
Guidelines for Contributors to *AJOT*

Note. The *Guidelines for Contributors* is also available at the *American Journal of Occupational Therapy* manuscript processing system Web site; go to <http://ajot.submit2aota.org> and click on "Instructions for Authors."

The *American Journal of Occupational Therapy (AJOT)* is the official peer-reviewed journal of the American Occupational Therapy Association (AOTA). We welcome the submission of manuscripts that are relevant to the study of occupation and the practice of occupational therapy. Categories of peer-reviewed articles include feature-length articles, case reports, brief reports, and issue papers.

Publication goals include the following:

1. Effectiveness studies (outcome studies), systematic reviews, and meta-analyses
2. Efficiency studies (studies assessing interventions for such things as patient satisfaction or cost and time efficiency)
3. Studies establishing the reliability and validity of occupational therapy instruments
4. Studies linking occupational engagement to participation and health
5. Studies exploring a currently debated topical or professional issue (*The Issue Is* papers).

AJOT uses (1) the **6th edition** of the *Publication Manual of the American Psychological Association* (APA, 2010) as the style guide. Consult this manual for style questions unless specified otherwise in this *Author's Guide*.

To submit manuscripts, go to <http://ajot.submit2aota.org> and follow the online instructions.

Manuscripts must be submitted with the authors' explicit written assurance that they are not simultaneously under consideration by any other publication. The journal cannot assume responsibility for the loss of manuscripts.

Authors' Responsibilities

Signatures. Before publication of any accepted manuscript, **all authors** must provide original signatures for the statement of authorship responsibility, the statement of financial disclosure, and the statement of copyright release. Copies of the Copyright Transfer and Author Responsibility and Financial Disclosure Form may be downloaded from the *AJOT* submission Web site. Signed forms must be submitted upon acceptance of a manuscript for publication.

The statement of authorship responsibility is certification that each author has made substantial contributions to (1) the conception and design, acquisition of data, or analysis and interpretation of data; (2) drafting and revising the article; and

(3) approval of the final version. Moreover, each author takes public responsibility for the work.

Author order. The order of authors in the byline follows APA guidelines. The principal contributor appears first, and subsequent names are in order of decreasing contribution. Authors are encouraged to limit the number of coauthors to six or fewer.

Types of Articles

Feature-length article. Feature-length articles include (1) original research reports that focus on philosophical, theoretical, educational, or practice topics and (2) critical reviews (including meta-analyses) that offer the systematic review and critical analysis of a body of literature as related to occupation and occupational therapy. Feature articles should include a section with a bulleted list summarizing the implications of their research for occupational therapy practice. (25 pages maximum or 5,000 words, including title page, abstract, acknowledgments, references, tables, figures, and illustrations)

Brief Report. A *Brief Report* is a short report of original research that is of a pilot or exploratory nature or that addresses a discrete research question and lacks broad implications. (15 pages maximum or 3,000 words, including title page, abstract, acknowledgments, references, tables, figures, and illustrations)

Case Report. A *Case Report* is a short report of original work that focuses on a case example of a clinical situation using baseline and outcome measures. The focus can be on a patient or client, a family, an institution, or any other defined unit. The case should represent elements of practice that are not already represented in the literature. (20 pages maximum or 4,000 words, including title page, abstract, acknowledgments, references, tables, figures, and illustrations)

The Issue Is. *The Issue Is* articles address timely issues, policies, or professional trends or express opinions that are supported by cogent argument from the literature. (18 pages maximum or 3,500 words, including title page, abstract, acknowledgments, references, tables, figures, and illustrations)

Letters to the Editor (published online). Letters discussing a recent *AJOT* article or other broad issues relative to the journal are welcome. Letters should not exceed 2 double-spaced typed pages and can be submitted by going to *AJOT* online at <http://ajot.aotapress.net/>, navigating to the article, and clicking on "submit a response." Letters may be edited for length and to conform with *AJOT* editorial style.

Manuscripts for all categories above, except Letters to the Editor, are peer reviewed.

Note: Consistent with the *Guidelines for Supervision, Roles, and Responsibilities During the Delivery of Occupational Therapy Services* (AOTA, 2009), the roles of the occupational therapist and occupational therapy assistant shall be considered and, when appropriate, role distinctions shall be clarified.

Manuscript Preparation

For format and reference style, consult the APA style manual and recent issues of *AJOT*. Careful attention to style details will expedite the peer review process.

Authors are responsible for ensuring that a blind review process can take place by submitting a **masked** version of the manuscript, which contains no identifying information, including names and affiliations of all authors and acknowledgments. Unmasked articles will be returned for masking before they are reviewed. Authors of manuscripts that are accepted will be asked to provide an unmasked version.

Double-space the entire manuscript, including abstract, text, quotations, acknowledgments, tables, figure legends, and references. Leave 1-inch margins on all sides, and keep the right side unjustified. Number all pages, starting with the title page, and use line numbering in the text. Use only Times New Roman 12-point font. Manuscripts are compiled and formatted during the online submission process. Specific instructions are provided at <http://ajot.submit2aota.org/>.

Title page. The title should be short (no more than 10 words) and reflect the primary focus of the paper. On the unmasked copy (which will be requested if the manuscript is accepted for publication), list full names, degrees, titles, and affiliations of all authors. Designate the corresponding author and give full address, telephone and fax numbers, and e-mail address.

Abstract and key words. An abstract of *no more than* 150 words and at least 3 MeSH key words are required for all articles. Abstracts may be structured (organized with the subheadings Objective, Method, Results, and Conclusion) or unstructured (narrative description of the focus and key content of the paper). Note that MeSH keywords are reviewed by an indexer and may be edited.

Acknowledgments page. The acknowledgments page is included in the unmasked copy only. This page follows the last page of the text and precedes the reference list. Brief acknowledgments may include names of persons who contributed to the research or paper but who are not authors (e.g., statistician) followed by acknowledgments of grant support. Prior presentation of the paper at a meeting should be briefly described last.

References. Follow the **6th edition** of the *Publication Manual of the American Psychological Association* (APA, 2010) for referencing. List references in alphabetical order starting on the page after the last page of text (in the masked version) or after the acknowledgments (in the unmasked version). In-text citations should use author–date format. Personal communications or other nonretrievable citations are described in the text only;

provide a name and date for a person and a name, date, and address for an organization. Authors are solely responsible for the accuracy and completeness of their references and for correct text citation.

Below are examples of commonly used reference listings:

Journal Article (hard copy or not available online)

Devereaux, E. B. (1984). Occupational therapy's challenge: The caring relationship. *American Journal of Occupational Therapy, 38*, 791–798.

Journal Article (online version, with digital object identifier [DOI])

Arbesman, M., & Lieberman, D. (2011). Methodology for the systematic reviews on occupational therapy for adults with Alzheimer's disease and related dementias. *American Journal of Occupational Therapy, 65*, 490–496. doi:10.5014/ajot.2011.00257

Journal Article (online version, no DOI)

Gram, M., & Smed, K. (2011). We can drink our coffee more slowly. Discursive uses of age in relation to holiday consumption—Examples among Danish and German mature travellers. *E-Journal of Applied Psychology, 7*(1), 2–7. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/229/241>

Book With Corporate Author and Author as Publisher

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). Washington, DC: Author.

Book With Author(s)

Frank, G. (2000). *Venus on wheels: Two decades of dialogue on disability, biography, and being female in America*. Los Angeles: University of California Press.

Edited Book

Law, M. (Ed.). (1998). *Client-centered occupational therapy*. Thorofare, NJ: Slack.

Chapter in Edited Book

Case-Smith, J. (2010). Evidence-based practice in occupational therapy for children with an autism spectrum disorder. In H. M. Kuhaneck & R. Watling (Eds.), *Autism: A comprehensive occupational therapy approach* (3rd ed., pp. 701–742). Bethesda, MD: AOTA Press.

Tables

Provide full titles and put each table on separate pages following the references. Number the tables consecutively as they appear in the text. Data appearing in tables should supplement, not duplicate, the text. Double-check column totals. Be sure that any numbers repeated in the text match the numbers that appear

in the table. All abbreviations used in tables should be defined in footnotes, and empty cells should be explained.

Figures and Illustrations

Number figures in order of mention in the text. Figures (including charts, diagrams, and photographs) *must* be submitted as digitized electronic files, preferably high-resolution (300 dpi) jpg files. Figures must be submitted in black and white. Each figure should be uploaded to the BenchPress system as a separate file that is named in accordance with the figure number (e.g., “Figure 1.jpg”).

Provide a caption for each figure. List all captions on one page, double-spaced. Place the figure caption page after the tables. Provide source information for photographs and line art, and ensure that permission has been obtained to reprint figures that have been previously published or have not been created by the article authors (see “Permissions” below).

NOTE: Limits on Tables and Figures

No more than four art elements—that is, any combination of tables and figures—may be submitted with each article. Authors who submit more than four items total will be asked to edit their submission accordingly. Authors who believe readers will benefit from additional tables or figures may submit those items as supplemental materials. Note that supplemental materials are not typeset and will be posted, at the editor-in-chief’s discretion, with the online version of the article exactly as they are submitted.

Statistics

Authors must provide references for statistical tests used or described in the article. When reporting F and χ^2 statistics, provide degrees of freedom (df).

Tests and Assessment Tools

Authors must provide references for all tests and assessment tools mentioned in the article or used in the research being described, including tools mentioned in tables or lists of assessments. Tests and assessment tools listed in Evidence Tables, however, do not need to be referenced.

Abbreviations

Do not use abbreviations in the title or abstract of the paper; the use of abbreviations in the text should be minimal.

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Authors must provide signed statements of permission from people cited for personal communications at the time of submission.

Derivative Work

If authors are submitting derivative work using a data set from which other papers were published, they need to provide the publication information for those other papers in the cover letter.

Manuscript Review

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Checklist for Authors

- Register at <http://ajot.submit2aota.org/> and follow on-line submission instructions.
- Submitted manuscript contains no identifying information about specific people and places.
- All references in APA (6th ed.) style and checked for accuracy and completeness and for exact match between list and text.
- Pages numbered, starting with abstract and key words on page 2.

- Lines numbered in the main text.
- Section with a bulleted list summarizing the implications of research for occupational therapy practice included.
- Written permissions obtained as needed (photographs, personal communications, publishers of copyrighted material).
- Digital files (jpg format) and captions for all figures.
- All material double-spaced (including abstract, references, quotations, figure captions).
- Authorship Responsibility and Financial Disclosure form signed by each author (upon acceptance of manuscript for publication).

- Copyright Release Form signed by each author (upon acceptance of manuscript for publication). ▲

References

- American Occupational Therapy Association. (2009). Guidelines for supervision, roles, and responsibilities during the delivery of occupational therapy services. *American Journal of Occupational Therapy*, *63*, 797–803. doi:10.5014/ajot.63.6.797
- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.