



Canadian Association of Occupational Therapists
Association canadienne des ergothérapeutes

Canadian Journal of Occupational Therapy

Author Guidelines

Manuscripts are submitted to the *Canadian Journal of Occupational Therapy* with the understanding that they are not simultaneously under consideration by any other publication and have not been previously published. Authors will be required to assign copyright ownership of their manuscript to CAOT Publications once the manuscript has been submitted for review. The copyright assignment form will be sent to the corresponding author together with a letter acknowledging the submission.

General Instructions

Please submit an electronic version (e-mail preferred) of the manuscript, together with a cover letter to the *CJOT* editor:

[Dr. Marcia Finlayson](#)

Department of Occupational Therapy (M/C 811)
University of Illinois at Chicago
1919 W. Taylor Street
Chicago, IL
USA 60612-7250

A hard copy of the paper is not required.

Papers submitted to the *Canadian Journal of Occupational Therapy* must comply with the established guidelines from the International Committee of Medical Journal Editors. [Click here](#) to read these guidelines.

The manuscript must be sent as a single file, collated in the following order:

- Title page with all author information (page 1)
- Title page without contact information (page 2)
- Abstract and key words (page 3)
- Main text
- Key messages (separate page)
- Acknowledgements (separate page)
- References (starting on a new page)
- All tables and figures (each on a separate page with clearly identified titles).

Electronic submissions that are sent as multiple files will be returned to the author to collate.

Submissions that are not accompanied by a cover letter cannot be processed by the Editor.

Cover Letter

The cover letter accompanying a submission must clearly state that the paper:

- Is not under review or consideration by another journal,
- Has not been published in whole or in part by another journal,
- Represents original work, and that
- All authors have reviewed and approved the submission.

The cover letter needs to identify a primary and secondary (when possible) corresponding author and provide full contact for these individuals. The secondary author will only be contacted by the Editor when the primary author does not respond to time-sensitive communications.

The cover letter for a research paper, case report or a paper using photographs must include information about consent. For research papers, please include the name of the Human Subjects Protection Committee that approved the work, and the approval number of the protocol. For case reports and papers using photographs, please provide a copy of the *CJOT* consent document with the print version submission that is mailed to the Editor. The *CJOT* case report consent document is available [here](#). The *CJOT* photo release document is available [here](#).

Submission Categories

Manuscript submissions fall into two major categories: the **Full-Length** paper and the **Brief Report**.

Full-Length submissions present new and important information that has the potential to advance occupational therapy research, education or practice, or to offer insights into policies that affect the discipline or its members.

Full-length papers should extend existing knowledge within the field through:

- presentation of original research,
- development or refinement of conceptual and theoretical ideas,
- critical review of existing evidence through systematic reviews or meta-analyses, **or**
- critical analysis of policies that are relevant to occupational therapy research, education or practice.

A Full-length manuscript should be approximately 4000 to 4500 words in length, and must not exceed 6000 words *including* abstract, 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.

Brief 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 reports should be used to share:

- findings from small scale pilot research,
- research addressing focused questions with relevance to only a very specific subgroup or setting,
- clinical case reports, which may include descriptions of practice innovations, advocacy efforts, or new technologies or products,
- introductions to new methodologies or methods,
- descriptions of empirically and/or theoretically derived programs, **or**
- scholarly opinion or debate articles on topics requiring discussion in the field.

Papers in this category should be approximately 1500 to 2500 words in length, and must not exceed 3000 words *including* abstract, references and acknowledgements. Brief reports must include no more than two tables, charts and/or figures (any combination).

Authors are encouraged to contact the editor if they have questions about the category of submission best suited to their materials.

Manuscript Preparation

Manuscripts should be submitted as a Microsoft Word document file. Format the document using 12 point font and double spaced lines on standard 21.5 cm (11 in) x 28 cm (8 ½ in) paper with 2.5 cm (1 in) margins. Times Roman or Arial fonts are preferred. Use single spaces between individual sentences throughout the manuscript. Pages should be numbered sequentially in the bottom right corner, starting with the second title page (no author information). Abbreviations or acronyms are to be used sparingly throughout the text, and when used they must be written in full the first time. It is not acceptable to use the acronym 'OT' in a manuscript. Instead, use occupational therapist or occupational therapy, as appropriate.

Authors should familiarise themselves with the CJOT style guide, *The Publication Manual of the American Psychological Association* (Sixth Edition) (2009), as well as the [style guide for CAOT Publications](#) available on the web site.

With the exception of the abstract, the heading format used in CJOT is as follows:

- Level 1 headings – bold, centred, uppercase and lowercase
- Level 2 headings – no bold, centred, uppercase and lowercase
- Level 3 headings – flush left, no bold, uppercase and lowercase
- Level 4 headings – indented, italicized, lowercase ending with a period.

For example:

Findings

Rehabilitation needs of participants

Urban/rural differences

Occupational therapy services

Manuscripts should 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'). For further guidelines refer to: [A way with words: Guidelines and appropriate terminology for the portrayal of persons with disabilities](#) (2002). Available from the Office For Disability Issues, 25 Eddy St., Suite 100, Gatineau, Quebec K1A 0M5. Tel: 1 (800) O-Canada or 1 (800) 622-2632 or can be downloaded from : <http://www.hrdc-drhc.gc.ca/>.

Title page with all author information

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

List the first and last names and middle initial of each author together with *highest* degree held, professional credential, title or position, present affiliation, and full mailing address including postal code. A telephone number for the corresponding author and e-mail address should also be included. Author information should be formatted as follows:

Jane S. Doe, PhD, OT Reg (Ont) is Professor, Department of Occupational Therapy, My University, 1111 Main Street, Third Floor, Room 10, City, Province, Country, Postal Code. Telephone: +(International Country Code) - (City or Area Code) - (Local Number). E-mail: XXXXXX.

The main title page will be removed by the editor prior to the review process.

Title page without contact information

The *Canadian Journal of Occupational Therapy* uses a double-blind peer-review system. Therefore, each manuscript must include a second title page that contains only the title. Page numbering should start on this page (page 1).

Abstract and key words

All manuscripts must include a structured abstract. Headings within the abstract can follow one of two formats:

- Format 1: Background, Purpose, Methods, Findings, Implications.
- Format 2: Background, Purpose, Key Issues, Implications.

Headings must be in bold and followed by a period. The abstract must not exceed 150 words and should be presented as a single paragraph without breaks between the sections.

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

Provide between three and five keywords that are indexed to the Cumulative Index of Nursing and Allied Health Literature (CINAHL).

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/).

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://prsinfo.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.

Systematic reviews or meta-analyses should follow the QUORUM guidelines (http://www.consort-statement.org/mod_product/uploads/QUORUM%20Statement%201999.pdf).

All other types of research papers (either full-length or brief report) should contain the section headings listed below.

- Introduction (includes the literature review),
- Methods
 - Participants (details of recruitment and selection),
 - Data Collection (details of methods and measures used)
 - Data Analysis
- Findings
- Discussion
- 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.

Theoretical and policy manuscripts should be logically organized in a pattern parallel to that outlined above for Research Manuscripts, using headings relevant to the nature of the paper. All papers must have a conclusion section.

Specific references to the authors (name, initials) or other information that could identify the authors (institution, location) should be removed from the body of the paper. If necessary, this information can be added to the manuscript after the peer-review process is complete and the paper is accepted for publication.

Key Messages

Authors are asked to provide two or three **bullet points** that succinctly summarize the key or main messages emanating from their work (75 words maximum). 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.

Acknowledgements

Acknowledgements appear in the text after the key message and before the references. Acknowledgements should be on a separate page. They should be brief, recognize the participation and assistance of those persons, institutions and agencies who significantly contributed to the work, as well as the grants received to support the work. Grant information should include the name of the funder, the grant number, and the name of the principal investigator. Individuals who are acknowledged must be notified by the author. If the manuscript is based on a conference presentation or a thesis, this should also be noted. Personal thanks to family or friends is not appropriate.

References

The Canadian Journal of Occupational Therapy follows *The Publication Manual of the American Psychological Association* (Sixth Edition) (2009) for in-text citation and reference list format.

Authors should provide digital object identifiers (DOIs) for electronic sources if one is assigned. These references should be provided in the following format:

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229.
doi:10.1037/0278-6133.24.2.225

Electronic sources retrieved from the internet no longer require retrieval dates, unless the source material may change over time. However, the complete URL should be provided in the reference. Use the format: Retrieved from <http://www.xxxxxxx>
A URL is not required when a DOI is provided.

When formatting the reference list, when authors number 8 or more, include the first six authors' names, then insert three ellipses, and add the last author's name. When a reference has up to seven authors, spell out all authors' names in the reference list.

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.

Tables, Figures, Charts, Graphs and Photographs

Each table, figure, chart, graph or photograph must be presented on a separate page in the submission. These materials 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 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 style for content, layout 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 should 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 should 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. The *CJOT* photo release document is available [here](#).

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.

Manuscript review

Manuscripts submitted to the *Canadian Journal of Occupational Therapy* will undergo a preliminary review by the editor to ensure compliance with submission guidelines, fit with the mission of the journal, and scientific rigor. Manuscripts that are not in compliance with submission guidelines will be deferred and returned to the authors without peer review. The primary author will be asked to comply with submission guidelines, and invited to 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 rigor, 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. Decisions can include:

- a. Rejection without an invitation to resubmit,
- Rejection with invitation to resubmit as a new submission in the future
- b. Unacceptable in present form, major revisions and second review required before a decision can be made,
- c. Conditional acceptance pending receipt of minor revisions, or
- d. Accept as is.

Appeals

Authors submitting manuscripts to the *Canadian Journal of Occupational Therapy* have the right to appeal a manuscript disposition decision. The appeal must be made in writing to the Chair of the Editorial Board and submitted within 30 days after the decision. The decision of the Appeal Board is final.

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 prior to publication. 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.

Reprints

Reprint order forms will be sent to the corresponding author.