

Forum Proceedings Manuscript Format Outline

Article Type: Feature Article - should generally not exceed 5,000 words (20 double-spaced typewritten pages, including tables, references, and figures). The article must be accompanied by an abstract that clearly, completely, and succinctly summarizes the material that follows. Abstracts should be no more than 160 words in length.

Author Guidelines: Authors must ensure compliance with the OTJR Authors Instructions: https://mc.manuscriptcentral.com/societyimages/otjr/OTJR_Instructions_to_Authors_Sept_2017.pdf

Permissions: Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. If academic, hospital, or business affiliations are given or are referred to in the manuscript, it is the responsibility of the author to obtain permission from the proper authorities to use the names of such. All letters of permission should be submitted with the manuscript. If applicable, authors should describe the role of the study sponsor, if any, in study design; collection, analysis, and interpretation of data; writing the report; and the decision to submit the report for publication. If the supporting source had no such involvement, the authors should so state. If applicable, authors must declare whether they had assistance with study design, data collection, data analysis, or manuscript preparation. If the manuscript reports on a registered clinical trial and has been assigned a trial registration number from a public trials registry, authors should provide this information.

Format Specific Guidelines: The introduction should include a literature review of the topic, the history and purpose of the present forum, information on prior forums on this topic (if applicable), the rationale for conducting a forum on this topic (e.g., why this format, why now, and why with these stakeholders), and outline the objectives of the forum. Objectives should identify the specific aim or outcome of the forum. The methods section should outline participants, partners, and organizations, specifically: who convened the forum, and who were the invited participants and/or stakeholders at the forum, and their roles. Descriptive statistics of participant demographics (e.g., discipline area, credentials, levels of expertise, etc.) should be provided if possible. The setting and procedures for the forum should be outlined, specifically: the location, duration, and description of forum agenda and areas of focus; how were panels convened, and by whom; and whether there is an external reference/archive to the forum contents and/or presentations. Please note whether an ethics or institutional review board approval was obtained; if not provide a rationale. Data evaluation should be outlined, specifically with regards to how participant feedback was obtained, evaluated, and integrated into the outcome of the forum; and how consensus was reached. The results section should summarize specific outcome recommendations and the level of consensus for each, as applicable. Discussion should further explore each outcome/recommendation for future directions and priorities, pertaining to clinical practice, research, public health, and/or policy. Discussion should further situate outcomes in relation to existing evidence or literature when feasible. Conclusions and References should be completed per existing authors' guidelines. Authors should disclose any funding, conflicts of interest, and provide acknowledgements for infrastructure and support.