

AUTHOR GUIDELINES

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ABOUT THE JOURNAL

Since 1933, the *Canadian Journal of Occupational Therapy (CJOT)* has published research and scholarly papers to advance the profession. The Journal is an official publication of the Canadian Association of Occupational Therapists, published quarterly in March, June, September, and December.

Mission: To provide a forum for leading-edge occupational therapy scholarship that advances theory, practice, research, education, and policy.

Vision: To be a high-quality scholarly journal that is at the forefront of the science of occupational therapy and a destination journal for the top scholars in the field, globally.

Scope: Consistent with its mission and vision, the priority and principal content of the Journal is empirical studies and theoretical/conceptual papers pertaining to occupation, occupational participation, and collaborative relationship-focused practice. Papers should present new knowledge or important perspectives that have potential to advance occupational therapy theory, practice, research, education, and policy. International submissions are encouraged if the content is grounded in Canadian literature or relevant to Canadian occupational therapy practitioners.

We encourage submissions from authors across various perspectives, backgrounds, and worldviews including papers that address justice, equity, diversity, and inclusion relevant to the Journal's scope. Authors who have conducted research and scholarship for which reporting in the Journal's publication style is inappropriate or difficult are encouraged to contact the Editor-in-Chief to discuss potential alternatives, at cjoteditor@caot.ca.

Language: *CJOT* is an English/French bilingual journal. Articles are published in the language of submission with the title, key words, and abstract translated into the other language.

Integrity in publishing: At the time of submission, authors must confirm that they are submitting original work for first publication in the Journal, the manuscript is not being considered for publication elsewhere, and it has not already been published elsewhere. Authors must have the rights to the work and have obtained and supply all necessary permissions for the reproduction of any copyright works not owned by them. *CJOT* is a member of the [Committee on Publication Ethics \(COPE\)](#) and follows its guidelines for ethical publishing. Authors are strongly encouraged to review the [COPE guidelines](#) and those of the [International Committee of Medical Journal Editors \(ICMJE\)](#), specifically with respect to authorship. A Plagiarism detection software will be applied to all submitted manuscripts to check for use of previously published material that has not been correctly cited. Any manuscripts found to contain plagiarized content will be (a) un-submitted from the review process and the authors will be asked to comply with the [COPE guidelines](#), or (b) rejected for publication.

SAGE provides resources for authors at [Journal Author Gateway](#).

PREPARING YOUR MANUSCRIPT

1. Types of Manuscripts

The Journal publishes original research, theoretical or conceptual papers, and randomized controlled trial (RCT) protocols. We do not publish protocols for study designs other than RCT. Research and theoretical or conceptual papers may be full-length or brief reports, distinguished by their scope, word length, and number of tables and figures.

Research manuscripts present new and important knowledge with potential to advance occupational therapy theory, practice, research, education, or policy, or a critical review of existing evidence. All types of qualitative, quantitative, and mixed methods research approaches are considered, as are systematic, rapid, scoping, and realist reviews and meta-syntheses. Randomized controlled trials must be registered at clinicaltrials.gov or equivalent.

Theoretical or conceptual manuscripts present an important, new, and critical perspective on occupation or occupational therapy or offer important insights into practices and policies affecting the profession, its members, or people receiving or seeking occupational therapy services. Examples include development of new conceptual or theoretical ideas not previously presented in any disciplinary literature; critique and refinement of existing conceptual or theoretical ideas within the profession or impacting occupational therapy; critical analysis of positions or policies influencing practice; and presentation of new and empirically or theoretically based occupational therapy interventions.

RCT protocols present the details of a registered protocol relevant to occupation-based interventions or occupational therapy practice. It is expected that authors who publish their RCT protocol in *CJOT* will submit a paper on study findings for future consideration.

Letters to the Editor are welcomed. They should respond to a recent publication in *CJOT* and be submitted within six months of the first print appearance of that paper. Letters may discuss controversial aspects of the paper (e.g., methodological issues, interpretation of results, theoretical arguments) or seek clarification. Letters should be courteous, encourage respectful critique, and enrich or extend scholarly dialogue. Letters will be shared with the author(s) of the *CJOT* paper that prompted the Letter, inviting them to respond. The Letter and response will be published together in the same issue, or in sequential issues of the Journal. Letters may be edited or sent for peer review at the Editor's discretion.

Editorials and commentaries are invited by the Editor-in-Chief. Unsolicited editorials and commentaries will not be considered; however, if you wish to propose a topic for either an Editorial or Commentary that cannot be expressed in a Letter to the Editor, email the Editor-in-Chief at cjoteditor@caot.ca. Editorials share an opinion about a specific topic or strategic direction relevant to the profession and the Journal's mission and vision. They are written by members of the editorial team or invited authors and reviewed by the Editor-in-Chief or Associate Editors. Commentaries are concise, focused articles that highlight or expand upon recent *CJOT* articles or trends that warrant comment or explanation, or seek to move the profession forward in some way. Commentaries are invited by the Editor-in-Chief and peer-reviewed.

Authors may email cjoteditor@caot.ca if they have questions about the category of submission best suited to their manuscript.

2. Manuscript Length

Manuscripts should be as concise as possible and respect the word limits identified below. French language manuscripts may exceed word counts by up to 20% of the limits listed for abstracts, key messages, and main text.

Full-length manuscripts (research, reviews, theoretical, and conceptual manuscripts): The main text may be up to 5000 words in length and the manuscript must not exceed 7000 words for the abstract, main text, and references combined. Tables and figures should be essential to the manuscript, provide different information to what is already in the text, and add substantially to the content of the paper. A maximum of six tables and figures (combined total) is permitted.

Brief reports (research, reviews, theoretical, and conceptual manuscripts): The main text may be up to 3400 words in length and the manuscript must not exceed 4000 words for the abstract, main text, and references combined. Brief reports may include up to two tables and figures (combined total).

RCT Protocols: Manuscripts may be up to 5000 words including the abstract, main text, and references. Up to six tables and figures, combined total, is permitted.

Supplemental materials can be included with each of the above manuscript categories and will be published online only. If the manuscript is accepted, inclusion of tables, figures, and online only supplemental materials will be at the discretion of the Editor.

Letters to the Editor should be concise (300-750 words) with only essential references cited (maximum 10).

Commentaries should be brief (up to 1000 words) with only essential references cited (maximum 10). The Editor-in-Chief will advise authors of word length for invited **Editorials**.

Letters and Commentaries (and, where appropriate, Editorials) should not summarize the focal article (only provide the reference). Letters, Commentaries, and Editorials do not require an abstract or key words.

3. Manuscript Sections

Most full-length, brief report, and protocol papers should adhere to the following structure.

Title

Titles should attract the reader's attention and reflect the manuscript content. Be succinct, informative, and avoid abbreviations or acronyms. Titles will typically be 12 words or less and should not exceed a character count of 135 (characters and spaces).

Abstract

Provide a structured abstract of up to 200 words, presented in a single paragraph (no breaks between sections). All text must be in full sentences. Headings must be in bold and followed by a bold period. Use one of the following formats:

Format 1 (for research manuscripts): Background, Purpose, Method, Findings (or Results), Implications or Conclusion.

Background. Introduce the topic and provide a rationale statement. **Purpose.** State the purpose, aim, or objective(s) of the study. **Method.** Include the design, sample, and a statement on data collection and data analysis. **Findings.** Clearly summarize the most important findings. **Conclusion.** Provide a statement directly arising from the results rather than a broad, general statement.

Format 2 (for theoretical or conceptual manuscripts): Background, Purpose, Key Issues (or Concepts), Implications.

Background. Introduce the topic and why it is important. **Purpose.** State the purpose of the paper. **Key Issues.** Identify the main points or concepts addressed, critiqued, or argued in the paper. **Implications.** State why these issues are important or relevant to the profession; avoid a general statement not directly arising from the discussion.

Format 3 (for RCT protocols): Background, Purpose or Aims, Method and Analyses, Ethics & Dissemination, Trial Registration Number.

Background. Introduce the topic and rationale for the trial. **Purpose** (or Aims). List the purpose, aim, or objective(s) guiding the trial. **Method and Analyses.** State the type of trial, sample, setting, intervention, outcomes, and primary analyses. **Ethics and Dissemination.** Summarize relevant ethical issues and approval, and key mode for disseminating findings. **Trial Registration.** State the trial registry and registration number.

Key words

A “key words” list of over 1000 terms is provided within the online submission system. Choose 3 to 5 key words in the language of the submitted manuscript that are NOT in the title. Please DO NOT provide different key words in English AND in French. At least 2 key words must be MeSH terms (*designates MeSH terms within the online submission system). Terms not included in the list can be added by typing them into an available text box. Key words help identify reviewers and, once the paper is published, increase the discoverability of your manuscript, which is important for both your work and the Journal.

Main Text

The format for the main body of the text will vary depending on the type of manuscript submitted.

Most *research papers* (either *full-length* or *brief report*) should contain the following section headings: (a) Introduction – comprising a separate introductory paragraph presenting a brief rationale and purpose of the paper; followed by the background/literature review/theoretical framework; and concluding with the study purpose/research questions/hypotheses. (b) Method – comprising study design/approach (including rationale for the design and paradigm, as relevant), participants (eligibility, recruitment, and selection), data collection (details of methods, tools, procedures used, positionality statement, if applicable), data analysis (details of process used). (c) Findings or Results (beginning with description of actual participants or data set, then results of analyses; save interpretation for the discussion section). (d) Discussion – do not repeat results but summarize and interpret them in light of existing literature, implications for practice, education or policy, and future research, as well as strengths and limitations of the study. (e) Conclusion – comprising a succinct paragraph summarizing the main take away message(s) from the research.

The content outlined above will vary with study design; for example, a systematic review will describe studies or papers rather than participants. Additional headings may be added at the discretion of the author(s) as long as the above details are covered. Subheadings in the introduction and discussion should be used sparingly but are encouraged if it improves clarity and flow.

Theoretical and conceptual manuscripts should contain the following sections: (a) Introduction – comprising a separate introductory paragraph presenting the rationale and purpose of the paper; the background/literature review/theoretical framework (as applicable); and the refinement of the rationale and purpose of the paper. (b) Key Issues or Concepts – comprising the new knowledge/ideas being presented, arguments and critical discussion, limitations of the arguments, implications for practice/education/policy, and future steps/research. These arguments must be integrated with relevant literature. (c) Implications or Conclusion – comprising a succinct paragraph summarizing the “bottom” line of the critique. The specific headings do not have to be used as such but the sections should be apparent.

RCT protocols should contain (a) Introduction – comprising the background and purpose or aims; (b) Method – including the design, procedures, and analyses; (c) Discussion – addressing importance, potential issues, ethics, dissemination, and trial status; and (d) Trial Registration Number. Use all relevant sub-headings from a guideline such as the Standard Protocol Items: Recommendations for Interventional Trials (SPIRIT) checklist [[SPIRIT 2013 Statement: Defining standard protocol items for clinical trials](#) | [The EQUATOR Network \(equator-network.org\)](#)] or the applicable extension document.

Key messages

Provide a maximum of 3 key messages in sentence format of no longer than 75 words total. Use bullet points (do not indent) to differentiate each message and spell out any acronyms the first time they are used within the key messages. Place this section immediately after the Conclusion. Key messages must reflect the contribution of the paper to the Journal's mission and not simply restate the abstract or findings. Instead, authors should provide integrated key messages that reflect the direct implications of the study and not vague or potential implications. Provide key messages that relate your work and not that of others.

Plain language summary or third language abstract

If applicable to the manuscript submission, a summary in plain language or a third language relevant to the community in which the research was conducted may be placed after the key messages. The title and summary may be up to 200 words and must fit within the total word limit for the type of manuscript.

References

Use the *Publication Manual of the American Psychological Association*, 7th edition (APA 7th edition) to format citations for in-text and the reference list (common examples are shown in section 4 below). Only works cited in the manuscript are listed under References, in alphabetical order.

References must be used to support the statements or arguments made in the manuscript but should not overtake the manuscript. The use of secondary sources is greatly discouraged; authors will be asked to attempt to retrieve primary sources. When discussing commonly held beliefs or general definitions, authors may also be asked to use sources that are classical in nature, or none, versus more recent references that may or may not reference the classical works as these are viewed as secondary sources.

Please ensure that referencing is accurately conveyed by using 'see' or 'e.g.' as needed. For example, "*There is an abundance of literature describing occupational engagement (Reference)*" implies that the *Reference* stated that "there is an abundance of literature ..." whereas "*There is an abundance of literature describing occupational engagement (e.g., Reference)*" implies that the *Reference* is an example of the literature describing occupational engagement.

Acknowledgements

Acknowledge individuals or organizations who contributed to this work but did not meet the criteria for authorship or declined to be included as an author. All individuals named in the acknowledgements must be contacted and agree to have their name included. Each individual's specific contribution to the work must be briefly stated, for example, assisting with participant recruitment, conducting outcome evaluations, assisting with data analysis. Use this section to provide information on previous dissemination of this work, in part or whole, for example, at conferences, workshops, administrative reports or a repository for theses and dissertations. Omit Acknowledgements on the anonymized version for review.

Tables/figures/supplemental files

Tables and figures should be used sparingly and must not duplicate information in the text. Tables and figures should provide clarity or help condense the information shared. All tables and figures must follow APA 7th edition guidelines, and each table and figure should be uploaded as a separate file. Supplemental files that elaborate or help explain elements within the paper may be provided and will be posted online at the discretion of the Editor. All supplemental files must be

provided at time of submission. Examples of supplemental files include interview guides, assessment scoring sheets, detailed tables from critical or scoping reviews, additional figures or tables.

When data are presented in a table, the unit of measurement and the number of places after a decimal (maximum of 3) used within a column should remain consistent. Backgrounds of charts and graphs must be white. Bars and lines must be clearly distinguished and provided in shades of gray scale. Legends for the figures, charts, and graphs should be presented on the same page rather than a separate one. High resolution, black and white digital photographs must be provided for illustrations. For peer review, provide each photograph on a separate page. If the article is accepted for publication, individual digital files for each photograph will be required in either TIFF or JPEG format, with a minimum of 300dpi. Signed consent or a photo release form must accompany submissions that contain photographs of identifiable subjects. Line drawings should be prepared professionally and with appropriate computer software, if applicable.

4. APA 7th Edition Formatting

CJOT uses the *Publication Manual of the American Psychological Association*, 7th edition (APA 7th edition) for headings, tables, figures, fonts, quotations, and references, and as a basic guide for writing style. Submissions that do not follow the heading and referencing guidelines will be unsubmitted and authors will be asked to revise their work and resubmit. Please refer to the APA 7th edition manual for details beyond the basic examples below.

a. Headings

Level 1: Centred, Bold, Capitalization of All Main Words

Level 2: Left Margin, Bold, Capitalization of All Main Words

Level 3: Indented, bold, capitalization of first word only, period at the end.

Level 4: *Indented, bold, italics, capitalization of first word only, period at the end.*

b. References

Example of a reference for a journal article:

Lachner, A., Backfisch, I., Hoogerheide, V., van Gog, T., & Renkl, A. (2020). Timing matters! Explaining between study phases enhances students' learning. *Journal of Educational Psychology*, *112*(5), 841–853. <https://doi.org/10.1037/edu0000396>

Example of a reference for an entire book:

Friedland, J. (2011). *Restoring the spirit: The beginnings of occupational therapy in Canada, 1890-1930*. McGill-Queen's University Press.

Example of a reference for a Chapter in an Edited Book:

Zelege, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind– body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association. <https://doi.org/10.1037/0000157-002>

Example of a reference to a Webpage:

World Health Organization. (2018, March). Questions and answers on immunization and vaccine safety. <https://www.who.int/features/qa/84/en/>

5. Document Format

Manuscripts (text and tables) must be submitted as a Microsoft Word or RTF file and use an APA 7th edition approved font (Calibri, Arial, Lucida Sans Unicode, Times New Roman, or Georgia), 1-inch (2.5 cm) margins, double-spaced text, 8.5 x 11 inch (21.5 x 28 cm) paper, left text justification only (i.e., do not fully justify), with indented paragraphs. Do not add extra lines between paragraphs or after/before headings or sections. Leave only one space after a period prior to a new sentence. Number pages sequentially in the top right corner; do not include a running head. All files (text, tables, figures, references) must be created as documents reading left to right. Remove all reference management software formatting from the references.

6. Terminology and Spelling

As much as possible, choose inclusive language, free from oppressive terminology, stereotypes, and bias. Choice of terms used to describe a person with an impairment, disorder, or social identity should reflect respect (e.g., use person with arthritis instead of arthritic) and protect dignity (e.g., avoid 'sufferer' or 'case' to refer to people unless quoting them). Exceptions to this general guidance are permitted in keeping with the preferences or accepted terms of the community or population contributing to the paper. The singular “they” or “their” is endorsed as a gender-neutral pronoun in English submissions. See the French version of these guidelines for information on gender-neutral terminology in French submissions. More information can be found in the [APA 7th edition bias-free language guidelines](#).

Abbreviations or acronyms

Use acronyms and abbreviations sparingly throughout the text, and when used, write them out in full the first time followed by the shortened form in parentheses.

Spelling

Use Canadian spelling, for example: “our” in behaviour, colour, favour, honour; “re” not “er” in centre, centred, metre, litre; per cent not percent (two words); focused, focusing with one “s”; program not programme; “yze” and “ize” not “yse” and “ise” as in analyze, centralize, realize; distinguish “to practise” (verb) from “the practice” (noun).

7. Anonymous Review

CJOT uses an anonymized peer review process in which the reviewer’s name is withheld from the author and the author’s name from the reviewer. The reviewer may at their own discretion opt to reveal their name to the author in their review but our standard policy practice is for both identities to remain concealed.

Authors must ensure their submission is anonymized for peer review; do not include names or affiliation information within the main text, figures, or tables. Check that inclusion OR exclusion of references to the authors’ own work will not allow the reviewer to identify the manuscript’s author(s). Do not use initials within the anonymized version of the manuscript for review, i.e., to indicate who conducted a research activity, write “first author” or “first three authors” or a similar phrase to ensure anonymity. When anonymizing a manuscript, delete the institution, review board, citation, or other indicator and insert <<removed for anonymizing >> in its place. You may choose to insert a word such as <<location>> or <<reference>>, for example, to describe the type of information that has been removed. Authors MUST NOT use black highlighting to cover text because it is searchable and does not remove the text. Remove all references from the reference list that have been anonymized/omitted in the text and add the statement <<references have been removed for anonymizing >> at the end of the reference list; do not insert into the reference list at the point of the

removed reference because this decreases anonymity in an alphabetized list. Do not include content of Acknowledgements in the anonymized version.

8. Additional Considerations During Manuscript Preparation

Reporting Guidelines

CJOT encourages authors to refer to the [EQUATOR guidelines](#) for reporting health research to assist with manuscript preparation. However, the Journal acknowledges alternate ways of reporting research, such as studies grounded in Indigenous methodologies and community-based action and policy research. Alternate styles are welcome; it is helpful for authors to highlight their use of reporting guidelines or alternate approaches in the cover letter.

Examples of application of reporting guidelines include the following: Randomized controlled trials should include a completed [CONSORT flow chart](#) as a cited figure and upload the completed [CONSORT checklist](#) with the submission as a supplementary file. Systematic reviews and meta-analyses should include the completed PRISMA flow chart as a cited figure and upload the completed [PRISMA checklist](#) as a supplementary file. The [EQUATOR wizard](#) can help identify an appropriate guideline; not all designs will have a useful reporting guideline available and the Journal does not require authors to use a guideline. Other resources can be found at [National Library of Medicine Research Reporting Guidelines and Initiatives](#).

Ethics Requirements

Any research involving human participants or data originally generated from human participants (e.g., chart reviews, program evaluations, secondary data analyses) requires approval from an institutional ethical review board or external ethical review board. When an Institutional Review Board (IRB) determines that approval is not applicable for a secondary analysis of data or data collected for quality assurance purposes, the author must provide an explanation of why a study is exempt or a letter from the IRB chair confirming the exemption. Submit the ethical approval document(s) or exemption alongside the cover letter. Manuscripts requiring ethical approval that are submitted without proof of ethics approval will be un-submitted and authors asked to upload the relevant documents before the preliminary review will be initiated. Studies with humans that might be interpreted as experimental (e.g., controlled trials) should conform to the Declaration of Helsinki and manuscripts must include a statement that the research protocol was approved by the appropriate ethical committee. When reporting experiments on animals, indicate on the Title Page which guideline/law on the care and use of laboratory animals was followed.

Participant Consent and Anonymity

Identifying information, including participants' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the participant (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a participant who is identifiable be shown the manuscript to be published and agrees, in writing, to the publication of their image or information. When complete anonymity cannot be done or is difficult to achieve, informed consent should be obtained. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note. When informed consent has been obtained it should be indicated in the submitted article. Masking the eye region in photographs of participants is inadequate protection of anonymity.

Artificial Intelligence - Use of Large Language Models and generative AI tools in writing your submission

Sage recognizes the value of large language models (LLMs) (e.g. ChatGPT) and generative AI as productivity tools that can help authors in preparing their article for submission; to generate initial ideas for a structure, for example, or when summarizing, paraphrasing, language polishing etc. However, it is important to note that all language models have

limitations and are unable to replicate human creative and critical thinking. Human intervention with these tools is essential to ensure that content presented is accurate and appropriate to the reader. Sage therefore requires authors to be aware of the limitations of language models and to consider these in any use of LLMs in their submissions:

- **Objectivity:** Previously published content that contains racist, sexist or other biases can be present in LLM-generated text, and minority viewpoints may not be represented. Use of LLMs has the potential to perpetuate these biases because the information is decontextualized and harder to detect.
- **Accuracy:** LLMs can ‘hallucinate’ i.e. generate false content, especially when used outside of their domain or when dealing with complex or ambiguous topics. They can generate content that is linguistically but not scientifically plausible, they can get facts wrong, and they have been shown to generate citations that don’t exist. Some LLMs are only trained on content published before a particular date and therefore present an incomplete picture.
- **Contextual understanding:** LLMs cannot apply human understanding to the context of a piece of text, especially when dealing with idiomatic expressions, sarcasm, humor, or metaphorical language. This can lead to errors or misinterpretations in the generated content.
- **Training data:** LLMs require a large amount of high-quality training data to achieve optimal performance. However, in some domains or languages, such data may not be readily available, limiting the usefulness of the model.

Authors are required to:

1. **Clearly indicate the use of language models in the manuscript**, including which model was used and for what purpose. Please use the methods or acknowledgements section, as appropriate.
2. **Verify the accuracy, validity, and appropriateness of the content** and any citations generated by language models and correct any errors or inconsistencies.
3. **Provide a list of sources used to generate content** and citations, including those generated by language models. Double-check citations to ensure they are accurate, and are properly referenced.
4. **Be conscious of the potential for plagiarism** where the LLM may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else’s work.
5. **Acknowledge the limitations of language models in the manuscript**, including the potential for bias, errors, and gaps in knowledge.
6. Please note that AI bots such as ChatGPT **should not be listed as an author** on your submission.

We will take appropriate corrective action where we identify published articles with undisclosed use of such tools.

Permission to Use Copyrighted Material

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our [Frequently Asked Questions](#) on the [SAGE Journal Author Gateway](#).

SUBMITTING A MANUSCRIPT

Open an author account at the *CJOT* Submission Site. URL: <http://mc.manuscriptcentral.com/cjot>

Common Errors Leading to Manuscript Being Un-submitted

- Manuscripts presenting primary or secondary data of research involving human participants are submitted without proof of ethics approval from relevant bodies.
- Manuscripts do not use APA 7th edition formatting.
- Manuscripts are not anonymizing adequately or correctly for authorship.
- Manuscripts are submitted with tables and figures embedded in the main document instead of separate files.
- Manuscripts exceed maximum length requirements

Providing Authorship and Manuscript Information

Once you register for an account you will be asked to provide details about the manuscript and authors. This information must be complete for your manuscript to be considered for review. Listing authors only on the Title Page is insufficient; all authors must be entered into the SAGE system. As per the [COPE guidelines](#), if authors are not included on the initial submission and added later, a note outlining their contributions to the manuscript and why they were not included in the initial submission will be required.

The corresponding author warrants that all contributors are listed as authors and that each one has fulfilled [International Committee of Medical Journal Editors \(ICMJE\)](#) criteria for authorship: (a) substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; (b) drafting the work or revising it critically for important intellectual content; (c) final approval of the version to be published; and (d) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. If the manuscript is accepted for publication, the corresponding author will complete a document detailing the specific contribution of each co-author according to the [CRediT – Contributor Roles Taxonomy](#).

Provide ORCID (Open Research and Contributor ID) numbers for at least one author - a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name. ORCID supports automated linkages between researchers and their professional activities, ensuring that their work is recognized. We collect ORCID IDs during the manuscript submission process and it becomes part of authors' accepted publication's metadata, making their work attributable to them and only them. Authors' ORCID is published with their article so that readers search an ORCID profile and from there link to other publications. For authors who do not already have an ORCID ID, follow this [link](#) to create one or visit the [ORCID homepage](#) to learn more.

Uploading Files

All manuscripts must be uploaded to the online system in separate files as follows:

1. Cover letter. Include a cover letter when submitting a manuscript. It should state the manuscript title, type of manuscript (full-length qualitative research, brief report, RCT protocol, etc.), confirm that the paper has not been previously published and is not currently under consideration elsewhere, briefly describe the manuscript and how it is consistent with the Journal's aims and scope, note if any authors have competing interests to disclose, and include any other relevant information to bring to the Editor's attention. For example, if applicable, state that the paper uses an alternative research approach for which standard reporting guidelines are inappropriate, so that it is not inadvertently un-submitted.
2. Main Document. Two versions need to be submitted: an anonymized version for review and a complete version with identifying information.

Anonymized version for peer review: This file must not contain any information that identifies the authors or their organization. The title page should state only the title of the paper (no authors, institutions, acknowledgements,

or funding agencies). Ensure that the main document does not include any identifying information such as institution information (e.g., *participants were recruited from....*), use third person when citing own work, and remove marks for institutional affiliations from images and supplementary material (if applicable).

Complete version with author information (non-anonymized): The title page for this file must include the title and full authorship information. Include middle initials when available, the highest degree conferred, applicable professional designations, and significant affiliation(s)/position(s), as well as email address for all authors. It is recognized that some authors may not have academic degrees or professional designations, such as community partners and co-researchers; use the most relevant title, designation, or affiliation. For corresponding author only, provide additional contact information (telephone and email – both are required). We will not publish personal or workplace website URLs within the author information. If an author was at a different location or in a different position during the conduct of a research study, you may include a line to indicate past information (i.e., At the time of this study, J. Person was ...)

3. Figure or Image: Use this file designation for files that are figures or images.
4. Table: Use this file designation for files that are tables.
5. Declaration of Conflicts of Interest and Funding Disclosure: It is *CJOT* policy to require a declaration of conflicting interests from all authors so that a statement can be made in the published article. Please provide any declaration in the same document as your acknowledgements, under a heading 'Conflicts of Interest'. If no conflicts of interest exist, state 'The Author(s) declare(s) that there is no conflict of interest'. When making a declaration, the disclosure information must be specific and include any financial relationships that exist for each author with any sponsoring organization or for-profit interests the organization represents, and with any for-profit product discussed or implied in the text of the article. Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the covering letter accompanying your article to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicts of Interest provided in the article. For more information, please visit the [SAGE Journal Author Gateway](#).
6. Ethics Approval (required): Use this file designation to upload the official ethics approval letters or certificates for studies involving human participants for the data contained within this publication. Formal approval is required for all studies that use data generated from human participants, including chart reviews, program evaluations, and secondary analyses. If an ethics review board determined that review and approval were not applicable for a study, upload the correspondence that confirms this decision. We accept manuscripts that report human and/or animal studies for publication only if it is made clear that investigations were carried out to a high ethical standard.
7. Supplemental Files: Use this file designation for uploading documents that you would like to have available (online only) for readers if your manuscript is accepted for publication. These files will be uploaded to the online system and associated with the published work.

REVIEW AND PUBLICATION PROCESS

Manuscripts submitted to the *CJOT* will undergo a preliminary review by an editorial team member to ensure fit with the scope and mission of the Journal, compliance with submission guidelines, and scientific rigour. Manuscripts that are not in line with *CJOT's scope and mission* or that have significant methodological flaws will be returned to the authors without

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