

# OCCUPATIONAL THERAPY NOW

*Occupational Therapy Now* is looking for topic editors  
for the following topics:

- Children & Youth (Enhancing practice)
- Adults (Enhancing practice)
- Sense of Doing
- OT Then
- *CJOT*: Evidence for Your Practice

Topic editors evaluate articles for publication, provide constructive feedback to authors, and help solicit articles. A complete description of responsibilities can be found below. Two topic editors may share a topic space if required, and ability to review in French is an asset. Topic descriptions can be found at: <http://caot.ca/site/pd/OTNow?nav=sidebar> (under “Regular *OT Now* topics”).

Please see below for further details, including a “frequently asked questions” section about topic editor positions. To apply, send your curriculum vitae and a letter, outlining your interest and experience to: [otnow@caot.ca](mailto:otnow@caot.ca).

**Deadline to apply: June 30, 2018**

## Topic editor - role description

1. *Occupational Therapy Now* (*OT Now*) shall have volunteer topic editors to:
  - a. Provide expertise in a specific area of occupational therapy
  - b. Assist with the development of relevant content for an *OT Now* topic
  - c. Provide expert opinion to the editor of *OT Now* regarding practice concerns of occupational therapists
2. Topic editors are responsible for the following (for their own topic):
  - a. Evaluate proposals and/or articles for suitability for publication
  - b. Provide constructive feedback to authors
  - c. Assist the managing editor with editing and reviewing of articles
  - d. Mentor authors as they write for the topic
  - e. Identify and manage conflicts of interest
  - f. Respect confidentiality of material submitted for publication
  - g. Review the topic description listed on the *OT Now* website on an annual basis to ensure the topic continues to be relevant for CAOT members
  - h. Assist with soliciting articles - a minimum of one article per year shall be published in each topic. The solicitation of this article is the responsibility of the topic editor and is based on the annual schedule developed by the managing editor (the managing editor will distribute a topic schedule at each topic editor meeting and send an email reminder one month prior to the submission deadline)
  - i. Meet three times a year — twice via teleconference with other topic editors in the spring and fall, and once in a blended face-to-face and teleconference meeting with the *OT Now* Editorial Board at CAOT’s annual conference



For more information please contact: Flora To-Miles at [otnow@caot.ca](mailto:otnow@caot.ca)  
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3. Two individuals may share the topic editor position for one topic space.
4. With the exception of the International Connections Topic, topic editors will be appointed for a three-year term. The term may be renewed once. Topic editor appointments shall be staggered to ensure stability in the group. The appointment of the topic editor for the International Connections Topic shall follow the term of office of the Delegate to the World Federation of Occupational Therapists (a four-year term with the possibility of serving one extra term).
5. Topic editors can terminate their involvement by notifying the *OT Now* managing editor in writing.
6. The term of office of a topic editor can be terminated by the *OT Now* managing editor for consistent negligence in the fulfillment of responsibilities.
7. Three topic editors will sit on the *OT Now* Editorial Board.
8. Topic editors are required to be members of CAOT.

## Frequently asked questions

### Q: What's in it for me? Why should I become a topic editor?

**A: Many reasons!** By becoming a topic editor, you would:

- Gain satisfaction in mentoring others through the writing process in a content area that you are passionate about
- Increase your professional network
- Work with a great team of people and be supported by the managing editor in your role
- Develop and gain editing and writing skills
- Increase your knowledge of the publication process
- Help promote and advance the occupational therapy profession
- Learn more about what's going on in occupational therapy across Canada

### Q: How many articles do I have to write?

**A: It depends.** Each topic space has one reserved space for an article annually. This article is typically written and submitted by an external author. However, on the rare occasion that there are not enough articles submitted to the topic space that year, the topic editor is responsible for soliciting an article or writing an article to fill that space.

### Q: Can I still submit and publish an article as a topic editor?

**A: Yes - this is welcomed.** However, since you would not be able to be both author and topic editor for that particular article, it may be reviewed by an ad hoc reviewer who has expertise in that topic area (an ad hoc reviewer may also review articles that are not in the topic editor's first language).

### Q: What is the time commitment as a topic editor?

**A: The amount of time you spend as a topic editor depends on the topic space.** Some topics are more popular than others and receive more articles – however, we try to have two topic editors for these busier topic spaces. Some topics receive fewer submissions and require less review time. On average, topic editors' time commitment can range from 1-2 hours per month.



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