Guidelines for Submission of Articles

Writers interested in submitting articles for the Israeli Journal of Occupational Therapy (IJOT) are requested to submit the material in electronic format to: Ijot2.il@gmail.com. The Journal board expects that material submitted for publication has not been published elsewhere in English or in Hebrew, in Israel or abroad.

Types of Submissions

1- Original works - Original research or works on theoretical issues. The submission length may be up to 24 pages long (double spaced including tables, diagrams and bibliography).

2- Theoretical article - A literature survey of current theoretical articles dealing with varied topics of a theoretical or clinical nature. A theoretical article must include a critical review and discussion based on the findings in the literature. The submission length may be up to 24 pages long (double spaced including tables, diagrams and bibliography).

3- Case study - A case study with clinical or theoretical application. The case study can be based on a patient/client with certain symptoms or syndromes, or on a type of group, family, or setting-based treatment approach, or other cases. The article length may be up to 15 pages long.

4- Research report - Description of original research with the following conditions: a pilot study or clinical research with a narrow area of focus or a small number of participants. The article length may be up to 10 pages.

Each submission will be given by the editors of the journal to two reviewers with expertise in the field of the submission. The authors and reviewers will remain anonymous. The expert reviewers and the editors of the journal will decide whether to accept or reject the submission.

The responsibilities of the Author/s

1- The authors will follow the code of ethics and professional regulations regarding all aspects of the research participants, their agreement to participate and their anonymity. This information must be included in the body of the submission, according to the guidelines of the Ministry of Education or Health.

2- The authors should submit submissions based on the guidelines set by the journal. The submission should remain within the page limit of the submission type, include all of required elements for the submission, and follow APA-6 format for the body and references of the article.

3- Submissions should be written clearly and without errors. We recommend reviewing the submission several times before submission. We also recommend using other readers to proofread and using published articles in IJOT or other journals as examples.

4- If pictures, diagrams, personal communication or copyrighted material are to be used, the authors must ensure written consent from the appropriate source and include it with the submission.

5- In the event that the submission was accepted for publication, but corrections are necessary, the editors expect the authors to resubmit within the required deadlines. The corrected submission should be returned on time in order to avoid delays in the publication of the volume of the journal.

6- Before publication of the submission, the authors will be asked to review the edited version of the submission, and to approve the submission. The authors are requested to review the edited article in order to avoid errors or changes in the submission that would not be approved by the authors.

7- Before publication, a waiver of publication rights will be sent to the primary author to be signed. **The waiver must be signed by all the submitting authors**. This process will also require adhering to determined deadlines.

Guidelines for Preparing the Article for Submission

Format for submission: Double spacing of the entire article, font size 12, 2.5 cm side margins, and pages must be numbered from the first page.

Order of Submission

1. **Title page –**will include: A-the title of the submission (no more than 12-15 words); B- the names of the authors including- full name, degrees, professional affiliation (institution or organization), and email addresses of authors; C- Acknowledgements- this section should state within which framework the submission was written such as the place of work or university setting. This section of the submission should also note if the submission was prepared as part of a research project or academic thesis**.** If the submission received funding, the source of the funding should be mentioned in this section. This section may also include statements of thanks to those who were instrumental in promoting the work or the submission.
   This section must be submitted in Hebrew and in English. Please specify which author is the contact person for the editors.

2. **Second page** – will include: A- the title of the submission. B-key words, C- Abstract. This section should be submitted in Hebrew.

3. **Third Page** – will include: A- title of the submission. B-key words, C-abstract. This section should be submitted in English.
   Abstract. The abstract should be no longer than 200 words. The abstract can be structured and include headings and sub-headings (goals, method, results, findings). This structure is appropriate for submissions relating to research. The abstract can be structured without headings and include a description of the

focus of the article and the main, important points. This is the structure suited for descriptive submissions (case studies, literature surveys etc.)

4. **Body of the submission –** For research submissions, use the accepted standardized set up (introduction, method, results, discussion including limitations of the study and the clinical implications). For the convenience of the author/s the author guidelines for research articles can be found on the ISOT website. For other types of submissions, the sections of the submission will be determined by the content of the material. All submissions, however, should include an <u>introduction</u> in order to present the reader with the subject matter of the article, and a <u>discussion</u> summarizing the practical or theoretical implications**.** *<u>All graphs, tables and diagrams should be included **at the end** of the submission and their exact location in the body of the article should be marked and noted.</u>*

5. **Reference list** – Should be formatted according to the APA-6 (2010) guidelines.

6. **Tables** – All tables should be numbered and titled. Each table should be on a separate page. Each table should be formatted according to the APA -6 guidelines. Note: the purpose of tables is to clarify the written material and to simplify large amounts of data. That being said, it is still necessary to summarize and explain the table. A further explanation regarding use of tables can be found in the author guidelines for research articles on the ISOT website.

7. **Graphs and Diagrams –** All graphs/diagrams should be numbered and titled. Each graph/diagram should be on a separate page. All graphs should be in greyscale with good resolution. Colored material will not be printed. A further explanation regarding use of graphs/diagrams can be found in the author guidelines for research articles on the ISOT website.

8. The editors recommend that the authors review articles printed in IJOT over the last 2-3 years in order to familiarize themselves with the with the format used in the articles.

Before the first submission please review the following checklist to ensure correct submission:

☐ **The first page includes the names of all of the authors, in the order determined by the authors, including academic degrees and professional level, name of institution and email address.**

☐ **The title page, name of authors, abstract and keywords are submitted in both Hebrew and English.**

☐ **The abstract is no longer than 200 words.**

☐ **The length of the submission is no longer than the defined lengths mentioned above, based on the type of submission.**

☐ **The whole submission is formatted in double spacing and the correct font size.**

☐ **The article is submitted after self or outside editing and proof-reading for spelling and language usage mistakes.**

- ☐ **Attention is given to avoid any identifying aspects of participants in the project or research.**
- ☐ **All pages are numbered.**
- ☐ **A written consent from the appropriate source is included for the use of any diagrams, pictures, personal communication, or copyright material.**

The Correction Process after Editing

In the event that the author/s have been asked to make corrections or changes to the submission, please note the following:

- ☐ Please note ALL the comments, suggestions and points made by the editors and article reviewers.
- ☐ Please include <u>a letter</u> describing your response to each comment and/or suggestion.
- ☐ Mark in the body of the submission, in Red Font, the changes that were made. Do NOT use "track changes".
- ☐ Please return corrected/changed submission within the deadline noted by the editors of IJOT.

After the article has been approved for publication, please note the following:

- ☐ The primary author is responsible for submitting the waiver form for waiver of publication rights for all the other authors.
- ☐ A final confirmation of acceptance will be sent after the authors have received the final copy following the editing process. If the author/s still have questions or comments regarding the editing, please send the comments within the defined deadline in order to prevent delay in the publication of the article.