

Guidelines for Contributors to AJOT

Note. The *Author's Guide* also is available on the American Occupational Therapy Association Web site at http://www.aota.org/Pubs/AJOT_1/AJOT_1.aspx.

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. Efficacy studies (studies assessing interventions for such things as patient satisfaction, cost and time efficiency, sequence of use when used in combination with other interventions)
3. Studies establishing the reliability and validity of OT instruments
4. Studies linking occupational engagement to health promotion and maintenance
5. Studies exploring a currently debated topical or professional issue

AJOT uses (a) the fifth edition of the *Publication Manual of the American Psychological Association* (APA, 2001) as the style guide and (b) the *APA Style Guide to Electronic References* (APA, 2007). Consult these manuals for style questions unless specified otherwise in this *Author's Guide*.

E-mail 1 masked and 1 unmasked copy of all manuscripts in an electronic version (using MS Word) to:

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The statement of authorship responsibility is certification that each author has made substantial contributions to (a) the conception and design, acquisition of data, or analysis and

interpretation of data; (b) drafting and revising the article; and (c) approval of the final version. Further, 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.

Types of Articles

Feature-length article. Feature-length articles (30 pages maximum, including title page, abstract, acknowledgements, references, tables, figures, and illustrations) include (a) original research reports that focus on philosophical, theoretical, educational, or practice topics and (b) 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.

Brief Report. A Brief Report (15 pages maximum, including title page, abstract, acknowledgments, references, tables, figures, and illustrations) 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. References may be abbreviated (10–15 total).

Case Report. A Case Report (25 pages maximum, including title page, abstract, acknowledgements, references, tables, figures, and illustrations) 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. References may be abbreviated (10–15 total).

The Issue Is. The Issue Is (25 pages maximum, including title page, abstract, acknowledgements, references, tables, figures, and illustrations) articles address timely issues, policies, or professional trends or express opinions that are supported by cogent argument from the literature. These articles have no abstract; references may be abbreviated (10–15 total).

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. Submission should be via e-mail. If using e-mail, the letter should be pasted in the e-mail message; do not send as an attachment.

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* (2004), 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 one unmasked and one masked copy of the manuscript (in an electronic MS Word document). An unmasked copy contains identifying information, including names and affiliations of all authors and acknowledgments. This copy is retained in the editor's files and not distributed for review. Masked copies have all identifying information removed and are used for the purposes of a blind review.

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 abstract page. Use only standard 12-point font size.

Title page. The title should be short (no more than 10 words) and reflect the primary focus of the paper. On the unmasked copy, 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 page. An abstract of *no more than* 150 words and up to 5 MeSH key words (which may be edited) are required for all full-length feature articles, Brief Reports, and Case Reports. 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). The abstract and key words are page 1 of the manuscript.

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 fifth edition of the *Publication Manual of the American Psychological Association* (APA, 2001) for referencing, list references in alphabetical order starting on the page after the acknowledgments, and insert authors' surnames and year of publication for in-text citations. 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

Abreu, B. C., Peloquin, S. M., & Ottenbacher, K. (1998). Competence in scientific inquiry and research. *American Journal of Occupational Therapy, 52*, 751–759.

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.

Electronic References

For instructions on citing electronic references, consult the *APA Style Guide to Electronic References* (APA, 2007).

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 photographs) should be submitted as digitized electronic files, preferably high-resolution (300 dpi) .jpeg files.

Provide a caption for each figure. List all captions on one page, double-spaced. Place the figure caption page after the tables and before the figures. 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).

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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).

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Authors must provide references for all tests and assessment tools mentioned in the article or used in the research being described.

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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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References

- American Occupational Therapy Association. (2004). Guidelines for supervision, roles, and responsibilities during the delivery of occupational therapy services. *American Journal of Occupational Therapy*, 58, 663–667.
- American Psychological Association. (2001). *Publication manual of the American Psychological Association (5th ed.)*. Washington, DC: Author.
- American Psychological Association. (2007). *APA style guide to electronic referencing*. Washington, DC: Author.