

Guidelines for Authors

New Zealand Journal of Occupational Therapists

The New Zealand Journal of Occupational Therapy (the Journal) is a refereed journal dedicated to the publication of high quality national and international articles that provide practical, hands-on information representing all fields of occupational therapy. We invite **practitioners, researchers, teachers, students and users of services** to submit manuscripts that provide a forum to discuss or debate issues relevant to occupational therapy. The journal informs of developments in occupational therapy practice and research, theoretical inquiry, professional and consumer issues, policy development and ethical questions.

The Journal publishes:

- research articles (these should not exceed 6000 words including references, figures, and tables);
- feature/theoretical articles (should not exceed 5000 words including references, figures, and tables);
- viewpoint articles (should not exceed 4000 words);
- articles grounded in practice reality (should not exceed 5000 words including references, figures, and tables);
- letters to the editor (should not exceed 500 words);
- abstracts awarded to New Zealand occupational therapists for doctoral thesis (should not exceed 500 words and have no references).

These guidelines aim to help authors write acceptable articles. Should you have any queries please do not hesitate to contact editornzjournal@otnzwna.co.nz

PREPARATION OF MANUSCRIPTS

Please read the guidelines carefully. It is important that all papers are published in the same format. Manuscripts should conform to the style detailed in the Publication Manual of the American Psychological Association (APA), 7th edition, (2019). Spelling should follow the Concise Oxford Dictionary of Current English Usage. Submissions not complying with these guidelines will be returned to the authors without consideration.

Submissions should be typed in an MS word document Times New Roman 12 point font, 1.5 spacing. The top, bottom and side margins should be 3cm.

All manuscripts should be presented in the following order: Title page, abstract and key words, text, key points (relevant to feature and research articles), acknowledgements, references, tables, figure legends and figures.

Title page

The title page should contain the (i) short running title (ii) category of article, (iii) the title of the article, (iv) the name(s) of the author(s), (v) academic qualification(s), (vi) professional titles, (vii) only the corresponding author's email address. The short running title should be less than 40 characters including spaces. The title should be short and informative.

Title page for theses abstracts should include the title of the thesis, the name of the author, the name of the degree conferred the name and location of the institution that conferred the degree.

To allow the blind review process to take place, the title page must be a single document; separate from the main body of the manuscript. The manuscript should contain no identifying names of specific persons or places.

Abstract and key words

All articles (except letters to editor) must include a brief but informative abstract of no more than 100 words. The abstract should describe the purpose, basic procedures, major findings and conclusions of the work. The abstract should not contain abbreviations or references. Up to five key words should be provided to assist with indexing of the article.

Text

Authors should use appropriate subheadings to label sections of their manuscripts. For example: Research article: Sub-headings include - Introduction, Method, Results and Discussion. Feature / Theoretical article - report on a therapeutic programme: Sub-headings include- Introduction, Description of the setting, Therapeutic programme, Reflection on outcomes, Discussion and future directions.

Key points (for research and feature articles)

To help readers, authors are requested to provide a short statement or series of points encapsulating the main message(s) or implication(s) to occupational therapists arising from the article. They should be limited to 50 words and 2-5 points.

Acknowledgments: The source of financial grants and the contribution of colleagues or institutions should be acknowledged.

References

For format and reference style, consult the APA style manual. In the text, references should be made by giving the author's name, with the year of publication in brackets. If there are two authors, within the text use 'and' but within brackets use the ampersand (&). For works that have more than two but less than six authors, cite all authors the first time and in subsequent citations include only the name of the first author followed by et al. For works by six or more authors the name of the first author followed by et al. should be used on all occasions. If several papers by the same author(s) from the same year are cited, a, b, c etc. should be inserted after the year of publication, ordered alphabetically by the title of the publication, not the order in which they are cited. Within brackets, multiple reference citations should be listed alphabetically. References to unpublished data and personal communications should appear in the text only. Authors should refer to American Psychological Association world-wide website <https://apastyle.apa.org/products/publication-manual-7th-edition> References should be listed in alphabetical order at the end of the article in the following format:

Journal article (Provide surnames and initials for up to and including 20 authors)

Examples: Clark, F., Jackson, J., Carlson, M., Chou, C. P., Cherry, B. J., Jordan-Marsh, M., Knight, B. G., Mandel, D., Blanchard, J., Granger, D. A., Wilcox, R. R., Lai, M. Y., White, B., Hay, J., Lam, C., Marterella, A., & Azen, S. P. (2012). Effectiveness of a lifestyle intervention in promoting the well-being of independently living older people: Results of the Well Elderly 2 Randomised Controlled Trial. *Journal of Epidemiology and Community Health*, 66(9), 782-790.
<https://doi.org/10.1136/jech.2009.099754>

Books

Wilcock, A. A. (2006). An occupational perspective of health (2nd ed.). Slack. Chapter in a book
Hocking, C. (2013). Contribution of occupation to health and well-being. In B. A. Boyt Schell, G. Gillen,

M. E. Scaffa, & E. S. Cohn (Eds.), Willard and Spackman's occupational therapy (12th ed., pp. 72-81). Wolters Kluwer/Lippincott Williams & Wilkins.

Tables

Tables should be self-contained and complement, but not duplicate, information contained in the text. Tables should be numbered consecutively in Arabic numerals, with a descriptive title above the table (e.g., Table 1: Analyses of variance on test items in a New Zealand sample). Column headings should be brief, with units of measurement in brackets. All abbreviations should be explained in a footnote. Tables should have 1.5 spacing and comply with APA format (e.g. vertical lines should not be used to separate columns). Tables must be called out in the text and placement indicated in the manuscript. Each table should be presented on a separate page, after the references.

Figure legends

Legends should be self-explanatory and typed on separate page. The legend should incorporate definitions of any symbols used, and all abbreviations and units of measurements should be explained.

Copyright

Authors are responsible for gaining copyright approval for the use of tables, figures or photos reproduced from other sources, including websites, and for payment of any associated fees. Written evidence of copyright permissions must be submitted with the manuscript.

Measurements

All measurements must be given in metric units. Statistics and measurements should always be given in figures (e.g., 10mm), except where the number begins a sentence. When a number does not refer to a unit of measurement or a unit of time (minute, day, month etc) it is spelt out, except where the number is greater than nine.

Abbreviations

Abbreviations should be used sparingly. Initially use the word (s) in full, followed by the abbreviation in brackets. Thereafter use the abbreviation. Abbreviations such as e.g., and etc. should only be used in brackets. Occupational therapist/therapy should not be abbreviated to OT.

Spelling, grammar, punctuation and consistencies

Authors are responsible for submitting manuscripts written in clear, acceptable, scholarly English. Put people first, not their disabilities. Use phrases such as 'a person with mental disability' or 'people who have head injury'. Consistencies in the use of abbreviations and terminology from one part of the manuscript to another should be maintained.

Submission of manuscripts

Manuscripts should be emailed to editornzjournal@otnzwna.co.nz

The message of the email should contain the corresponding author(s) name(s) and the file name. Manuscripts must be accompanied by a **covering letter** that specifies the author with whom the editor should correspond. The letter should include the e-mail address for contact regarding the manuscript, page proofs and requests for offprints. The letter should also declare that the submitted article is original, and has not been published or submitted for publication elsewhere. Authors should retain copies of submitted manuscripts and correspondence.

Manuscripts will be acknowledged by an e-mail sent to the corresponding author. After the initial review by the Editor, the manuscript will be sent for review. The identities of the reviewers and authors are kept confidential. Initial reviews take approximately 2 months; subsequent review of revisions

usually takes less time. When the review is complete the author will be contacted again. Once accepted, priority and time of publication are at the discretion of the Editor, who retains the customary right to edit material accepted for publication. Articles accepted for publication become the copyright of Occupational Therapy New Zealand Whakaora Ngangahau Aotearoa, and all authors will be asked to sign a Transfer of Copyright Form.