

## Instructions for Authors

### **1. Aim of the Journal**

This journal, as the official publication of the Japanese Society of Occupational Therapy Research, aims to provide a forum for reporting research in occupational therapy and related fields.

### **2. Eligibility for Submission**

There are no restrictions on eligibility for submission to this journal.

### **3. Types of Manuscripts**

Submitted manuscripts must be previously unpublished and fall into one of the following categories: "Original Article," "Short Report," "Practical Report," "Review Article," or "Others."

Manuscripts may be submitted in either Japanese or English.

### **4. Acceptance of Manuscripts**

Each manuscript will be reviewed by two reviewers, and the Editorial Committee will make the final decision regarding acceptance. Authors may be requested to revise or add to their manuscripts. The Editorial Committee reserves the right to make minor editorial corrections.

### **5. Instructions for Preparing Manuscripts**

1) Authors shall make every effort to respect copyright and the human rights of research participants.

2) The manuscript shall consist of the following sections: title, author name(s), affiliation(s), abstract (within 400 Japanese characters), three key words, main text, references, figures and tables, and an English abstract.

3) Length of manuscripts:

- Original Articles: within 5,000 words (including tables and figures)
- Short Reports: within 2,000 words
- Practical Reports: same as Original Articles
- Review Articles: same as Original Articles
- Others: same as Original Articles

For the purpose of calculating manuscript length, each figure or table shall be counted as 250 words.

5) The manuscript type shall be clearly stated at the beginning of the manuscript.

- 6) All manuscripts shall be prepared using a word processor on A4-size paper and formatted clearly. Page numbers shall be included.
- 7) The main text shall, in principle, include the following section headings: Introduction, Methods, Results, Discussion, and References (particularly for Original Articles and Short Reports). Numbers shall be expressed in Arabic numerals, and quantities shall be reported using the International System of Units (SI units) (e.g., m, cm, mm, mL, kg, cm<sup>2</sup>).
- 8) Foreign names (place names, personal names, etc.) shall, in principle, be written in the original language. Abbreviations shall be spelled out in full at first mention, with the abbreviation given in parentheses.
- 9) The reference list shall include only cited references and shall be arranged in the order of citation. Up to five authors shall be listed; if there are six or more authors, "et al." shall be used. Please follow the format shown in the examples provided.
  - Higashi T, Funase K, Kusano K, Tabira T, Harada N, et al.: Motoneuron excitability of hemiplegic patients and their stage of recovery assessed by the Hslp/Mslp. Arch. phys. Med. rehabil 82: 1604-1611,2001.
  - Reid J: Computer and occupational therapy. In Creek J(ed), Occupational Therapy and Mental Health. Churchill Livingstone, New York, 1990, pp.267-288.
- 10) All figures and tables shall have titles and be compiled separately from the main text. The insertion points of figures and tables shall be clearly indicated in the text margin. Figures must be clear and suitable for direct reproduction. Sources must be clearly acknowledged for any reproduced or adapted figures and tables.
- 11) The abstract shall be within 500 words, including the title, author name(s), and affiliation(s). Authors are responsible for submitting a properly prepared English manuscript.
- 12) Copyright of articles published in this journal shall belong to the Japanese Society of Occupational Therapy Research
- 13) Research involving human participants must be conducted in accordance with the ethical principles of the Declaration of Helsinki and must have received approval from the appropriate institutional ethics review board. The manuscript should clearly state the name of the ethics committee and the approval number (if applicable). In addition, authors must indicate that sufficient

explanation of the purpose and procedures of the study was provided to the participants and that informed consent was obtained voluntarily.

Research involving animals must be conducted in accordance with the institutional guidelines for animal experimentation and with appropriate ethical considerations.

In case reports, images, or other materials in which individuals may be identifiable, authors must take adequate measures to protect personal information and obtain consent from the individuals when necessary.

## **6. Publication Fees**

If the first author is a member of the Society, the publication fee shall be 10,000 JPY for up to four printed pages. If the first author is a non-member, a publication fee of 20,000 JPY shall be charged. For manuscripts exceeding four printed pages, an additional 5,000 JPY shall be charged for each page from the fifth page onward. Up to 30 reprints are included in the publication fee.

## **7. Submission and Contact Information**

All manuscripts must be converted to PDF format and submitted via the “Journal Submission Form” on the Society’s website below:

<https://otresearch.smoosy.atlas.jp/ja>

For inquiries regarding submission, please contact the Editorial Committee at the address below.

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