

Occupational Therapy News - Guidelines for Contributors

What we are looking for

Occupational Therapy News is a practice-centred news magazine. It is not an academic journal. Articles should refer to practical, clinical information and innovative service developments. The information provided should help other occupational therapists in their practice and keep them abreast of new developments.

Articles can cover topics such as those who provide occupational therapy and those who benefit it, job settings, clients, problems and solutions. What have you learned that others might like to know? Please check with the editor if you have any queries.

Writing the article

The first paragraph of a news item should state the main point of the article; details can be filled in subsequent paragraphs. As you write ask yourself if you are answering the questions: who, what, when, where, why and how.

Abbreviations for long or complex names or terms may be used although on first reference the full name or term should be given, followed by the abbreviation in parentheses. Beware of repetition - avoid saying the same thing several times. Always double check the spelling of names.

Preparing the manuscript

You should aim for a maximum of 500 words for smaller items (news for example) and 1000 maximum for feature articles (A Day in the Life for example). As a general rule, 800 words is roughly equal to one page of the publication. Articles should be typed, double line spaced on 1 side of A4 paper with a minimum 3cm margin either side. Attach a cover letter that includes your name, full job title and credentials, work address and daytime contact number. State how you want the author byline to read. Articles are not returned so keep a copy. Because of the nature of the publication, it is not possible to advise authors if their item is going to be published although you are welcome to telephone the editor with questions. This is advisable particularly with articles submitted for a special feature. These are extremely popular and it is possible that there simply will not be room for your article in that feature or issue so please telephone to avoid disappointment.

Disks are preferable and wherever possible please supply your contribution in Microsoft Word or text only format. You can also e-mail articles or fax them, though you should avoid faxing longer articles. Details are given below.

Photographs

Photographs can often add interest to an article - people want to see photographs of others involved in their profession. 35mm colour or black and white photographs are ideal. 200 speed film is good for use with flash indoors, 400 speed for indoor shots without flash or 100 speed for outdoor shots. Avoid cluttered or untidy foregrounds and backgrounds- try to contrast these with the subject. Try to make 'line ups' interesting, for example by taking the photo from an angle above or below. Protect photographs with cardboard. Do not paper clip, write on or cut a photo. Identify the subject(s) by writing the information on a separate sheet and attaching it to the photo with a post-it note or invisible tape. Please ensure that all subjects are identified clearly and double check the spelling of names. Include an SAE for return of photos.

How to contact us

Disk or hard copies of articles can be posted to:

The Editor

**Occupational Therapy News
106-114 Borough High Street
London SE1 1LB
(Tel. 020 7450 2339).**

Alternatively you can fax an article on **020 7450 2350** or e-mail on **otn.editor@cot.co.uk**
E-mail is our preferred method of receipt.

Please note that articles need to be received by the **10th** of the month preceding publication on the first of the following month.