

The Indian Journal of Occupational Therapy Manuscript Submission Checklist (Version 3: May, 2020)

Checklist (to be tick marked, as applicable and one copy attached with the manuscript)

Manuscript Title _____

Covering Letter

- Signed by all contributors/authors, along with accompanied signed author's copyright/contributor form
- Previous publication / presentations mentioned
- Source of funding mentioned, if any
- Conflicts of interest disclosed, if any
- Self-attested photocopy of Institutional Review Board (IRB) approval submitted/ self-attested photocopy of written informed consent letter for case reports/letter stating that the research was conducted as per 'Declaration of Helsinki' submitted

Authors

- Full name with middle name initials provided
- Author for correspondence, with email address provided
- Number of contributors/authors restricted as per the guidelines
- Identity not revealed in manuscript file, except title page (e.g.) name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, acknowledgements etc. strictly avoided.

Presentation and Format

- Double spacing
- Margins 2.5 cm from all four sides
- Title page contains all the desired information (as per 'Guidelines to Authors for Submission')
- Running title provided (not more than 50 characters)
- Abstract provided (unstructured abstract of not more than 150 words for case reports and structured abstract of 350 words for original/review articles)
- Keywords provided (four to six)
- Main text file without track changes, and without endnote/footnote for references
- Page numbers included at the bottom of the main text file
- Introduction of 350 words and the total word count does not exceed 3500 words for original research, 4000 words for review papers and 1500 words for case-report (excluding title, abstract, acknowledgment, references, and illustrations)

- Headings as required in guidelines (**not ALL CAPITALS, not Underlined, no Punctuation Marks**)
- References cited in superscript in the text without brackets (At the end of the relevant sentence and after the period/full stop)
- References cited and listed according to 'Guidelines to Authors for Submission'

Language and Grammar

- Uniformly American English
- No abbreviations in the title
- Abbreviations spelt out in full for the first time, in the abstract as well as in the main text
- Numerals from 1 to 10 spelt out. Numerals at the beginning of the sentence spelt out or sentence reframed
- Spelling, grammar and punctuation checks done
- If a brand name is cited, manufacturer's name and address (city and state/country) included (e.g.) statistical package used.
- Species names written in italics

All Illustrations (Tables and Figures)

- No repetition of data in tables/figures (diagram, flowchart, photograph, graph) and in text
- Are self-explanatory and cited (in superscript numbers as well as in-text citation) at the relevant place in the text
- Actual numbers from which graphs drawn, provided (as data labels)
- Figures necessary and of good quality without background clutter (colour-600 dpi) in JPEG format
- Figures if uploaded the file size should be within 1024 KB in size
- Tables and figures numbered in Arabic letters (not Roman) in the order of their first citation in the text
- Explanatory matter included in footnotes, not in the heading. Explained in footnotes all non-standard abbreviations that are used in each table/figure. For footnotes used the following symbols, in this sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡
- Clinical photographs of good quality with clear background without any clutter (confidentiality maintained)
- Table and figure legends/title provided (not more than 40 words)
- Patients' privacy maintained in photographs (if not, written permission enclosed)
- Credit note for borrowed figures/tables provided (Permission sought or the source credited)
- Please note: The journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size

Manuscript submitted in the online system at the link: <https://www.journalonweb.com/ijoth/> after login as author

Full Name of the Corresponding Author, Signature & Date