

OCCUPATIONAL THERAPY NOW

AUTHOR'S GUIDELINES 2008

Occupational Therapy Now is published by the Canadian Association of Occupational Therapists (CAOT) and provides occupational therapists with information to meet the challenges of their day-to-day practice. Articles in both the print and on-line versions encourage discussion and debate of occupational therapy practice issues. Topics include: clinical applications of recent research and theory, evidence-based practice, socio-cultural, political and economic influences on occupational therapy, as well as other information relevant to the profession at large. Articles also appeal to anyone with an interest in occupation and its impact on health – health care practitioners, consumers, policy and decision makers and members of the general public.

Where do I start?

CAOT Publications ACE welcomes submissions that contain practical information and/or encourage discussion of professional issues. For every type of article we look for clear, easily understood and interesting writing.

There are currently nine regular columns which are described on pages 3 and 5. Your article may fit under one of these columns or be featured separately.

Some styles of writing include: “how to’s”, interviews or personality profiles, informational, inspirational, “it happened to me”, opinion and humour articles.

Before writing your article, it is a good idea to send an outline to the managing editor (otnow@caot.ca) for some initial feedback and ideas regarding style. You may also wish to contact the individual column editor (see pages 3-5).

How long should my article be?

Our readers tell us that they are short on time so make every word count – be precise and be concise. Articles should be no longer than 1500 words. Brief notices can be as short as 50 words but still of interest to readers.

What happens after I submit my article?

Occupational Therapy Now is published bimonthly beginning with the January/February issue. Every effort is made

to publish your article as soon as possible. Articles which are time sensitive take precedent. Obviously articles which do not require too many revisions are processed faster.

When submitting your article include a completed submission form and two copyright release forms. A cover sheet should include: proposed title of your article, each author's name, credentials, address, phone numbers and a brief biography. Sending your article electronically to the managing editor is preferred. The forms and a hard copy of your article can be mailed.

Please take special note of the section on the submission form which asks if you have had your article reviewed by a colleague. A colleague, knowledgeable about your subject matter, can offer you invaluable feedback and may prevent unnecessary revisions once your article is in process.

Once the managing editor receives your article, it will be reviewed by the applicable column editor and occupational therapists with expertise in the subject area. Articles which do not fall under a particular column's mandate will be reviewed by two occupational therapists with expertise in the subject area. Suggestions for major revisions will be sent to the authors and a second draft will be requested. Copy edits will be made and sent to you, for review, prior to publishing.



An important note about copyright

Articles are submitted to *Occupational Therapy Now* on the understanding that they are not simultaneously under consideration by any other publication and have not been previously published. Articles published in *Occupational Therapy Now* are copyrighted by CAOT and may not be published elsewhere, in whole or part, without written permission from CAOT. By submitting an article to *Occupational Therapy Now* you are giving us permission to publish all or part of it. Before publication, all authors must sign a copyright release form (enclosed in this package).

If you use or refer to someone else's ideas, you must acknowledge this by citing the original source in the reference list. Please refer to the the *American Psychological Association Style Guide* for information on correct referencing.

Authors are responsible for obtaining releases for all copyrighted materials they wish to use in their article and any associated fees.

Does publishing in Occupational Therapy Now prevent me from later publishing in the Canadian Journal of Occupational Therapy (CJOT)?

No, it doesn't necessarily mean that. Writing for *Occupational Therapy Now* is more informal, often anecdotal, and the articles are shorter. You may consider publishing preliminary ideas, program descriptions, or perhaps an opinion in *OT Now* that you later develop for consideration in *CJOT*.

For information regarding CJOT submissions, please contact the editor, Marcia Finlayson, through CAOT's National Office or at 1 (312) 996-4603; or e-mail: cjot@caot.ca.

Are photographs or illustrations considered?

Yes! Photographs help tell the story and attract the reader's attention. When submitting photographs, remember the following:

1. Colour photos are preferred. If taking the photos yourself try to shoot subjects with a contrasting background.
2. Try to get people doing the things that are described in the article.
3. A release is necessary – use sample provided.
4. Place photos or slides between two pieces of cardboard to keep them protected in the mail. Always keep the negative or copies of the photos in case the originals are lost.
5. Print your name and the subject of your article on the envelope containing the photo(s).
6. Do not write on the front or back of the photo, do not use paper clips, do not cut individual negatives.
7. Write captions and photo credits on separate paper.
8. Photos will be returned if a self-addressed return envelope is provided.
9. Digital photos must be taken at no less than 300 DPI and sized no smaller than 4 by 6 inches.

Please send submissions to:

Brenda McGibbon Lammi, Managing Editor
589 Lacroix Bay Rd, RR1
Westmeath, ON K0J 2L0

Telephone: 613-587-4124

Fax: 613-587-4121

E-mail: otnow@caot.ca

Questions should be directed above or to:

CAOT National Office

CTTC Building,

3400-1125 Colonel By Drive

Ottawa, ON K1S 5R1

1 (800) 434-2268, ext. 232

See also the periodicals/publications area at

www.caot.ca

CRITICALLY APPRAISED PAPERS

Column Editor: Lori Letts

A Critically Appraised Paper or CAP is a succinct appraisal of a single research study. It is comprised of a declarative title, a structured abstract and a commentary. The declarative title and structured abstract provide a précis of the article. The commentary is written by a clinician or methodologist with expertise in the area of practice discussed in the study. It highlights methodological strengths and weaknesses of a study, places the study in the context of other research, and discusses implications for practice, education and future research. The CAP is designed to provide therapists with information about recently published evidence so that it can be more readily incorporated into practice. Both the structured abstracts and the CAPs are peer reviewed.

For more information, contact the managing editor or column editor: Lori Letts
e-mail: lettsl@mcmaster.ca

INTERNATIONAL CONNECTIONS

Column Editor: Sandra Bressler

Many Canadian occupational therapists have worked abroad setting up client services, developing educational programmes, or in previously established settings experiencing another country's practices and customs.

In this column we invite Canadian occupational therapists to share their international experiences. CAOT recognizes that international trade agreements are encouraging professional mobility and our members need information to prepare for global marketing of their expertise and services.

In addition to submitted articles, information regarding CAOT and WFOT international activities will also be featured in the column along with other resources to help you in your international connections.

For further information contact the managing editor or column editor: Sandra Bressler, CAOT Delegate to WFOT
e-mail: sbressler@shaw.ca

IN TOUCH WITH ASSISTIVE TECHNOLOGY

COLUMN EDITORS: JOSÉE SÉGUIN AND ROSELLE ADLER

This column aims to assist occupational therapists to gain knowledge or remain current in the area of assistive technology. For the purposes of the column, the definition of assistive technology is:

Any item, piece of equipment or product system whether acquired commercially off the shelf, modified or customized that is used to increase, maintain or improve functional capabilities of individuals with disabilities¹.

Topics may take a number of formats and a theme may be developed for a specific issue. Suggested formats include but are not limited to:

A. Longer articles such as...

1. An overview of a range of products and/or reviews of specific devices. Individual re-views should not exceed

500 words. The whole article should be approximately 1500 words.

2. Case studies that demonstrate the creative use of assistive technologies to enhance independence. Contributions that incorporate the user's perspective would be of interest. Approximately 1500 words.

3. Descriptions and application of technology that has helped you in your service delivery as an occupational therapist. Approximately 1500 words.

B. Shorter pieces such as...

1. Information and description of a website that you have found useful. Less than 100 words.

2. A manufacturer's overview of a relevant new product. Less than 50 words. The author should provide details of the

name, model number and Canadian distributor of the equipment discussed. Photographs of the equipment and/or user are often helpful, preferably in digital jpeg format, no less than 300 DPI.

The editor is always open to new ideas. If you have an idea or you wish to write a longer article, you are welcome to submit a short abstract (100 words) for consideration and feedback.

For further information contact the managing editor or column editors:

Josée Séguin and Roselle Adler
Tel. 613 737-0871, ext. 4349
Toll free: 1 800 565-4839
e-mail: jseguin@OCTC.CA and
radler@OCTC.CA

SENSE OF DOING

Column Editors: Helene Polatajko and Jane Davis

As occupational therapists our primary role is to enable people's occupation. To do this well we need to understand occupation to its fullest. Sense of Doing, affords the readers of OT Now an exciting new opportunity to exchange perspectives on occupation and its role in our practice. This column will provide a venue for dialogue about occupation; it will feature discussions pertaining to questions which are asked by practicing occupational therapists and occupational scientists. The focus of the column will be on those aspects of the sense of doing that are of greatest concern to practitioners so that we, as occupational therapists, can make sense not only of what other people do but also what we do. It is the intention of the editors that the column will address the needs of occupational therapists trying to use occupation in their day-to-day practice. The column will feature both submitted articles and articles by the editors addressing the questions being asked by readers that relate the occupation, its study, and its enablement.

For more information, contact the managing editor or column editors:

Helene Polatajko

Tel. (416) 978-5936

Fax. (416) 946-7102

e-mail: h.polatajko@utoronto.ca

or

Jane Davis

e-mail: ja.davis@utoronto.ca

TELE-OCCUPATIONAL THERAPY

Column Editors: Lili Liu and Masako Miyazaki

This column examines occupational therapists' experiences with using technologies to provide services at a distance. Occupational therapists use a wide range of technologies that range from "low-tech" to "high-tech". These include PDAs, videophones, and stand alone telehealth units. Modes of communication also vary widely and include the Internet, ISDN and POTs. Technologies may also be used for conducting assessments, interviews, team conferences or continuing education.

As more occupational therapists incorporate technologies into their practice, they are faced with new issues and challenges. These issues include distance supervision of students and rehabilitation assistants, and the roles of occupational therapists as expert consultants at a distance, sometimes between provinces. The psychometric properties of tools used in assessments conducted at a distance also need to be examined.

We invite clinicians to submit articles, vignettes or success stories on their experiences with tele-occupational therapy. The editors encourage clinicians and students to submit questions and answers that will help the clinical community to understand tele-occupational therapy. We also welcome submissions from researchers who are addressing issues related to tele-occupational therapy.

For further information contact the managing editor or column editor: Lili Liu

Tel. (780) 492-5108 Fax. (780) 492-1626

E-mail: lili.liu@ualberta.ca or

Column Editor Masako Miyazaki

Tel. (780) 492-9127 Fax. (780) 492-1626

e-mail: masako.miyazaki@ualberta.ca

Before writing your article, it is a good idea to send an outline to the managing editor and column editor for some initial feedback and ideas regarding style and content.

Brenda McGibbon Lammi, Managing Editor
589 Lacroix Bay Rd, RR1
Westmeath, ON K0J 2L0 E-mail: otnow@caot.ca

THEORY MEETS PRACTICE

Column Editor: Heidi Cramm

Many occupational therapists seek to understand how theory interfaces with practice. Theories are ways of thinking and ways of doing that can directly inform practice and may include conceptual models and frameworks. It is helpful to reflect on the presence and utility of theory as theory can provide an underpinning for our practice. This column endeavours to support both novice and experienced practitioners in understanding theory and its relevance and application to daily practice.

This column aims to help clinicians gain confidence in their reliance on theories used in occupational therapy, offer practical support in bridging theory to practice and clarify their ongoing clinical reasoning.

The following are examples of the types of articles for the Theory Meets Practice column:

- Case studies that share practical innovation in the application of theory in practice.
- Critical review of a theory in terms of

its application to practice.

- Discussion of how theory could be best integrated into practice.
- Discrepancies between theories and current practices and how they might be redressed
- Clarify terms that are used in a variety of ways across the literature

For further information contact the managing editor or column editor:
Heidi Cramm
e-mail: hcramm@cogeco.ca

WATCH YOUR PRACTICE

Column Editor: Sandra Hobson

Today's occupational therapy practice is increasingly complex and fast-paced, so it is both helpful and efficient to establish a routine in professional life. Routines are important because they provide structure to our daily activities. However, as routines become firmly established, they can also serve to prevent us from looking at alternative ways of practicing occupational therapy.

The purpose of the Watch Your Practice column is to present occupational therapists with alternative ways to practice and to foster engagement in thoughtful, reflective and evidence-based practice.

The Watch Your Practice column will explore some of the practice challenges that occupational therapists encounter, and provide a forum where we can pause and reflect on these together. The column seeks to engage in a dialogue about these issues and to further build our collective capacity to make ethical, legal, and deliberate practice choices in the best interests of our clients and our profession.

If you have an idea for the column, please contact me at shobson@uwo.ca

PRIVATE PRACTICE INSIGHTS

Column Editors: Jonathan Rivero and Christel Seeberger

The shift to community-based practice has opened new opportunities for occupational therapists, many of whom own and operate successful private practices. This OT Now column focuses on ways to enhance the success of private practice and ensure access to quality occupational therapy services.

Authors are invited to submit articles regarding:

- Profiles of successful occupational therapy practitioners describing how and why they entered private practice, their motivations and what sustains them.
- Specific market(s) and how occupational therapy services are delivered.
- Challenging business situation(s) and how they were resolved. Examples could include mergers, tax audits, partnerships, providing student placements, etc.
- Successful management practices such as record keeping, budgeting, requests for proposals, hours of operations, fee schedules, marketing communications, etc.
- Examples of collaborative projects that enhance business success for occupational therapy practices.

For further information contact the managing editor or column editors: Jonathan Rivero e-mail: jonrivero@gmail.com
or
Christel Seeberger e-mail: totalability@nb.aibn.com

OCCUPATIONAL THERAPY NOW

SUBMISSION FORM

Name _____ File name _____

Full Address _____

Contact numbers (please list numbers where you are easiest to reach)

Tel. () _____ - _____ Fax. () _____ - _____ E-mail _____

The following checklist is intended to assist you in writing your article. We ask that you complete this form and submit it with your article, along with the two copies of the copyright assignment form. Not all points will apply to your article, so use your judgment. If you have any questions, please contact the Managing Editor, Brenda McGibbon Lammi, Telephone: 613-587-4124 E-mail: otnow@caot.ca. THANKS!!

PROPOSED TITLE

- Catches reader's attention
- Reflects the content

INTRODUCTION

- Brings the reader into the article
- Presents overall nature of the topic

CONTENT

- Describes approach/issue/idea/program/service
- Uses examples (anecdotal)
- Relates problems, solutions and surprises
- Suggests ways information can be applied to day-to-day practice
- Generates debate
- Represents best practices
- Acknowledges others' work (Refer to APA Style Guide)
- Concludes (e.g. may summarize, describe future plans, leave a question in the reader's mind, or invite comment)

SIDEBARS, TABLES, ILLUSTRATIONS, PHOTOGRAPHS

- Complements text without duplication
- Photo caption identifies who the people are and what they are doing

REFERENCES OR SUGGESTED READINGS

- Further readings suggested, using APA Style
- Acknowledges others' work, using APA Style

STYLE

- Logical flow of ideas
- Clear, precise language but informal and easy to read
- Language free of gender, social or other stereotypes

Which type of style most describes your article:

- "How To" Inspirational Opinion
- Informational "It Happened to Me"
- Humour Interview/personality profile

REVIEW

- A colleague with similar expertise has reviewed this article; name of colleague _____

If you do not have someone who can review your article, please contact the Managing Editor who can arrange for a reviewer.

BIOGRAPHY

- Small biography (35 words) explains who you are, where you work, and where readers can contact you for further information.



Please send submissions to: Brenda McGibbon Lammi, Managing Editor, 589 Lacroix Bay Rd, RR1 Westmeath, ON K0J 2L0, Telephone: 613-587-4124, Fax: 613-587-4121, E-mail: otnow@caot.ca or Canadian Association of Occupational Therapists, CTTC Building • 3400-1125 Colonel By Drive, Ottawa, Ontario Canada • K1S 5R1 • 1 (800) 434-2268, Fax. (613) 523-2552, www.caot.ca



CAOT - ACE

Canadian Association of Occupational Therapists
Association canadienne des ergothérapeutes

PHOTO RELEASE FORM

I, (please print) _____

hereby give the Canadian Association of Occupational Therapists (CAOT) and its affiliate organizations: The Association of Canadian Occupational Therapy Regulatory Organizations, The Association of Canadian Occupational Therapy University Programs and the Professional Alliance of Canada unrestricted right to publish and otherwise use photographic reproductions or likeness of me.

Signature _____ Date _____

Address _____

Phone number _____ E-mail _____

Signature (CAOT Rep.) _____ Date _____

note: a separate release form is required for each person appearing in the photograph.

**Please return to: Brenda McGibbon Lammi, Managing Editor, 589 Lacroix Bay Rd,
RR1, Westmeath, ON K0J 2L0, Telephone: 613-587-4124, Fax: 613-587-4121,
E-mail: otnow@caot.ca**

Disclosure & Copyright Assignment

Disclosure at Original Submission: Each author must sign an individual Disclosure and Copyright Assignment form.

Manuscript Title: _____

Authorship Responsibility

I have read the submitted manuscript that includes my name as an author. I can vouch for the accuracy of the manuscript. I certify that I have participated sufficiently in the conception, design, and/or analysis of data (if applicable) of this work and the writing of the manuscript to warrant authorship. I would be able to take public responsibility for the content of the manuscript. I believe the manuscript represents honest and valid work. To the best of my knowledge, the manuscript contains no misrepresentations. I have reviewed the final version of the submitted manuscript and approve it for publication. If requested, I shall produce the data on which the manuscript is based for examination by *Occupational Therapy Now (OT Now)*.

Name (printed): _____

Signature: _____ **Date:** ____/____/____

Benefits Disclosure: Choose one of the following statements

I certify that no party having a direct interest in the results of the research or ideas reported in this article has or will, directly or indirectly, confer a benefit (e.g. currency, a discount, refund, travel, free goods or any other similar benefit) on me or any organization with which I am associated AND, if applicable, I certify that all financial and material support for this work (e.g., federal, provincial or other grants) are clearly identified in the submission, consistent with the *OT Now* Author Guidelines.

I certify that I have affiliations with or financial involvement (e.g., employment, consultancies, honoraria, stock ownership or options, expert testimony, grants and patents received or pending, royalties) with an organization or entity with a financial interest in, or financial conflict with, the subject matter of discussed in the manuscript AND all such affiliations and involvements are disclosed in the submission, consistent with the *OT Now* Author Guidelines. A letter explaining these affiliations or involvements is attached.

Human Subjects' Review Board Approval (or Animal Care Committee, if appropriate):

I certify that my institution(s) or the appropriate regional institution has approved the protocol for any investigation involving humans or animals and that all investigation was conducted in conformity with the protocol and the ethical and humane principals of research. *OT Now* reserves the right to contact your institution.

Committee Name: _____

Approval Number: _____

_____ Initial here if Human Subjects' Approval is not applicable to this work.



Copyright Assignment

Manuscript Title: _____

Contributors: _____

Address of contributor: _____

The Canadian Association of Occupational Therapists (“CAOT”) is pleased to consider the previously unpublished original work described above (text plus other materials to be published as part of the work, such as but not limited to tables, figures, graphs, charts, drawings, photographs and other illustrations, digital media works, and the abstract) (hereafter referred to as the “Contribution”) for publication in the *OT Now*.

To enable the CAOT to review and edit the Contribution, and, if the Contribution is accepted, to disseminate the Contribution to the fullest extent possible, the CAOT requires this Copyright Transfer Agreement be signed by the Contributor. If and when the Contribution is accepted for publication in the *OT Now*, the following terms and conditions will become effective as of the date of the Contributor’s execution of this Agreement.

NOW THEREFORE, for good and valuable consideration (the receipt and sufficiency of which is hereby irrevocably acknowledged), the Contributor agrees as follows:

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- (3) The Contributor retains the right to republish the Contribution in any collection consisting solely of the Contributor’s own works without charge and subject only to notifying the CAOT of the intent to do so and to ensuring that the publication by the *OT Now* is properly credited and that the relevant copyright notice is repeated verbatim.
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- (6) The Contributor declares that any person named as co-author of the Contribution is aware of the fact and has agreed to being so named.
- (7) The Contributor retains the right to deposit the Contribution in the repository of his/her academic institution and to submit all published results of research funded by the Canadian Institutes of Health Research, the Social Sciences and Humanities Research Council of Canada, and the National Institutes of Health to them in accordance with their Public Access Policies.
- (8) This Assignment may be executed and delivered in any number of counterparts, each of which when executed and delivered is an original, but all of which taken together constitute one and the same instrument.
- (9) The parties have expressly required that this Assignment be drafted in the English language. Les parties ont expressément exigé que la présente transfert soit rédigé en langue anglaise.

To be signed by the Contributor and any co-authors to the Contribution

Name (printed): _____

Signature: _____ **Date:** ____/____/____

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