

GUIDELINES FOR PUBLISHING IN THE SOUTH AFRICAN JOURNAL OF OCCUPATIONAL THERAPY

The South African Journal of Occupational Therapy accepts scientific articles, scientific letters, literature reviews, book reviews, and biographies for publication.

The language of the Journal is English although abstracts may be published in Afrikaans or the Vernacular.

GENERAL

The following are included:

1. General Instructions and Guidelines
2. General Requirements
3. Guidelines for Authors of Scientific Articles
4. Guidelines for Authors of Scientific Letters
5. Guidelines for publishing a Literature Investigation / Review
6. Guidelines for writing an Opinion Piece
7. Guide to writing a commentary
8. Instructions for Reviewers of Books
9. Guidelines for writing a Biography
10. Guide To Submitting An Article On Line

The relevant guidelines to authors (which follow) must be consulted for the layout and the format of the article, tables, diagrams and referencing.

I. GENERAL GUIDELINES & INSTRUCTIONS – PROCEDURE AND PRESENTATION

Scripts must be submitted via the SAJOT web site (www.sajot.co.za); the author must retain a copy of the script. Please insert a note in the “footer” that gives the title of the article and the date at each submission. This is important for tracking purposes and will ensure that the correct version of the script is used for publication. This foot note will be removed at publication.

TITLE PAGE

Each manuscript must include a separate title page.

This page should bear the title of the article, the name(s) of the author(s), academic degrees, present posts held, complete addresses, telephone numbers and fax numbers and e-mail addresses.

Please include the ethics clearance number if applicable to the study the ethical clearance certificate must be available on request.

The article itself should not contain information on the authors so that their anonymity is maintained during the peer review process. (See page 93)

REFERENCES

Each reference in the text must be indicated by a number.

This number should be inserted in superscript without brackets e.g.¹².

A reference list should be provided on a separate numbered page following the text.

References must be cited in the order that they appear in the text

References should adhere to the **Vancouver system**, for example:

Journal article

1. You CH, Lee KY, Chey RY, Menguy R. Predisposing locus for Alzheimer’s disease on chromosome 21. *Lancet*, 1989; 1: 325-330
[Author. Title. Journal, Year; Volume: Page numbers.]

Book

2. Colson JH, Armour WJ. *Sports injuries and their treatment*. 2nd rev.ed. London: S. Pauol, 1986.
[Author. Title. Edition. City: Publishers, Year.]

Chapter in a Book

1. Weinstein L, Swartz MN. Pathologic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, editors. *Pathologic physiology: mechanisms of disease*. Philadelphia: Saunders, 1974:456-72.

World Wide Web (WWW) sites

1. Burka, LP. “A hypertext history of multi-user dimensions.” *MUD History*. 1993.
<<http://www.ccs.neu.edu/home/lpb/mud-history.html>> (5 Dec 1994)
[Author. “Document Title.” Title Complete Works. Date/last revision. <http address> (Date of visit)]

The following references should be consulted:

<http://openjournals.net/files/Ref/VANCOUVER%Reference%20guide.pdf>

or

Vancouver referencing style: *Quick guide on how to use* at www.library.up.za/health.Vancouver.htm

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GENERAL REQUIREMENTS

Manuscripts must be clearly typed in MSWord double-spaced with a legible font (Arial size 11 is preferable).

Authors should not assume that the readers know the context in which the article is set. The content needs to be organised in a coherent and logical manner and may require concise descriptions and definitions of terms to elucidate the content. A review of the relevant literature must be provided.

The section on research methods should include: the aim of the study, the research design used, the population and manner of selecting the population sample, the research tools, method of data collection, the methods used to analyse the data and the ethical clearance and consent obtained.

The results should be clear. **Tables** should have the heading at the top of the table and labeled with Roman letters e.g. Table II. **Figures** should be labeled at the bottom of the figure with Arabic numbers e.g. Figure 2.

Tables and figures should not be scanned but formatted and included on separate pages. JPG format is preferable.

Conclusions must be brief, drawing the article to a close and containing no new information.

REVIEWS

All manuscripts undergo an anonymous peer review process and are sent to at least two reviewers for comment on the scientific worth of the article and its suitability for publication in SAJOT. (To ensure a blind review see section below).

The comments are returned to the authors by the editor with a directive for further action required

Articles may be accepted without change, changes may be requested or the article may be rejected.

EDITING

Please note that the article will be checked by the Editor and the English Language editor before going to print. The article will then be returned to the author for a final check.

INTELLECTUAL PROPERTY AND COPYRIGHT

The author retains Intellectual property rights over original material, in keeping with South African IP legislation and the policy of the employing body /training institution where relevant. The SAJOT gains copyright of the article on publication; permission to publish the article in another Journal/text must thus be obtained from SAJOT.

CHECKING THE ARTICLE BEFORE SUBMISSION

Confirmation that the following items have been attended to will be required as part of the submission process on the SAJOT website.

- The submission has not been previously published, nor has it been before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word, or a WordPerfect document file format.
- All references have been checked to see that they comply with the requirements (see author guidelines). Where available, URLs for the references have been provided.
- The text is 1.5 spaced; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed on separate pages with their place in the text clearly indicated.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is to be found under the tab "About the Journal" or under the tab "Guide to submitting an article".
- The instructions for Ensuring a Blind Review have been followed (see below).
- A colleague has read the article for objective peer input and inconsistencies. Spelling and grammar have been checked and a spell-check with English South African as the default setting has been run.
- Multiple Choice Questions are attached in the supplementary file section of the article submission. In addition it is advisable to email these to the editor at sajot@mweb.co.za. The article will not be sent for review until these have been received.
- The details of all the authors have been included in the "Step III - Entering the submissions metadata" and includes the following:
 - Full names and **all** qualifications of all authors and where these were obtained e.g. BSc OT (Wits).
 - Place of employment / affiliations of all authors.
 - Contact details of all authors including email address, phone number and address.
- Ethical approval for the study has been sought and explained in the article and an approval number is given.
- The title of the article is on the article submission.
- The abstract has been included in the submission as well as in the "Submission metadata" section.
- The article has undergone a plagiarism check such "Cross Ref" or "Turn-it-in".
- Permission has been obtained from the co-authors to publish the article and to use their names.
- The relevant acknowledgements have been provided.

As a special request, the author is asked to provide the names, place of work, and email contact details of two people who they know of who have the skills and expertise to review the article. These should be provided in the supplementary file section of the submission and may be either local or international expert clinicians or researchers in the field of research. These persons may or may not be invited to review the article but will help in identifying suitable reviewers to add to the list of reviewers.

ENSURING A BLIND REVIEW

To ensure the integrity of the blind peer-review of the submission to this journal, every effort is made to prevent the identities of the authors and reviewers from being known to each other.

It is primarily the duty of the author to remove any possible identification from the text submitted as indicate below. The reviewer is obliged to keep his/her comments/opinions about the article confidential and relate these only to the editor; should the reviewer have

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prior knowledge of or involvement with (incidental or otherwise) with the author or the article in question, the editor should be informed of the situation and the situation reviewed if needed.

The editor is the only person who has access to all the information about authors and reviewers. Any issues concerning a review/edit/authorship/copyright etc. about a SAJOT submission must be brought to the attention of the editor directly – the editor is the only person authorised to deal with these issues and will do so in a strictly confidential manner.

The process below applies to the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

1. The authors of the document have deleted their names from the text, and substituted “Author” and year used in the references and footnotes, instead of the authors’ name, article title, etc. This includes ensuring that names used in the acknowledgements section have also been substituted with an X. Names will be inserted just prior to publication.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file.

For **Microsoft 2003** and previous versions, and **Macintosh** versions of Word:

Under the File menu select: Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

For **MacIntosh Word 2008** (and future versions)

- Under the File menu select “Properties.”
- Under the Summary tab remove all of the identifying information from all of the fields.
- Save the File.

For **Microsoft 2007** (Windows):

- Click on the office button in the upper-left hand corner of the office application
- Select “Prepare” from the menu options.
- Select “Properties” for the “Prepare” menu options.
- Delete all of the information in the document property fields that appear under the main menu options.
- Save the document and close the document property field section.

For **Microsoft 2010** (Windows):

- Under the File menu select “Prepare for sharing.”
- Click on the “Check for issues” icon.
- Click on “inspect document” icon.
- Uncheck all of the checkboxes except “Document Properties and Personal information”.
- Run the document inspector, which will then do a search of the document properties and indicated if any document property fields contain any information.
- If the document inspector finds that some of the document properties contain information it will notify you and give you the option to “Remove all,” which you will click to remove the document properties and personal information from the document.

For **PDF files:**

- With PDFs, the authors’ names should also be removed from Document Properties found under File on Adobe Acrobat’s main menu.

CEU POINTS FOR AUTHORS

CEU points are accredited as follows:

- CEUs for **authors** of an article:
Principal author of an article (15 CEUs)
Co-authors of an article (5 CEUs)
- CEUs for **reviewers** of an article:
3 CEUs per article reviewed (which may include a 2nd review)
- CEU’s for **readers:**
Readers obtain CEU’s for answering multiple choice questions as per article
3 CEUs per article
The MCQs can be found on www.otasa.org.za

CEU’s for authors and reviewers can be obtained by applying to the OTASA office.

Paid up members of OTASA will receive their points free of charge.

3. Guidelines for Authors of Scientific Articles

Articles submitted to the SAJOT must be original and must not have been published elsewhere. Articles should contain new information, add to existing knowledge, resolve controversy or provoke thought and discussion.

The content of the article must justify the length, which should be **not more than 12-16 pages**, with 1.5 spacing.

Please ensure that for all the authors contact details for the submission are in a **separate** document entitled ‘Title Page’ – see above.

Abstract and key Words

All manuscripts submitted to the SAJOT must be accompanied by an abstract not exceeding 200 words in length.

The abstract must contain a succinct structured summary of the study using the headings: Introduction, method, results/findings, conclusions.

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Introduction

This should provide a brief rationale for the study and an outline of the aims or questions

Literature Review

This should be a **critical** appraisal of the current relevant literature identifying the limitations in the work already conducted on the subject and a rationale for the study. A maximum of 35 references should be included.

Method

This should contain the following: Aims, study method and data collection procedures, population and sampling procedure, methods of analysis of data, information on validity, reliability, trustworthiness and credibility.

Details of the ethical clearance and informed consent must be provided.

Results

The results must be presented in a way that makes them accessible to the readers and are clearly linked to the aims and methods of the research.

Discussion and Implications of the research

The implications for occupational therapists and or other health professionals/groups/ contexts must be outlined and the contribution that the study makes to the current state of knowledge of the profession/s stated. Limitations must also be discussed.

Conclusion

There should be a clear summary of the main points of the paper, drawing the article to a close and containing no new information.

Illustrations

Articles may include up to eight tables, graphs or diagrams and should be numbered and clearly labelled with their place in the text indicated as a guide to the editor.

Figures should carry Arabic numerals (1, 2, 3 etc.) and labelling must be at the base of the figure. Tables should have Roman numerals (I, II, III etc.) and be placed at the top of the table.

Figures and tables must be submitted on separate pages following the reference list.

Please ensure that illustrations are clear and have printed well so that they can be easily scanned. All figures must be in JPG format. Please note that coloured figures and photos do not print well in the black and white format of the Journal.

Photographs

Photographs may be of any size. They must be very sharp, taken close up, with a lightish over-all tone and without dark backgrounds. If the photograph photocopies well, it will print well. Please check this before you send photographs.

4. GUIDELINES FOR AUTHORS OF SCIENTIFIC LETTERS

Letters submitted to the SAJOT must be original and must not have been published elsewhere. Letters should contain new information, add to existing knowledge, resolve controversy or provoke thought and discussion.

The requirements of a scientific letter are as follows:

- The letter must have the same scientific format as an article, but is much shorter i.e. 1500 – 1700 words, to fill only one to two pages of the Journal but does not have an abstract.
- It may have only one table of results.
- There should be not more than 5 references.
- It must be original research.
- Peer evaluation will take place as with all other articles submitted to SAJOT.

5. GUIDELINES FOR PUBLISHING A LITERATURE INVESTIGATION / REVIEW

Literature investigations submitted to the SAJOT must be original and must not have been published elsewhere.

The requirements of a critical review of the literature review is as follows:

- The review should provide reasons for choosing to review the topic and give the method used to conduct the survey along with the sources consulted.
- The review must cover the topic thoroughly i.e. it must include all or most of the major studies that have been conducted on the topic of interest within a given time frame. The most recent literature must be included.
- The publications referred to must be the primary source and the review should not rely on secondary sources. Articles reviewed should also not rely on opinion articles but should emphasise research articles.
- It should not be merely a summary of past work but must critically appraise and compare the key studies as well as discuss weaknesses and strengths. Important gaps in the literature should be identified.
- The review must conclude with a brief synopsis of the current state of the topic and give recommendations for future work.
- The format of the review must follow that for all scientific articles i.e. it must contain the following:
 - An abstract
 - Introduction
 - Method. In this instance the approach taken to search the literature, the data bases searched, the search parameters and key must be provided.
 - Results: this should present the main evidence and a summary of its quality
 - Implications: An outline of the implications for occupational therapy, the methodological limitations of the review, identify gaps and make recommendations.

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- Conclusion - a clear summary of the main findings.
- * Implications: An outline of the implications for occupational therapy, the methodological limitations of the review, identify gaps and make recommendations.
- * Conclusion - a clear summary of the main findings.

6. GUIDE LINES FOR WRITING AN OPINION PIECE

Opinion pieces provide authors with the opportunity to express an opinion concerning any aspect of occupational therapy. They are designed to encourage topical debate and the exchange of ideas. Contributors may discuss specific aspects of occupational therapy practice or debate the impact of occupational therapy on the health of people. Opinion Pieces may also deal with health care and relevant social practice/issues in general such as consumer rights that may impact on the profession. They may also debate the impact of the current political and financial climate on the practice of the profession and its ability to meet all in need.

Irrespective of the topic discussed, opinions should be supported by evidence or theory. They should include:

- An abstract
- Headings which give structure to the paper
- References (a maximum of 15)

Opinion pieces are subject to the same critical review process that other submissions undergo.

Opinions are not necessarily those of the Occupational Therapy Association of South Africa nor The South African Journal of Occupational Therapy but never the less my provide information for debate.

7. GUIDE LINES FOR WRITING A COMMENTARY

These are similar to Opinion Pieces and are as follows:

A commentary is written on a current event or topic by a person with the background to make an informed comment and should report on an issue or topic of interest and relevance to OT practitioners, educators and researchers.

Irrespective of the information being commented upon, commentaries should include:

- An abstract
- Introduction
- Coherent body with headings which give structure to the paper
- Recommendations and conclusion
- References (a maximum of 15)

Commentaries are subject to the same critical review process that other submissions undergo

8. INSTRUCTIONS FOR REVIEWERS OF BOOKS

A book review should contain the following information:

- The full title of the book
- The full name of the author(s) and their qualifications and the position that they hold
- Details of the book
 1. Name of Publisher
 2. Whether it is a paperback or hard copy and the number of pages
 3. The publication Date
 4. The ISBN number
 5. The Price (in SA Rand if possible)
- A review of the content which should include:
 1. The aim of the book
 2. The way in which the information is structured
 3. A brief summary of the content of each chapter
 4. A comment on its relevance to health care generally and SA occupational therapy specifically
- The name, qualifications and work position of the reviewer

9. GUIDELINES FOR WRITING A BIOGRAPHY

A biography has been defined as “a written account or history of the life of an individual” and “the art of writing such accounts”¹. The biography should have a focus on occupation and/or views on occupation.

Approach to the interview

- Try to get a conversation going rather than a ‘question and answer session’. Very good information is available in Rubin and Rubin².
- Start by explaining what SAJOT is and why biographies are included in the journal. The interviewee might be told that occupational therapists are interested in the impact of chosen occupations on personal development – that we believe people are shaped by the occupations they do. Another point of interest would be the impact of the interviewee’s occupations on other people (this is usually only relevant to their work-occupation), for example, teachers or politicians.
- Explain what the intended product at the end will look like (or show an example).
- Give your assurance that the draft biography will be returned to the interviewee for ‘checking’ accuracy and that suggested changes will be made (ensure that this is done).
- Start your conversation with issues that are more public before asking questions that are more private.
- A good first question might be: “Tell me your story as you would like it to be remembered.”

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Issues to consider for inclusion

Brief discussion of family and early life

Provide some information on the background of the person you're interviewing. Use questions below as a very loose guideline, in other words, do not ask questions that do not seem appropriate given the background and current status of the person being interviewed.

- Parents: where they came from, their occupations and roles in the family.
- Brothers, sisters and childhood friends: children's responsibilities, games and leisure activities.
- Local geography: the community, village or town; communal areas, land rights and ownership; markets, meeting places and other significant places; neighbours, important people and interesting characters.
- Social and cultural life: religion and politics; education and instruction at home, school or work; important friendships, influences and ambitions.

Questions above were adapted from Slim & Thompson³.

Working life

The interviewee might feel more comfortable to start the interview with a discussion of work life. This is usually also the part that is already known and therefore not necessarily the most interesting.

- Occupation(s) inside and outside the home: domestic, agricultural, vocational, professional, formal, informal, paid and unpaid.
- How the skills were learnt; the work environment; what the work involves and who with; formal or informal training or apprenticeship.
- Important influences at work: mentors, colleagues, friends.
- Wider changes affecting work: environmental, industrial, political etc.

Questions above were adapted from Slim & Thompson³.

Other occupations

It would be very interesting to know a range of occupations the person is involved in; the meaning and purpose of these in their lives.

- Leisure activities: hobbies; music, religious or cultural festivals and entertainments.

Future perspectives

Ask questions that will allow an opportunity for the person to share future directions (pertaining personal, career or broader issues) he/she would hope for / aim at achieving / advise others to take.

References

1. Denzin, N. K. *Qualitative Research Methods: Interpretive Biography*, SAGE publications, Inc, Newbury Park, California, 1989.
2. Rubin, H. J. and Rubin, I. S. *Qualitative Interviewing: The Art of Hearing Data*, SLACK, Thousand Oaks, 1995.
3. Slim, H. and Thompson, P. *Listening for Change: Oral Testimony and Development*, Panos, London, 1993.

10. GUIDE TO SUBMITTING AN ARTICLE ON LINE

The Guide to submitting an article on line is featured under the tab "Guide to submitting an article" in the header of the SAJOT web site and shows screen shots to help with the submission process.

Prepare the article as described above.

The title page of the submission should be emailed to The Editor at sajot@mweb.co.za. A user name and password will then be provided to enable the author to complete the on line article submission.

The following are the steps to follow:

Go to www.sajot.co.za. Log in using the "user name" and "password" that has been provided. Click on the tab "New Submission". The following are the steps as enumerated on the web site:

Step 1 – Starting the submission

Journal Section

Select the relevant category of the submission in this section from the drop down box.

Submission check list

Ensure that you the author have done all the things mentioned in the submission check list and confirm this by placing a check in the relevant box. See the section CHECKING THE ARTICLE BEFORE SUBMISSION under the heading General Requirements on page 92 for the list.

- **Copyright notice** – click to accept copyright provisions as seen on the web site.
- You may also send a note to the editor in the box provided.
- Click **save and continue** at the bottom of the page, this will enable you to move on to the next stage of the submission process.

Step 2 – Upload the submission

- Follow the steps for uploading your article.

NB it is important that you upload the file containing the complete article here. Do not include any information about the authors on the article.

To upload - Click on the browse button, locate the file containing the article on your computer, click on it so that the name of the file appears in the window, and then click the "upload" button. This is the only place where the main article can be uploaded.

Click **save and continue**

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Step 3 - Entering the submissions metadata

- **Authors** – Information about **all** the authors must be provided here. The bio statement box should be used to complete the details of the qualifications of the authors (i.e. degree and where obtained and their place of practice in full.) as well as the place of work and position held.
- **Title and abstract** – Please copy / type in the full title of your article into the box provided. Paste in a copy of the abstract into the block provided.
- **Indexing** – we are still working on this section so ignore
- **Supporting agencies** – complete if relevant eg funding organisation.

Click **save and continue**

Step 4 – Uploading supplementary information

You may upload tables and figures here if they have not been included within the main article. You do not have to complete this section but must click **save and continue** to go to the next step. Photographs should also be loaded here. Please note that there are two steps here

Step 4 and Step 4a

In step 4 the file/files containing the tables can be uploaded. Click save and continue. This will bring up step 4a where you can add any information needed to identify the supplementary information. This is the place where the nomination of a reviewer may be included. The only compulsory window is the title window.

- **Click save and continue.** This will bring you back to step 4 here another file can be uploaded.

Step 5 – confirming the Submission

- Click **Finnish Submission**. Please remember to do this otherwise your submission will not be recorded. It is very important to note that once you have confirmed the submission you will be unable to make changes to your documents.

Any changes that you wish to make will need to be done via a completely new submission.

Resubmission of article after revisions/amendments suggested by the Editor:

Scroll to the section at the bottom of the Review page of your article to the section labelled Editor Decision. There you will see the box "Upload author version". Please post your revised copy here. Please also note that the article, tables and diagrams should be included in one document at this stage in the process.

Help with this submission process can be obtained by emailing the editor at sajot@mweb.co.za.

