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Peer Review Process (Version: August, 2016)

The materials submitted for publication in IJOT are assumed to be submitted exclusively to the journal (IJOT), unless the contrary is stated. All submitted manuscripts will initially be reviewed by the Editor and Associate Editor for suitability. Suitable papers/articles will be sent for review to the Review Board Members/Reviewers, for peer review. Review process is kept confidential. The final decision on acceptance or rejection remains with the Editor-in-Chief.

The reviewers will be selected from the Review Board Member's list (Currently 25 members are included in the IJOT Peer Review Board for the Tenure: April, 2016 to March, 2020, which may increase further) by the Associate Editor, based on their said expertise and availability. The two reviewers for each manuscript will be selected in such a manner that as far as possible one reviewer (regional) will be from the region of the author's place of study (reviewer without any conflicts of interest) and the second reviewer (national/international) will be from outside the place of study, for unbiased views and opinions relating to region, culture, race, ethnic groups and standards of treatments available locally and globally. Double blinded process will be followed, wherein both the reviewers and the authors will not be revealed each other's identity, rather the Editorial Board (Editor/Associate Editor) will be the mediator for this process.

The comments from each reviewer will be conveyed by the Associate Editor to the authors, for the necessary amendments in the submitted manuscript. The amended manuscript will be reviewed again by the Associate Editor/Assistant Editor for completeness and suggested changes. The decision about acceptance or rejection (taken on the basis of reviewer's decision and the final verdict from



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the Editor-in-Chief) will be conveyed to the author by the Associate Editor. The timelines of this process will be documented for each manuscript. The rate of acceptance and/or rejection per year will also be documented. The accepted manuscript in completeness will be sent to the Editor-in-Chief for publication. The reasons for manuscript's unsuitability in IJOT/non-acceptance of the manuscript/publication material, will be conveyed to the corresponding author and if possible, would be suggested other suitable journals for submission/publication, as viewed apt by the reviewer's and editor's opinion.

Research Papers submitted for presentation at every OTICON will remain the property of IJOT, as per the undertaking signed and approved by the authors. Authors who wish to publish elsewhere (in any other journal) should seek permission from Editorial Board, IJOT, prior to proceeding with the submission procedure to any other journal. They will be sent Release Letter by the Editorial Board, IJOT on written request. Other papers, if found suitable, by the editorial board and peer review board, will be published in IJOT, based on the decision taken via peer-review process and the final decision taken by the Editor-in-chief.

Principal authors other than occupational therapists may submit their research manuscripts to IJOT for peer review process and publication thereafter. However, Editorial Board of IJOT reserves the rights to accept or reject such submissions, based on its relevance to occupational therapy research and practice.

~ Associate Editor, IJOT