Reviewing for *Occupational Therapy Now: Your practice magazine*

*Created by Janna MacLachlan*  
*Revised by Flora To-Miles, December 2016*
What is OT Now?

- Official practice magazine for the Canadian Association of Occupational Therapists
- Six issues per year
- All issues published in English and French
- Consistently rated as a top CAOT member benefit
- Began in 1999
What is a practice magazine?

*OT Now* is “written, edited and debated by Canadian occupational therapists who make the time to put their thoughts and practices on paper, challenge what they read, and in the long run, improve the overall practice of occupational therapy in Canada” (Clark Green, 1998, p. 2).

What is a practice magazine?

- *OT Now* publishes a variety of articles that relay practical information and association news to help advance excellence in occupational therapy practice, policy, research and education.
- *OT Now* fosters timely exchange of relevant, evidence-informed information.
OT Now articles are:

- Evidence-informed
- Practical
- Accessible
- Timely
- Interesting
- Relevant to Canadian occupational therapy practice
OT Now articles are:

- Formatted following APA (American Psychological Association) guidelines for references, figures and tables
- Roughly 1500 words in length (including references)
  - Short reports of 500 or 1000 words are also welcomed
  - Longer articles may be accepted up to about 2000 words, depending in part on the number of figures and tables included.
- Submitted in either English or French
Comparing the *Canadian Journal of Occupational Therapy* and *Occupational Therapy Now*

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<th>CJOT</th>
<th>OT Now</th>
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<tr>
<td><strong>Type of publication</strong></td>
<td>Academic journal</td>
<td>Practice magazine</td>
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<tr>
<td><strong>Review process</strong></td>
<td>Double-blind peer-review</td>
<td>Mentoring style of review</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Research findings and theoretical arguments</td>
<td>Interpretation and translation of knowledge, discussions of evidence from literature and experience</td>
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<td><strong>Length of articles</strong></td>
<td>Full-length manuscripts: Must be between 4000-5000 words</td>
<td>Average article is 1500 to 2000 words</td>
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<td>Brief report manuscripts: 1500-3000 words</td>
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Publishing work in both academic and practice publications

- This is encouraged!
- Work cannot simply be republished in two places, but it is possible to present different angles or applications of research results.
- The copyright rules of all publications must be respected.
- An *OT Now* article can happen **first**.
  - E.g., preliminary ideas or program descriptions¹
- An *OT Now* article can happen **second**, after research results are published.
  - E.g., in the form of a practice implications discussion, a case study, etc. ²
Who can be an *OT Now* author?

Anyone who has something to share that would be of interest/benefit to Canadian occupational therapy practice.
Who can be an *OT Now* author?

- Front-line practitioners³
- Researchers⁴
- Educators⁵
- Fieldwork preceptors⁶
- Students⁷
- OTAs/support personnel⁸
- Clients/consumers⁹
- Stakeholders/collaborators¹⁰
What to write?

I often coach authors who don’t know how to start by encouraging them to ask themselves:

• Imagine sitting down for coffee with a colleague to talk about your perspectives or expertise you have gained.
• What would you tell them?
• What would they want to know that would help advance their occupational therapy practice?
Columns

All articles are published in one of four sections (columns):

1. CAOT: Your Career Partner for Life – presenting CAOT news and initiatives

2. Knowledge to Practice – a “go-to” location for accessible information offering knowledge and skills to support your practice

3. Shared Perspectives - a venue for learning through the experiences of practitioners, students and consumers

4. Impacting Lives, Communities and Systems – a place to find examples of occupational therapists working for change in collaboration with clients and/or the profession. Themes are likely to include advocacy, leadership, justice, change agency, etc.
Topics

OT Now has volunteer editors who review submissions on the following topics:

- Indigenous Peoples and Occupational Therapy in Canada
- International Connections
- OT Then
- Private Practice Insights
- Sense of Doing
- E-Health and Assistive Technology
- KT & OT
- Occupational therapist assistants and support personnel
- Education and fieldwork
- CJOT: Evidence for your practice
- Practice management and professional skills
- Older Adults
- Adults
- Children and Youth
- Mental Health
- Rural and Remote Practice
- Student Perspectives
- Everyday Stories

See topic descriptions at:
Types of articles

• CAOT news and programs

• Case studies

• Discussion of current events

• Reporting on program evaluation/quality improvement project results

• Reporting results of a scoping review

• Practice recommendations gathered from experience

• Discussion of an area of practice

• Sharing a tool or resource that has been created
Types of articles (continued)

- Applications of recent research or theory¹⁹
- Sharing favorite resources²⁰
- Program descriptions²¹
- Reflecting on or applying concepts from a speaker²²
- Personal reflections on an area of practice²³
- History²⁴
- Profile of a CAOT member²⁵
- Discussions of socio-cultural, political and economic influences on occupational therapy practice²⁶
Writing resources - English

- CAOT style guide [http://www.caot.ca/site/pd/styleguide](http://www.caot.ca/site/pd/styleguide)
- *Canadian Oxford Dictionary*
- *Canadian Press*
  - *Stylebook*
  - *Caps and Spelling*
Writing resources - French

- Guide de rédaction de l’ACE à l’intention des auteurs francophones:

- Dictionnaire Robert. Le petit Robert de la langue française, édition 2015


- Marie-Eva de Villers. Multidictionnaire de la langue française. 5e édition Québec Amérique. 2015
Writing resources - French

- Banque terminologique de l’Office de la langue française du Québec [http://gdt.oqf.gouv.qc.ca](http://gdt.oqf.gouv.qc.ca)
When can authors make contact?

- At any point that they would like to receive feedback. This could be:
  - When they have an idea for an article that’s not yet fleshed out
  - When they’ve created a point-form outline
  - When they’ve drafted a rough early version of your article
  - When they’ve got a finished submission

- Contact can be directed to:
  - Managing editor (otnow@caot.ca).
  - The managing editor may then link the author to the appropriate topic editor(s)
Submission deadlines

• Regular issues – No deadline! Articles begin the review process and once accepted are published in order of submission date, or in annual reserved spot.

• Theme issues – deadline as listed on call for papers.

• Conference issue – articles are generally solicited, but suggestions are welcome by April 1.
# Annual schedule

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<th>January/February</th>
<th>March/April</th>
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<tr>
<td>Regular issue featuring submitted articles on various topics</td>
<td>Practice theme issue with a guest editor and call for papers</td>
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<td><strong>May /June</strong></td>
<td><strong>July/August</strong></td>
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<tr>
<td>Regular issue featuring submitted articles on various topics</td>
<td>Open-access, consumer theme issue with a guest editor and call for papers</td>
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<td><strong>September/October</strong></td>
<td><strong>November/December</strong></td>
</tr>
<tr>
<td>Conference theme issue</td>
<td>Regular issue featuring submitted articles on various topics</td>
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Forms

• Submission form
  • A checklist to help authors make sure they’ve covered all necessary elements of content and style.

• Photo release form
  • Must be signed by anyone identifiable in a photo.

• Disclosure & Copyright Assignment
  • Signed by all authors
  • State whether ethics approval was required (if so I ask for a copy of the approval letter or exemption letter).
  • Testify that article has not been published elsewhere
  • Authors are responsible for seeking permission to reproduce any figures or graphs from other sources.
Confidentiality and conflict of interest

• All articles submitted to OT Now must be treated as confidential until published
• If you wish to seek a 2nd opinion about the content of an article, please discuss with managing editor
• Editors may review articles written by colleagues
• If there are any conflicts of interest that you feel would make it inappropriate for you to review or if you are not comfortable reviewing, please inform managing editor.
• Consult policy for more details
Topic editor role (does not apply to ad hoc reviewers)

• Review articles

• Ensure an article is ready in time for the annual reserved space for your topic (see schedule and deadlines)
  • If an article is not already “in the pipe,” editors may solicit articles

• Attend 3 topic editor teleconferences each year
• Review topic description on the website annually
• Will receive OT Now calls for papers and other messaging with encouragement to distribute to your networks
• “Eyes and ears” around the country/practice areas to help ensure OT Now provides the best possible resource to meet the needs of Canadian OTs and students
Review process - Mentoring style of review

• Not blinded – authors will know who the comments are coming from
• Can include back and forth discussions, coaching
• Process is intended to be welcoming and supportive
• Editors may assist authors through a few rounds of editing
• Editors are not expected to do substantial re-writes! Can encourage authors to seek assistance from a colleague with publishing experience.
• Much less formal than for academic journal
• Especially beneficial for first-time authors
Review process – your role

• Topic editors will correspond directly with authors
  • For first couple of reviews, please send to managing editor

• Ad hoc reviewers will correspond with managing editor.

• Provide specific suggestions with “track changes” and comment bubbles on the Word document

• May provide general comments in an email.

• Return feedback to authors within one month of receiving an article or a revised submission
  • Not all issues may be addressed in first round of revisions. May need a few back and forth’s. May need authors to address high level issues first, then can work on finer points in later version.
Review process – your role

• Consider content; can ignore fine detail of grammar, copy editing
  • Feel free to address overall bad grammar, patterns of long sentences, poor word usage, etc.
• Does the article fit with your topic area?
• Does the article contribute to practice?
• Is it interesting, helpful, relevant?
• Is the purpose clear?
• Is cited literature comprehensive, recent?

With thanks to Heather Colquhoun and Heidi Cramm for sharing their review checklist, from which this was adapted.
Review process – your role

- Are arguments substantiated?
- Are non-original ideas referenced?
- Is length appropriate (less than 2000 words)?
- Watch for plagiarism – e.g., change in tone of voice when a term is defined.
- Is APA referencing format present, generally correct?
- Do ideas progress logically?

With thanks to Heather Colquhoun and Heidi Cramm for sharing their review checklist, from which this was adapted.
Review process – French submissions

• If you aren’t comfortable reading in French, the managing editor will supply a “rough” translation for your review

• Comments for French authors can be sent through the managing editor, especially if the author is more comfortable corresponding in French.

• Once you are generally happy with the article’s content, it will be sent for formal translation
Review process – my role

Before an article is finished, the managing editor:
- Supports editors/reviewers as needed (e.g., read drafts, offers opinion on fit for OT Now, etc.)

After an article is recommended for publication:
• Completes copy edits (grammar, format, etc.)
• Requests final revisions (e.g., to clarify statements, etc.)
• Approves all content for publication – i.e., makes final decision of accept/reject
• Corresponds with authors to schedule articles for publication
• Coordinates translation and layout
Review process - decisions

• Following initial review, you will recommend one of the following decisions (to the managing editor):

1. **Accept** (normally with suggestions for minor edits)

2. **Suggestion to revise and resubmit**
   - the central idea or some thread of the article is good, but there are some significant issues that need work – e.g., referencing is insufficient or incorrect, arguments are not well developed, etc.
   - Do not make any guarantees about publication, but agree to evaluate again once revisions have been made.

3. **Reject** (rejection notice to authors must come from managing editor)
What gets rejected?

• Direct product endorsements
• Articles that are not relevant to occupational therapy practice in Canada
• Articles containing strong bias or applying outdated theories and literature
• Original research results that would be better suited to an academic journal
  • For this case, we may encourage authors to write a practice implications article for OT Now that would complement the journal article.
Recommended sample articles (see footnote numbers in previous slides)


Recommended sample articles (continued)


Recommended sample articles (continued)


Thank you

- If you would like to discuss an article, contact Flora To-Miles, managing editor:
  - otnow@caot.ca
  - 1(800) 434-2268, ext. 243

Questions??