



The Indian Journal of Occupational Therapy

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Guidelines to Authors for Submission (Version: December, 2016)

*Original Research Manuscripts/Reviews/Case Reports/Conference Abstracts/Editorial/
Letter to the Editor/Book Review*

The Indian Journal of Occupational Therapy (IJOT) shall be published quarterly (four times a year), as Issue 1: January-March, Issue 2: April-June, Issue 3: July-September and Issue 4: October-December: effective from January, 2017.

The IJOT Issues for the year 2016 will continue as: Issue 1: January-April, Issue 2: May-August and Issue 3: September-December. The version: April, 2016 of '**Guidelines to Authors for Submission**' will be available in Issue 2: May-August, 2016, IJOT as well as on the AIOTA/IJOT website, for the year 2016.

Please Note: From January, 2017 onwards the '**Guidelines to Authors for Submission**' (Version: December, 2016) will be available only on the AIOTA/IJOT website for download.

IJOT represents the science and practice of Occupational Therapy in India. The contributions worth publishing are welcome from any part of the world. Contributions should be original and in American English. Book-review may also be sent by authors or publishers to Editor-in-chief and/or Editor, IJOT.

IJOT regrets it will have to decline consideration of any article, which is not prepared in accordance with the standard recommendations, developed by the International Committee of Medical Journal Editors ([www.ICMJE.org](http://www.icmje.org)) The latest Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, updated in December, 2016 by ICMJE, can be found at: <http://www.icmje.org/icmje-recommendations.pdf>, for reference.

Ethical Consent

All manuscripts reporting results of experimental investigations involving human subjects, should contain a statement in the method's section, confirming that written informed consent was obtained from each subject or subject's legally accepted representative, after approval of experimental protocol by the Institute's

Registered Human Ethics Committee/Institutional Review Board (IRB). Alternatively, in exceptional cases, only if, as per the ICMJE guidelines, a statement in the method's section be mentioned that the research work was conducted as per 'Declaration of Helsinki' guidelines, if IRB does not exist in the Institute where research was conducted. 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)

Permissions

All previously published materials must be accompanied by the written consent to reproduction of the copyright holder. An acknowledgment of permission should be included at the relevant point in the paper, and a full reference to the original place of publication should be included in the reference list.

Copyright

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

Peer Review Process

All material submitted for publication in IJOT is assumed to be submitted exclusively to the journal unless the contrary is stated. All submitted manuscripts will initially be reviewed by the Editor and Associate Editor for suitability. Suitable manuscripts/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.

Manuscript Submission

Manuscripts should be prepared in accordance with the guidelines as stated below. All submissions for publication in IJOT should be sent in Electronic Format (Microsoft Word File, Version 2007 to 2013) to the Associate Editor of IJOT, Dr. Punita V. Solanki at the email id: asso.editor.ijot@aiota.org

Preparation of Manuscript

Original research manuscripts should contain maximum **3000 words** (excluding title and abstract pages, acknowledgment, references and illustrations). Introduction should not exceed **150 words**. There should not be more than **five illustrations** (tables/graphs/figures) and **30 references**. *Please Refer* Table of 'IJOT Summary of Article Types' for various types of research manuscripts.

Format

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 entire manuscript's text should be in justified alignment (except references and illustrations). The font size of Headings (14-**bold** & UPPERCASE), subheadings (12-**bold** & Capitalize Each Word) or sectional headings (12-*italics* & Capitalize Each Word) should be used for preparing the manuscripts (Sub-headings should be limited to only three levels). Please **Do Not Underline** and **Do Not** use punctuation marks for Headings. For symbols, use standard 'Symbol' fonts on Windows OS or Macintosh OS. All pages should be numbered consecutively. Other recommended formats include .tiff or .jpg for photographic images, .xls for graphs produced in Excel, and .eps for line drawings.

Abbreviation & System of Units

Since abbreviations tend to make text difficult to read, avoid them except when essential. In the entire text (abstract and main text), define each abbreviation when first used (e.g.) Neuro Developmental Therapy (NDT) and thereafter use only the abbreviation without explanation (e.g.) NDT. Do not use abbreviations in the title. Advice is to use abbreviation rather than words for units and percentages (e.g.) km, kg, l, ml, % etc.

Reporting Guidelines

Reporting guidelines have been developed for different study designs (e.g.) CONSORT (www.consort-statement.org) for randomized controlled trials. Authors are expected to follow these guidelines based on study designs, available on: www.equator-network.org, for detailed and complete reporting of manuscripts.

Title Page

Title page should be in a separate word file and contain:

1. The title of the paper should be concise but informative.
2. Full name of principal author and other authors with their academic degrees, designation and place of work.
3. Name of department(s) and institutions (along with city, state and country) where the study was conducted.
4. Period of study: From (mm/yyyy) to (mm/yyyy)
5. Name, address, telephone number, mobile number, and email id etc. of the first author responsible for correspondence, regarding the manuscript or of any other corresponding author.
6. Disclaimers, disclosure of conflict of interest, trial registration number, if any
7. The source(s) of financial support in the form of funds/grants and equipment donations etc.
8. Awards and Presentations, if any

(Please Refer: Sample Title page for consistency in writing style for submission)

Abstract and Keywords

An informative structured abstract not exceeding **350 words** (**150 words** for case report) must accompany all articles/manuscript reporting original research or reviews. The word count of abstract excludes title and key words. Abstracts should be reported in a structured format as: Background, Objectives, and Study Design, Methods, Results and Conclusions, to describe the content of the article. Authors need to ensure that the abstract accurately reflects the content of the article. Provide four to six key-words or phrases (not mentioned in the title). Select the Key-words from the heading list of Index Medicus (access the website: <https://www.ncbi.nlm.nih.gov/pubmed/> and select the MeSH [Medical Subject Headings] database). Write Key-words in alphabetical order and capitalize first letter of each word. Trial registration number, if any, should be provided after the key words. How to cite the current study will be published in the end as (e.g.)

How to Cite this Article: Bhovad P., Kale J. S. The effective of early vestibular rehabilitation on balance after acoustic neuroma surgery: A comparative study. *Indian J. Occup. Ther.* 2015; 47(2): 31-37.

Main Text

Original Research Manuscript: Text of the article/manuscript reporting original research should be concise and should usually follow the so-called “IMRAD” structure and be reported in following headings:

(a) Introduction (b) Method (c) Results (d) Discussion (e) Conclusion (f) Acknowledgment and (g) References. Authors are instructed to follow the guidelines from Equator Network for completeness of the manuscript, as mentioned in the above sections. Original research manuscripts should contain maximum **3000 words** (excluding title and abstract pages, acknowledgment, references and illustrations). Introduction should not exceed **150 words**. There should not be more than **five illustrations** (tables/graphs/figures) and **30 references**.

Review Papers: For reporting a systematic literature review, PRISMA guidelines should be referred for completeness (<http://prisma-statement.org>). For narrative reviews, follow general guidelines for manuscript submissions. Review papers may contain abstract of **350 words** and main text of **4000 words** (Excluding title and abstract pages, acknowledgment, references and illustrations). There should not be more than **five illustrations** (tables/graphs/figures) and **40 references**.

Case Report: The case report structure should be according to CARE guidelines published in Equator Network (<http://www.care-statement.org>) and have following headings: (a) Introduction (b) Patient Information (c) Clinical Findings (d) Timeline (e) Assessment (f) Intervention (g) Follow-up and Outcomes (h) Discussion (i) Patient’s Perspective (j) Informed Consent Statement (A written informed consent letter

should be sent along with the case report manuscript) (k) Acknowledgment and (l) References. Case-reports may have unstructured abstract of **150 words** and main text of **1500 words** (Excluding title and abstract pages, acknowledgment, references and illustrations). There should not be more than **five illustrations** (tables/graphs/figures) and **10 references**.

Conference Abstract: Conference Abstracts should have following headings: (a) Title (b) Authors (Full Name) along with details of Institution(s), City, State and Country (c) Background, Objectives and Study Design (d) Methods (e) Results (f) Conclusion (g) Trial Registration, if any (h) Funding (i) Acknowledgements and (j) References (not more than **5 latest citations**). The abstract structure should not exceed **350 words**. There should not be more than **two illustrations** (tables/graphs/figures). For the subheadings under methods, results and conclusion sections, refer the guidelines from Equator Network, for structured conference abstract, at the following link (Table 1 of the article): <http://journals.plos.org/plosmedicine/article/asset?id=10.1371%2Fjournal.pmed.0050020.PDF>. The word count of conference abstract includes only Background, Objectives and Study Design, Methods, Results and Conclusion (excludes Title, Key Words, Trial Registration, Funding, Acknowledgements, References and Illustrations)

Tables

Tables should be self explanatory and should supplement, not duplicate the text. Type each table with double space. Number tables consecutively in Arabic letters, with a brief title for each. Place explanatory matter in footnotes. If data is used from another published or unpublished source, obtain permission and acknowledge rightfully. Type Tables in MS Word File.

Illustrations

Use only those distinct illustrations that clarify and increase understanding of the text. The illustrations should be produced by a professional artist. All illustrations must be numbered in Arabic letters, and cited in the text. All photographic images should be submitted in camera ready form (i.e.) with all extraneous areas removed, with clear background, and where necessary, magnification should be shown using a scale marker. Maximum four pictures may be permitted. (Downloaded images from websites will not be accepted). 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). Illustrations include: Tables/Graphs/Figures (Figures: Photographs/Diagrams)

Legends for illustration

The legends for illustrations should be typed in double line spacing, starting on a separate page with Arabic letters, each corresponding to the illustrations. (Should not be more than 40 words)

References [Vancouver System]

References in the text should include only those that are important and have been studied from full text articles. References should be identified in the text by superscript bold Arabic numerals (without brackets), after any punctuation, and numbered and listed at the end of the paper in the order in which they are first cited in the text. References should include the names and initials of up to six authors. If there are more than six authors, only the first three should be named, followed by et al. Publications for which no Author is apparent, may be attributed to the organization from which they originate but avoid using 'Anonymous'. Punctuation in references should be kept to a minimum, as shown below:

1. 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.
2. 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.
3. Tuli SM. Tuberculosis of the Skeletal System: Bones, Joints, Spine and Bursal Sheaths. 3rd Ed. Bangalore: Jaypee Brothers Medical Publishers; 2004. p. 181-183.

Internet/Web resources should be cited appropriately as per Vancouver Style Guide (e.g.)

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

Vancouver Citation Style can be found at: http://library.vcc.ca/downloads/VCC_VancouverStyleGuide.pdf

Undertaking/Copyright Form

The manuscripts must be accompanied with an Undertaking/Copyright Form, in the prescribed format, duly filled and signed by each author. (Please **Do Not** forget to write your AIOTA LM Number in the Table)

Letter to the Editor

We welcome Letters to the Editor, on matters of general occupational therapy concern or comments, arising from recently published articles in IJOT. Original observations relating to short clinical study or single case reports may also be presented as a letter. Letters should not be divided into sections and be limited to no more than **600 words** and up to **10 references**. One table or one figure may be included. Such letters will be subject to selection and editing. Letters should be double spaced throughout, signed by all authors.

Guest Editorial

Guest Editors should submit a short (1-2 printed pages) editorial that serves as an introduction to the theme of the respective issue of IJOT. The Guest Editorial should generally not exceed **1500 words** with up to **10 References**.

Important

1. Papers presented in AIOTA Conferences (OTICON) may be published in IJOT if accepted for publication by the Editorial Board. However the authors have to submit the manuscripts as per '**Guidelines to Authors for Submission**' to the Editor or Associate Editor, IJOT, along with 'Undertaking/Copyright Form' after presentation.
2. The papers presented in AIOTA Conference (OTICON) and/or published in IJOT cannot be published/presented elsewhere without the written consent of the President, AIOTA/Editor-in- chief, IJOT.
3. Two copies of the Journal will be supplied free of charge to the Author for correspondence.
4. The information about acceptance and/or rejection of the manuscripts will be conveyed to the Principal Author and/or Corresponding Author by email.
5. The decision of Editor-in-chief in matter of acceptance, rejection and /or any dispute in respect to submitted manuscripts, shall be final and binding.
6. All occupational therapy authors should be registered members of AIOTA and should provide their AIOTA Life Membership number in the Undertaking/Copyright Form (*Not applicable for other authors who are not Occupational Therapy professionals, but are listed as other authors in the manuscript. However, they may be encouraged to register as Associate Members of AIOTA, although not mandatory*)
7. '**Guidelines to Authors for Submission**' may be downloaded from AIOTA/IJOT website.

Submission Checklist*

1. Cover Letter (Download the format from AIOTA/IJOT website)
2. Title Page (Word File) Named as: Title Page.docx
3. Main Manuscript including Abstract (Word File) Named as: Main Text.docx
4. Illustrations (Tables, Graphs, Figures) with Legends, in the same Word File after References.*
5. Manuscript Submission Checklist Form (Download from AIOTA/IJOT website)
6. Author Contribution Grid (duly signed by all authors) (Download from AIOTA/IJOT website)
7. Undertaking/Copyright Form (duly signed by all authors) (Download from AIOTA/IJOT website)
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.

*Refer the Presentation on Frequently Asked Questions (FAQs) on IJOT's 'Guidelines to Authors for Submission' uploaded on <http://www.aiota.org/ijot> (For any queries or questions related to the guidelines and submission process)

| 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)

All submissions should be addressed to:

Dr. Punita V. Solanki (Associate Editor, IJOT)

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