

# The Indian Journal of Occupational Therapy

## Cover Letter for Manuscript Submission

**Date:**

**To**

**The Editor-in-Chief**

**The Indian Journal of Occupational Therapy**

**Sir/Madam,**

I am/we are, enclosing herewith a manuscript entitled “\_\_\_\_\_”

\_\_\_\_\_”  
for possible peer review process and thereafter publication, if accepted, in the Indian Journal of Occupational Therapy (IJOT). 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 ones 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 this 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- ❖ There are no directly related manuscripts or abstracts, published or unpublished, by any authors of this paper;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:** Study Protocol/Primary Research Article/Review Article/Case Report /Letter /Editorial/Guest Editorial (Tick ✓)

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

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**(Full Name and Signature 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, references, and illustrations\*): Two Microsoft Word files: Title Page.docx & Main Text.docx
2. Illustrations (tables & figures [diagrams, flowcharts, photographs, graphs]) 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)
5. Undertaking/Copyright form (duly signed by all authors) (PDF File)
6. Self-attested photocopy of IRB approval letter/self-attested photocopy of written informed consent letter for case reports/letter endorsing 'Declaration of Helsinki' adherence. (PDF File)
7. Plagiarism Report (PDF File)

\*Refer Frequently Asked Questions 'FAQ' presentation and 'Guidelines to Authors for Submission' for details