

Indian Journal of Occupational Therapy (IJOT)



<http://www.aiota.org/ijot>

Frequently Asked Questions

Guidelines to Authors for Submission, IJOT

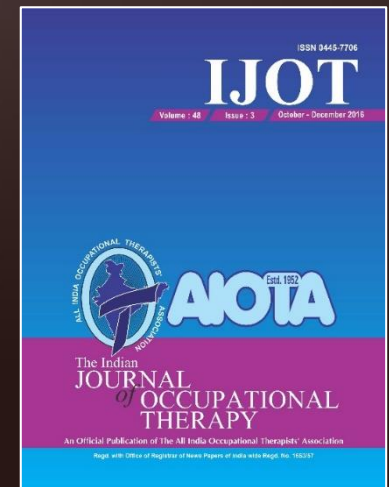
Version: December, 2016



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<http://www.aiota.org/ijot>





Submission: IJOT Guideline Documents and Versions

(Download the Files from AIOTA/IJOT website: <http://www.aiota.org/ijot/AuthorG>)

Version: December, 2016

1. Cover Letter (PDF File)
2. Title Page **including Acknowledgement** (Title Page: Separate MS Word File)
3. Main Manuscript (Main MS Word File) (**Do Not** reveal your's & your institution's identity in this file)
4. Illustrations (Tables, Graphs, Figures) & their Legends, in the same MS Word File after References or as a Separate File. Tables/Graphs in MS Word File & Figures/Photographs in .jpg/.tiff images with > 600 dpi resolution (**Refer Table on 'IJOT Summary of Article Types'**)
5. Manuscript Submission Checklist Form (All check boxes read, checked and ticked as applicable)
6. Author Contribution Grid (duly signed by all authors)
7. Undertaking/Copyright Form (duly signed by all authors)
8. Self-Attested Photocopy of IRB Approval Letter/Self-Attested Photocopy of Written Informed Consent Letter for Case Reports/Letter endorsing 'Declaration of Helsinki' adherence

(*1, 5, 6, 7, & 8 in Separate PDF Files or in One PDF File in Serial Order)





Submission: IJOT Guideline Documents and Versions

(Download the Files from AIOTA/IJOT website: <http://www.aiota.org/ijot/AuthorG>)

Version: December, 2016

File Names Strictly as Below: Do Not Write Your Names

1. IJOT_Cover Letter.pdf
 2. Title Page.docx (Strictly follow **Sample** Title Page for Consistency)
 3. Main Text.docx (It includes Abstract and Main Manuscript)
 4. Tables_Graphs.docx and Figures.jpg (OR Illustrations.docx if Figures included in Word File)
 5. IJOT_MS Checklist.pdf
 6. IJOT_Author Contribution Grid.pdf
 7. IJOT_Undertaking-Copyright Form.pdf
 8. IRB Approval Letter.pdf OR Consent Letter.pdf OR Declaration of Helsinki Letter.pdf
- (OR 1, 5, 6, 7, & 8 can be in One PDF File, **Strictly in Serial Order**, Named as: IJOT Documents.pdf, if sent by email to Associate Editor)



Editorial Board (April, 2016 to March, 2020) Contact Details

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Important International Guidelines for Reference

Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, updated in December, 2016 by ICMJE: <http://www.icmje.org/icmje-recommendations.pdf>

Latest 'WMA Declaration of Helsinki - Ethical Principles for Medical Research Involving Human Subjects' guidelines are available at: [http://www.wma.net/en/30publications/10policies/b3/index.html.pdf?print-media-type&footer-right=\[page\]/\[toPage\]](http://www.wma.net/en/30publications/10policies/b3/index.html.pdf?print-media-type&footer-right=[page]/[toPage]) (Version: October, 2013)

Index Medicus (access the website and select the MeSH [Medical Subject Headings] database): <https://www.ncbi.nlm.nih.gov/pubmed/>

Equator Network (Guidelines for All Types of Study Designs): www.equator-network.org

CONSORT Guidelines for Randomized Controlled Trials: www.consort-statement.org

PRISMA Guidelines for Systematic Review: <http://prisma-statement.org>



Important International Guidelines for Reference

CARE Guidelines for Case Report: <http://www.care-statement.org>

Conference Abstract (Table 1 of the Article):

<http://journals.plos.org/plosmedicine/article/asset?id=10.1371%2Fjournal.pmed.0050020.PDF>

Vancouver Citation Style: http://library.vcc.ca/downloads/VCC_VancouverStyleGuide.pdf

Committee on Publication Ethics (COPE) Guidelines for Authors:

http://publicationethics.org/files/2003pdf12_0.pdf

COPE - Ethical Guidelines for Peer Reviewers:

http://publicationethics.org/files/Peer%20review%20guidelines_0.pdf

All COPE Guidelines: <http://publicationethics.org/resources/guidelines>



Frequently Asked Questions (FAQs) on IJOT's Guidelines to Authors for Submission

Q Who owns the copyrights of the published article?

The copyright of the accepted manuscript will transfer from the authors to the Journal (IJOT).

Q Who is responsible for the final decision on acceptance or rejection of the article?

The final decision on acceptance or rejection remains with the Editor-in-chief.

Q Title Page & Main Manuscript (Including Abstract) is to be submitted in what format?

In Electronic Format in Microsoft Word (.doc or .docx) File Format, Version 2007 to 2013

***Refer Slide 3 & 4 (Two Files Named as: Title Page.docx and Main Text.docx)**

Q All other accompanying IJOT documents are to be submitted in what format?

In Electronic Format in PDF File (Separate PDF File for Each Document) ***Refer Slide 3 & 4**



Frequently Asked Questions (FAQs) on IJOT's Guidelines to Authors for Submission

Q What should be the typing style for the manuscript submission?

Manuscripts should be neatly typed with double-line spacing, in Times New Roman style, with font size of 12 in Microsoft Word file (Version: 2007 to 2013). The text should be in justified alignment throughout the manuscript (except References and Illustrations).

Q To what level the subheadings can be included and in what format?

Sub-headings should be limited to only three levels as below: **(Do Not Underline & Do Not Use Punctuation Marks : in Headings)**

Headings: 14-Bold & Uppercase (e.g.) **INTRODUCTION**

Subheadings: 12-Bold & Capitalize Each Word (e.g.) **Study Design**

Sectional Headings: 12-Italics & Capitalize Each Word (e.g.) *Treatment Protocol*



Frequently Asked Questions (FAQs) on IJOT's Guidelines to Authors for Submission

Q What is the **word count** for Abstract and what does it include?

An informative structured abstract not exceeding 350 words (150 words for case report) must accompany all articles/manuscript reporting original research or reviews. Abstract **word count** includes: Background, Objectives, and Study Design, Methods, Results and Conclusions and it excludes Title and Title Page, Key Words, Acknowledgements, References and Illustrations.

Q What is the **word count** for the Main Manuscript and what does it include?

The **word count** of Main Manuscript includes Introduction, Methods, Results, Discussion and Conclusion but it excludes Title and Abstract Pages, Acknowledgment, References and Illustrations. Please refer the Table on 'IJOT Summary of Article Types' for word count in various types of research manuscripts.



Frequently Asked Questions (FAQs) on IJOT's Guidelines to Authors for Submission

Q Can Abbreviations be used in the Manuscript?

Yes in the Abstract as well as in the Main Manuscript, but avoid in the Title of the Manuscript. However, if you use abbreviations, then define each abbreviation when first used (e.g.) Neuro Developmental Therapy (NDT) and thereafter use the abbreviation alone, without explanation. (e.g.) NDT

Q Can Title Page be submitted in any format?

No. Submit the Title Page in a Separate MS Word File, in the same style and format as typed in the Sample Title Page. (Name the File as: Title Page.docx)

Q What do you mean by Illustrations?

Illustrations include Tables, Graphs, and Figures (Clinical Photographs/Diagrams)



Frequently Asked Questions (FAQs) on IJOT's Guidelines to Authors for Submission

Q Can any number of Illustrations be included along with the Text of the Manuscript?

No. Illustrations should be self explanatory and should supplement, not duplicate the text. Please Refer the Table on 'IJOT Summary of Article Types' for the number of the illustrations in various types of research manuscripts.

Q What should be the quality of Photographs/Images?

The photographic images, if any, should be sent as an attachment, separately in .TIFF, .JPEG or .GIF Format, with good resolution (at least 600 dpi) with all extraneous areas removed, with clear background, and where necessary, magnification should be shown using a scale marker.



Frequently Asked Questions (FAQs) on IJOT's Guidelines to Authors for Submission

Q What do you mean by Legends?

Legends are the Titles/Captions of the Illustrations (Tables/Graphs/Figures [Photographs/Diagrams]). Legends should not be more than 40 words. Capitalize each word in the legends except the articles (e.g.) a, an, the, in, of etc., and it should be a phrase and not a sentence, without a period/fullstop after it. (e.g.) **Table 1.** Demographic Characteristics of Patients (**Do Not Underline and Do Not use Colons :** in the Legends)

Q Can any number of References be cited and can any Referencing Style be used?

No. Please Refer the Table on 'IJOT Summary of Article Types' for the number of the References in various types of research manuscripts. Only **Vancouver Style** should be adhered to, for both In-Text citation and for writing References. Latest References should be preferred.



Frequently Asked Questions (FAQs) on IJOT's Guidelines to Authors for Submission

Q How to cite a journal article?

Wimpenny K., Forsyth K., Jones C., Evans E., Colley J. Group Reflective Supervision: Thinking with Theory to Develop Practice. *Br J Occup Ther.* 2006; 69 (9): 423-428.

Q How to cite single authored book?

Tuli SM. Tuberculosis of the Skeletal System: Bones, Joints, Spine and Bursal Sheaths. 3rd Ed. Bangalore: Jaypee Brothers Medical Publishers; 2004. p. 181-183.

Please Note: Write the Journal Names in **Standard Abbreviations Only** and in *Italics*.

Refer ISI Journal Title Abbreviations:

http://www.efm.leeds.ac.uk/~mark/ISIabbr/A_abrvjt.html OR Refer NLM Title

Abbreviation, Index Medicus, or Other Sites for Standard Journal Abbreviations



Frequently Asked Questions (FAQs) on IJOT's Guidelines to Authors for Submission

Q How to cite book chapter in a multi-authored book?

Brock DJH. Cystic fibrosis. In: Wald N., Leck I., Eds. Antenatal and Neonatal Screening. 2nd Ed. Oxford and New York: Oxford University Press; 2000. p. 325-49.

Q How to cite internet resource?

Fehrenbach MJ. Dental hygiene education [Internet]. [Place unknown]: Fehrenbach and Associates; 2000 [updated 2009 May 2; cited 2009 June 15]. Available from:
<http://www.dhed.net/Main.html>

Please Note: **Strictly adhere to the Vancouver Style of Referencing: both In-Text (In superscript after the period/fullstop) as well as in the Bibliography: follow style for author name, number of authors, title of the study, journal name, punctuation style, writing style for year, volume, issue and page numbers, etc.** (Strictly as in above examples)



IJOT Summary of Article Types

| S. No. | Article Type | Structured Abstract | Main Text | References | Illustrations† |
|--------|-------------------------|---------------------|------------|------------|----------------|
| 1 | Original Research Paper | 350 words | 3000 words | ≤ 30 | ≤ 5 |
| 2 | Review Paper | 350 words | 4000 words | ≤ 40 | ≤ 5 |
| 3 | Case-Report* | 150 words | 1500 words | ≤ 10 | ≤ 5 |
| 4 | Conference Abstract | 350 words | -- | ≤ 5 | ≤ 2 |
| 5 | Guest Editorial | -- | 1500 words | ≤ 10 | -- |
| 6 | Letter to the Editor | -- | 600 words | ≤ 10 | 1 |
| 7 | Book Review | -- | 800 words | -- | -- |

* Case-Report may have an unstructured abstract;

† Illustrations: Tables/Graphs/Figures (Figures: Clinical Photographs/Diagrams)



Some Highlights on Peer Review Process

- ❖ The materials/articles 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.



Some Highlights on Peer Review 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 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.



Some Highlights on Peer Review Process

- ❖ 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/email 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.



Some Highlights on IJOT Website

Instructions for Authors: For Using Online Manuscript Submission System

- ❖ Visit the link: <http://aiota.org/Manuscript> for AIOTA Manuscript Processing System and Create a New Account if you are a First Time User and then proceed with the steps as explained below, for submitting your manuscript along with other accompanying IJOT documents.
- ❖ Write the full names of all the Authors in the Cover Page Check Boxes, in the order as to be listed in the Citation.
- ❖ Check all the Boxes under "Manuscript Submission Checklist" in order to proceed with further submission steps, or else an error might occur and the submission process might fail.



Some Highlights on IJOT Website

Instructions for Authors: For Using Online Manuscript Submission System

❖ Upload Duly Filled, Signed and Scanned PDF Files of "Cover Letter", "Author Contribution Grid", "Undertaking-Copyright Form" & "IRB Approval/Consent/DOH Letter" in separate PDF files as listed.

❖ Upload Word Files of "Title Page" and "Main Text" separately.

Please Note: The Main Manuscript Word File should not reveal the identity of the authors and institutions, or else the manuscript will be rejected at this stage itself. (Acknowledgement should be included in the Title Page along with other details as informed in Sample Title Page, for online submission system) **Please Note:** Abstract is included in the Main Text File.

❖ Upload Numbered Files of Illustrations (Table/Graph/Figures/Pictures) individually in Word (Table/Graphs) or JPEG (Figures/Pictures) File Formats (with excellent resolution) as 1, 2, 3 etc. Maximum Upload of 5 Illustrations are allowed.



Some Highlights on IJOT Website

Instructions for Authors: For Using Online Manuscript Submission System

❖ Contact the Associate Editor at asso.editor.ijot@aiota.org or the Assistant Editor at asst.editor.p.ijot@aiota.org or the Website Convener at webmaster.ijot@aiota.org, in case you experience any difficulties during the online manuscript submission process.

❖ Explore the IJOT website's following Tabs: (For More Details)

Indian Journal of Occupational Therapy <http://www.aiota.org/ijot>

Author's Guidelines <http://www.aiota.org/ijot/AuthorG>

Peer Review Process <http://www.aiota.org/ijot/Prproc>

Manuscript Submission <http://www.aiota.org/Manuscript>

IJOT Issues <http://www.aiota.org/ijot/IJOTIssues>

News Letter <http://www.aiota.org/login/PNewsLetters>



**THANK
YOU**

“For Reading, Understanding, Implementing, and Adhering to the IJOT’s “Guidelines to Authors for Submission” for Quality of Submissions of Your Research Work, thereby Enhancing the Value of IJOT”

<http://www.aiota.org/ijot>