

Occupational Therapy Now

SUBMISSION FORM

Name _____ File name _____

Full Address _____

Contact numbers (please list numbers where you are easiest to reach)

Tel. () _____ - _____ Fax. () _____ - _____ E-mail _____

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: 1-800-434-2268 x243, or e-mail: otnow@caot.ca.

PROPOSED TITLE

- Catches reader's attention
- Reflects the content

INTRODUCTION

- Brings the reader into the article
- Presents overall nature of the topic

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 others' work (Refer to 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

REFERENCES OR SUGGESTED READINGS

- Further readings suggested, using APA Style
- Acknowledges others' work, using APA Style

STYLE

- Logical flow of ideas
- Clear, precise language but informal and easy to read
- 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 biography (35 words) explains who you are, where you work, and where readers can contact you for further information.

Please send submissions to:

Flora To-Miles, Managing Editor
Telephone: 1-800-434-2268 (ext. 243)
Fax: 613-523-2552
E-mail: otnow@caot.ca

Canadian Association of Occupational Therapists
100-34 Colonnade Rd.
Ottawa, ON K2E 7J6

1 (800) 434-2268, fax: (613) 523-2552



Disclosure & Copyright Assignment

Disclosure at Original Submission: Each author must sign an individual Disclosure and Copyright Assignment form and return to: Flora To-Miles, Managing Editor, *Occupational Therapy Now*
Tel: 613-523-2268 ext. 243 / 1 800 434-2268 Fax: 613-523-2552 Email: otnow@caot.ca

Manuscript Title: _____

Authorship Responsibility

I have read the submitted manuscript that includes my name as an author. I can vouch for the accuracy of the manuscript. I certify that I have participated sufficiently in the conception, design, and/or analysis of data (if applicable) of this work and the writing of the manuscript to warrant authorship. I would be able to take public responsibility for the content of the manuscript. I believe the manuscript represents honest and valid work. To the best of my knowledge, the manuscript contains no misrepresentations. I have reviewed the final version of the submitted manuscript and approve it for publication. If requested, I shall produce the data on which the manuscript is based for examination by *Occupational Therapy Now*.

Name (printed): _____

Signature: _____ **Date:** ____/____/____

Benefits Disclosure: Choose one of the following statements

I certify that no party having a direct interest in the results of the research or ideas reported in this article has or will, directly or indirectly, confer a benefit (e.g. currency, a discount, refund, travel, free goods or any other similar benefit) on me or any organization with which I am associated AND, if applicable, I certify that all financial and material support for this work (e.g., federal, provincial or other grants) are clearly identified in the submission.

I certify that I have affiliations with or financial involvement (e.g., employment, consultancies, honoraria, stock ownership or options, expert testimony, grants and patents received or pending, royalties) with an organization or entity with a financial interest in, or financial conflict with, the subject matter of discussed in the manuscript AND all such affiliations and involvements are disclosed in the submission. A letter explaining these affiliations or involvements is attached.

Human Subjects' Review Board Approval (or Animal Care Committee, if appropriate):

I certify that my institution(s) or the appropriate regional institution has approved the protocol for any investigation involving humans or animals and that all investigation was conducted in conformity with the protocol and the ethical and humane principals of research. *Occupational Therapy Now* reserves the right to contact your institution.

Committee Name: _____

Approval Number: _____

_____ Initial here if Human Subjects' Approval is not applicable to this work.



Copyright Assignment

Manuscript Title: _____

Contributors: _____

Address of contributor: _____

The Canadian Association of Occupational Therapists ("CAOT") is pleased to consider the previously unpublished original work described above (text plus other materials to be published as part of the work, such as but not limited to tables, figures, graphs, charts, drawings, photographs and other illustrations, digital media works, and the abstract) (hereafter referred to as the "Contribution") for publication in *Occupational Therapy Now*.

To enable the CAOT to review and edit the Contribution, and, if the Contribution is accepted, to disseminate the Contribution to the fullest extent possible, the CAOT requires this Copyright Transfer Agreement be signed by the Contributor. If and when the Contribution is accepted for publication in *Occupational Therapy Now*, the following terms and conditions will become effective as of the date of the Contributor's execution of this Agreement.

NOW THEREFORE, for good and valuable consideration (the receipt and sufficiency of which is hereby irrevocably acknowledged), the Contributor agrees as follows:

- (1) The Contributor grants, transfers and assigns to the CAOT, and agrees to grant, transfer and assign, for the full term of copyright and any extensions and renewals thereof, all right, title, and interest in copyright, and all of the rights comprised therein and all remedies afforded by law, throughout the world in and to the Contribution, exclusive of any copy-rightable material (text or graphic) owned by others, and any revisions thereof prepared and submitted by Contributor, including without limitation the right to register copyright in the Contribution in the name of the CAOT and the exclusive right to reproduce, publish, republish, prepare all foreign language translations and other derivative works, distribute, sell, license, transfer, transmit, and publicly display copies of, and otherwise use the Contribution, in whole or in part, alone or in compilations, in all formats and media and by any method, device, or process, and through any channels, now known or later conceived or developed; and the exclusive right to license or otherwise authorize others to do all of the foregoing, and the right to assign and transfer the rights granted hereunder. To the extent that any right now or in the future existing under copyright is not specifically granted to the CAOT by the terms of this Agreement, such right will be deemed to have been granted hereunder.
- (2) The Contributor hereby waives and agrees to irrevocably waive any so-called "moral rights" or "droits moraux" associated with the Contribution. For greater certainty, these so-called "moral rights" or "droits moraux" shall not include the so-called "paternal right".
- (3) The Contributor retains the right to republish the Contribution in any collection consisting solely of the Contributor's own works without charge and subject only to notifying the CAOT of the intent to do so and to ensuring that the publication by *Occupational Therapy Now* is properly credited and that the relevant copyright notice is repeated verbatim.
- (4) The Contributor warrants and represents that the Contribution does not infringe upon any copyright or other right(s), and that it does not contain infringing, libellous, obscene or other unlawful matter, that he/she is the sole and exclusive owner of the rights herein conveyed to the CAOT, and that he/she has obtained the customary permission from the copyright owner of his legal representative whenever a passage from copyrighted material is quoted or a table or illustration from such material is used. The Contributor will indemnify the CAOT for, and hold the CAOT harmless from any loss, expense or damage occasioned by, any claim or suit by a third party for copyright infringement of arising out of any breach of the foregoing warranties as a result of publication of the Contribution. The contribution shall be delivered to the CAOT free of copyright charges.



- (5) The Contributor warrants and represents that: (a) the Contribution is original and the essence of its contents (including data, text, tables and figures) have not been previously published in part or in whole; (b) the Contribution or a manuscript with substantially similar content under his/her authorship or the data within it has not been accepted for publication elsewhere; (c) the Contribution or a manuscript with substantially similar content is not presently under simultaneous consideration by any other publisher; (d) the Contribution or a manuscript with substantially similar content will not be submitted for publication elsewhere until a decision has been made on its acceptability for publication in *Occupational Therapy Now*. This restriction does not apply to brief abstracts or press reports published in connection with scientific meetings.
- (6) The Contributor declares that any person named as co-author of the Contribution is aware of the fact and has agreed to being so named.
- (7) The Contributor retains the right to deposit the Contribution in the repository of his/her academic institution and to submit all published results of research funded by the Canadian Institutes of Health Research, the Social Sciences and Humanities Research Council of Canada, and the National Institutes of Health to them in accordance with their Public Access Policies.
- (8) This Assignment may be executed and delivered in any number of counterparts, each of which when executed and delivered is an original, but all of which taken together constitute one and the same instrument.
- (9) The parties have expressly required that this Assignment be drafted in the English language. Les parties ont expressément exigé que la présente transfert soit rédigé en langue anglaise.

To be signed by the Contributor and any co-authors to the Contribution.

Return form to: Flora To-Miles, Managing Editor, *Occupational Therapy Now*

Tel: 613-523-2268 ext. 243 / 1 800 434-2268 Fax: 613-523-2552 Email: otnow@caot.ca

Name (printed): _____

Signature: _____ **Date:** ____/____/____

