

OCCUPATIONAL THERAPY NOW

AUTHOR GUIDELINES

Where do I start?

Occupational Therapy Now (OT Now) welcomes submissions that contain practical information and/or encourage discussion of professional issues. For every type of article, we look for clear, easily understood and interesting writing. There are currently eighteen [regular topics](#). Your article may fit under one of these topics or may be featured separately. Some styles of writing include: treatment approaches (or “how to’s”), interviews, personality profiles, as well as informational, inspirational, biographical, opinion, and humour articles.

Before writing your article, it is a good idea to send an outline to the [managing editor](#) for some initial feedback and ideas regarding style.

What do I submit?

When submitting your article, include a completed [submission form and a copyright release forms](#). Please send your article (in Word format) and any forms electronically to the [Managing Editor through email](#), and include the following: the proposed title of your article, a brief biography for each author, your credentials, and one e-mail address.

Please take special note of the section on the submission form which asks if you have had your article reviewed by a colleague. A colleague, knowledgeable about your subject matter and/or has strong writing experience, can offer you invaluable feedback and may prevent unnecessary revisions once your article is in process.

Our readers tell us that they are short on time so make every word count – be precise and be concise. Articles should typically be no longer than 1500 words, including references. Brief notices can be as short as 50 words but still of interest to readers.

What happens after I submit my article?

OT Now is published bimonthly and every effort is made to publish your article as soon as possible. Articles which are time sensitive take precedent. Obviously, articles which do not require too many revisions are processed faster.

Once the managing editor receives your article, it will be reviewed by the applicable topic editor and/or occupational therapist(s) with expertise in the subject area. Articles which do not fall under a particular topic's mandate will be reviewed by at least one occupational therapist with expertise in the subject area. Multiple reviews and revisions are typically expected. The topic editor may make recommendations regarding acceptance for publication, but the final decision is made by the managing editor. Copy edits will be prepared and sent to you, for review, prior to publishing.

An important note about copyright

Articles are submitted to OT Now on the understanding that they are not simultaneously under consideration by any other publication and have not been previously published. Articles published in OT Now are copyrighted by CAOT and may not be published elsewhere, in whole or part, without written permission from CAOT. By submitting an article to OT Now, you are giving us permission to publish all or part of it. Before publication, all authors must sign a copyright release form. Be familiar with the [CAOT Copyright Policies](#).

If you use or refer to someone else's ideas, you must acknowledge this by citing the original source in the reference list. Please refer to the *American Psychological Association Style Guide* for information on correct referencing.

Authors are responsible for obtaining releases for all copyrighted materials they wish to use in their article and any associated fees.

Sharing and distributing OT Now articles electronically

Authors are allowed to post and share their **originally submitted version** of their article on any open-access repository (this is the version that was submitted prior to being reviewed, edited, published, and accepted), under the following conditions:

- Repositories must be non-commercial
- The work must include the full citation, linking it to the published version on the publisher's website at www.caot.ca with the phrase: " *The official published article is available online at...*" (insert exact citation with the link)

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- Authors can only post their work after the article is published

Does publishing in OT Now prevent me from later publishing in the *Canadian Journal of Occupational Therapy (CJOT)*?

No, not necessarily. Writing for OT Now is more informal and the articles are shorter. You may consider publishing preliminary ideas, program descriptions, or perhaps an opinion in OT Now that you later develop for consideration in CJOT.

It is important to note, however, that if your intent is to publish research results in CJOT or any blinded peer-reviewed scientific journal, this needs to be prior to publication in OT Now (which is non-blind peer-reviewed).

For information regarding [CJOT submissions](#) please contact the editor through CAOT's National Office or [email](#).

Are photographs or illustrations considered?

Yes! Photographs help tell the story and attract the reader's attention. When submitting photographs, remember the following:

1. Colour photos are preferred. If taking the photos yourself try to shoot subjects with a contrasting background.
2. Try to get people doing the things that are described in the article.
3. A release is necessary - use the [form provided](#).
4. Send digital photos as separate electronic files to the managing editor. Name the electronic file with the primary author's last name and the name of the photo as it is referred to in the article.
5. Write captions and photo credits in the article, indicating placement of photo within article.
6. Digital photos must be taken at no less than 300 DPI and sized no smaller than 4 by 6 inches.

How do I list an article published in OT Now on my CV?

OT Now is a 'non-blind peer reviewed journal' which some consider to be 'non-peer reviewed.' If you are invited to submit a paper to OT Now, this should be indicated on your CV.



Other Resources

[Reviewing for *Occupational Therapy Now*: Your practice magazine](#)

[Figuring out the “who” and the “where” of authorship](#)

[Key steps for new authors in sharing occupation-based practice innovations](#)

APA Formatting Style Guide for [References](#) and [In-Text Citations](#)

[Resources for authors and presenters](#)

[Clarifying differences and exploring opportunities for collaboration between CJOT and OT Now](#)

