

Malaysian Journal of Occupational Therapy (MJOT)

Guidelines to Authors

Introduction

The Journal of Malaysian Occupational Therapy is an official Journal of the Malaysian Occupational Therapy Association (OT-Malaysia). The aim of the journal is to provide a channel to publish and disseminate papers relevant to the theory, practice, research, education and management in the field of occupational therapy.

Who can contribute?

We welcome the submission of original manuscripts that are relevant to the study, promotion and the practice of occupational therapy.

Submission of Manuscript

1. The manuscript must preferably be written in English. Manuscripts written in Bahasa Malaysia should be accompanied with English abstract.
2. The manuscript must be original and must not have been published elsewhere or be under review with another journal.
3. One original and two copies of the manuscript are to be sent to the association. A soft copy is required either through email or copied to diskette.
4. The manuscript must be accompanied with a cover letter mentioned to whom shall the editor correspond including the address, email, telephone or fax numbers.
5. The manuscript should be typed using double spacing on an A4 paper with 3 cm margin at the top, bottom and both side.
6. The words should be typed using Times New Roman, font 10 and for the references use font 9.

7. All pages, beginning with the title page should be numbered consecutively in the top right-hand corner.
8. Abbreviations should be used where appropriate. However the initial word should be followed by the abbreviation in parentheses. Occupational therapy/therapist should not be abbreviated to OT/OTs.
9. All measurements must be given in metric units and numbers less than 10 should be spelled out.
10. A long paper should not exceed than 5000 words and short paper should not exceed 3000 words.
11. Type manuscript double-spaced throughout one side of the paper only. Number pages consecutively commencing on the title page. Manuscript component must begin on a new page in the following sequence: (1) title page; (2) abstract and keywords; (3) text; (4) acknowledgements; (5) references; (6) figure legends; (7) tables; and (8) figures. Please submit figures as separate figure files (jpeg or gif) with 300 dpi resolution or better.
12. Title page (p.1) should include the category of the article, the title of the paper, the name(s) of the author(s), the department(s) or institution(s) at which the work was carried out, and qualification(s) and position(s), full postal address, email address, telephone and facsimile number of the corresponding author.
13. Abstracts (p.2) should be between 100 – 200 words for long papers and not more than 150 words for short papers. Abstract must be written in the IMRDC format: Introduction, methods, results, Discussion, Conclusions.
14. Key words up to five words need to be typed below the abstract to assist with the indexing of the articles.
15. Main text (start at p.3) of research paper should also follow the IMRDC format: Introduction, Methods, Results and Discussion and Conclusion.

16. References should be listed accordingly using APA style (Publication *Manual of the American Psychological Association*, APA, 2001). Personal communications or other non-retrievable citations are described in the text only; provide a name and date for a person and a name, date, and address for an organization. Authors are solely responsible for the accuracy of their references and for correct text citation.

Below are examples of commonly used reference listings:

Journal Article: SY Loh, T Packer, WY Low, CH Yip (2007). The Perceived Needs of Malaysian women with Breast Cancer. *The Asia Pacific Journal of Public Health* 18 (3) p52-7.

Book With Author as Publisher: American Psychiatric Association (2000) *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.) Washington, DC: Author.

Book With Author(s): Frank, G. (2000). *Venus on wheels: Two decades of dialogue on disability, biography, and being female in America*. Los Angeles: University of California Press.

Edited Book: SY Loh (Ed.) (2000) *Relaxation: Enhancing Your Mental wellbeing*. Leeds Pub. (M).

Electronic References

For instructions on citing electronic references, consult the *APA Style Guide to Electronic References* (APA, 2007).

17. Tables: Start each table double-spaced on a separate sheet. Do not submit tables as photographs. Give each table a number in order of mention in text. Provide footnotes for explanatory matter and identify in alphabetical order all abbreviations used. Place all tables and figures at the end of the manuscript after the references. You may place callouts for the table and figures in the text. For example, write "INSERT TABLE 1 HERE" to

show where the table should appear within the text. All tables should be prepared for publication vertically.

Authorship

The Committee of Malaysian Journal of Occupational Therapy Editors (CMJOTE) has established uniform requirements for manuscripts submission. Each author of a manuscript must have made a substantial contribution to the following 3 criteria to qualify for authorship: i. conceiving and designing the work represented by the article or analyzing and interpreting the data; ii. drafting the article or revising it critically for important intellectual content, and iii. giving final approval of the version to be published. The Journal prefers to limit the number of authors per article to six authors. In cases where more authors are listed, the Editor-In-Chief may request the delineation of each author's contribution, as it relates to the aforementioned criteria.

Categories of Submission

Original Research, Critical Reviews, Practice Analysis, Case Reports, Personal Journeys, Letters to editor and executive summaries, Policy and Practice and editorials. Editorial board will decide whether the contribution is to be accepted or not. It is the authors' responsibility to ensure that their submitted paper does not infringe any existing copyright. The Copyright authority of the manuscript is assigned to the association upon successful of the contributions.

- **Research Articles and Brief Report**

Research articles will be given priority for publishing. It should contain:

Abstract: Word count between 100 – 200 words for long papers and for short papers just 100 words only. Abstract must be written in the flow of introduction, methods, results, conclusions

Introduction: The aim of the paper clearly stated with primary aims, hypotheses or questions.

Literature Review: Current literature reviews to support the statement and provide a rationale of the study.

Method: Should provide a description of method of data collection indicated.

Results: Results must be clearly stated in logical sequence in the text, tables and figures.

Discussion: Implication of the study, consideration of results in term of relation to the study, limitation of the study and implication for future study to be addressed.

Conclusion: A clear summary of the study in a short paragraph.

- **Critical Reviews**

This will discuss and debate the issues related to occupational therapy and addresses clinical, conceptual, theoretical, methodological or ethical issues.

Abstract: Word count between 100 – 200 words. Abstract must be written in the flow of introduction, methods, results, conclusions

Introduction: The aim and clear case relevance should indicate the rationale to the significance of the review.

Literature Review:

Method: Should provide a description of method of data collection indicated.

Results: The evidence and a summary of its quality.

Discussion: Implication of the study, consideration of results in term of relation to the study, limitation of the study and implication for future study to be addressed.

Conclusion: A clear summary of the study in a short paragraph.

- **Case Reports**

Only short case reports of special interest will be considered. Reports should be less than 800 words in length and be written in following order; title, short abstract with key words, introduction, case report, and discussion. They should be brief introduction and concise discussion describing the value of the report.

- **Letter to Editor**

The journal welcome letters from readers who wish to comment any topic relating to occupational therapy theory, research, practice or education. They should not exceed 500 words.

Correspondence:

All manuscripts, general correspondence and enquiries should be addressed to:
Malaysian Journal of Occupational Therapy (MJOT)

c/o

**Malaysian Occupational Therapy Association
P.O. Box 11715
50754 KUALA LUMPUR.**

Email:

journal.1@occupational-therapy.org.my