

Author's Guideline Instructions
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Introduction

OTJR: Occupation, Participation, and Health is published quarterly by the American Occupational Therapy Foundation, Inc. This peer-reviewed journal offers empirical and review articles to readers interested in advancing the understanding of occupation as it relates to participation and health. The journal invites manuscript submissions that conform to its purpose and scope (see aims and scope below) without regard to the professional affiliation of authors. The journal encourages submissions of original research reports of translational or basic research studies with quantitative, qualitative, or mixed methods designs.

Editorial Board

A current listing of members on the Editorial Board members can be found at: <https://us.sagepub.com/en-us/nam/otjr-occupation-participation-and-health/journal202285#editorial-board>

Aims and Scope

The aim of *OTJR: Occupation, Participation, and Health* is to advance knowledge and science in occupational therapy, occupational science, and related fields, nationally and internationally, through the publication of scholarly literature and research. The journal publishes research that advances the understanding of occupation as it relates to participation and health.

The following topics may guide authors seeking to publish in the journal:

- The relationship of occupation to health, well-being and/or quality of life
- The influence of body systems or body function on occupational performance and/or social participation
- The psychometric properties of measures or methodologies that advance understanding of performance, occupation, and participation
- The outcomes or effects of interventions that influence performance, occupation, health, and/or quality of life
- The effectiveness and efficacy of occupation-based interventions
- Original research from occupational therapy that supports evidence-based practice to enable participation
- Occupational development in all ages of the lifespan, i.e., the occupation of children, the importance of occupation in maintaining health in aging
- The influence of the social, built, or natural environments on occupational performance
- Qualitative or mixed methods research from occupational science and other disciplines that provide insight into how humans engage, participate, and interact within their cultures and society
- Other topics relating to occupational therapy practice that will lead to improving the lives of people as they seek to fully participate in family, work, community, and society

Types of Manuscripts

OTJR: Occupation, Participation, and Health publishes *full-length research articles, book reviews, letters to the editor, and forum proceedings* that inform the understanding of occupation, participation and/or health. To determine whether submissions fall within the aims and scope of the journal, all submissions will undergo assessment and double-blinded peer review by our editorial and review board. Our editorial and review board will appraise and evaluate the quality, completeness, and overall contribution of the review. A decision regarding publication will be made following these processes.

Manuscript Submission

Manuscripts addressing one or more of the above purposes are acceptable for submission. Please read the guidelines below then submit manuscripts to: <https://mc.manuscriptcentral.com/otjr>. Manuscripts considered for publication with *OTJR: Occupation, Participation and Health* must be submitted solely to OTJR and must not have been previously published elsewhere.

During the submission process, authors must indicate 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, authors will be required to warrant that: (1) authors are submitting their original work; (2) authors have ownership rights in the work; and (3) authors have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by them. Accordingly, authors 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.

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.

Please see the SAGE guidelines on [prior publication](#) and note that *OTJR: Occupation, Participation and Health* may accept submissions of papers that have been posted on pre-print servers. Please note this in your submission 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 the paper is accepted, authors must include a link on the preprint to the final version of the paper.

SAGE Publishing disseminates high-quality research and engaged scholarship globally, and we are committed to diversity and inclusion in publishing. We encourage submissions from a diverse range of authors from across all countries and backgrounds.

Manuscript Preparation

ORCID

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of ORCID, the Open Researcher and Contributor ID. ORCID provides a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized.

The collection of ORCID IDs from corresponding authors is now part of the submission process of this journal. If authors already have an ORCID ID, authors will be asked to associate that to the submission during the online submission process. We also strongly encourage all co-authors to link their ORCID ID to their accounts in our online peer review platforms. It takes seconds to do. Click the link when prompted, sign into your ORCID account and our systems are automatically updated. Authors' ORCID ID will become part of the accepted publication's metadata, making your work attributable only to the authors. ORCID ID is published with the accepted article so that fellow researchers reading the article can link to the authors' ORCID profile and from there link to the authors' other publications.

If authors do not already have an ORCID ID please follow this [link](#) to create one or visit our [ORCID homepage](#) to learn more.

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.

Research Data

At SAGE we are committed to facilitating openness, transparency and reproducibility of research. Where relevant, The Journal **encourages** authors to share their research data in a suitable public repository subject to ethical considerations and where data is included, to add a data accessibility statement in their 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.

Author Guidelines – All Manuscript Types

The following guidelines adhere to SAGE and *OTJR: Occupation, Participation, and Health's* Editorial Policies, and must be used prior to, and while developing and submitting a manuscript. When submitting manuscripts, authors will be asked to confirm that they have read these guidelines and that their submission adheres to the guidelines. **Manuscripts that do not conform to these guidelines will be returned to the author without review.**

Formatting

All manuscript submissions must be typed in Times New Roman, with a 12-point font size. The line spacing must be double-spaced throughout the manuscript, including the title page, abstract, main document, references, acknowledgments, figure legends, and tables. Each page should be numbered sequentially. Each page should have 1-inch margins on all sides, with the right side of the text unjustified.

Authors should submit the manuscripts prepared in accordance with the Publication Manual of the American Psychological Association, 7th 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).

Reporting Guidelines

The relevant [EQUATOR Network](#) reporting guidelines should be followed depending on the type of study. The [EQUATOR wizard](#) can help you identify the appropriate guideline (<https://www.penelope.ai/equatorwizard>). Below are some examples:

- **Randomized trials:** All randomized controlled trials should include a completed [CONSORT](#) flow chart as a cited figure and the completed [CONSORT](#) checklist as a supplementary file.
- **Systematic reviews:** Systematic reviews should include a completed [PRISMA](#) flow chart as a cited figure and a completed [PRISMA](#) checklist as a supplementary file.

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

Cover Letter

Every manuscript submission must be accompanied by a cover letter, addressed to the Editor-in-Chief. In the cover letter, please make sure to specify the type of submission (e.g., full-length research article, book review, letter to the editor, or forum proceeding). Include a

general description of the submission and its content. For book reviews, include the book under review in the general description. Also, provide a rationale for why the submission will make a substantive contribution to the journal. During the submission process, copy and paste, and upload the cover letter into the designated section.

Title Page

Every manuscript submission must include a Title Page, uploaded as a separate file. During the submission process, select "Title Page" from the file designation pull-down menu. The Title Page should include the following:

- **Manuscript title:** The title should be a maximum 12 words without any abbreviations.
- **Authors:** All contributing authors should be listed on the title page with their professional designations and affiliations. 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/rolesand-responsibilities/defining-the-role-of-authors-and-contributors.html>
- **Corresponding Author:** Include the mailing and email address of only the corresponding author.
- **Acknowledgements section:** For the purposes of blind peer review, include acknowledgments grant/contract support, and information concerning previous presentation of the material at symposia or conferences in an 'Acknowledgements' section on the title page, and not in the main manuscript submission. Once a decision has been reached regarding publication, this section will appear in the manuscript 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 section:** The policy of *OTJR: Occupation, Participation and Health* requires 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 in a 'Conflict of Interests' section on the title page. 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, editorial, publisher, 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 section and patient consent:** For all submissions, on the title page please include the full name of the Institutional Review Board and an Ethics Committee reference number. In the methods section of the manuscript please include appropriate blinded information only.. All other manuscript files should be devoid of author information (example: name, institution, city) to facilitate the blind peer review process. 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. 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.
- **Trials:** If you are submitting a trial and it has been registered, please include this full information on the title page. Please also include the blinded information in the methods section of the paper. 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).
- **For Book Reviews:** The title page should include the following information about the book in reference format using APA 7th edition: Author Last Name, Author name. (YEAR). *Book title*. Place of publication: Publisher, Date of publication.

Key Words

When submitting the manuscript in ScholarOne, authors must select three identifying key words from the available options. The keywords should reflect the manuscripts content area and/or methodology. Key words do not need to be listed on the manuscript files or title page.

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, which is inclusive of required headings. During the submission process, copy and paste the abstract into the designated section.

Main Document

Original Research Article and Occupational Science Section

Full-length research articles should not exceed 5,000 words (or 20 double-spaced typewritten pages, from introduction to end of references), and may include data-driven quantitative, qualitative, or mixed-methods designs. When the journal announces a call for a Special Issue, the Special Issue should adhere to the guidelines listed here, in addition to in the information stated in the call for papers.

- **Introduction:** The introduction should include: a literature review of the topic, clearly defined objectives/hypotheses/aims/research questions, and a rationale for conducting the study. Objectives should identify the specific aim or outcome of the study.
- **Methods:** The methods section should clearly outline the: study design, setting and location, process of participant selection and eligibility criteria, participant consent, measures/variables/assessments, outcomes, data collection and analyses. Please state whether an ethics or institutional review board approval was obtained; if not provide a rationale.
- **Results:** The results section should provide a clear interpretation of the results, consistent with the quantitative, or qualitative, or mixed methodology used.
- **Discussion:** The discussion section should: restate the purpose of the study, explore the study findings in comparison to the current literature, address study limitations and strengths. Discussion should include an emphasis on the implications of the research to occupational therapy practice or occupational science.
- **Conclusions:** The conclusion section should: answer the study's objectives/hypotheses/aims/research questions, include how the manuscript contributes to the further improvement/ understanding of occupation, participation and/or health, and address how the manuscript contributes to the evidence base of occupational therapy practice and/or the advancement of occupational science.

Book Reviews

Book reviews should not exceed 1000 words, excluding references. Book reviews should provide a brief and clear description of the contents of the book, including scope and structure. Reviews must provide brief information about the author and the background of the book (example: if the book is a result of a PhD dissertation). The review should evaluate the book's strengths and weaknesses, and provide examples of each. Authors may wish to consider the following questions when summarizing the strengths and weaknesses of the book:

- What are important contributions that this book makes?
- What contributions could have been made, but were not made?
- What aspects were missing?
- How does this book stand out when compared to others in the field?
- To which audience(s) will this book be most helpful?

If needed, use quotations to provide an example of the writing style and/or statements that are particularly helpful in illustrating the author(s) points. The review should assess the book's place in the field of occupational therapy and/or occupational science, including comments on the potential value and impact of the book.

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.

Forum Proceedings

Forum Proceedings should not exceed 5,000 words (or 20 double-spaced typewritten pages, including references), and include the following:

- **Introduction:** 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.
- **Methods:** 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.
- **Results:** The results section should summarize specific outcome recommendations and the level of consensus for each, as applicable.
- **Discussion:** 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:** Conclusions should be completed as per the guidelines for full-research article submissions.

References

Submit References in the main document and format to APA 7th edition style. Please note that references are included within the allowed word count/page limit of 5,000 words or 20 pages. 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 & Figures

Submit Tables in a separate document. Format each Table according to APA 7th edition, with proper numbering and a table title. Start each Table on a new page within a word processing document (e.g., DOCX). Indicate the location of the table in the manuscript with a placeholder (example: <insert table 1 here>). During the submission process, select “Table” from the file designation pull-down menu. The manuscript submission should have a maximum of five tables and figures, combined. Table word count is not counted within the 5000 word (20 page) limit.

Submit each Figure in a separate file. Submit Figures as digital images with high resolution (at least 300 dpi) in JPEG or TIFF format. Submitting images that are embedded into Word or PowerPoint® files are not acceptable. Figures will be printed in black and white only. Figure legends should not be included in the digital image. Instead, indicate the location of the figure in the manuscript with a placeholder that represents the figure legend (example: <insert figure 1 here>).. During the submission process, select “Figure” from the file designation pull-down menu. The manuscript submission should have a maximum of five tables and figures, combined. Figure word count is not counted within the 5000 word (20 page) limit.

Funding

To comply with the guidance for Research Funders, Authors and Publishers issued by the Research Information Network (RIN), *OTJR: Occupation, Participation and Health* 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 the acknowledgments section that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

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 (e.g., 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.

Author Guidelines for Revisions

Authors may submit a revised version of their manuscript to the journal if they receive a decision that requests revision and resubmission. Revised manuscript submissions must include at least three documents: (1) unblended cover letter; (2) blinded response letter to reviewers; and (3) a revised version of the manuscript that clearly identifies all changes made.

1. **Cover letter:** Submit the cover letter as a separate document. Address the cover letter to the Editor-in-Chief. In the cover letter, state that you are resubmitting the manuscript and that you have addressed all of the reviewers' comments. The cover letter may be unblended.
2. **Response letter to reviewers:** Submit the Response letter to reviewers as a separate document. This document must be separate from the cover letter. Do not include any identifying information, as the letter will go through peer review. Ensure you clearly address each reviewers' comments with referral to the changes made in the main document.
3. **Revised version of the manuscript that highlights all changes made:** Submit the Revised version of the manuscript as a separate document. Highlight all changes made; for example, through using track changes, highlighting the text, or using a different font color. Do not include any identifying information, as the revised manuscript will be peer reviewed. Do not submit a clean copy of the revised manuscript. Ensure you adhere to all guidelines listed under [Manuscript Preparation](#) (e.g., maximum word count = 5000 words or 20 pages, including references).

Review Process Information

Manuscripts meeting the stated guidelines go through the peer review process common to most respected professional journals. *OTJR: Occupation, Participation, and Health* 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. The average time to first decision is published annually in the January Editorial. Upon acceptance, authors will receive page proofs to review before the manuscript is published. The corresponding author will receive an electronic complimentary copy of the manuscript, which they can share with their co-authors.

OTJR is committed to delivering high quality, fast peer-review for your paper, and as such has partnered with Publons. Publons is a third-party service that seeks to track, verify and give credit

for peer review. Reviewers for *OTJR* can opt in to Publons in order to claim their reviews or have them automatically verified and added to their reviewer profile. Reviewers claiming credit for their review will be associated with the relevant journal, but the article name, reviewer's decision and the content of their review is not published on the site. For more information visit the [Publons](#) website.

On acceptance and publication

Your SAGE Production Editor will keep you informed as to your article's progress throughout the production process. Proofs will be made available to the corresponding author via our editing portal SAGE Edit or by email, and corrections should be made directly or notified to us promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate. Please note that if there are any changes to the author list at this stage all authors will be required to complete and sign a form authorising the change.

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Promoting your article

Publication is not the end of the process! You can help disseminate your paper and ensure it is as widely read and cited as possible. The SAGE Author Gateway has numerous resources to help you promote your work. Visit the [Promote Your Article](#) page on the Gateway for tips and advice.

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. This journal is a member of the [Committee on Publication Ethics \(COPE\)](#). COPE suggests a transparent appeals policy is best practice but please discuss with your editor.

Contributor's publishing agreement

Before publication, SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. SAGE's Journal Contributor's Publishing Agreement is an exclusive license agreement which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and license to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case copyright in the work will be assigned from the author to the society. For more information please visit our [Frequently Asked Questions](#) on the SAGE Journal Author Gateway.

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There are no fees payable to submit or publish in this journal.