

OTJR: Occupation, Participation and Health

Author Instructions

Contents

Copyrights and Permissions.....	2
Manuscript Preparation.....	2
Cover Letter	2
Typing.....	3
Title Page/Author Information	3
Supplemental Materials.....	3
Revisions	3
Editorial Policies.....	4
Authorship.....	4
Acknowledgments.....	4
Declaration of Conflicting Interests	4
Research Ethics	4
Patient Consent.....	5
Reporting Guidelines.....	5
Key Words	6
Abstract.....	6
Style	6
Conclusion Section.....	6
References	6
Tables.....	6
Figures.....	6
Funding	6
Specific Guidelines by Type of Articles	7
Feature Articles.....	7
Letters to the Editor.....	7
Manuscript Submission	7
Review Process Information	7

Access to your published article	8
Appealing the publication decision	8
Contributor’s publishing agreement	8
Research Data	8
Orcid	9

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Consistent with [NIH’s new definition of clinical trials](#), and following [recent discussion](#) around this topic, *OTJR* revised its definition for clinical trials in September 2017. For the purposes of publication in *OTJR*, clinical trials are defined as any research study involving human participants, who are prospectively assigned to one or more interventions. Such definition is consistent with NIH’s definition as well as other funding and governing agencies. Please see the clinical trial registration information in the [Research Ethics](#) section (below).

Manuscript Preparation

The following are guidelines for developing and submitting a manuscript. Manuscripts that do not conform to these guidelines will be returned to the author without review.

Cover Letter

Every submission must be accompanied by a cover letter, addressed to the Editor-in-chief. A place for uploading this letter will be available once on the submission site. In the cover letter, please make sure to include a general description of the submission and its content, as well as the rationale for why this submission will make a substantive contribution to the journal. If you are submitting a revised version of

your manuscript after review, please include a cover letter that states that you are re-submitting, and that reviewers' comments have been addressed (this letter is separate from the response to the reviewers describing the specific changes made).

Typing

Double space throughout the manuscript, including acknowledgments, abstract, text, references, figure legends, and tables. All pages should be numbered sequentially. Use only TIMES NEW ROMAN 12-point font size.

Title Page/Author Information

The Title Page should be uploaded as a separate file. This file should include:

- Manuscript title (maximum 12 words).
- List of authors, including professional designations and affiliation. For corresponding author only, include mailing and email address. See below for additional information on authorship.
- Acknowledgements section (see below).
- Declaration of Conflicting Interests section (see below).
- Research ethics section and patient consent (see below).
 - If you are submitting a trial and it has been registered, please include this information on the title page. Please also include the blinded information in the methods section of the paper.
 - For all submissions, please include the full name of the institutional review board and an Ethics Committee reference number on the title page (in addition to the appropriate blinded information in the methods section of the manuscript).
- **All other uploaded manuscript files should be devoid of author identification (e.g., name, institution) to facilitate blind peer review process.**

Supplemental Materials

Supplemental material is published electronically on the journal website and does not appear in the print version of the journal, but is readily accessed from the journal's table of contents as well as by a hyperlink within the pdf file of the manuscript. In general, supplemental materials may include information that is of value but is not critical for readers to understand the main outcomes of the study, and may also include results that enhance or extend the findings.

Reference to supplemental material should be made in the main text of the paper (eg. Supplemental methods, Supplemental Figure 1, Supplemental Table 2, etc.), and their legends/titles should be labeled in the same way. The files should also be labeled with "supplement" (or "supp," "supplementary," etc.) in the file name. Please select "Supplementary File" from the file designation pull-down menu when uploading these files during the submission process.

Supplemental Materials should be submitted in the format for publication because Supplemental Materials are not type-set or edited by the publisher and are not provided with the page proofs.

Revisions

If you are submitting a revision, prepare a response letter to the reviewers in a separate Word document and ensure that the letter does not contain any identifying information. In this letter, please address what changes/edits were made to your manuscript in response to the reviewers' comments. Be as specific as possible to facilitate the review of your re-submission. Please upload this document as a "Response Letter" file on the system. In addition, highlight the changes on the main document ensuring that no author identifiable information is included.

Editorial Policies

Authorship

Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:

- (i) made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
- (ii) drafted the article or revised it critically for important intellectual content, (iii) approved the version to be published.

Please refer to the ICMJE Authorship guidelines at

<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

Acknowledgments

Acknowledgments, grant/contract support, and information concerning previous presentation of the material at symposia or conferences should be included as a section in the title page file (for the purposes of blind peer review). Once a decision has been reached regarding publication, this section will appear prior to the references.

All contributors who do not meet the criteria for authorship should be listed in an 'Acknowledgements' section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

Declaration of Conflicting Interests

It is the policy of *OTJR* to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please include any declaration on the title page, under a heading 'Conflict of interests'. 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 has 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 a covering letter accompanying your article to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicting Interests provided in the article.

For more information please visit the [SAGE Journal Author Gateway](#).

Research Ethics

When appropriate, it should be indicated in the text that was obtained.

All papers reporting animal and human studies must report approval obtained from the local Ethics Review Board or Institutional Review Board (or the equivalent for countries other than the US and Canada). Also, the manuscript must report whether appropriate informed consent procedures were used; that all subjects were informed of the study's risks and benefits, that their participation was voluntary, and that their identity would not be disclosed. Authors must also confirm appropriate handling of confidentiality and data security.

Please include blinded information on patient consent and review board approval in the methods section of your papers. If your trial has been registered, please include registration information on the Title Page. Please ensure that you have provided the full name and institution of the review committee and an Ethics Committee reference number (this identifiable information should be included in the title page, and methods section should include only blinded information).

When reporting studies involving human subjects, authors must indicate whether the procedures followed were in accordance with the ethical standards of relevant institutional or national bodies and consistent with the revised (2000) Helsinki Declaration (<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, we encourage authors to register their clinical trials (at <http://clinicaltrials.gov> or other suitable databases identified by the ICMJE, http://www.icmje.org/publishing_10register.html).

Patient 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.

Reporting Guidelines

The relevant [EQUATOR Network](#) reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed [CONSORT](#) flow chart as a cited figure and the completed CONSORT checklist should be uploaded with your submission as a supplementary file. Systematic reviews and meta-analyses should include the completed [PRISMA](#) flow chart as a cited figure and the completed PRISMA checklist should be uploaded with your submission as a supplementary file. The [EQUATOR wizard](#) can help you identify the appropriate guideline.

Other resources can be found at [NLM's Research Reporting Guidelines and Initiatives](#).

Key Words

Once in the system, authors should select three identifying key words from the available options. The keywords should reflect the manuscripts content area, and/or methodology.

Abstract

Articles should include an abstract that clearly and concisely summarizes the manuscript. The abstract should be written in one paragraph and contain the following headings: rationale OR background, objectives, methodology, results OR findings, and implications OR conclusion. Abstracts should be no more than 150 words.

Style

Authors should submit the manuscripts prepared in accordance with the *Publication Manual of the American Psychological Association*, 6th edition (<http://www.apastyle.org>). The Journal also adheres to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (2010) of the International Committee of Medical Journal Editors. Do not use error-prone abbreviations (see www.ismp.org/Tools/errorproneabbreviations.pdf for a complete list).

Conclusion Section

In this section, please make sure to include how the manuscript contributes to the further improvement/ understanding of occupation, participation and/or health. Your conclusion section should also address how the manuscript contributes to the evidence base of occupational therapy practice and/or the advancement of occupational science.

References

References must conform to APA (6th edition) style. The author must assume responsibility for the accuracy of references. Old citations should relate to the original work in the field, classic work related to the topic, or, in rare cases, the only other relevant work.

Tables

Tables should be placed in a separate Word document, one to a page with proper numbering and table title, and uploaded as a separate file. Please select "Table" from the file designation pull-down menu during the submission process. All tables must be formatted according to APA 6th edition.

Figures

Digital images should be high resolution (at least 300 dpi) and saved in JPEG or TIFF format. Image files should be uploaded separately from manuscript text files; images embedded in Word files and PowerPoint® slides are not acceptable. Figures will be printed in black and white only. Figure legends should not be included in the graphic file.

Funding

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

Specific Guidelines by Type of Articles

Feature Articles

Full-length research articles should generally not exceed 5,000 words (20 double-spaced typewritten pages, including tables, references, and figures). Each article must be accompanied by an abstract that clearly, completely, and succinctly summarizes the material that follows. Abstracts for empirical and theoretical studies should be no more than 160 words in length.

Letters to the Editor

Letters must be limited to 500 words and should provide thoughtful scientific criticism, rebuttal, or personal data relating to research articles or commentary published in *OTJR: Occupation, Participation and Health*. No more than five citations and references can be included. Unless specifically indicated to the contrary, all letters will be assumed to be for publication and will be subject to the same editorial revision policies as other manuscripts.

Manuscript Submission

Manuscripts addressing one or more of the above purposes are acceptable for submission. Submit manuscripts to: <https://mc.manuscriptcentral.com/otjr>. Manuscripts are considered with the understanding that they are submitted solely to *OTJR: Occupation, Participation and Health* and have not been published previously. Authors must indicate during the submission process if they have a financial interest in or serve as a consultant, reviewer, or evaluator for any product or company mentioned in the article.

As part of the submission process, you will be required to warrant that: (1) you are submitting your original work; (2) you have ownership rights in the work; and (3) you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you. Accordingly, you are submitting the work for first publication in the Journal; it is not being considered for publication elsewhere, and it not already been published elsewhere.

Please see the SAGE guidelines on [prior publication](#) and note that *OTJR* may accept submissions of papers that have been posted on pre-print servers. Please alert the Editorial Office when submitting (contact details are at the end of these guidelines) and include the DOI for the preprint in the designated field in the manuscript submission system. Authors should not post an updated version of their paper on the preprint server while it is being peer reviewed for possible publication in the journal. If the article is accepted for publication, the author may re-use their work according to the journal's author archiving policy.

If your paper is accepted, you must include a link on your preprint to the final version of your paper.

Review Process Information

Manuscripts meeting the stated guidelines go through the peer review process common to most respected professional journals. *OTJR* adheres to a rigorous double-blind reviewing policy in which the identity of both the reviewer and author are always concealed from both parties. All manuscripts are reviewed anonymously by a minimum of two reviewers. Time to first decision is usually six to eight weeks. Accepted manuscripts will be assigned to an issue and authors will receive page proofs to review before publication. The corresponding author will receive an electronic complimentary copy of the manuscript, which they can share with their co-authors.

Access to your published article

SAGE provides authors with online access to their final article.

Promoting your article

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Appealing the publication decision

Editors have very broad discretion in determining whether an article is an appropriate fit for their journal. Many manuscripts are declined with a very general statement of the rejection decision. These decisions are not eligible for formal appeal unless the author believes the decision to reject the manuscript was based on an error in the review of the article, in which case the author may appeal the decision by providing the Editor with a detailed written description of the error they believe occurred.

If an author believes the decision regarding their manuscript was affected by a publication ethics breach, the author may contact the publisher with a detailed written description of their concern, and information supporting the concern, at publication_ethics@sagepub.com. COPE suggests a transparent appeals policy is best practice but please discuss with your editor.

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manuscript file. Authors should also follow data citation principles. For more information please visit the [SAGE Author Gateway](#), which includes information about SAGE's partnership with the data repository Figshare.

Orcid

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