

OCCUPATIONAL THERAPY NOW

Submission Form

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Article/file name		
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The following checklist is intended to assist you in writing your article. We ask that you complete this form and submit it with your article, along with a signed copyright assignment form. Not all points will apply to your article, so use your judgment. If you have any questions, please contact the Managing Editor, Flora To-Miles at:

(800) 434-2268 (ext. 243), or e-mail: otnow@caot.ca

Proposed title

- Catches reader's attention
- Reflects the content
- Not too long (fewer than 15 words, as a rough guideline)

Introduction

- Brings the reader into the article
- Presents overall nature of the topic (e.g., provide a purpose statement of the article)

Content

- Describes approach/issue/idea/program/service
- Uses examples (anecdotal)
- Relates problems, solutions and surprises
- Suggests ways information can be applied to day-to-day practice
- Generates debate
- Represents best practices
- Acknowledges and references others' work (using the sixth edition of the American Psychological Association (APA) Style Guide)
- Concludes (e.g. may summarize, describe future plans, leave a question in the reader's mind, or invite comment)



Sidebars, tables, illustrations, photographs

Complements text without duplication

Photo caption identifies who the people are and what they are doing (submit a photo release form)

References or suggested readings

Further readings suggested, using APA Style (sixth edition)

Acknowledges others' work, using APA Style (sixth edition)

Style

Logical flow of ideas

Clear, precise language but easy to read (use minimal jargon, or explain when jargon needs to be used)

Language free of gender, social or other stereotypes

Which type of style most describes your article:

"How To"

Inspirational

Opinion

Informational

"It Happened to Me"

Humour

Interview/personality profile

Review

A colleague with similar expertise has reviewed this article; name of colleague:

If you do not have someone who can review your article, please contact the Managing Editor who can arrange for a reviewer.

Biography

Small author biography for all authors involved, explaining who you are, where you work, and where readers can contact you for further information (one email address). You may provide any relevant designations (e.g., OT, OT Reg. (Ont.), PhD).

Please send submissions to:

Flora To-Miles, Managing Editor

Telephone: (800) 434-2268 (ext. 243)

Email: otnow@caot.ca



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Manuscript Title:

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