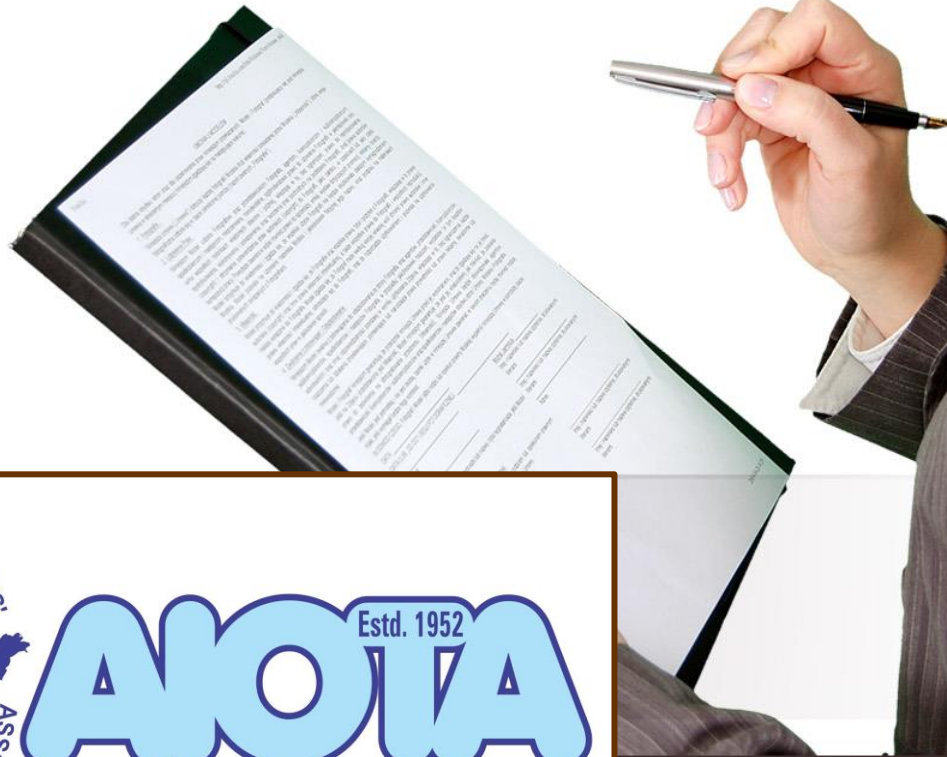


The Indian Journal of Occupational Therapy (IJOT)

An official publication of

The All India Occupational Therapists' Association (AIOTA)



<https://aiota.org/>

<https://journals.lww.com/iopt/Pages/default.aspx>
(www.ijotonweb.org)

Frequently Asked Questions

Guidelines to Authors for Submission, IJOT

Version: January, 2025



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- ❖ Some Highlights on IJOT Website & Online Submission

<https://aiota.org/>

<https://journals.lww.com/iopt/Pages/default.aspx>
(www.ijotonweb.org)





Submission: IJOT Guideline Documents and Versions

(Download the Word/PDF Files from IJOT website: <https://journals.lww.com/iopt/Pages/default.aspx>)

Version: January, 2025

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, Figures) & their Legends, in the same MS Word File after References and as a Separate File. Original 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/Contributor 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
9. Plagiarism Report (PDF File)

(*1, 5, 6, 7, 8 & 9 in Separate PDF Files or in One PDF File in Stated Serial Order)



Submission: IJOT Guideline Documents and Versions

(Download the Word/PDF Files from IJOT website: <https://journals.lww.com/iopt/Pages/default.aspx>)

Version: January, 2025

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, Main Manuscript and Illustrations after references)
4. Tables.docx; Graphs.docx; Figures.jpg (Also included in Main Text.docx 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 Stated Order**, Named as: IJOT Documents.pdf, to be uploaded online at: <https://review.jow.medknow.com/ijoth> after sign up/login as author)
9. IJOT_Plagiarism Report.pdf



Editorial Board (April, 2024 to March, 2028) Contact Details

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Mobile No.: +91-9433098374

Personal Email: pankajdaa@gmail.com **Official Email:** president@aiota.org

Editor: Punita V. Solanki (For Indexing, Submission of Book Reviews, News, Academic Events, and Information)

Mobile No.: +91-9167180215

Personal Email: orthorehab.punita@gmail.com **Official Email:** editor@ijotonweb.org

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Editorial Board (April, 2020 to March, 2024) Contact Details

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Mobile No: +91-8939708089

Personal Email: murali.ot@gmail.com **Official Email:** asst_editor_s@ijotonweb.org



The IJOT Board (April, 2024 to March, 2028)

IJOT Administration

- **Executive Chairman**
Dr. Pankaj Bajpai,
President, AIOTA,
Lucknow
- **Executive Co-Chairperson**
Dr. Pratibha Milind Vaidya,
Vice President, AIOTA,
Mumbai

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- Dr. Pragyan Singh, Cuttack
- Dr. Sujata Missal, Coimbatore
- Dr. Suresh Kumar K, Hyderabad/UK

Advisory Board Members (AIOTA)

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- Dr. Raj Kumar Sharma, Gurugram
- Dr. Shashi Oberai, Navi Mumbai
- Dr. Sunil Purushottam Mokashi, Pune
- Dr. Zarine Darius Ferzandi, Mumbai

Peer Reviewers: 29 members * **Guest Peer Reviewers:** 2 members



Important International Guidelines for Reference

Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, updated in January, 2025 by ICMJE: <https://www.icmje.org/icmje-recommendations.pdf>

Latest 'WMA Declaration of Helsinki - Ethical Principles for Medical Research Involving Human Subjects' guidelines are available at: <https://www.wma.net/policies-post/wma-declaration-of-helsinki/> (Version: December, 2024)

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:

<https://publicationethics.org/guidance> (All guidelines/flowcharts/cases etc. available upon login)

COPE - Ethical Guidelines for Peer Reviewers:

<https://publicationethics.org/guidance> (All guidelines/flowcharts/cases etc. available upon login)

All COPE Guidelines: <https://publicationethics.org/guidance>



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/Combined PDF in Stated Order) ***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: 2010 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: 12-**Bold** & Uppercase (e.g.) **INTRODUCTION**

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

Sectional Headings: 12-***Italics-Bold*** & 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 and 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 **Not** 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 expanded form. (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 & Figures (Clinical Photograph/Diagram/Graph/Flow Chart)



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 / ≤ 1024 KB size) 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/Figures [Photographs/Diagrams/Graphs/Flow Charts]). 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/PubMed/ICMJE 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)



The IJOT Summary of Article Types

S. No.	Article Type	Structured Abstract	Main Text	References	Illustrations†
1	Study Protocol	350 words	3500 words	≤ 30	≤ 6
2	Original Research Paper	350 words	3500 words	≤ 30	≤ 6
3	Review Paper	350 words	4000 words	≤ 40	≤ 6
4	Case-Report*	150 words*	1500 words	≤ 10	≤ 5
5	Conference Abstract	350 words/150 words†	--	≤ 5	≤ 2
6	Editorial/Guest Editorial	--	1500 words	≤ 10	--
7	Letter to the Editor	--	600 words	≤ 10	1
8	Book Review	--	800 words	--	1#
9	Evidence-Based Clinical Summary*	150 words*	1500 words	≤ 10	≤ 3
10	Expert Research Perspective*	150 words*	1500 words	≤ 10	≤ 3

*Case-Report/Evidence-Based Clinical Summary/Expert Research Perspective may have an unstructured abstract;

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

‡350 words for original/review articles and 150 words for case reports; #Cover Page of the Book



Some Highlights on Peer Review Process

- ❖ The materials/articles submitted for publication in the 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 Executive Editor and Associate Editors for suitability. Suitable papers/articles will be sent for peer review to the Peer Reviewers (after initial internal review by editorial board and corrections), final review will be performed by the Editor and final approval will be by Editor-in-Chief. Review process shall be kept confidential.
- ❖ The final decision on acceptance or rejection remains with the Editor-in-Chief.
- ❖ The reviewers will be selected from the peer reviewer's list (Currently 29 peer reviewers from India + 2 guest reviewers from foreign nationals, are included in the IJOT Peer Reviewer List for the Tenure: April, 2024 to March, 2028, which may increase further) by the editorial board, based on their declared/documentated expertise and availability.



Some Highlights on Peer Review Process

- ❖ The comments from each reviewer will be conveyed by the Associate Editors to the authors, for the necessary amendments in the submitted manuscript via online submission system.
- ❖ The amended manuscript will be reviewed again by the Associate Editor/Assistant Editor for completeness and suggested changes.
- ❖ The decision about the 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 Executive Editor.
- ❖ The timelines of this process will be documented for each manuscript in the online system. The rate of acceptance and/or rejection per year will also be documented in the online system.
- ❖ The final manuscript in completeness will be sent to the LWW-Medknow executives for production editing phase after approval/acceptance from the Editor-in-Chief for publication.
- ❖ The reasons for manuscript's unsuitability in the 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 editorial board member's opinion.



Some Highlights on Peer Review Process

- ❖ Research Papers submitted for presentation at every OTICON will remain the property of the IJOT, as per the undertaking signed and accepted 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 email request.
- ❖ Other papers, if found suitable, by the editorial board and peer reviewers, will be published in the IJOT, based on the decision taken via peer-review process and the final decision taken by the Editor-in-Chief.
- ❖ Principal authors are preferred to be occupational therapists and other authors may be occupational therapists or from any other healthcare profession. They may submit their research manuscripts to the IJOT for peer review process and publication. However, Editorial Board of the IJOT reserves the rights to accept or reject such submissions, based on its relevance to occupational therapy research and practice and aims and scope of the journal.



Some Highlights on IJOT Website

Instructions for Authors: For Using Online Manuscript Submission System

- ❖ Visit the link: <https://review.jow.medknow.com/ijoth> of the Manuscript Submission 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 title page file and manuscript file along with other accompanying IJOT documents.
- ❖ Fill the checklist
- ❖ Add abstract in the abstract box
- ❖ Upload title page word file
- ❖ Upload manuscript word file (please include all illustrations in the end of the file after references)
- ❖ May upload the illustrations separately as well
- ❖ Upload all the IJOT documents: copyright/undertaking form and then author contribution grid, manuscript submission checklist, ethics committee approval letter/declaration of Helsinki letter, consent letter etc.
- ❖ May suggest reviewer or may skip this step
- ❖ Fill individual author details forms in the ascending order (1, 2, 3...) and then click submit



Some Highlights on IJOT Website

Instructions for Authors: For Using Online Manuscript Submission System

❖ 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:** Title and Abstract to be included in the Main Text file.

❖ Upload Numbered files of Illustrations (Table/Figures) individually in Word (Table/Graphs) or JPEG (Figures/Pictures/Graphs) File Formats (with excellent resolution) as 1, 2, 3 etc. Maximum Upload of 6 Illustrations are allowed. (Include the illustrations in the Main Text file as well)

❖ Upload Duly Filled, Signed and Scanned PDF Files of "Cover Letter", "Author Contribution Grid", "Manuscript Submission Checklist", "Undertaking-Copyright Form" & "IRB Approval/Consent/DOH Letter" in separate PDF files as listed. Or as a combined PDF in the serial order.



Some Highlights on IJOT Website

Instructions for Authors: For Using Online Manuscript Submission System

❖ Contact the Executive Editor at eeditor@ijotonwe.org or the Associate Editors at asso_editor@ijotonweb.org or assoc.editor@ijotonweb.org in case you experience any difficulties during the online manuscript submission process at the link: <https://review.jow.medknow.com/ijoth> (By LWW – Medknow Group of Publications)

❖ Explore the AIOTA's IJOT website's following Sub Tabs under Publication Tab: (For More Details): <https://aiota.org/>

IJOT Issues <https://aiota.org/login/ijot>

News Letter Access <https://aiota.org//temp/aiota/Newsletter%20final.pdf>

IJOT Promotion <https://aiota.org/publications/ijotpromotions>

Other subtabs directed to main journal website: <https://journals.lww.com/iopt/pages/default.aspx>

Manuscript submission to the online system <https://review.jow.medknow.com/ijoth>

A photograph of a hand holding a pen, poised to write on a document, is positioned in the top right corner of the slide.

**THANK
YOU**

*“For Reading, Understanding, Implementing, and Adhering to the
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for Quality Submission of Your Research Work,
thereby Enhancing the Value of the IJOT Publication”*

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IJOT Website: <https://journals.lww.com/iopt/pages/default.aspx> (www.ijotonweb.org)

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<https://review.jow.medknow.com/ijoth>

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