

# CANADIAN JOURNAL OF OCCUPATIONAL THERAPY

## AUTHOR GUIDELINES

### PREPARING A MANUSCRIPT

Manuscripts that have not been previously submitted to Canadian Journal of Occupational Therapy (CJOT) and are not currently under review elsewhere will be considered for review.

#### Types of Manuscripts

Manuscripts are divided into four categories for review purposes: (1a) full-length research – quantitative/mixed methods; (1b) full-length research – qualitative; (2) brief research report; and (3) non-research manuscript.

**1. Full-length Research** submissions present new and important knowledge that has the potential to advance occupational therapy research, education, or practice, through:

- presentation of original research; or
- critical review of existing evidence through systematic reviews or meta-analyses. QUORUM guidelines should be followed for systematic reviews: [http://www.consort-statement.org/mod\\_product/uploads/QUORUM%20Statement%201999.pdf](http://www.consort-statement.org/mod_product/uploads/QUORUM%20Statement%201999.pdf)

**a. Quantitative/mixed methods:** These manuscripts must have an abstract using required headings, strong up-to-date literature review, strong rationale, and stated research question, purpose, and hypotheses as relevant. The methods section must clearly state the study design prior to describing the participants, recruitment, data collection, and data analysis. Strategies used for maintaining rigour must be discussed. A discussion section that presents the new knowledge derived from this study and compares it to published works, as well as implications of findings, limitations, and future research, must be included as well as distinct conclusion and key messages sections.

**b. Qualitative:** These manuscripts must have an abstract using required headings, strong up-to-date literature review as relevant to methodology used, strong rationale, and stated research question(s). The methods section must clearly state the paradigm/approach/design prior to describing the participants, recruitment, data collection, and data analysis. Strategies used for maintaining rigour, and a discussion of the positionality of the author(s) must be provided. A discussion section that presents the new knowledge derived from this study and compares it to published works, as well as implications of findings, limitations, and future research, must be included as well as distinct conclusion and key messages sections.

**2. Brief Research Report** submissions present information and ideas that have the potential to identify promising new directions for thinking in occupational therapy research, education, or practice. Brief research reports are used to share:

- findings from small scale pilot research;
- research addressing focused questions with relevance to only a very specific sub-group or setting; or
- clinical case reports, which may include descriptions of practice innovations, advocacy efforts, or new technologies or products (client consent form has to be included: <http://www.caot.ca/pdfs/reportconsent.pdf>).

Brief research manuscripts must include the same sections as describe above in the full-length research manuscript. The difference is the focus of the manuscript and the detail provided. It is expected that enough detail will be provided for the readers to understand the research. References to other work without detailed explanation can be used to minimize the length of text.

**3. Non-research Manuscript** submissions present new and important knowledge that has the potential to advance occupational therapy research, education, or practice, or to offer insights into policies that affect the discipline, its members, or occupational therapy clients. These manuscripts can be full or brief in length.

#### *Full-length or brief*

- development of new conceptual and theoretical ideas not previously presented in any discipline;
- thorough critique and refinement of existing conceptual and theoretical ideas;
- critical analysis of policies relevant to occupational therapy.

#### *Brief report only*

- introductions to new methodologies or methods demonstrating relevance and direct application to occupational therapy; or
- descriptions of empirically and/or theoretically derived programs.

Non-research manuscripts must minimally include an abstract using required headings, an introduction, and distinct conclusion and key messages sections. The specifics of the sections in the main body will depend on the topic being discussed but the main body content must present and critique the literature in the area and discuss its implications.

Authors are encouraged to contact the editor at [cjoteditor@caot.ca](mailto:cjoteditor@caot.ca) if they have questions about the category of submission best suited to their materials.

### **Ethics Requirements**

All research involving human participants or data originally generated from human participants, e.g., chart reviews, program evaluations, REQUIRES ethics approval. If an ethics board does not require approval for secondary data analysis or expert opinion then a letter stating this must be provided to the editor-in-chief. A copy of the ethics approval document MUST be downloaded into the system before it will be considered for review – no exceptions.

### **Formatting and Style**

#### **1. Manuscript Length**

**a. Full-length manuscripts:** A full-length manuscript (main text) must be between 4000 to 5000 words in length, and must not exceed 6350 words for the main text, references, and acknowledgements. Tables and figures should be restricted to ones that are essential to the manuscript and add substantially to the content of the paper. If the manuscript is accepted, inclusion of tables and figures will be at the discretion of the editor.

**b. Brief report manuscripts:** The main text of papers in this category must be between 1500 to 3000 words in length, and must not exceed 3350 words for the main text, references, and acknowledgements. Brief reports must include no more than two tables, charts and/or figures (any combination).

**Note:** Supplemental files can be added online only once an accepted manuscript has been posted online. These files may include assessment manuals or scoring sheets, detailed tables from critical or scoping reviews, additional figures or tables, and will be added at the discretion of the editor. These files will not be included as part of the manuscript review.

#### **2. Document Format**

Manuscripts (main text and tables) must be submitted as a Microsoft Word or RTF file. Use 12 point font (Times Roman preferred), 1" margins, double-spaced text, 8" (21.5cm) x11" (28cm) paper, left text justification only – not full justification. Do not add extra lines between paragraphs or sections. Leave only one space after a period prior to a new sentence. Pages must be numbered sequentially in the bottom right corner. All files (text, tables, figures, references) must be created as a document reading left to right.

#### **3. Terminology and Spelling**

Manuscripts must be free of any sexual or social remarks. Choice of terminology used to describe a person with a disability should reflect respect (avoid the use of 'an autistic', 'the epileptics'), should protect dignity (avoid the use of 'suffering', 'case'), and should be free of stereotypes (avoid the use of 'confined to a wheelchair', 'victim').

#### **Abbreviations or acronyms**

- use sparingly throughout the text.
- when used they must be written in full the first time.
- use of the acronym 'OT' in manuscript is not acceptable. Use occupational therapist or occupational therapy, as appropriate.

#### **Canadian spelling is used; examples,**

- 'u' within words such as behaviour, colour,
- 're' spelling in words such as client-centred
- per cent (two words, not percent or % in text)
- focused, focusing (not focussed, focussing)
- program (not programme)
- analyze not analyse

#### **4. Structure of Manuscript Sections**

##### **Title**

The manuscript title should reflect its content, be succinct and informative, and should not contain any abbreviations or acronyms. The title must not exceed 12 words.

### **Abstract**

The structured abstract must be no longer than 150 words and presented in a single paragraph (no breaks between sections). Headings must be in bold and followed by a bold period. One of the following two formats must be used:

*Format 1:* Background, Purpose, Methods, Findings, Implications.

*Format 2:* Background, Purpose, Key Issues, Implications.

### **Key words**

A key words list of over 1000 terms is provided within the online system. Choose from 3 to 5 key words in the language of the submitted manuscript. Please DO NOT provide key words in English and in French. At least 2 key words must be MESH terms (\*designates MESH terms within the online submission system). Terms not included in the list can be added by typing them into an available text box.

### **Main Text**

The format for the main body of the text will vary depending on the type of manuscript submitted.

*Randomized control trials* should follow the CONSORT guidelines (<http://www.consort-statement.org/>). Nonrandomized trials of behavioural interventions should follow the TREND guidelines ([www.trend-statement.org/](http://www.trend-statement.org/)). Although CJOT does not currently require that trials be registered as a condition of publication, potential authors are strongly encouraged to register their studies at: <http://prinfo.clinicaltrials.gov/>. This registry can accommodate treatment, prevention, diagnostic, screening and quality of life (supportive care) trials. Registration should occur before the first participant is recruited into the study. Authors who have registered their trials should include the registry number and registration date at the end of the abstract.

All other types of research papers (either full-length or brief report) should contain the following section headings: Introduction (includes the literature review), Methods - Participants (details of recruitment and selection), Data Collection (details of methods and measures used), Data Analysis, Findings, Discussion, and Conclusion.

Additional headings can be added at the discretion of the author(s). Sub-headings in the introduction and discussion should be used sparingly, if at all.

### **Key messages**

Provide a maximum of 3 key messages in sentence format of no longer than 75 words total. Use bullet points to differentiate each message. These points should be on a separate page at the end of the manuscript. Authors are reminded that the mission of the journal is to advance excellence in occupational therapy research to inform education, practice, and policy. Key messages should reflect the journal's mission.

### **References**

References must be used to support the arguments made in the manuscript but should not overtake the manuscript. The use of secondary sources is greatly discouraged; authors will be asked to attempt to retrieve primary sources. When discussing commonly held beliefs or definitions, authors may also be asked to use sources that are classical in nature, or none, versus more recent references that may or may not reference the classical works as these are viewed as secondary sources as well.

Please ensure that referencing is accurately conveyed by using 'see' or e.g. as needed. For example, "*There is an abundance of literature describing occupational engagement (Reference)*" – this phrasing implies that the *Reference* stated that "there is an abundance of literature ...". "*There is an abundance of literature describing occupational engagement (e.g., Reference)*" – this phrasing implies that the *Reference* is an example of the literature describing occupational engagement.

Consistent with the guidelines of the International Committee of Medical Journal Editors, authors should:

- Avoid citing personal communications as references,
- Avoid using conference presentations or abstracts as references, and
- Cite manuscripts under review as "unpublished observations" and provide written permission from the source.

### **5. APA 6<sup>th</sup> Formatting**

CJOT uses American Psychological Association 6<sup>th</sup> (APA 6<sup>th</sup>) edition for headings, quotations, and referencing (as well as a basis for writing style). Submissions that do not follow the heading, quotation, and referencing guidelines will be 'UNSUBMITTED' and authors will be asked to revise their work and resubmit.

#### **a. Headings (please refer to APA 6<sup>th</sup> ed. manual for details – text and a visual depiction is provided below as example only)**

**Level 1: Centred, Bold, Capitalization of All Main Words**

**Level 2: Left Margin, Bold, Capitalization of All Main Words**

**Level 3: Indented, bold, capitalization of first word only, period at the end.**

**Level 4: Indented, bold, italics, capitalization of first word only, period at the end.**

#### **b. References (please refer to APA 6<sup>th</sup> ed. manual for details)**

Canadian Journal of Occupational Therapy, Email: [cjoteditor@caot.ca](mailto:cjoteditor@caot.ca), Tel.: (416) 978-2042

## General Rules

- 1) **One and 2 authors** - *Reference list*: List all authors; *In text*: List all authors.
- 2) **Three to 5 authors** – *Reference list*: List all authors; *In text*: first reference all authors; subsequent references first author and et al.
- 3) **\*Six or more authors** – *Reference list*: The first 6 authors and last author in full (7 in total). If more than 7 authors, place . . . (A spaced ellipsis) in between 6<sup>th</sup> and last author. *In text*: First author then et al. every time.
- 4) **Author and Date**: Always include author and date together. For subsequent references in the same paragraph ONLY IF the reference is non-parenthetical (i.e., when author is not included in parenthesis) you don't need to include the date again.
- 5) **Secondary Sources**: Only use when the primary source is not available to an author who has made an attempt to retrieve it.
- 6) **Spaces**: a) between authors initials; b) between the p. and the page number, (e.g. p. 46 [NOT p.46])
- 7) **NO spaces**: a) between volume and issue; b) between page #s and – (en dash) e.g., p. 46–47 [note: en dash are medium length]
- 8) **Ampersands (&)** – Used ONLY in parenthetical in-text references and reference list.
- 9) **Capitals** – a) journal titles.
- 10) **Issue number** – only necessary when the page numbering of a volume is not continuous (i.e. each issue begins again at p. 1)
- 11) **Electronic sources retrieved from the internet** – a) *websites/webpages*: No retrieval dates unless the source material may change over time. The complete URL is required in the reference. Use this format: Retrieved from <http://www.xxxxxxx> . b) *Journal articles or book/book chapters*: A URL is typically not required when a DOI is provided. Do not provide the location and publisher when citing an electronic book. When provided, the URL should be a link to the journal homepage (i.e., where it can be/was retrieved or purchased) or to the main site where a book was downloaded (e.g., [books.google.com/books](http://books.google.com/books))
- 12) **DOIs for Journal Articles**: When available digital object identifiers (doi) are required. They can be found on the individually published manuscript OR historically some complete volumes had one DOI – refer to the full volume. You can also try the following website - <http://www.crossref.org/guestquery> - scroll to the bottom.

## SUBMITTING A MANUSCRIPT

CJOT Submission Site URL: <http://mc.manuscriptcentral.com/cjot>

### Providing Authorship and Manuscript Information

Once you register for an account you will be asked to provide details about the authors and manuscript before you upload the files. This information must be complete for your manuscript to be considered for review. Please ensure that all authors are listed and required information is provided.

### Uploading Files

All manuscripts must be uploaded to the online system in separate sub-files:

1. **Main Document (required)**: This file must comprise the title, abstract, text, key messages, and references. This file needs to be prepared for blind review by the author. It must not contain any authorship, acknowledgement, or funding information. Please make sure that any references that will identify the authorship are removed for the review. Do not put placement markers for references within the reference list as this will decrease the blindness of the review. Any manuscript not blinded for review will be 'UNSUBMITTED' and the author will be asked to prepare for blind review.
2. **Title Page/Authorship (required)**: This file must comprise the title and full authorship. We require middle initials when available, and minimally highest degree, professional designations, and position, as well as mailing address for all authors. For corresponding author only provide contact information (telephone and email). We will not include personal or workplace website URLs within the author information. If an author was at a different location or in a different position during the undertaking of a research study, please include a line to indicate past information (i.e. At the time of this study ...)
3. **Figure or Image**: Use this file designation for files that are figures or images. Captions should be included following APA 6<sup>th</sup> format (below figure).
4. **Table**: Use this file designation for files that are tables. Captions should be included following APA 6<sup>th</sup> format (above table).

- **Tables, Figures, Charts, Graphs, and Photographs** should only be used to supplement, not duplicate the text. Indicate the placement of each item clearly in the body of the paper, using the following convention: <Insert Table 1 about here>. Cite tables, figures, charts, graphs and photographs in numerical order.
  - If a paper is accepted for publication, all tables, figures, charts, and graphs must be provided in either Microsoft Word or Microsoft Excel format. Figures, charts, and graphs that are produced in SPSS and then copied and pasted into Microsoft Word are not acceptable. Tables, figures, charts, and graphs must follow APA 6<sup>th</sup> style for content, lay-out and titling. When data are presented in a table, the unit of measurement and the number of decimals used within a column must remain consistent. Figures, charts, and graphs must be clearly labeled. Backgrounds of charts and graphs must be white. Bars and lines must be clearly distinguishable, and provided in shades of gray scale. Legends for the figures, charts, and graphs should be presented on the same page rather than a separate one.
  - High resolution, black and white digital photographs must be provided. For peer review, provide each photograph on a separate page. If the article is accepted for publication, individual digital files for each photograph will be required in either TIFF or JPEG format, with a minimum of 300dpi. The *CJOT* photo release document must accompany submissions that contain photographs of identifiable subjects in photographs: <http://www.caot.ca/pdfs/photorelease.pdf>
  - Line drawings should be prepared professionally and with appropriate computer software, if applicable.
  - Permission to reproduce previously published figures and tables must be obtained from the copyright holder and must be included at the time of submission.
5. **Acknowledgements:** Use this file designation for uploading information about funding, acknowledgements of research support from individuals who are not authors, and statements about presentations of this work or if it was carried out as part of a thesis requirement. Acknowledgements of general thanks or dedications to family and friends will not be published. Acknowledgements should be brief, recognize the participation and assistance of those persons, institutions, and agencies who significantly contributed to the work (excluding funding). Individuals who are acknowledged must be notified by the author. If grant funding supported the work reported in the paper, provide the name of the funder, the grant number, and the name of the principal investigator.
  6. **Ethics:** For ALL research studies with human participants, an ethics approval letter must be uploaded indicating ethics approval for the data contained within this publication. NOTE: This is required for ALL studies that are using data generated from human participants, including chart reviews and any publishable program evaluations.
  7. **Supplemental Files:** Use this file designation for uploading documents that you would like to have available online only for readers if your manuscript is accepted for publication. These files will be uploaded to the online system and associated with the published work.

**Files to include in review:** When choosing the files that will go forward to reviewers, please ensure that you only include (1) main document, figures, images, and tables. **Do not include** any identifying information (title page/authorship, acknowledgements, ethics), or supplemental files as they will not be considered within the review process. The published manuscript must stand alone.

## Review Process

Manuscripts submitted to the *Canadian Journal of Occupational Therapy* will undergo a preliminary review by the editor or associate editor (as designated by the editor) to ensure compliance with submission guidelines, fit with the mission of the journal, and scientific rigour. Manuscripts that are not in compliance with the submission guidelines will be 'UNSUBMITTED' and returned to the authors without peer review. The primary author will be asked to comply with submission guidelines and resubmit. Manuscripts that do not fit with the mission of the *Canadian Journal of Occupational Therapy* or that have significant methodological flaws will be returned to the authors without peer review (rejected without review).

Manuscripts that comply with submission guidelines, fit with the mission of the Canadian Journal of Occupational Therapy, and have adequate scientific rigour, will be processed for double-blind peer review. Manuscript disposition will be communicated to the primary author in writing, typically within 3 to 4 months and will be one of the following five: Accept, Conditional Acceptance, Revisions Required, Revise and Resubmit (require full second review), Decline. Manuscripts that are declined will not be eligible for resubmission.

If the manuscript is accepted for publication the abstract and key words will be translated into French or English, as required. Authors who are able to provide their own abstract translations are encouraged to do so.

## Copyediting Accepted Manuscripts

All manuscripts accepted for publication in the Canadian Journal of Occupational Therapy are subject to copyediting in preparation for publication. Manuscripts will be copyedited for spelling, grammar, clear use of language, consistent terminology, and correct format of references, headings, tables, and other manuscript components. The primary corresponding author will be asked to review and

approve copyedits sent from the publisher. If this author does not respond within the designated timeframe, copyedits will be sent to the secondary corresponding author for approval. Authors who fail to respond to the request to review and approve copyedits can have the publication of their articles delayed.

### **Appeals**

Authors submitting manuscripts to the Canadian Journal of Occupational Therapy have the right to appeal a manuscript disposition decision in situations where a breach of CJOT policy has been made. The appeal must be made in writing to the Chair of CAOT Appeals Board and submitted within 30 days after the decision. The decision of the Appeal Board is final.