POLICY

1. Authors submitting manuscripts to the Canadian Journal of Occupational Therapy have the right to appeal to the Canadian Association of Occupational Therapists Appeal Board regarding a perceived violation of Journal policy in the handling of their manuscript.

2. The appeal will be heard by the Appeal Board that will be supplemented by one further person who is either:
   a. a past member of the Canadian Journal of Occupational Therapy Review Board who is a member of the Canadian Association of Occupational Therapists and not involved in the manuscript review disposition process; or
   b. a past member of the Editorial Board who was not involved in the review or disposition process for the manuscript giving rise to the appeal.

3. All members of the Appeal Board must not have a real or perceived professional, financial or academic conflict of interest as a consequence of a relationship with the authors who are appealing the decision or the contents of the manuscript.

4. The decision of the Appeal Board is final.

PROCEDURE

1. The intent to appeal must be made in writing to the Editor-in-Chief within 30 days after the manuscript disposition decision. The Editor-in-Chief responds to the author in writing, explaining the process, providing relevant policies, and stating the materials to be submitted by the authors to the Appeal Board via National Office.

2. The author(s) must submit a letter to the Appeal Board within 30 days of receiving the Editor-in-Chief’s instructions on the appeal process, outlining their appeal. Their letter will include a waiver of confidentiality granting permission to the Appeal Board to read their manuscript, correspondence, and any other documents pertaining to the appeal.
3. The Editor-in-Chief will obtain confidentiality waivers (as required) in order to share relevant documents with members of the Appeal Board.

4. The Editor-in-Chief will provide members of the Appeal Board with the following documents:
   a. A summary of the review process from initial submission through to authors’ request for appeal, from the Editor’s perspective.
   b. A copy of the manuscript on which the decision was made,
   c. Copies of the reviews of the manuscript, with reviewers’ identities blinded. If there is a compelling rationale for disclosing the identity of one or more reviewers, confidentiality waivers will be attached. In the case of the “confidential to editor” comments, confidentiality waivers are required from the reviewers before these comments are released.
   d. Copies of the original manuscript, reviews and correspondence if the appeal is being made for a manuscript that had been revised and resubmitted.
   e. Other communications with authors and reviewers related to the manuscript as appropriate.

5. The Appeal Board cannot send the manuscript out for additional reviews.

6. Decisions or appeals must be completed within 90 days of receiving the appeal.

7. All decisions of the Appeal Board will be provided to the authors and the Editor-in-Chief in writing. The Appeal Board can decide to:
   a. uphold the original disposition decision and/or support the Editor-in-Chief’s correspondence as adhering to current policy; or
   b. overturn the original disposition decision and due to non-adherence to current policy, and identify actions required.

8. The Appeal Board may offer recommendations to clarify policy and/or improve future implementation of policy.

9. The appeal policy will be posted on the Canadian Journal of Occupational Therapy’s web page to make authors aware of their right to appeal.