Asian Journal of Occupational Therapy
Author’s Guide

Purposes

The Asian Journal of Occupational Therapy (Asian JOT) which is published by Japanese Association of Occupational Therapists (hereinafter referred to as “JAOT”) publishes articles to promote occupational therapy in Japan and Asian countries. It is accessible to the public through an internet. This journal is particularly aimed at disseminating the aspects of clinical, research and education of occupational therapy in Asian region as well as Japan to the rest of the world.

URL: http://www.jstage.jst.go.jp/browse/asiajot (The front page of J-STAGE website)

Submission

All manuscripts must be unreleased without being duplicate submission or previously published paper. All manuscript (including the copyright transfer form) must be submitted to the Editorial Board in a Microsoft Word Format file (MS Word file) through website. Please attach one figure (or one table) per file, which means that you must upload four MS Word files in the case that you have four charts in total. Submitted manuscripts will not be returned to the authors.

Please submit the manuscript online through the website below; https://www.editorialmanager.com/asjot/default.aspx

If you have any questions, please contact us at; asianjot@jaot.or.jp.

Language

Only English articles can be accepted. Authors with non-English-speaking background should ask for help from colleagues who are familiar with scientific English.

Please write your text in clear and grammatically correct English (Both American and British usage can be accepted, but not a mixture of both). Authors should conform to the style of APA Publication Manual of the American Psychological Association, Sixth Edition and the specific instructions listed below.

Author with non-English-speaking background should undergo the proofreading by native speaker of English and submit the certificate of proofreading with manuscripts through an electronic contribution system.
**Ethics**

The authors must indicate and record whether the procedures follow the ethical standards of the Declaration of Helsinki exactly or not. Also, the design of special scientific research in human diseases or animal experiments should be approved by the ethics committee of the institution or comply with guidelines on animal protection and the ethical code currently applied in the country of origin. This must be stated at an appropriate point in the article.

**Patient details**

Unless otherwise expressly agreed in writing by the patients, authors should remove the personal information of patients (or close relatives if applicable) from any part in the article including every illustration and supplement material before submission.

**Conflict of Interest**

All authors are responsible for the disclosure of any actual or potential conflict of interest which might have influenced their researches including any financial, personal and other relationships with individuals or organizations within three years from the time to submit their works. Authors are required to mention about the conflict of interest at the end of their paper, before the acknowledgement or references. See also http://www.elsevier.com/conflictsofinterest.

**Article Types**

The manuscripts include Original Articles, Reviews, Rapid Communications, Case Reports, Miscellaneous, which are important to the occupational therapy profession for their originality, timeliness, effectiveness and readability.

**Original Articles**

Original Article contains the original clinical or laboratory research. The body of original articles needs to be in the general format consisting of: Abstract, Keywords, Introduction, Materials/Subjects, Methods, Results and Discussion. Authors need to make articles clear and concise and avoid non-standard abbreviations. Please provide abstract in 200-250 words and 3-5 keywords before the body. The total length should be approximately 5,000 words in general including main body, references, tables, figures, and illustrations. One figure (or table and illustration) is calculated as 200 words.

**Reviews**

Reviews can deal with scientific topics either clinical or laboratory. Relatively brief reviews between 2,500 to 3,000 words are particularly welcomed. Longer reviews can be
accepted when they were justified by topic and comprehensiveness. It needs to have sufficient discussion supported by more than 30 references.

Rapid Communications

They should deal with scientific material which deserves a rapid publication as the top priority. They should be 2,000 words or less with a total of no more than 4 tables and figures (uncountable) and up to 15 references.

Case Reports

A case report need to describe a new disease, confirmation of a rare or new disease, a new insight into pathogenesis, etiology, diagnosis, or treatment, a new finding associated with a currently known disease. A report on special scientific investigation will be regarded as an original article even with a single case. The length should be 1,000 words or less in general with 3 tables and figures (uncountable) in total with up to 10 references. They can be exceeded only when justified by extensive special studies.

Miscellaneous

It includes the article which the editing committee judged as useful including; a committee report, news from international conference, an introduction of the association and a research institute, an introduction of new technology and new products.

Manuscript format

The manuscript needs to be set to start a new page with the beginning of each section as the followings:

(i) Structured abstract and key words

(ii) Main body

(iii) References

(iv) Figure with caption

(v) Table with caption

1. Structured abstract and key words: Please attach an abstract of your paper in 200-250 words which enables the readers to grasp the essence of the paper immediately. The paper must give the reader quick recap on the statement of the problem or issues,
methodology, results and conclusions. Please include three to five key words after the abstract.

2. Main body: The main body should be divided into sections which includes sub-headings. The main text should include the followings: an introduction, material and subject, method, results, discussion, summary and conclusions. Acknowledgements must be brief and listed before the reference page. The main body must be numbered consecutively starting with the introduction. The manuscript must be written in Times New Roman with the font size of 12-points.

3. References: Reference literature must be indicated consecutively in Arabic numerals in square brackets through the paper. In case that the same reference is cited more than once in the main body, the same number should be used for each time. Reference style should follow the "Vancouver" style. If the cited paper is written in a language other than English, please translate it into English and identify the original language in parenthesis in the end (e.g. in Japanese).

Exceptions:
(1) List all authors or editors. Please list six people from the top if there are more than six authors and editors and put the word “et al” in the end.
(2) The page number on the first page must be listed in full letters, but the page number on the last page can be listed in abbreviated form (e.g. 51-9). Unpublished data and personal communications should be given in round brackets in the text but not in references.

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 “sagyouyouhou”. To quote a paper from a book or journal written in Japanese, the phrase “(in Japanese)” should be added after the title of the book or journal.

Examples of items listed:


Electronic publication ahead of print
Journal article in Japanese

Examples of books and other monographs
Personal author(s), Editor(s), compiler(s)

Author. Title, Edition ed. Place Published: Publisher; Year.

Author, editors. Book Title, Edition ed. Place Published: Publisher; Year

Chapter in a book
Author. Title. In: Editor, editors. Book Title, Edition ed. Place Published: Publisher; Year; Pages.

Japanese book

Web (literature)
Author. HP name [online]. Place [cited Access Date]. Available from: URL.

Web (web page, etc.)
HP name [online]. Place: Web site name [cited Access Date]. Available from: URL.
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Photographs of identifiable subjects must be attached with permission with the signature of patient or legal representative who gives permission to publish. Photographs which the faces or eyes of the subjects can be identified should cover their faces or eyes with black bars if necessary.

5. Tables: Tables should be numbered in order in Arabic numerals and must be listed in the order corresponding to the reference cited in the text. Each table must be attached with an appropriate brief explanatory note which is comprehensible enough without referring to the text. They should begin with a separate page and uploaded online. They should be kept as simple as possible and as a graphical representation. Table titles should be brief and complete. Information other than the definition of the data should be presented as footnotes.

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