



## **HETI Journal: International Research and Practice**

A publication of

THE FEDERATION OF HORSES IN EDUCATION AND THERAPY INTERNATIONAL A.I.S.B.L.

### **Manuscript Guidelines and Requirements**

The Federation of Horses in Education and Therapy International A.I.S.B.L. (HETI) publishes the HETI Journal. The focus of this journal is to advance knowledge about equine interactions in human services, such as in therapies, education/learning activities, and therapeutic/adaptive riding. The mission is to promote excellence in education, scientific research and evidence-based clinical practice in Equine-Assisted Services (EAS).

This document serves to familiarize you with guidelines necessary to follow for your manuscript to be considered for publication in the HETI Journal. An accompanying checklist for manuscript submission and an overview of the submission process can be found at:

<http://www.hetifederation.org/journal>

#### **Requirements for submission.**

The author:

1. Assures that the manuscript is appropriate for one of the HETI Journal submission categories.
2. Assures that the manuscript is an original piece of work that has not been published before and has not been submitted to any other publication.
3. Releases and assigns all rights for the publication of the manuscript to the Federation of Horses in Education and Therapy International A.I.S.B.L.
4. Assumes complete responsibility for the accuracy of all content, including findings, citations, quotations, and references present in the manuscript.
5. Should include in the title page the disclosure of any conflicts of interest pertaining to the research, along with any prior presentation of the research, manuscript, or abstract.
6. Assures that authorship has only been granted to those individuals who have made significant contributions to the research or manuscript.
7. Should state in the methods section that any research involving human or animal participants, or patient data has received approval from the committee on research ethics. Informed consent should be obtained for all human participants, agreeing with the national standards.



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8. Should place the following statement in the methods section of original research articles: "All procedures performed in studies involving human or animal participants were following the ethical standards of the institutional and/or national research committee and with the Helsinki Declaration of 2013".
9. Is responsible for ensuring the manuscript adheres to the word count limits for each category.
10. Is accountable for composing the manuscript in accurate English language.
11. Follows the APA 7<sup>th</sup> edition style and format.
12. Manuscript with line numbers
13. Please ensure that all author names are removed from the information in each of your doc and docx files (main manuscript, tables, and supplementary materials). In MS Word for PC, this can be done by going to "File"; then under "Info," click "Check for Issues"; click "Inspect Document" and uncheck everything but "Document Properties and Personal Information"; after running the inspection, click "Remove All," then save your file.
14. To enhance the quality of their work, the authors should incorporate up-to-date and reliable references. It is recommended that they refrain from using outdated references or websites as references.

### SUBMISSION CATEGORY REQUIREMENTS

The HETI Journal has several submission categories, and each category has its own requirements. Please make sure that your manuscript follows the guidelines for the appropriate category.

Authors submitting to the HETI Journal are required to choose the appropriate article type for their manuscript and adhere to the defined article type descriptions below. Please pay close attention to the word count limits.

*The HETI journal recommends that all clinical trials are registered with an appropriate organisation or platform (eg. <https://clinicaltrials.gov>; <https://euclinicaltrials.eu>/ for clinical trials or*



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***PROSPERO*** for systematic reviews and meta-analysis) Please note that as of January 1, 2025, the HETI journal will not accept any papers regarding clinical trials that have NOT been registered. If your clinical trial is not registered with an appropriate organisation or platform, we will not consider your manuscript.

Article Type (Description)	Word Count	Reference List	Table & Figure Limit	IRB Approval, Patient Consent, and/or a Waiver of these Requirements
Original Research Article	4000	40	4 tables, 4 figures	Required for all human participant research
Study Protocols (Protocols for proposed original scientific investigations)	2000	20	2 tables, 2 figures	Required for all human participant research
Clinical Cases (Case Studies)	2500	20	2 tables, 2 figures	Not required
Literature Review	5000	50	4 tables, 4 figures	Required PROSPERO registration
Theory and Practice	4000	40	2 tables, 2 figures	Not required
Letter to the Editor	1000	5	1 table, 1 figure	Not required

\* If the author(s) feel that there is need for more wording, tables, or figures than the limits, then please contact the journal editors.

### Description of article type:

**Original Research:** An original scientific research study conducted by the author that



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advances the field of equine-assisted services. These manuscripts include:

- 1) randomized controlled trials,
- 2) cohort studies,
- 3) case-control studies,
- 4) cross-sectional studies,
- 5) systematic reviews and meta-analyses.

**Study Protocols:** Procedures for proposed original scientific investigations that contribute to the development of equine-assisted services. Protocols should exclusively describe a treatment's efficacy or effectiveness. The protocol should encompass preliminary evidence of previous pilot/feasibility work, a well-defined theoretical rationale, and adequate statistical power. We highly encourage the submission of protocols that feature innovative designs or analyses.

In this category, we are particularly interested in manuscripts that showcase the author(s)' approach in translating scientific goals into a well-constructed research design and analytical plan. Manuscripts are expected to incorporate a comprehensive analysis of the justification for crucial design decisions that hold significance on their own, irrespective of the eventual findings of the study.

**Clinical Cases:** A presentation of a single comprehensive clinical cases or multiple case studies. Clinical Cases are used to provide a detailed understanding of treatment, practices, and outcomes of particular cases of specific conditions, with the goal of improving participants' skills and abilities.

**Literature Review:** A comprehensive or systematic review of research on a specific topic.

**Theory and Practice:** A discussion of a specific topic in EAS.

**Letter to the Editor:** Comments on articles published in the HETI Journal or in other journals on topics related to equine interactions.

Manuscript structure:



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A. The following outline is required for manuscripts in the **Original Research, Study Protocol, Clinical Cases and Literature Review** categories:

- Title Page
- Abstract
- Introduction
- Methods (including Participants, Setting, Measures, Procedure, and Statistical Analysis if applicable)
- Results
- Discussion (including strengths and limitations of the study)
- Conclusions
- References
- *If applicable: Appendix*

Please note that the journal is published in black-and-white. Your tables and figures must be submitted in black-and-white and thus, created in a way that allows interpretation by readers when in a black-and-white format.

### **Title Page**

Your title page needs to contain the following items:

- Title (no more than 12 words, without abbreviations).
- Author name(s), institutional affiliations and highest academic degree(s).
- The name of the departments and institutions to which the work should be attributed.
- Corresponding author name, mailing address, and email address.
- Sources of support (grants, equipment, etc.) and any conflict of interest.
- Disclose any conflicts of interest pertaining to the research,
- Disclose any prior presentation of the research, manuscript, or abstract.

If the focus of the Original Research manuscript is a clinical trial, then the Consolidated Standards of Reporting Trials (CONSORT) 2010 statement should be adhered to.

If the review is a systematic review or meta-analysis, then the guidelines set out in the Preferred Reporting Items for Systematic Reviews and Meta Analyses (PRISMA) statement should be adhered to.

Depending on the study type authors should complete the relative statement (CONSORT for clinical trials, STROBE for observational studies, PRISMA for systematic reviews, SPIRIT for



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study protocols, CARE for clinical cases, etc.)

<https://www.equator-network.org/reporting-guidelines/consort/>

### ***Abstract and Keywords***

Your abstract should be one paragraph showing the aim, design, data analysis, results and conclusion. The abstract should consist of no more than 250 words. Please keep in mind that the abstract may be read separately from the main article and will need to contain concise information about the contents of the text. Use of references should be avoided, but if needed, use correct in-text citation format (author last name, year). If abbreviations are used in the abstract, they must be written out and defined at first mention. Keywords are presented at the end of your abstract. The word 'Keywords:' is indented and italicized immediately below the last line of the abstract. You may list a maximum of 5 keywords in alphabetical order. Keywords are used for indexing and searches, your keywords should be specific to the main topic of your article.

### ***Introduction***

The introduction serves to introduce the reader to the text and give context for its purpose. Please provide background for the study (the nature of the problem and its significance) and a brief review of relevant literature. State the specific purpose or research objective, or hypothesis tested by the study or observation. Provide only directly pertinent references and do not include data or conclusions from the work being reported. This section helps the reader understand the importance of the research topic and sets the tone for the article at large.

### ***Methods (including Participants, Design, Measures, Procedure/Intervention and Statistical Analysis, if applicable)***

Explain the methods used to conduct your research. Include only information that was available at the time the plan or protocol for the study was being written (information obtained during the study belongs in the Results section) with the following subheadings:

- **Participants:** selection and description of participants – both human and equine (breed of the horse, training, relevance).
- **Design:** describe the setting in which the study took place. Be sure to include the training of those administering the intervention.
- **Measures:** identify the measures and apparatus (give the manufacturer's name and



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- address in parentheses) in sufficient detail to allow others to reproduce the results.
- Procedure/Intervention: identify the procedures in sufficient detail to allow others to reproduce the results and describe new or substantially modified procedures, give the reasons for using them, and evaluate their limitations.
  - Statistical Analysis: describe methods used for location, selecting, extracting and synthesizing data. Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as  $p$ -values, which fail to convey important information about effect size. References for the design of the study and statistical methods should be to standard works when possible (with pages stated). Define statistical terms, abbreviations, and symbols used. Specify the computer software used.
  - For systematic reviews and meta-analysis: The methods should adhere to the criteria set up in the PRISMA statement. For example, there should be a clear description of the study's eligibility criteria and information sources (i.e., databases searched). The process for selecting studies should be described and methods of data extraction documented. Also, describe methods of assessing the risk of bias in individual studies. Describe the methods that were used in the analysis of results.
  - For Clinical cases: Clinical Cases should include participants' backgrounds and clear delineation of the interventions and outcome measures. Pseudonyms should be used throughout. An example outline for the main text is:
    1. Case presentation: At minimum one paragraph where participant information is presented in narrative form. One or several diagnoses, or, if diagnosis is not applicable, participant concerns should be detailed, as well as client history.
    2. Management and Outcome: Describe the course of your work with the participant and the effect on the participants' concerns. Where possible, make reference to any outcome measures used.

### **Results**

Present your results in a logical sequence, including tables and illustrations, with the main or



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most important findings first. Do not repeat all the data in the tables or illustrations in the text; emphasize or summarize only the most important observations. Supplementary materials and technical details can be placed in an appendix where they will be accessible but will not interrupt the flow of the text.

### ***Discussion***

Emphasize the new and important aspects of the study and the conclusions that follow in the context of the totality of the best available evidence. Do not repeat in detail data or other information given in the introduction or the results sections. For experimental studies, it is useful to begin the discussion by briefly summarizing the main findings, then explore possible mechanisms or explanations for these findings, compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and/or clinical practice.

***For clinical cases:*** Synthesize and discuss the previous sections, include additional thoughts and courses of action you considered, along with an analysis of challenges and lessons learned.

### ***Conclusions***

Emphasize the important aspects of the study and the conclusions that follow in the context of the best available evidence. Do not repeat in detail data or other information given in the introduction or the main text sections. Explore the implications of your conclusions for future research and/or clinical practice.

### ***References***

All sources indicated in the list of references must be found in the text and cited in APA (7th edition) format.

- B. The following outline is required for manuscripts in the **Theory and Practice** category:
- Title page
  - Abstract
  - Introduction
  - Main text (with multiple sections separated by relevant headings)





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- Discussion and/or Conclusion
- References
- *If applicable: Appendices*

### ***Title Page***

Your title page needs to contain the following items:

- Title (no more than 12 words without abbreviations).
- Author name(s), institutional affiliations and highest academic degree(s).
- The name of the departments and institutions to which the work should be attributed.
- Corresponding author name, mailing address, and email address.
- Sources of support (grants, equipment, etc.) and any conflict of interest.

### ***Abstract and Keywords***

Your abstract should consist of no more than 200 words. Please keep in mind that an abstract may be read separately from the main article and will need to contain concise information about the contents of the text. Use of sources should be avoided, but if needed, use correct in-text citation format (author last name, year). If abbreviations are used in the abstract they must be written out and defined at first mention. Keywords are presented at the end of your abstract. The word 'Keywords:' is indented and italicized immediately below the last line of the abstract. You may list a maximum of 5 keywords in alphabetical order. Keywords are used for indexing and searches, your keywords should be specific to the main topic of your article.

### ***Main Text***

The main text should have multiple sections separated by headings as referenced above.

### ***Discussion***

Emphasize the important aspects of your text and the conclusions that follow in the context of the totality of the best available evidence. Do not repeat in detail information given in the introduction or the main text sections. Explore the implications of your conclusions for future research and for clinical practice.

### ***References***

All sources indicated in the list of references must be found in the text.



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C. The following outline is required for manuscripts in **Letters to the Editors**.

### ***Title Page***

Your title page needs to contain the following items:

- Title (no more than 12 words without abbreviations).
- Author name(s), institutional affiliations and highest academic degree(s).
- Corresponding author name, mailing address, and email address.

### ***References***

- All sources indicated in the list of references must be found in the text.

## **LANGUAGE REQUIREMENTS**

All manuscripts submitted need to be in correct English (either American or British English is accepted, with consistency in spelling throughout the text). All authors should have their texts spellchecked prior to submission. If your native language is not English and you do not use English consistently in your work you need to have your manuscript reviewed by an English-speaking colleague or editor.

If authors desire to improve the clarity of their manuscript and effectively showcase their research, we highly recommend considering language-editing services. Note that sending your manuscript for language editing does not imply or guarantee that it will be accepted for publication by a HETI journal. The editorial decisions regarding the scientific content of a manuscript remain unaffected by whether it has undergone language editing or proofreading by partner services or other providers.

## **PLAGIARISM AND USE OF ARTIFICIAL INTELLIGENCE (AI)**

Plagiarism and use of AI is unacceptable. Each manuscript will be checked through a



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plagiarism checking software. Authors are encouraged to check their work prior to submission.

### TERMINOLOGY

Authors should ensure that terminology conforms to HETI standards. ([website link](#))

The HETI Journal is an international journal and it is important to not make assumptions regarding terms. Further, please make sure that you provide clear definitions and explanations each time you refer to a professional title, training, or program in your text.

### FORMAT AND STYLE REQUIREMENTS

The HETI Journal follows the style guidelines outlined by the American Psychological Association publication manual, 7th Edition.

Your manuscript should be submitted as a Microsoft Office Word file (Word 2007 or later versions are accepted) or comparable.

Please use the following general formatting for your manuscript:

- 2.54 cm (1") margins on all sides
- 12-point Times New Roman font for main text and secondary headlines
- 14-point and Bold Times New Roman font for headlines (introduction, Methods, Results, Discussion)
- Double-spaced throughout (including quotes and reference list) and in a single-column format.
- To assist the editors and reviewers evaluating your article, make sure to number the pages consecutively and maintain **continuous line numbering** throughout the text (**if the manuscript does not have continuous numbering, it will be returned for corrections**).



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For further guidelines see: [American Psychological Association \(APA\)](#) or [APA Guidelines from Purdue](#).

**Figures:** Place figures with their legends after the references. Reference figures in the text in the place you want. (example: [insert figure 1 here])

**Tables:** Place the tables after the figures. Do not paste an image of a table into a Word document, this is not acceptable for publication. All tables must also be in black and white. Reference tables in the text in the place you want (example: [insert table 1 here]).

**In-text Citation:** The general format for in-text citation (indicating a source for your statement) is author last name and year.

**Quotations:** When directly quoting a source you will need to provide a page number in the citation.

**References:** Your references should be listed in alphabetical order by first author's last name. Please retrieve and insert digital object identifiers (DOIs) for all references where available.

***As you are preparing your manuscript for submission, please complete the Manuscript Submission Checklist located at <http://www.hetifederation.org/journal>***