



OTnews guidelines for contributors

Mission statement and focus

Occupational Therapy News (OTnews) is the official monthly best practice news magazine of the Royal College of Occupational Therapists (RCOT). The magazine aims to keep members fully informed about news, policy and developments in the profession, and the work of the professional body, as well as providing a tool through which knowledge, views and advice around innovative practice can be shared.

The magazine focuses on news, policy developments, service innovation and developments, and reflections from members on their student education and research and development journeys, to help occupational therapists in their work.

We aim to publish thought-provoking, enjoyable and useful articles for the whole profession. Articles should include concrete practice-based examples, personal experience or service user stories, demonstrating the unique contribution and expertise of occupational therapists.

Employer approval: You'll need to gain approval from your employer before submitting your article to us.

Please don't send in submissions that are currently being considered for publication by other publishers, or that have already been published elsewhere. We aim to share only original material in OTnews.

Engagement with and between members is important to us, so if you have an article that you'd like us to consider publishing, use the information below to guide you.

We're unable to guarantee publication of every article received, and if your submission is not time critical it may be kept on file for future use. Articles may be published in the print version and/or online on the RCOT website.

Articles that are research oriented should be submitted to the British Journal of Occupational Therapy www.rcot.co.uk/british-journal-bjot/british-journal-occupational-therapy.

Service user examples and consent/ confidentiality

Where articles refer to specific service user examples, please ensure that you have gained the written informed consent of the service user/s, or their parent/guardian, to share their story, as anonymised accounts are not encouraged. Please also note that we prefer not to publish single service user 'case studies', and contributors are encouraged to focus on the outcomes of service innovation and developments for a service user group as a whole.

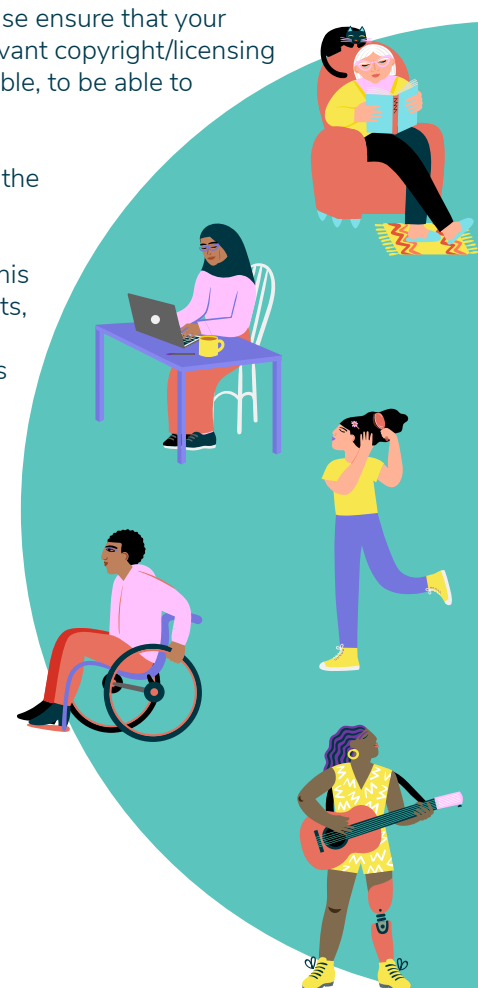
The use of assessment tools/outcomes models

Where articles describe the use of assessment tools/ outcomes models, please ensure that your workplace has the relevant copyright/licensing in place, where applicable, to be able to use these in practice.

RCOT does not advise the use of a standardised assessments in a non-standardised way, as this will invalidate the results, and the magazine will not accept submissions that describe this in practice.

References

Please use the Harvard style for referencing purposes.



Copyright

By submitting an article to OTnews, you are granting us permission to publish all or part of it.

Copyright of the magazine is held by the RCOT. No part of the magazine may be reproduced in any material form (including photocopying, storing in any medium by electronic means or transmitting) without written permission of the copyright owner, except in accordance with the provisions of the Copyright, Designs and Patents Act 1988 or under the terms of licence issued by the Copyright Licensing Agency Ltd.

Photographs

We are always keen to use pictures taken and provided by readers where possible.

Digital images must meet the following criteria:

- 300 dots per inch (dpi) or 1600 x 1200 resolution (depending on your settings) at the approximate size that the photo will print in the magazine
- 3 inches x 5 inches minimum; 8 inches x 10 inches maximum
- JPEG (Mac or PC version), TIFF (Mac or PC version), or EPS (Mac version only)

When in doubt, take photos at the highest resolution possible. Please let us know who or what the picture is showing and have written consent from everyone in the photograph to appear in print and/or on the website to ensure the photograph complies with GDPR.

Please do not scan or download images from third party sources (for example the internet) for submission, as we will not be able to use them due to copyright issues.

Deadlines

The copy deadline for articles is the 26th of the month preceding publication on the 15th of the following month. Articles that are considered suitable for publication will be published in the order that they are received. Therefore, if a large amount of material has already been received, your article may have to wait for publication in a future issue.

Editing process

OTnews is not peer reviewed, although articles may be reviewed by practitioners with expertise in the subject area where required. Any article that is submitted may be edited before publication. Changes will be made to ensure that the piece is clear, grammatically correct and reads well.

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Tips for successful submissions

General tips and advice

Before you start writing think about the following:

- What is the purpose of your article?
- Why is the topic important?
- Is this development/intervention innovative?
- And can you demonstrate a positive change in practice and cost savings?

As you write, ask yourself if you're answering the questions: who, what, when, where, why and how?

Use specific examples to demonstrate your ideas. Write in an accessible style and avoid using the passive voice. For example, if you write 'It was decided to implement group assessment...' the obvious question is 'By whom?' Better to write 'The multidisciplinary team decided to implement group assessment...'

Where possible try to include one or two quotes from the people involved – staff or service users.

Spell out abbreviations the first time you use them, for example: multidisciplinary team (MDT). Avoid jargon, or explain it (not all readers will be specialists).

Features

Features are longer, more reflective pieces that explore an issue or service development in greater depth (aim for between 750 and 1,500 words).

Articles of particular interest include examples of innovative projects and best practice, but occupational therapy staff are encouraged to use the opportunity to share all useful learning experiences, in addition to celebrating their successes.

Articles should refer to practical, clinical information and service developments to help other occupational therapists in their practice. Remember that OTnews is not an academic journal. We are eager for stories from occupational therapy staff and service users that will help to promote occupational therapy and spread awareness of the broad scope of the profession. Please check with the editor if you have any queries.

Study days, events and conference report

If you have attended a conference or study day please consider sharing the outcomes with the wider occupational therapy community.

If you are reporting on a study day or conference, readers will want to know what issues were raised in discussion and what key conclusions were reached. Try to pick out key themes and outcomes, rather than just describing the topic of each speaker's presentation. Where there has been debate and discussion, try to report on the key issues (reports should be no fewer than 750 and no more than 1,500 words).

News

Please tell us about any new developments in your workplace, awards, honours, or lobbying and engagement activities, and let us know about your regional group and specialist section activities. Please include your full name and contact details with any correspondence, and send no more than 450 words.