

OTJR: OCCUPATION, PARTICIPATION AND HEALTH GUIDELINES FOR CONTRIBUTORS

OTJR: *Occupation, Participation and Health* invites manuscript submissions that conform to its purpose and scope without regard to the professional affiliations of authors. Four types of contributions are considered: (a) full-length or feature articles; (b) brief reports; (c) letters to the editor; and (d) technical notes.

Manuscripts will be acknowledged on receipt. Following preliminary review, they will be sent to members of the editorial board. Notification of disposition may take between 2 and 3 months after acknowledgment. Accepted manuscripts will be published only on receipt of signed copyright assignment forms from the authors. The copyright so conveyed includes any and all subsidiary forms of publication, such as electronic media.

Authors will have the opportunity to review typeset page proofs of the manuscript before publication. Page proofs MUST be returned within 48 hours of receipt. Delayed return of page proofs will result in forfeiture of the author's opportunity for pre-publication review.

OTJR: *Occupation, Participation and Health* reserves the right to make or request editorial changes in all manuscripts accepted for publication.

Manuscript Preparation

The following are guidelines for developing and submitting a manuscript. Manuscripts that do not conform to these guidelines will be returned to the author without review.

- (1) Authors should submit the manuscripts prepared in accordance with the *Publication Manual of the American Psychological Association*, 5th edition (<http://www.apastyle.org>). The Journal also adheres to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (2008) of the International Committee of Medical Journal Editors.
- (2) Authors should include a statement indicating whether they have or do not have a financial conflict of interest in the subject matter in the manuscript. If the manuscript discusses in any way a

device, equipment, an instrument, or a drug, the author(s) must state whether they have or do not have any commercial or proprietary interest in the product or company.

- (3) If applicable, authors should describe the role of the study sponsor, if any, in study design; collection, analysis, and interpretation of data; writing the report; and the decision to submit the report for publication. If the supporting source had no such involvement, the authors should so state. If the manuscript reports on a registered clinical trial and has been assigned a trial registration number from a public trials registry, the authors should provide this information.
- (4) When appropriate, it should be indicated in the text that institutional ethical review board approval was obtained; appropriate informed consent procedures were used; and all subjects were informed of the study's risks and benefits, that their participation was voluntary, and that their identify would not be disclosed. Authors must also confirm appropriate handling of confidentiality and data security.
- (5) When reporting studies involving human subjects, authors must indicate whether the procedures followed were in accordance with the ethical standards of relevant institutional or national bodies and consistent with the revised (2000) Helsinki Declaration. When reporting studies involving animals, authors must indicate whether appropriate institutional and national guidelines for the care and use of laboratory animals were followed.

In addition, the following guidelines should be followed:

- (1) Use only TIMES NEW ROMAN 12-point font size.
- (2) Double-space everything, including references, quotations, tables, and figures.
- (3) Have 1-inch margins all around on each page.
- (4) Submit electronically in Microsoft Word by e-mail to Jane Case-Smith at otjr.editor@aotf.org.
- (5) Manuscripts should be submitted electronically in three to four document files, as appropriate.

- (a) **Document #1:** Cover letter: A cover letter should accompany articles, abstracts, or review manuscripts indicating that the material is not currently under consideration for publication. Place author's names, positions, titles, place of employment, and full contact information of the corresponding author (address, phone, fax, and e-mail) in the cover letter so that the manuscripts may be reviewed anonymously.
- (b) **Document #2:** Title page: It should include the full title of the manuscript. The title page also should list the key words, acknowledgments, and grant/contract support, as well as information concerning previous presentation of the material at symposia or conferences.
- (c) **Document #3:** The body of the article, including the abstract. Please insert a page header with an abbreviated manuscript title and page number on each page. Include references in this document. Primary references from credible, scientific sources should be used.
- (d) **Document #4 (if appropriate):** Figures should be submitted in camera-ready form; TIFF or JPEG format is preferred. Each image must be a separate, stand-alone file, named to match the figure number listed in the text (e.g., figure1.jpg). Figure legends should not be included in the graphic file. A resolution of 300 dpi is required for quality reproduction; line art should be at least 600 dpi.
- (6) Authors bear full responsibility for the accuracy of references, quotations, tables, and figures.
- (7) A copyright release form must be signed by all authors and mailed or faxed to the Editor on submission of the article. A PDF version of the form can be obtained on the journal's web site (<http://www.otjronline.com>).
- (8) Neither the American Occupational Therapy Foundation (<http://www.aotf.org>) nor the *OTJR: Occupation, Participation and Health* editorial staff can assume responsibility for statements or opinions expressed by authors.
- (9) Authors should retain copies of all material submitted to guard against loss. *OTJR: Occupation, Participation and Health* cannot assume responsibility for lost manuscripts.
- (10) Authors must inform the American Occupational Therapy Foundation if tables, photos, or illustrations have been previously published. Material reprinted from other publications (including electronic media) must be accompanied by a let-

ter of permission from the publisher, which extends non-exclusive worldwide rights to reprint the material for all forms of media now or hereafter developed to the American Occupational Therapy Foundation.

(11) Address all editorial correspondence to:

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Specific Guidelines by Type of Contribution

Feature Articles. Full-length research articles should generally not exceed **5,000 words** (20 double-spaced typewritten pages, including tables, references, and figures). Each article must be accompanied by an abstract that clearly, completely, and succinctly summarizes the material that follows. Abstracts for empirical and theoretical studies should be no more than **150 words** in length. Authors also should designate three or four identifying key words not found in the title for indexing purposes. Pages should be numbered consecutively (except for figures) in the following order: **title page** (page 1), **abstract** (page 2), **text** (beginning on page 3), **references** (new page following text), **appendices** (each on a new page), and **tables and figures** (each on separate pages). This arrangement is necessary for copy processing and does not represent how the manuscript will appear in print. Each manuscript page should be identified (except the figures) by typing the first two or three words from the title in the upper right-hand corner above the page number.

Briefs. *OTJR: Occupation, Participation and Health* will publish expanded abstracts of theses, dissertations, and unpublished papers where content therein is consistent with the journal's aim and scope. Submitted manuscripts in this category must be limited to **1,000 words**, include a brief abstract, and be as succinct, accurate, and informative as possible. Briefs reporting empirical research should contain a description of the problem, method, results, and conclusions. The sample, research design, test instru-

ments, research apparatus, or data-gathering procedures also should be specified. Include important findings, statistical significance levels, inferences, and conclusions, as appropriate.

Letters to the Editor. Letters must be limited to **500 words** and should provide thoughtful scientific criticism, rebuttal, or personal data relating to research articles or commentary published in *OTJR: Occupation, Participation and Health*. No more than five citations and references can be included. Unless specifically indicated to the contrary, all letters will be assumed to be for publication and will be subject

to the same editorial revision policies as other manuscripts.

Technical Notes. Occasionally, researchers may wish to inform readers about statistical, data processing, or methodological techniques or modifications that will improve or facilitate their research efforts. Submissions in this category must conform to *OTJR: Occupation, Participation and Health* style and be limited to five double-spaced pages.

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