that are observed; the practical applicability of the results, making an assessment of their relevance in the area studied (clinical, academic, management, etc.); the strengths and limitations of the study; and finally, some guidelines for future research on the topic. The authors will be very careful to not repeat in detail data or information presented in previous sections.

Conclusions

The conclusions of the study, which are related to the objectives outlined, will be briefly presented. Authors should avoid statements that are insufficiently supported by verified data.

Tables

Tables should be numbered in Arabic characters in order of appearance in the text and also included in their position, and submitted on separate sheets. They will have a title at the top that accurately describes their contents. At the foot of the table the necessary explanations will be included so that the table is understandable without having to read the text of the article. Likewise, if abbreviations are used they must be explained at the foot of the table. The authors should avoid presenting the same data in text, tables and figures.

Figures

All figures: whether they are graphs, drawings or photographs, should be numbered consecutively in Arabic characters and figures as a whole, in order of appearance in the text. Figures in image format, although they can be placed in their location in the text will also be supplied in electronic photo files with a resolution no less than 200 points per inch. When the figures are not placed in

the text their position should be clearly indicated by a reference mark in parentheses. Figures should not repeat information already presented in the text or tables. The figure legends will be included at the bottom and must contain sufficient information so as to be able to interpret the data presented without resorting to the text. If figures or tables are not the authors' own, but taken from a source of external information, authors should adhere to the specifications in the subsection Obtaining permission.

References

References should be the most recent and relevant as possible, and should be numbered consecutively in the order that they first appear in the text, tables and figures, identifying them by Arabic characters in superscript. When in the text, for the same idea, several citations coincide, the numbers must be separated by commas, but if they are correlated, the first and last numbers should be separated by a hyphen. When an author is mentioned in the text, the reference number is placed after the author's name. If it were a paper by more than two authors, the first one is cited followed by the abbreviation "et al" and its reference number. In articles in Spanish, the footnote will be placed immediately before the full stop and other major delimiting signs (comma, semicolon, and colon), but after the ellipsis (i.e. "... some authors 4-8, the analysis can mean ... "). When the article is in English, the citation will follow the sign (e.g. "... beneficial effects on the healing process.⁷ However ..."). Only relevant literature pertinent to the article should be quoted. The abbreviated titles of journals should conform to the Index Medicus style, whose list of indexed journals, can be consulted at the website of the US National Library of Medicine, available at: www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals. The abbreviated titles of Spanish magazines are available in the catalog of the National Library of Spain, at: <http://www.bne.es>. When the abbreviated title is not registered the complete title of the journal will be included. Footnotes for comments or references are not allowed, this will always appear at the end of the document. The articles "in press" will be cited as such, if they are available the DOI of the manuscript will be included and whenever possible the authors will update the reference. Unpublished data should not appear in the references, they can be cited in parentheses in the text. Citations should be verified with the original documents. When indicating the first and last pages of a citation only the digits that differ from those of the first page (examples: 43-8, not 43-48, 128-35 and not 128-135) should be used for the final page. The authors guarantee the accuracy and veracity of the references. The citations should follow the format of Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, available in English at: <http://www.icmje.org/>, and in Spanish at http://www.metodo.uab.cat/docs/Requisitos_de_Uniformidad.pdf, a complete list of citation styles can be consulted in both sites for all types of documents.

These rules allow for some variations. Cuestiones de Fisioterapia recommends the following citation styles for the most common documents:

Journal articles

Chamorro-Moriana G, Rebollo-Roldán J, Jiménez-Rejano JJ, Chillón Martínez R, Suárez-Serrano C. Design and validation of GCH System 1.0 which measures the weight-bearing exerted on forearm crutches during aided gait. *Gait & Posture* 2013; 37 (4): 564-569

If there are more than six authors, after the sixth "et al." is added.

If the journal maintains continuous paging throughout the volume, the fascicle can be omitted. For example:

Chamorro-Moriana G, Rebollo-Roldán J, Jiménez-Rejano JJ, Chillón Martínez R, Suárez-Serrano C. Design and validation of GCH System 1.0 which measures the weight-bearing exerted on forearm crutches during aided gait. *Gait & Posture* 2013; 37: 564-569

Books

Simons DG, Travel JG, Simons LS. Myofascial Pain and Dysfunction: The Trigger Point Manual, vol.1. 2nd Ed. Baltimore: Williams & Wilkins; 1999

As from the 2nd, the number of the edition is placed after the title separated by a dot.

Chapters in books

Rebollo J, García, R. La investigación en Fisioterapia. En: Gallego T. Bases teóricas y fundamentos de la Fisioterapia. Madrid: Médica Panamericana; 2007. p. 105-31.

Electronic File

Putz R, Pabst R. Sobotta atlas de anatomía humana [CD-ROM]. Madrid: Panamericana; 1999.

Website

Todocancer. org [Internet]. Madrid: Asociación Española Contra el Cáncer [consulted on 12/07/2008]. Available at <http://www.todocancer.com/esp>

Journal article in electronic format

Hervas A, Zabaleta A, De Miguel G, Beldarrain O, Díez J. Calidad de vida relacionada con la salud en pacientes con diabetes mellitus tipo 2. An Sist Sanit Navar [Electronic Edition]. 2007 [consulted on 14/12/2008]; 30 (1): (approx 8 p.). Available at <http://www.cfnavarra.es/salud/anales/textos/vol30/n1/orig3.html>

SUBMISSION OF MANUSCRIPTS

Electronic mail

Authors should submit the manuscripts electronically to the following e-mail address: cuestionesdefisioterapia@us.es. Whenever the complete manuscript (including figures and tables) does not exceed 17 Mb, it will be sent in a single file. However, the images will also be sent in electronic photograph files with a resolution no less than 200 points per inch in all cases, as already specified, with the identification of files being expressed in the text of the mail.

Cover letter

The authors will attach a cover letter, signed by all of them, and addressed to the Editor, in which:

- a) They set forth the title of the paper and request evaluation of the manuscript, pointing out the section to which it is being sent and where they want it to be published.
- b) Explain in a few lines, what the original contribution of the work presented is.
- c) The responsible author ensures that all the persons included in the paper actually meet the criteria for authorship, specifying clearly what each author's contribution has been according to the criteria of the ICMJE. All authors must explicitly accept the contents of the version sent by declaring their authorship.
- d) Specify the content of the paper has not been published previously, and that the same article, or part thereof, has not been simultaneously submitted elsewhere.
- e) Point out the lack of conflicts of interest or the existence of any labor, research, commercial or moral association, that they have or have had and that could lead to a conflict of interest in connection with the submitted article.
- f) Express that the people cited in the acknowledgments have given their written approval to do so.

- g) To report, if any, if the work has been presented (in part or in full) at any scientific meeting (congress, conference, etc.).
- h) Declare that they grant the rights of use and distribution, with express permission for the publication of the article.
- h) Suggest, if they considered it appropriate, proposals to select external reviewers. In such cases they should include at least the name and surname of the proposed reviewers.

EDITORIAL PROCESS

Upon receiving a paper, the editorial committee will acknowledge receipt to the corresponding author, informing them of the registration number assigned.

The Directors of Cuestiones de Fisioterapia with the assistance of the editorial committee will undertake a preliminary assessment of the works received assessing their compliance with the instructions to authors that their content fits into the subject that the magazine covers, and which may be of interest to readers. Manuscripts that pass this initial screening will be sent to two external reviewers in the specialty to begin the process of peer review. When deemed necessary, a third reviewer or methodological reviewer may intervene. Authors may suggest the names of possible reviewers for their articles. The review process followed in Cuestiones de Fisioterapia is double blind: authors do not know the identity of the external reviewers nor do these know the identity of the authors. The Directors and the editorial board, either directly or once the reviewers' opinions and suggestions are provided, reserve the right to reject the papers that are not deemed appropriate, as well as proposing any amendments it deems necessary. When the editorial board suggests amendments in the articles, it will notify the authors and enclose the contents of the reviewers' reports. Authors should submit, within the period the editorial committee establishes, the new version of the manuscript with the changes that have been made, which will be highlighted by underlining or a different color to the rest of the document. The new version of the manuscript will be accompanied by a letter stating the registration number assigned to the article and shall specify that it is a modified version. Likewise, the authors will respond to each of the comments received by the editorial board and external reviewers and express the changes made in the manuscript in detail. Authors should be careful when reviewing, as their capacity of response to suggestions received and the quality of these are factors to consider when accepting a manuscript. Submitting the revised and amended article does not necessarily mean acceptance, since it can be sent back for external review. Authors will receive a letter with the final decision on the acceptance or rejection of the article. Upon final acceptance, the manuscript will undergo copyediting, thus Cuestiones de Fisioterapia reserves the right to make editorial style changes and modifications to facilitate clarity and understanding, including changing the title and abstract, without altering the resulting intellectual content. After the technical process, authors will receive a galley proof of the edited manuscript to be reviewed and approved within 48 hours. At this stage of editing, corrections made to the work should be minimal; only correction of grammatical errors, involuntary omissions by the printer or other mistakes related to syntax and semantic understanding of the text are permitted. In no case, will further modifications in work content be allowed. The editorial board reserves the right to accept or not corrections made by the author in the galley proof. Cuestiones de Fisioterapia reserves the right to publish an article in the magazine when it deems appropriate.

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- To include the article, in whole or in part in a thesis or dissertation.
- To include the article in a printed compilation of papers by the author, after the publication of the article in *Cuestiones de Fisioterapia*.
- To prepare other papers derived from the article, provided its original publication is properly referenced in *Cuestiones de Fisioterapia*.

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