



PROCEDURES FOR

WFOT e-newsletter Contributions

The WFOT e-newsletter is published each March, June, September and December. It is distributed to members across the world.

Articles should be submitted to the WFOT Secretariat at admin@wfot.org by Week 2 of the preceding month.

WFOT welcomes your contribution to the e-newsletter and provides the following guidelines for submission:

- The readership includes people whose first language is not English, therefore your contribution should be written so that it can be easily understood by this audience.
- Abbreviations and acronyms can be used provided the full text appears first followed by the letters in brackets, after which the abbreviation/acronym can be used.
- Contributions should be a maximum of 1000 words, using Arial font, size 12.
- Photographs should be in a high resolution format. In all instances, WFOT will require proof and signed declarations from any person(s) featured in submitted photographs. Evidence should include that the person(s) have consented to their image(s) being distributed through local/national/international media. WFOT can provide a consent form if required.
- Aliases must always be used when referring to a recipient of occupational therapy interventions.
- References should be used in a consistent manner and presented accordingly e.g. American Psychological Association (APA) style.
- Include the URLs of any websites that you refer to &/or would be of interest to readers.
- WFOT reserves the right to edit your contribution. You will receive a copy of the edited contribution for comment.
- WFOT reserves the right to publish your article in any appropriate edition of the e-newsletter (within a 12 month period).
- You will receive a copy of the e-newsletter in which your article is published.

The WFOT e-newsletter is:

- Emailed to all members
- Loaded onto the WFOT website (Member Access)
- Notices placed on the WFOT website 'News', and on Facebook.

Please feel free to contact WFOT should you have any further queries, at admin@wfot.org