

Asian Journal of Occupational Therapy

Guide for Authors

Guide for Authors

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Aims and Scope

The *Asian Journal of Occupational Therapy* (AsJOT) is an open access, peer-reviewed journal publishing influential research articles and reviews from researchers and practitioners around the world. AsJOT considers articles that span all aspects of occupational therapy and its fundamental academic disciplines and particularly welcomes articles that will contribute to the health and well-being of persons with disabilities or those who are at risk. The journal welcomes contributions from researchers and practitioners interested in occupational therapy, irrespective of whether they hold an occupational therapy qualification.

The target readership of the journal includes occupational therapists, academics and researchers conducting research in occupational therapy or related fields, university and vocational school faculty members who teach occupational therapy, students studying occupational therapy, and medical and rehabilitation professionals working in occupational therapy.

Launched in 2001, AsJOT is an online-only journal published by the Japanese Association of Occupational Therapists. Articles are published within weeks of acceptance and are collected into an issue in January of each year.

Originality

Manuscripts submitted to the journal must contain original content; plagiarism detection software is used to check for unoriginal material. By submitting a manuscript, authors are deemed to have agreed to this screening. Any manuscript found to contain an unacceptable level of unoriginal material will be rejected or retracted by the editors.

Preprints

To support the wide dissemination of research, the journal encourages authors to post their research manuscripts on community-recognized preprint servers, either before or alongside submission to the journal. This policy applies only to the original version of a manuscript that describes primary research. Any version of a manuscript that has been revised in response to reviewers' comments, accepted for publication or published in the journal should not be posted on a preprint server. Instead, a link to the published manuscript may be posted on the preprint server.

Scooping

When assessing the novelty of a manuscript submitted to the journal, the editors will not be influenced by other manuscripts that are posted on community-recognized preprint servers after the date of submission to the journal (or after the date on which the submitted manuscript was posted on a preprint server, if the manuscript is submitted to the journal within 2 months).

Availability of Data and Materials

Authors must disclose the source of publicly available data and materials, such as public repositories or commercial manufacturers, by including accession numbers or company details in their manuscript, as appropriate.

Authors are encouraged to make their own data and materials available by linking from their manuscript to relevant community-recognized public databases or digital repositories. All data sets must be made available in full to the editors and reviewers during the peer review process, and the journal encourages authors to make them publicly available by the date of publication. Authors commit to preserving their data sets for at least three years from the date of publication in the journal.

Use of Artificial Intelligence (AI) Tools

As per Committee on Publication Ethics (COPE) guidance, authors must disclose and fully describe any use of generative or non-generative artificial intelligence (AI) tools (also known as large language models or LLMs) in the Methods. This includes, but is not limited to, using AI tools to collect or analyze data, produce or amend images or graphics used in the manuscript, or write all or part of the manuscript. Authors must describe which tools they used and how the tools were used. In general, the use of generative AI tools is allowed only where that use is an integral part of the research design or methods. However, it is acceptable to use non-generative AI tools to improve the readability of a manuscript, such as through spelling and grammar checking. Other use will be reviewed by the editors on a case-by-case basis. In all cases, authors remain responsible for all the content of their submitted manuscript.

If you have used generative AI in the preparation of your manuscript, including for the creation of text, images, charts, or other content, please disclose the following information within the manuscript:

1. The name, version, and provider of the generative AI tool used
2. The specific purpose for which the generative AI tool was used
3. The prompts used, where applicable
4. The sections or parts of the manuscript in which generative AI was used

Authors should be aware that there are ongoing concerns about the copyright status of any AI-generated content. Authors must adhere to the instructions in the 'Re-Use of Copyrighted Material' section of this document and comply with relevant statutory and other copyright laws.

Reviewers and editors must not upload unpublished manuscripts to any AI tool or service. Doing so would breach privacy and confidentiality provisions, as described elsewhere in this document.

There are also potential copyright issues if unpublished material is uploaded to a third-party service. After a manuscript is accepted, the journal, publisher and/or their authorized service providers may use AI tools to prepare the manuscript for publication.

Advertising Policy

The journal, in principle, does not accept advertising on its article pages, the journal's official website, or any other media. However, it may accept advertisements that align with the journal's mission and ethical standards. All advertisements are reviewed independently by the Editorial Office. Decisions regarding advertising do not influence editorial decision-making. Advertisements are clearly separated from editorial content and must comply with COPE recommendations.

Article Types

The journal publishes Original Articles, Reviews, Rapid Communications, Case Reports, and Miscellaneous.

Original Articles

Original Articles contain novel or unreported clinical or laboratory research. Original Articles contain the original clinical or laboratory research.

- The main body must consist of: Abstract, Keywords, Introduction, Materials/Subjects, Methods, Results, Discussion and Conclusions sections
- Abstract should be no more than 250 words
- Keywords should be 3-5 words
- 5,000 words in general including main body, references, figures, photographs, and tables. One figure (or photograph, illustration, and table) is calculated as 200 words.

Reviews

Reviews can explore either clinical or laboratory topics.

- The main body must consist of: Abstract, Keywords, Introduction, Methods, Results, Discussion and Conclusions sections

- Brief reviews between 2,500 to 3,000 words excluding references, figures, photographs, and tables are particularly welcome. Longer reviews can be accepted when they were justified by its topics and comprehensiveness
- Sufficient discussion should be supported by more than 30 references

Rapid Communications

Rapid Communications are designed for accelerated publication, so this format is useful in cases where results are time sensitive (for example, those in highly competitive or quickly changing disciplines). They should deal with scientific material that deserves rapid publication as the top priority.

- The main body must consist of: Abstract, Keywords, Introduction, Materials/Subjects, Methods, Results, Discussion and Conclusions sections
- No more than 2,000 words, excluding references, figures, photographs, and tables
- No more than 4 tables and figures, and up to 15 references

Case Reports

A case report needs to describe a new disease (disorder); provide confirmation of a rare or new disease; share a new insight into pathogenesis, etiology, diagnosis, or treatment; or present a new finding associated with a known disease. A report on a special scientific investigation —such as a rigorously designed, hypothesis driven analysis of clinically important symptoms, a systematic evaluation of intervention outcomes, or an in depth case analysis employing experimental or advanced diagnostic methods—will be regarded as an Original Article, even if it considers only a single case.

- The main body must consist of: Abstract, Keywords, Introduction, Materials/Subjects, Methods, Results, Discussion and Conclusions sections
- No more than 1,000 words, excluding references, figures, photographs, and tables. Longer Case Studies will be considered only when the length is justified by detailed, hypothesis driven analyses that combine comprehensive OT assessments, validated intervention outcome measures, and advanced instrumental methods.
- No more than 3 tables and figures, and up to 10 references.

Miscellaneous

Miscellaneous articles include articles that the editors have judged as being relevant to the journal's audience. They can include, for example: an Editorial Board report, news from an international conference, an introduction to the association or a research institute, or the introduction of new

technology and new products.

Manuscript Submission

Manuscripts submitted to the journal must not have been published or be under consideration for publication elsewhere. Manuscripts must be submitted via Editorial Manager at:

<https://www.editorialmanager.com/asjot/default.aspx>. Submissions must include the [License Agreement for Publication Rights and supplemental forms](#).

After all parts of the manuscript have been uploaded, the files are compiled and converted to PDF by the submission software.

Authors are responsible for ensuring that a double-anonymized review process can be undertaken by submitting a masked version of the manuscript; that is, one that contains no identifying information, including names and affiliations of all authors and acknowledgments. If unmasked articles are submitted, they will be returned for masking before they are reviewed. If you have any questions, please contact us at; asianjot@jaot.or.jp.

Language

Only manuscripts in clear and grammatically correct English are considered for publication; those that are not clear are not sent for peer review. American or British conventions can be used, but not a mixture of both. Authors must avoid the use of non-standard abbreviations. Authors from non-English-speaking countries are requested to submit a certificate confirming that their manuscript has undergone professional English language editing prior to submission.

Classification

In this journal, ‘Classification’ refers to a framework used to systematically categorize submitted manuscripts based on their research objectives, methods, and article types. This classification is employed to facilitate the editorial and peer review processes and to provide readers with clear information about the nature of each article.

- | | |
|------------------------------|-------------------------|
| 1. Cerebrovascular Disease | 11. Cognitive Disorders |
| 2. Cardiovascular Disease | 12. Supportive Device |
| 3. Respiratory Disease | 13. MTDLP |
| 4. Muscular-Skeletal Disease | 14. Community |
| 5. Neurological Disease | 15. Theories |
| 6. Cancer | 16. Research |
| 7. Internal Disease | 17. Management |
| 8. Mental Health | 18. Education |
| 9. Developmental Disability | 19. Other |
| 10. Elderly | |

Editorial Policies

Authors are requested to read and comply with these editorial policies before submitting their manuscript. If the Editorial Board determines that a manuscript does not comply with these policies, it may be rejected without peer review.

The journal follows the Committee on Publication Ethics (COPE) guidelines when dealing with any cases of misconduct or dispute. Falsification or fabrication of data, plagiarism, including duplicate publication of the authors' own work without proper citation, and misappropriation of the work are all unacceptable practices. Any cases of ethical misconduct are treated very seriously and will be handled in accordance with COPE guidelines.

Acceptance Criteria

1. **Completeness:** All text and figures are present. A cover letter should not be attached.
2. **Permissions:** Any necessary permissions to reproduce third-party material are included.
3. **Exclusive Submission:** The manuscript is under consideration exclusively at the journal and has not been published in, and is not under consideration by, any other journal.
4. **Content quality:** The manuscript demonstrates originality, timeliness, rigor and readability. Peer review is conducted to evaluate and ensure the quality and suitability of the manuscript for publication. Authors should adequately address all comments from the editors and reviewers.

Editorial and Peer Review Process

Manuscripts are initially screened for compliance with this guide for authors and other technical aspects. Those that do not comply are returned to authors. Manuscripts that pass this screening step are then assessed by the Editor-in-Chief; those deemed suitable for peer review are assigned to an Editor. The Editor selects at least two reviewers, who assess the anonymized manuscript and provide their reviews. The Editor makes an initial recommendation to the Editor-in-Chief, who makes the initial decision: resubmit with minor or major revisions, accept as is, or reject. Authors who are invited to resubmit a revised manuscript must do so within 6 months of receiving this decision.

Authors should address the feedback from reviewers in a 'response to reviewers' (provide a separate file). The response must specify how the authors have addressed each comment. In the revised manuscript itself, the authors should highlight each change. Resubmitted manuscripts may be sent back to the original reviewer or to new reviewers if deemed necessary by the Editor. After a final assessment of the revised manuscript and any further reviews or advice, the Editor makes a recommendation of acceptance or rejection to the Editor-in-Chief, who makes the final decision.

All accepted manuscripts are subject to copyediting. Authors will receive the edited manuscript for review and final approval before online publication. The authors assume final responsibility for the

content of articles, including changes made in copyediting.

Reviewer Selection, Timing and Suggestions

Reviewers are selected based on their expertise in the field, reputation, recommendation by others, and/or previous experience as peer reviewers for the journal.

Reviewers are asked to submit their review within 6 weeks of accepting the invitation to review.

Reviewers who anticipate any delays should inform the Editorial Office as soon as possible.

When submitting a manuscript to the journal, authors may suggest reviewers that they would like included in or excluded from the peer review process. The Editor may consider these suggestions but is under no obligation to follow them. The selection, invitation and assignment of peer reviewers is at the Editor's sole discretion.

Reviewer Reports

It is the journal's policy to transmit reviewers' comments to the authors in their original form.

However, the journal reserves the right to edit reviewers' comments, without consulting the reviewers, if they contain offensive language, confidential information or recommendations for publication.

Editorial Independence

The Japanese Association of Occupational Therapists (JAOT) has granted the journal's Editorial Board complete and sole responsibility for all editorial decisions. JAOT will not become involved in editorial decisions, except in cases of a fundamental breakdown of process.

Editorial decisions are based only on a manuscript's scientific merit and are kept completely separate from the journal's other interests. The authors' ability to pay any publication charges has no bearing on whether a manuscript is accepted for publication in the journal.

Appeals

Authors who believe that an editorial decision has been made in error may lodge an appeal with the Editorial Office. Appeals are only considered if the authors provide detailed evidence of a misunderstanding or mistake by a reviewer or editor. Appeals are considered carefully by the Editor-in-Chief, whose decision is final. The guidelines of the Committee on Publication Ethics (COPE) are followed where relevant.

Confidentiality in Peer Review

The journal maintains the confidentiality of all unpublished manuscripts. Editors and reviewers will not:

1. disclose a reviewer's identity unless the reviewer makes a reasonable request for such disclosure
2. Permissions: Any necessary permissions to reproduce third-party material are included. discuss the manuscript or its contents with anyone not directly involved with the manuscript or its peer review
3. use any data or information from the manuscript in their own work or publications
4. use information obtained from the peer review process to provide an advantage to themselves or anyone else, or to disadvantage any individual or organization
5. share or upload the content of the manuscript to any AI tool or public platform.

In addition, reviewers will not involve anyone else in the review (for example, a post-doc or PhD student) without first receiving permission from the Editor.

Editor and Reviewer Conflicts of Interest

In the peer review process, a conflict of interest exists when there are actual, perceived or potential circumstances that could influence an editor or reviewer's ability to act impartially when assessing a manuscript. Such circumstances include (but are not limited to) having a personal or professional relationship with an author, working on the same topic or in direct competition with an author, having a financial stake in the work or its publication, or having seen previous versions of the manuscript.

Reviewers and members of the journal's Editorial Board undertake to declare any conflicts of interest when handling manuscripts. An editor or reviewer who declares a conflict of interest is unassigned from the manuscript in question and is replaced by a new editor or reviewer. Editors try to avoid conflicts of interest when inviting reviewers, but it is not always possible to identify potential bias.

Editors as Authors in the Journal

Any member of the journal's Editorial Board, including the Editor-in-Chief, who is an author on a

submitted manuscript is excluded from the peer review process. Within the journal's online manuscript submission and tracking system, they will be able to see their manuscript as an author but not as an editor, thereby maintaining the confidentiality of peer review.

A manuscript authored by an editor of the journal is subject to the same high standards of peer review and editorial decision making as any manuscript considered by the journal.

Authorship

All those included in the author list of a submission must have made substantial contributions to:

- Conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Re-use of Copyrighted Material

Authors are responsible for obtaining permission to publish any figures or illustrations that are protected by copyright, including figures published elsewhere and pictures taken by professional photographers.

Author Conflict of Interest

All authors are responsible for the disclosure of any actual or perceived conflicts of interest. Examples of potential conflicts of interest include but are not limited to financial interests (such as membership, employment, consultancies, stocks/shares ownership, honoraria, grants or other funding, paid expert testimonies and patent-licensing arrangements) and non-financial interests (such as personal or professional relationships, affiliations, personal beliefs). These must be disclosed when directly relevant or directly related to the work that the authors describe in their manuscript.

If authors have, or are aware of, relationships with AsJOT editors or editorial staff that pose potential conflicts, they must disclose these within the manuscript.

If the authors have no conflict of interest to declare, they must state this in their manuscripts with "The authors have no conflict of interest to declare". It is the responsibility of the corresponding author to review this policy.

Reporting Guidelines

Accurate and complete reporting enables readers to fully appraise research, replicate it, and use it. Authors must adhere to research reporting standards presented in the EQUATOR network (<http://www.equator-network.org/>).

Post- Acceptance Process

Upon acceptance of a manuscript, the corresponding author will be provided the proofs of their typeset article. No additions and revisions are permitted other than correcting typographical errors introduced during the production process. After proofing, the article will be made available on the journal's J-STAGE site at <https://www.jstage.jst.go.jp/browse/asiajot>

Errata and Retractions

The Journal recognizes the importance of maintaining the fairness of the published references.

Errors in published articles will be corrected by publishing an errata. The errata should describe errors that seriously affect the scientific fairness of the publication, the reputation of the authors, or the journal itself. Authors requesting a correction of a published article should notify the editorial member responsible for the manuscript or the editorial committee of the details of the error and of the changes that have been made. If there is disagreement among the co-authors over the correction, the Editor-in-Chief may ask for advice from the Editorial Committee or outside reviewers. If the correction is published, the statement will be included in the text for any disagreeing authors.

A retraction will be issued if the published article contains invalid or unreliable results or conclusions, has been published elsewhere, or contains violations of the Code of Conduct (research ethics or publication ethics). Individuals requesting retraction of a paper are encouraged to contact the Editorial Committee of the Journal with details of their concerns. The Editor-in-Chief will investigate and contact the author(s) of the article in question for a response. If there is disagreement among the co-authors over the retraction, the Editor-in-Chief may seek advice from the Editorial Board or an external reviewer. When a retraction is announced, the dissenting author(s) will be acknowledged in the text.

The decision to publish an errata or retraction is at the Editor-in-Chief's discretion alone.

Ethical Considerations

Human Studies

Authors must explicitly state in their manuscript that all procedures were conducted in accordance with the Declaration of Helsinki. In addition, the design of scientific research involving humans or animals must be approved by the ethics committee of the authors' institution(s) and comply with guidelines on human or animal protection (where relevant) and with the ethical code currently applied in the country where the research took place. Authors must provide the name of the committee and state the reference number in the manuscript where appropriate, but identifying information must be masked for anonymized review purposes (e.g., "approved by the ethical

committee of ABC University”). Authors will be required to provide the unmasked information during the process of author proofreading.

Informed Consent

Written informed consent must be obtained where authors wish to include case details or other personal information or images of patients and any other individuals. Any information or data that may identify study participants must not appear anywhere in the manuscript, including the main text, tables, and figures. If authors are submitting the facial photographs of patients, the eyes should be blacked out. The manuscript must include a statement that confirms written informed consent was obtained to publish the cases or photographs online in an open access publication.

Clinical Trial Registration

The World Health Organization defines a clinical trial as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes (<https://www.who.int/clinical-trials-registry-platform>). The journal follows the ICMJE Clinical Trial guidelines for submissions to be considered for publication. These require that clinical trials be registered in a public trials registry at or before the time of first patient enrolment.

For any manuscript that describes a clinical trial or its outcomes, it is recommended that the trial be registered in an ICMJE-approved clinical trial registry (e.g., ClinicalTrials.gov, UMIN-CTR, ISRCTN, or the EU Clinical Trials Register), which the journal deems to be compliant. Posting results in a clinical trial registry as part of these requirements will not be considered prior publication or overlapping publication.

Authors must also provide or submit the original study protocol upon request and provide the registration identification number and the URL for the trial’s registry upon manuscript submission.

Copyright, Open Access and Fees

AsJOT was made fully Open Access from 15th April 2025 and uses Creative Commons (CC) licenses for its articles, as described below.

Copyright and Licensing

1. Copyright Ownership and Licensing for Newly Published Articles

Authors retain the copyright to their articles. Upon acceptance, authors are required to sign the [License Agreement for Publication Rights](#), which grants the JAOT the non-exclusive rights necessary to publish and reproduce the work in the journal under the Creative Commons CC BY 4.0 (Attribution 4.0 International) license. This license permits users to share and adapt the article—even for commercial purposes—provided that appropriate credit is given to the authors and the source.

2. Copyright Status of Articles Published Before 15 April 2025

For articles published before 15 April 2025, copyright is held by the JAOT. Reuse of these earlier articles requires prior permission from the JAOT, which may be requested using the contact information provided in the Contact section.

3. Archived (Pre-Flip) Content and Secondary Use

Archived articles published prior to the journal's transition to open access are preserved on the journal's platforms and on J-STAGE for the purposes of record-keeping, long-term accessibility, and scholarly reference. Unless explicitly stated otherwise on the article's webpage, these archived works are not covered by Creative Commons licenses.

Any reuse or secondary use of archived articles—including reproduction, redistribution, translation, adaptation, or incorporation into other publications—beyond what is permitted under applicable copyright law (e.g., fair use or fair dealing) requires prior permission from the JAOT. Permission requests should be submitted using the contact information provided in the Contact section.

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Self-archiving, also known as Green Open Access, allows authors to deposit a copy of their manuscript in an online repository. Because the journal publishes all works under the CC BY 4.0 license, authors (or others) may deposit any version of the manuscript—submitted, accepted, or published—in an institutional or disciplinary repository immediately after publication, provided that the conditions of the license and any additional copyright requirements described in this document are met. A link to the published article's DOI must be included on the repository page.

Long-term Digital Archiving

J-STAGE preserves its full digital library, including AsJOT, with Portico in a dark archive (see <https://www.portico.org/publishers/jstage/>). In the event that the material becomes unavailable at J-STAGE, it will be released and made available by Portico.

Article Processing Charge

There are many costs associated with publishing scholarly journals, such as those of managing peer review, copy editing, typesetting and online hosting. To cover these costs in the absence of journal subscriptions, authors (or their representatives) are asked to pay article processing charges (APCs).

If the first author is a JAOT member, the APC is waived. If the first author is a non-JAOT member, the APC of 5000 Yen will be applied for all article types. Authors of accepted manuscripts will be invoiced for the APC before publication of their manuscript.

Formatting Guidelines

Manuscripts should follow the style of the Publication Manual of the American Psychological Association (7th edition) and the instructions listed below. Reference style should follow the Vancouver Style (see 'References' section).

Formatting

All submissions must adhere to the following formatting guidelines:

- Use double line spacing throughout the text
- Number all pages and use continuous line numbers, starting with the abstract page
- Use only Times New Roman with the font size of 12-points
- Do not use vertical lines in tables

Manuscript

A cover letter should not be included with the submission. The main manuscript file can be submitted in Microsoft Word. The manuscript needs to include the following sections:

1) Abstract and Keywords

A structured abstract of 200-250 words is required. Structure the abstract using the following headings: Objective, Methods, Results, and Conclusion. The content should enable the readers to grasp the essence of the paper and must provide a quick summary of the problem or issues to be solved, the methodology used, the results obtained, and the conclusions. Include 3–5 keywords after the abstract.

2) Main body

The main body should be divided into the following sections, as specified for the article type, and may include sub-headings: Introduction, Materials and Subjects, Methods, Results, Discussion, Summary, and Conclusions

3) Conflict of Interest

Authors must declare any conflict of interest in this section, which should appear before the Acknowledgements or References. See the ‘Author Conflict of Interest’ section under ‘Editorial Policies’ for more information.

4) Acknowledgements (if any)

Acknowledgements must be brief and may include names of persons or facilities who contributed to the research or article but who are not authors, followed by any funding bodies that supported the research and appropriate grant numbers. In the manuscript, any identifying information (names of persons, facilities, and grant numbers, etc.) should be masked. Authors of accepted manuscripts will be required to provide any unmasked information during the process of the author proofreading.

5) References

Reference literature must be indicated consecutively using in Arabic numerals in square brackets throughout the manuscript. In cases where the same reference is cited more than once in the main body, the same number should be used each time. Reference style should follow the Vancouver

Style (refer to https://www.nlm.nih.gov/bsd/uniform_requirements.html and <https://www.ncbi.nlm.nih.gov/books/NBK7256/>). If a cited publication is written in a language other than English (e.g., Japanese), please translate the title(s) into English and indicate the original language in parentheses after the title (e.g. “(in Japanese)”).

The title of Japanese journals should be listed in Japanese in Roman letters. For example, if you want to write “occupational therapy” in Japanese, please write “sagyouryouhou”.

Examples:

◎Journal articles

Author(s). Title of article. Abbreviated title of journal. Year of publication;Volume (Issue):Page numbers.

[1] Radford KA, Lincoln NB. Concurrent validity of the stroke drivers screening assessment. Arch Phys Med Rehabil. 2004;85(2):324-8.

[2] Akinwuntan AE, De Weerd W, Feys H, Pauwels J, Baten G, Arno P, et al. Effect of simulator training on driving after stroke: a randomized controlled trial. Neurology. 2005;65(6):843-50.

◎Forthcoming journal articles

[3] Ohyanagi T, Sengoku Y. A solution for measuring accurate reaction time to visual stimuli realized with a programmable microcontroller. Behav Res Methods. Forthcoming 2010.

◎Journal articles in Japanese

[4] Sengoku Y, Nakajima S, Nakamura Y. Effects of occupational therapy on identical twin children with hydrocephalus based on variations in static and dynamic equilibrium reaction (in Japanese). The Japanese Occupational Therapy research (sagyouryouhou). 2009 May;28(5):555-64.

◎Books and other monographs

Author. Title of book. Edition. Place of publication: Publisher; Year of publication.

[5] Kane RL, Ouslander JG, Abrass IB, Resnick B. Essentials of Clinical Geriatrics. 7th ed. New York: McGraw-Hill; 2013. Editors, editors. Title of book. Edition [if not first]. Place of publication: Publisher; Year of publication

[6] Cicchetti D, Cohen DJ, editors. Developmental psychopathology. New York: John Wiley & Sons Inc; 1995.

◎Chapter in a book

[7] Tangarorang GL, Kerins GJ, Besdine RW. Clinical Approach to the Older Patient: An Overview. In: Cassel CK, Leipzig RM, Cohen HJ, Larson EB, Meier DE, editors. Geriatric Medicine: An Evidence-based Approach. 4th ed. New York: Springer Science+Business Media; 2006. 149–62.

◎Japanese book

[8] Nakamura R, Saito H, Nagasaki H. Fundamental Kinesiology. 6th ed (in Japanese). Tokyo: Ishiyaku Publishers Inc; 2013.

[9] Shimomura T. Stroke. In: Eto F, Takeda K, Hara H, Bando M, Watanabe S, editors. Rehabilitation of higher cortical dysfunction Ver.2 (in Japanese). Tokyo: Ishiyaku Publishers Inc; 2011; 95-101.

◎Web (Journals)

Author/organization's name. Article title. Journal title [Internet]. Date or year of publication [cited date - year month day]; Volume (Issue):Page numbers. Available from: URL.

[10] Watabe T, Suzuki H, Kabe K, Hamabe S, Yoda M. Oculomotor Rehabilitation Program for a Patient with Brain Injury in an Acute Care Hospital: A Single-Case Experimental Design. Asian J Occup Ther [Internet]. 2022 July 27 [cited 2022 Aug 18]; 18(1):133-140. Available from: https://www.jstage.jst.go.jp/article/asiajot/18/1/18_133/_article/-char/en.

◎Web (web page, etc.)

Title [Internet]. Place of publication: Publisher's name (unless unknown); Date or year of publication [updated date (if available); cited date]. Available from: URL.

[11] The American Occupational Therapy Association, Inc [Internet]. Montgomery: Health & Wellness [cited 2022 Aug 17]. Available from: <https://www.aota.org/Practice/Health-Wellness.aspx>

6) Figures and Photographs

Figures and photographs of good quality should be submitted as Microsoft Excel or PowerPoint files and should not be embedded in the manuscript. Please ensure that all lettering is clear and readable even after reduction. Figures should generally remain legible when reduced to single-column width (80–90 mm) or double-column width (165–180 mm). Text within figures must be large enough to remain readable after reduction.

Acceptable file formats for uploaded figures include TIFF (recommended for photographs and illustrations), PNG, JPEG (high quality), EPS, and PDF with embedded fonts. Vector formats such as EPS or PDF are strongly recommended for graphs, line drawings, and diagrams.

Number figures in the order in which they appear in the text. Titles should be brief but complete. Provide an explanatory caption or legend for every figure or photograph that is sufficiently detailed to be understood without referring to the main text.

Authors who wish to reuse illustrations that have been previously published must obtain permission from the original author(s), publisher, and/or copyright holder(s). This permission must include the right to publish the material in electronic media.

If authors are submitting photographs of patients, see the ‘Informed Consent’ section under ‘Ethical Considerations’ for more information.

7) Tables

Each table must be provided as a separate file in an editable format (Microsoft Word or Excel), and must not be submitted as an image.

Tables should not be embedded in the manuscript. Number the tables in the order that they are cited in the text. Titles should be brief and complete. Each table must provide an appropriate brief explanatory caption/legend that is comprehensible enough without referring to the text. The caption/legend may contain definitions of terms used within the table, but additional information should be presented in a footnote. Tables should be kept as simple as possible.

Tables should not be embedded in the manuscript. Number the tables in the order that they are cited in the text. Titles should be brief and complete. Each table must provide an appropriate brief explanatory caption/legend that is comprehensible enough without referring to the text. The caption/legend may contain definitions of terms used within the table, but additional information should be presented in a footnote. Tables should be kept as simple as possible.

8) Product Names

When mentioning a registered trade name in the text, capitalize the first letters of the product name and include the company name in parentheses following the registered trade name. Do not include a symbol or acronym indicating a registered trademark (®, TM, etc.).

9) Contact Us (for Submission and Editorial Inquiries)

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