



NZJOT is a refereed journal dedicated to the publication of high quality national and international articles that are *grounded in practice* and 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 you of developments in occupational therapy practice and research, theoretical inquiry, professional and resources issues, policy development and ethical questions.

The journal publishes feature articles (should not exceed 4000 words), research articles (should not exceed 5000 words), annotated bibliographies and reviews (should not exceed 2000 words), viewpoint articles (should not exceed 2000 words and have no more than 10 references), letters to editor (should not exceed 500 words) and abstracts for doctoral thesis (should not exceed 500 words and there should be no references). If there are any difficulties keeping to the specifications of the article, please discuss the matter with the Editor. These guidelines aim to help authors write acceptable articles. Should you have any queries please do not hesitate to contact the Editor, Grace O'Sullivan, email: sullies@xtra.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)*, 5th edition (2001). 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 standard Times New Roman 12 point, double-spaced, on one side only of A4 paper. The top, bottom and side margins should be 3cm. Laser or quality print is required. All pages should be numbered consecutively in the top right-hand corner, beginning with the title page.

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

Title page: The title page should contain the (i) category of article, (ii) the title of the article, (iii) the name(s) of the author(s), (iv) academic qualification(s), (v) professional titles, (vi) complete correspondence address and an e-mail address.

The title should be short and informative. A short running title (less than 40 characters including spaces) should also be provided.

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

To allow the blind review process to take place, except for the title page, manuscript should contain no identifying names of specific persons or places.

Abstract and key words: All articles (except annotated bibliographies, reviews and 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 consider the use of appropriate subheadings to label sections of their manuscripts. For example:

Feature article - report on a therapeutic programme: Suggested sub-headings include- Introduction, Description of the setting, Therapeutic Programme, Reflection on outcomes, Discussion and future research directions.

Research article: Suggested sub-headings include - Introduction, Method, Results and Discussion.

Key messages (for feature and research 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 parentheses. If there are two authors, within the text use 'and' but, within parentheses 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. Within parentheses, groups of references 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 web site <http://www.apastyle.org/electref.html> for format of citing references from electronic sources.

References should be listed in alphabetical order at the end of the article in the following format:

Journal articles

Gooder, J. (1997). Who defines our practice? Why does it matter? *New Zealand Journal of Occupational Therapy*, 48(2), 29-32.

Books

Dutton, R. (1995). *Clinical reasoning in physical disabilities*. Baltimore: Williams & Wilkins.

Chapters in books

Christie, A., & Scaletti, R. B. (2001). Child, adolescent and family occupational therapy services in New Zealand. In L. Lougher (Ed.), *Occupational therapy for child and adolescent mental health* (pp. 192-218). Edinburgh: Churchill Livingstone.

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 New Zealand Sample). Column headings should be brief, with units of measurement in parentheses. All abbreviations should be explained in a footnote. Tables should be double-spaced and vertical lines should not be used to separate columns.

Figure legends: Legends should be self-explanatory and typed on separate sheet. The legend should incorporate definitions of any symbols used, and all

abbreviations and units of measurements should be explained.

Figures: Figures must be high quality black and white photographs, line drawings or laser-printed graphs. Each figure should be on a separate page. Figures should be numbered consecutively in Arabic numerals followed by the title (e.g., Figure 2. Pictorial representation of stages and themes). Figures should be sized to fit within the column width (80mm) or the full text width (170mm). Authors should obtain written permission to publish any persons recognizable in photographs.

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 it is spelt out, except where the number is greater than nine.

Abbreviations

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

Spelling, grammar, punctuation and consistencies

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

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Occupational Therapy
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Email: nzaot@nzaot.com**

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