



Scientific and Educational Journal of Therapeutic Riding

A publication of

THE FEDERATION OF HORSES IN EDUCATION AND THERAPY INTERNATIONAL

Manuscript Submission Overview

The Federation of Horses in Education and Therapy International (HETI) publishes the Scientific and Educational Journal of Therapeutic Riding (SEJThR) annually. The focus of this journal is on advancing knowledge in the fields of therapeutic riding and equine-assisted activities and therapies.

This overview serves to familiarize you with the submission process. More detailed information about manuscript requirements can be found in the Manuscript Guidelines document at <http://www.hetifederation.org/journal.html>

The SEJThR has several submission categories:

- Original Research (*an original research study conducted by the author*)
- Review (*a comprehensive or systematic review of research on a specific topic*)
- Case Study (*a presentation of a single comprehensive case study or multiple case studies*)
- Theory and Practice (*a discussion of a specific topic in the field*)
- Letter to the Editor (*comments on articles published in the SEJThR or in other journals on topics related to the equine-assisted field*)

The following are the steps for submission, peer-review and publication of a manuscript in SEJThR:

1. Please determine if your manuscript is eligible for submission by identifying the appropriate SEJThR journal category (Original Research, Review, Case Study, Theory and Practice, Letter to the Editor)
2. Review Guidelines for Manuscript Submission and Manuscript Submission Checklist to ensure that the format, language and style of your manuscript are correct. If not correct, your manuscript will not be accepted for review.
3. Submit manuscript as an email attachment to editorial@hetifederation.org
4. The Editors will assign your manuscript to one or more reviewers who are blinded to your identity.

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5. After the reviewers' comments and recommendations are received, the Editors will notify you by email. This email will contain information of the current status of the manuscript (accepted, provisionally accepted or rejected), and copies of reviewers' reports.
6. You are given reasonable time (a minimum of two weeks) to address comments from the reviewers. The revised manuscript will be emailed back to the Editors and must be accompanied by a separate document (cover sheet) noting how you have responded to comments and the revisions you have made.
7. Some back-and-forth editorial correspondence will take place between you and the Editors while the manuscript is proof read and fact checked.
8. The Editors may request final revisions. The manuscript is then formatted for publication.
9. The Editors will email you the final version of your manuscript and you are asked to approve this version for publication (give consent for publication).

As you are preparing your manuscript for submission, please review the Guidelines for Manuscript Submission and complete the Manuscript Submission Checklist, both located at www.hetifederation.org/journal.html.