



CJOT AUTHOR GUIDELINES

ABOUT THE JOURNAL

The *Canadian Journal of Occupational Therapy* was first published in September 1933. Since that time, it has fostered advancement and growth in occupational therapy scholarship.

Mission: To provide a forum for leading-edge occupational therapy scholarship that advances theory, practice, research, and policy.

Vision: To be a high-quality scholarly journal that is at the forefront of the science of occupational therapy and a destination journal for the top scholars in the field, globally.

Scope: Consistent with its mission and vision, the principal contents of the journal are empirical findings and theoretical/conceptual arguments pertaining to occupation-based, client-centred enablement that advance theory, practice, research, and policy. We do not publish education research or papers that are purely methodological. Any methods papers must present a newly constructed methodology and its relevancy to occupational therapy research, or a pre-existing methodology that has been applied to occupation-based research, offering new insights, along with relevant data from that study. International submissions are encouraged if the content is grounded in Canadian literature or relevant to Canadian occupational therapy practitioners.

Type of submissions: The majority of the papers are full-length empirical studies across the full range of methodologies. Registered RCT protocols and theoretical papers and conceptual reviews that provide a new and critical perspective on a topic of relevance to occupation-based, client-centred practice are also encouraged. The journal also publishes brief reports presenting preliminary empirical findings or theoretical/conceptual arguments that have the potential to inform future research in occupational therapy. Letters to the editor that encourage critical and considered discussions on topics published within, or are of relevance to, the CJOT audience are encouraged. Invited book reviews and commentaries are published on occasion.

Language: As *CJOT* is an English/French bilingual journal. Articles are published in the language of submission with the title, key words, and abstract translated into the other language.

Ethical publishing: *CJOT* is a member of the Committee on Publication Ethics (COPE) and follows its guidelines for ethical publishing. Authors are strongly encouraged to review the COPE guidelines and those of the International Committee of Medical Journal Editors (ICMJE), specifically with respect to authorship. Please see the April 2015 *CJOT* editorial for further information and links to relevant materials contained within it. All research involving human subjects—whether primary or secondary data is used—require proof of ethical approval to be uploaded to the *CJOT* site. As of June 1, 2015, iThenticate will be applied randomly to approximately 10% of submitted manuscripts to check for use of previously published material that has not been cited correctly. Any manuscripts found to contain plagiarized phrasing will be (a) unsubmitted from the review process and the authors will be asked to comply with the COPE guidelines, or (b) rejected for publication in *CJOT* if large amounts of plagiarized material, text and/or data, are found.

PREPARING A MANUSCRIPT

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; (3) non-research manuscript (brief or full length); and (4) RCT Protocols.

1. Full-Length Research submissions must present new and important knowledge that has the potential to advance occupational therapy theory, practice, research, and policy through the (a) presentation of original research; or (b) critical review of existing evidence through systematic reviews, meta-analyses, or meta-syntheses. Scoping and rapid reviews will be considered.

a. Quantitative/mixed methods: This type of submission must have an abstract using the required headings and 3 to 5 key words that are different than the title. The manuscript must contain a brief separate introductory paragraph outlining the rationale and purpose of the paper, a strong up-to-date background/literature review, a strong rationale, and a clearly stated research question(s), purpose, and hypotheses, as relevant. The method 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 for practice/policy, limitations, and future research, must be included as well as distinct conclusion and key messages sections.

b. Qualitative: This type of submission must have an abstract using required headings and 3 to 5 key words that are different than the title. The manuscript must contain a brief separate introductory paragraph outlining the rationale and purpose of the paper, a strong up-to-date background/literature review as relevant to methodology used, a strong rationale, and clearly stated research question(s). The method section must clearly state/describe the paradigm and 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 researcher(s)/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 for practice/policy, limitations, and future research, must be included as well as distinct conclusion and key messages sections.

2. Brief Research Report submissions must present information and ideas that have the potential to identify promising new directions for thinking in occupational therapy theory, practice, research, and policy. Brief research reports are used to share (a) empirical findings from small scale pilot, preliminary, or exploratory research; or (b) research addressing focused questions with relevance to only a very specific sub-group or setting.

Brief research reports 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 must present an important, new, and critical perspective that has the potential to advance occupation-based, client-centred occupational therapy theory, practice, or research or to offer insights into policies that affect the profession, 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 disciplinary literature;
- thorough critique discussing strengths and limitations and refinement of existing conceptual and theoretical ideas from within or outside of occupational therapy;
- critical analysis of positions or policies relevant to occupational therapy.

Brief only

- introduction to NEW methodologies or methods (not just new to occupational therapy) demonstrating relevance and direct application to occupational therapy; or
- description of empirically and/or theoretically derived programs/intervention protocols.

Non-research manuscripts must minimally include an abstract using the 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, discuss its implications, and the limitations of the critique.

4. RCT Protocol submissions must present the details of a registered RCT protocol that is relevant to occupation-based, client-centred practice. Note, results of an RCT are submitted under the category *1a. Full-Length Research: Quantitative/mixed methods*.

Authors are encouraged to contact the editor at 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, secondary data analyses) **REQUIRES** institutional review board or external review board ethical approval. If an IRB does not require approval for secondary data analysis or expert opinion, a letter from the IRB chair stating this must be provided to the editor-in-chief. A copy of ALL relevant ethics approval documents **MUST** be downloaded into the system before it will be considered for preliminary review – no exceptions. Manuscripts requiring ethical approval that are submitted without proof of ethics approval will be automatically **UNSUBMITTED** and authors will be asked to upload the relevant documents before the preliminary review will be initiated.

Funding Information Requirements

All funding received for work described within a submitted manuscript must be acknowledged in the funding disclosure section. Provide the name of the funder, the grant number, and the name of the principal investigator as applicable.

To comply with the guidance for research funders, authors and publishers issued by the Research Information Network (RIN), *CJOT* additionally requires all authors to acknowledge their funding in a consistent fashion under a separate heading, “Funding”. Please visit [Funding Acknowledgements](#) on the SAGE Journal Author Gateway to confirm the format of this text in the event of funding or state in the funding disclosure section that: “This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.”

Blinding of Manuscripts

Authors **MUST** ensure that their manuscripts are blind to reviewers. Do not include authorship or affiliation information within the main text, figures, or tables. Ensure that inclusion OR exclusion of references for manuscripts written by all authors will not allow the reviewer to identify the submitted manuscript’s author(s). In addition, please remove any initials used in place of any author’s name. When blinding a manuscript please delete the citation and insert << removed for blinding >> in its place. You may also choose to insert the word ‘location’ or ‘reference’, for example, to describe the type of information that has been removed. **DO NOT** use black highlighting to cover text. Black highlighting is searchable as it is ‘highlighting’ what is there and does not remove the text. Remove all references from the reference list that have been completely blinded in the text. Put the statement << references have been removed for blinding >> at the bottom below all the references; do not insert this phrase into the reference list at the point of the removed reference as this will decrease anonymity of the manuscript.

Formatting and Style

1. Manuscript Length

Manuscript lengths are specified below. The initial submission **MUST** adhere to the length guidelines below for each type of submission.

a. Full-length manuscripts/RCT protocols: A full-length manuscript/RCT protocol must be between 4000 to 5500 words in length and must not exceed 6850 words for the main text and references (with abstract 7000 words). Tables and figures should be restricted to ones that are essential to the manuscript, provide different information to what is already in the text, and add substantially to the content of the paper. Supplemental materials can be included with the manuscript and will be published online only. If the manuscript is accepted, inclusion of tables, figures, and online only supplemental materials will be at the discretion of the editor.

b. Brief report manuscripts: The main text of papers in this category must be between 2000 to 3500 words in length, and must not exceed 3850 words for the main text and references (with abstract 4000 words). Brief reports must include no more than two tables/figures (any combination). Supplemental materials can be included with the manuscript and will be published online only. If the manuscript is accepted, inclusion of tables, figures, and online only supplemental materials will be at the discretion of the editor.

2. Document Format

Manuscripts (main text and tables) **MUST** be submitted as a Microsoft Word or RTF file and use 12 point font (Times Roman preferred), 1” margins, double-spaced text, 8” (21.5cm) x11” (28cm) paper, left text justification only – do not fully justify, with indented paragraphs. Do not add extra lines between paragraphs or after/before headings 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 documents reading left to right. Do not include a running header. Remove all reference management formatting from the references.

3. Terminology and Spelling

Manuscripts must be free of any sexual or social remarks. Choice of terminology used to describe a person with an impairment or disorder should reflect respect (e.g., do not use ‘an autistic’, ‘the epileptics’), should protect dignity (e.g., do not use ‘suffering’, ‘case’), and should be free of stereotypes (e.g., do not use ‘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)
- focused, focusing (not focussed, focussing)
- program (not programme)
- analyze not analyse
- to practise (verb); the practice (noun)

4. Structure of Manuscript Sections

Title

The manuscript title must 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). All text must be in full sentences. Headings must be in bold and followed by a bold period. One of the following two formats must be used:

Format 1 (for research manuscripts): Background, Purpose, Method, Findings, Implications.

Format 2 (for non-research manuscripts): Background, Purpose, Key Issues, Implications.

Background should introduce the topic and provide a rationale statement. Method must include design, sample, and a statement on data collection and data analysis. Implications must be written to provide specific information relevant to the implications of the findings. Do not provide a broad, general statement.

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 that are NOT in the title. Please DO NOT provide different 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. Key words are provided to increase the discoverability of your manuscript so ensure that they are useful for this purpose.

Main Text

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

Randomized control trials and RCT protocols must follow the CONSORT guidelines (<http://www.consort-statement.org/>). Nonrandomized trials of behavioural interventions should follow the TREND guidelines (www.trend-statement.org/). As of January 1, 2017 *CJOT* will require that trials be registered prospectively as a condition of publication; thus, 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 must occur before the first participant is recruited into the study. Authors who have registered their trials must 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*) must contain the following section headings: (a) Introduction – comprising a separate introductory paragraph presenting a brief rationale and purpose of the paper; the background/literature review/theoretical framework; and the study purpose/research questions/hypotheses. (b) Method – comprising study design/approach (including discussion of the rationale for the design and paradigm, as relevant), participants (details of recruitment and selection), data collection (details of methods, tools, procedures used), data analysis (details of process used). (c) Findings. (d) Discussion – comprising the main arguments, study limitations, implications for practice or policy, and future research. (e) Conclusion – comprising a succinct paragraph summarizing the “bottom” line of the research.

Additional headings can be added at the discretion of the author(s) as long as the above details are covered. Subheadings in the introduction and discussion should be used sparingly, but are encouraged if it improves clarity and flow.

Non-research manuscripts must contain the following section headings: (a) Introduction – comprising a separate introductory paragraph presenting the rationale and purpose of the paper; the background/literature review/theoretical framework (as applicable); and the refinement of the rationale and purpose of paper. (b) Argument and Critical Discussion – comprising the new knowledge/ideas being presented, limitations of the arguments, implications for practice/policy, and future steps/research. These arguments must be related to relevant literature. (c) Conclusion – comprising a succinct paragraph summarizing the “bottom” line of the critique. The specific headings, except for conclusion, do not have to be used as such but the sections should be apparent.

Key messages

Provide a maximum of 3 key messages in sentence format of no longer than 75 words total. Use bullet points (do not indent) to differentiate each message and include the full text at first instance within the key messages for any acronyms. Place this section immediately after the Conclusion section. Key messages must reflect the journal's mission above and must not simply restate the findings. Instead, authors should provide integrated key messages that reflect the direct implications of the findings and not the broader, potential implications. Do not provide key messages that relate to other people's work and not your own.

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 general 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. Typically, if an idea is commonly held within the profession, such as "humans are occupational being," you will be asked to remove the reference.

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.

Acknowledgments

Acknowledgements should contain information on individuals who have contributed to this work but did not meet the criteria for authorship or declined to be included as an author. All those individuals who are named in the acknowledgements must be contacted and agree to have their name included. Each individual's specific contribution to the work must be briefly stated. Acknowledgements of general support or mentorship will be deleted by the editor as acknowledgements are only for those individuals who have provided a specific contribution to this work. In addition, the authors must provide information on previous dissemination of this work, in part or whole, at conferences or workshops.

Table/figures/supplemental files

Tables and figures must be used sparingly and must not duplicate information in the text. The tables/figures should be used to provide clarity or help to condense the information. All tables and figures must follow APA 6th guidelines. Supplemental files can be provided and will be posted online at the discretion of the editor. All supplemental files must be provided at time of submission. These files may include assessment manuals or scoring sheets, detailed tables from critical or scoping reviews, additional figures or tables. These files will not be included as part of the manuscript review.

5. APA 6th Formatting

CJOT uses American Psychological Association 6th (APA 6th) 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 6th 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 6th ed. manual for details)

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 6th 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) **Book Chapters in Edited Texts:** Be sure to reference the author and chapter/page numbers of chapter as well as the editor and book title.
- 6) **Secondary Sources:** Only use when the primary source is not available to an author who has made an attempt to retrieve it.
- 7) **Spaces:** a) between authors initials; b) between the p. and the page number, (e.g. p. 46 [NOT p.46])
- 8) **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]

- 9) **Ampersands (&)** – Used ONLY in parenthetical in-text references and reference list.
- 10) **Capitals** – a) journal titles.
- 11) **Issue number** – remove when the page numbering of a volume is continuous (i.e., each issue does not begin again at p. 1)
- 12) **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.xxxxxxxx> . 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)
- 13) **DOIs for Journal Articles**: When available digital object identifiers (doi) are required. They can be found on the individually published manuscript OR on the journal's webpage of the specific article. Most papers published within the past 5 years have dois and most OT journals now have dois, with many having dois back to their first volume.

SUBMITTING A MANUSCRIPT

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

NOTE: Common Errors Leading to Manuscript Being Unsubmitted

- Full authorship and contribution is not provided on title page/authorship document and on SAGE Track system.
- Manuscripts with research involving human participants are not submitted with proof of ethics approval from relevant bodies.
- Manuscripts are not in APA 6 formatting.
- Manuscripts are not blinded adequately or correctly.
- Manuscripts are submitted with tables, figures, embedded. in the main document.

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. Please note that only listing authors in the Title Page/Authorship is unacceptable; all authors must be entered into the Sage system. As per the COPE guidelines, if authors are not included on the initial submission, a note outlining their contributions to the manuscript and why they were not included in the initial submission will be required. The title page/authorship document must list all authors and their specific contribution(s) to the manuscript.

Papers must only be submitted for consideration once consent is given by all contributing authors. The author submitting the paper must carefully check that all those whose work contributed to the paper as per the ICMJE guidelines at http://www.icmje.org/ethical_1author.html are listed as contributing authors. The list of authors must include all those who can legitimately claim authorship and have agreed to be listed as an author. This is all those who (a) made a substantial contribution to the concept and design, acquisition of data or analysis, and interpretation of data; (b) drafted the article or revised it critically for important intellectual content; (c) approved the version to be published (see *CJOT*'s April 2015 editorial for more information).

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 (see above for information on blinding a manuscript). 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 information. We require middle initials when available, and highest degree conferred, all professional designations, and significant affiliation(s)/position(s), as well as mailing address for all authors. For corresponding author only provide additional contact information (telephone and email – both are required). 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, you must include a line to indicate past information (i.e. At the time of this study, J. Person was ...)
3. **Figure or Image**: Use this file designation for files that are figures or images. Captions must follow APA 6th format (below figure).

4. **Table:** Use this file designation for files that are tables. Titles must follow APA 6th 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: [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 6th style for content, lay-out and titling (e.g., no vertical lines, colours or bolding in tables; all columns must be labelled). 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 acknowledgements of research support from individuals who are not authors, and statements about past presentations of the submitted 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 and agree to be acknowledged. Authors should disclose whether they had any writing assistance and identify the entity who paid for this assistance.
6. **Declaration of Conflicts of Interest:** It is *CJOT* policy to require a declaration of conflicting interests from all authors so that a statement can be carried within the paginated pages of all published articles. Please provide any declaration in the same document as your acknowledgements, under a heading 'Conflicts of Interest'. If no declaration is made the following will be printed under this heading in your article: 'None declared'. Alternatively, you may wish to state that 'The Author(s) declare(s) that there is no conflict of interest'. When making a declaration, the disclosure information must be specific and include any financial relationship that all authors of the article have with any sponsoring organization and the for-profit interests the organization represents, and with any for-profit product discussed or implied in the text of the article. Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the covering letter accompanying your article to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicts of Interest provided in the article. For more information please visit the [SAGE Journal Author Gateway](#).
7. **Ethics:** Use this file designation for uploading the official ethics approval letter for ALL research studies with human participants, 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. We accept manuscripts that report human and/or animal studies for publication only if it is made clear that investigations were carried out to a high ethical standard. Studies with humans that might be interpreted as experimental (e.g., controlled trials) should conform to the Declaration of Helsinki <http://www.wma.net/en/30publications/10policies/b3/index.html> and typescripts must include a statement that the research protocol was approved by the appropriate ethical committee. In line with the Declaration of Helsinki 1975, revised Hong Kong 1989, by January 1, 2017 all clinical trials will be required to be registered prospectively (at <http://clinicaltrials.gov> or other suitable databases identified by the ICMJE, http://www.icmje.org/publishing_10register.html). If your trial has been registered, please state this on the Title Page. When reporting experiments on animals, indicate on the Title Page which guideline/law on the care and use of laboratory animals was followed.
8. **Patient/client Consent:** Authors are required to ensure the following guidelines are followed, as recommended by the International Committee of Medical Journal Editors, Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published.

Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note. When informed consent has been obtained it should be indicated in the submitted article.

9. **Permissions.** Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our [Frequently Asked Questions](#) on the [SAGE Journal Author Gateway](#).
10. **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 that have not been previously submitted to *CJOT* and are not currently under review or published elsewhere will be considered for review. Manuscripts submitted to the *CJOT* 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 *CJOT* 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 *CJOT*, 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 2 to 4 months and will be one of the following five decisions: 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 title, 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 *CJOT* 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 both the editor, as a Word document following a preliminary copyedit, and the publisher, as a PDF following a final copyedit. 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. The Editor has the final say in the situation where there is a disagreement in writing style, formatting, or grammar.

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