

Cover Letter for Manuscript Submission

Date: _____

To,

The Associate Editor

Indian Journal of Occupational Therapy

Mumbai, Maharashtra, India

Sir/Madam,

I am/We are enclosing herewith a Manuscript entitled “ _____
_____”

for publication in Indian Journal of Occupational Therapy, for possible peer review process. The

Corresponding Author of the manuscript is _____

Following are the Principal Author and the other Authors of the submitted research.

- 1.
- 2.
- 3.
- 4.
- 5.

With the submission of this manuscript I/We would like to undertake that:

- ❖ All authors of this research paper have directly participated in the planning, execution, or analysis of this study;
- ❖ All authors of this paper have read and approved the final version of the submitted manuscript;
- ❖ The contents of this manuscript have not been copyrighted or published previously;
- ❖ The contents of this manuscript are not now under consideration for publication elsewhere;
- ❖ The contents of this manuscript will not be copyrighted, submitted, or published elsewhere, while acceptance by the Journal is under consideration;
- ❖ There are no directly related manuscripts or abstracts, published or unpublished, by any authors of this paper;
- ❖ My Institute's (_____) representative/head is fully aware of this submission.

Submitted Manuscript is: Primary Research Article/Review Article/Case Report/Letter/Editorial (Tick ✓)

The research project was conducted under the supervision of: _____
(Provide the name of the Supervisor with his/her complete information)

This research project was conducted from _____ to _____
Starting date Ending date

I/We declare that there are no conflicts of interest (specify if there are conflicts of interest); and no sources of funding (specify if the project was sponsored and by whom).

(If applicable) I/We declare that I/We had submitted our manuscript in _____
(journal name) and had undergone the peer review process with following comments:

- 1.
- 2.
- 3.

The manuscript was rejected on the basis of _____
_____ (specify the reason for rejection)

Thanking you in anticipation

Yours Sincerely

(Full Name and Signature of the Corresponding Author on behalf of all Authors)

(A scanned signature with date is valid)

Please find the following documents along with the Cover Letter:

1. Title Page and Main Manuscript (Including Abstract): Two MS Word Files: Title Page.docx & Main Text.docx
2. Illustrations (Tables, Graphs, Figures) with Legends, in the same Word File after References*
3. Checked Manuscript Submission Checklist Form (PDF File)
4. Author Contribution Grid (duly signed by all authors) (PDF File)
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*Refer 'FAQ' Presentation and 'Guidelines to Authors for Submission' for details