

GUIDELINES FOR PUBLISHING IN THE SOUTH AFRICAN JOURNAL OF OCCUPATIONAL THERAPY

The South African Journal of Occupational Therapy (SAJOT) accepts scientific articles, scientific letters, literature reviews, commentaries, opinion pieces, book reviews, and biographies for publication.

The language of the Journal is English (abstracts may be provided in Afrikaans or the Vernacular as well as in English).

All articles that are published in SAJOT may be found at www.sajot.co.za, www.sceilo.org.za, EBSCOHost, or OTDBASE. In addition articles are preserved via Portico which is a digital preservation service provided by ITHAKA, a not-for-profit organisation with a mission to help the academic community use digital technologies to preserve the scholarly record and to advance research and teaching in sustainable ways.

POST-ACCEPTANCE PUBLICATION FEES:

In line with the policy of most Open Access Journals, all submissions to the SAJOT are subject to a publication fee of R5000-00 per article once the submission is accepted for publication.

This post-acceptance publication fee will be applied to cover both retrospective and prospective processes involved in peer-reviewed articles, including:

- Peer-review management
- Manuscript preparation (e.g. copy editing)
- Journal production (e.g. layout)
- Open-access online publication and hosting
- Indexing (e.g. PubMed)
- Archiving

The fee is waived in the following instances:

- If at least one of the listed authors of the article is a member of the Occupational Therapy Association of Southern Africa (OTASA). (Proof of membership will be verified prior to publication.)
- If an application for exemption submitted and subsequently granted by the OTASA Chairman of the Publications Committee (see details below).
- If the submission is either a book-review, commentary or opinion piece.

Applications for exemption from the publication fee can be made to: Helen Buchanan (helen.buchanan@uct.ac.za).

Those authors eligible for payment of fees will receive an invoice from the OTASA office and payment will need to be made to OTASA within the stipulated time. The ruling regarding payment of fees will only apply to articles submitted after the 1st May 2018.

The following are included in these instructions:

1. General guidelines and instructions - procedure and presentation
2. Guidelines for authors of scientific articles
3. Guidelines for authors of scientific letters
4. Guidelines for publishing a literature investigation / review
5. Guidelines for writing an opinion piece
6. Guide to writing a commentary
7. Instructions for reviewers of books
8. Guide to submitting an article on line.

The relevant guidelines to authors (which follow) must be consulted for the layout and the format of the article, tables, diagrams and referencing.

I. GENERAL GUIDELINES & INSTRUCTIONS – PROCEDURE AND PRESENTATION

Scripts must be submitted via the SAJOT web site (www.sajot.co.za); the author must retain a copy of the script. **The author must submit the title page of the submission to the editor at sajot@mweb.co.za. A username and password will then be provided to enable the author to complete the on line article submission. (See Guide to submitting an article on line on pg xxx). Users already registered as authors do not need to go through a repeat of the registration process but simply use their existing user name and password.** Users who are having problems with the username and password should contact the Managing Editor at sajot@mweb.co.za.

Please insert a note in the 'footer' that gives the title of the article and the date at each submission. This is important for track-

ing purposes and will ensure that the correct version of the script is used for publication. This footnote will be removed at publication.

Title Page

Each manuscript **must** include a **separate title page loaded as a supplementary file**.

This page must bear:

1. The title of the article, the name(s) of **all** the author(s), **all** academic degrees and where these were obtained, present posts held, complete addresses, telephone numbers and fax numbers and e-mail addresses. When submitting the article do not include any author information on the article itself.
2. The **ORCID** number of each author. This number must also be recorded in the relevant place on the sajot web site when the article is being submitted. To obtain an ORCID reference number and to learn about the benefits of being registered, go to: **<https://orcid.org>**
3. The orchid number will be included as part of the metadata of your article when it goes to publication. Please note that orcid numbers must have the prefix <https://orcid.org/>.....Please check that the orcid number resolves.
4. Please include the **ethics clearance number** if applicable to the study. The ethical clearance certificate must be available if requested. The ethical clearance number must also be recorded in the article when it is submitted for publication.
5. The contribution of each author to the research must be clearly described and given on the title page or on a separate document uploaded as a supplementary file. Please attach the title page along with this information as a supplementary file during the submission process.

This information must also be included as part of the of the metadata of the article

References

Each reference in the text must be indicated by a number. This number should be inserted in superscript without brackets e.g. 1². A reference list should be provided on a separate numbered page following the text. References must be cited **in the order that they appear in the text** and should adhere to the **Vancouver system**. Please note that not more than 35 references should be provided.

In addition **all** references must be linked through **CrossRef ie each reference must show its DOI number** (if it has one). To find the DOI number go to <http://www.crossref.org>. A window that asks "How can we help you?" will appear. Copy and paste or type in the title of the article and hit the enter button. The full information on the article will appear. Please note that the DOI reference must be spaced so that it falls on one line and is not split between two lines. See examples of referencing below:

Journal article

Barnard-Ashton P, Adams F, Rothberg A, McInerney P. Digital apartheid and the effect of mobile technology during rural fieldwork. *South African Journal of Occupational Therapy*. 2018; 48(2): 20-25. <http://dx.doi.org/10.17159/23103833/2018/vol48n2a4>. Please note that this format must be used NOT doi:10.17159/23103833/2018/vol48n2a4, as the number must resolve when clicked on.

[Author. Article title. Journal. Year; Volume (No): Page numbers. DOI number]

Book

De Vos AS, Strydom H, Fouché CB, Delpont CSL. *Research at Grass Roots: A primer for the Social Sciences and Human Service Professions*. Pretoria: Van Schaik Publishers; 2011.

[Author(s). Book title. Edition. City: Publisher; Year. DOI if one is available]

Chapter in a Book

J. Amis, M. Silk, M. Eisenhart, M. Freeman, K. deMarrais, J. Preissle, R. Roulston, E. St. Pierre, K. Howe, P. Lather, Y. Lincoln, G. C. In: Annella, D. Polkinghorne & H. Torrance. Chapter 10, Standards for Evaluating Qualitative Research. In: *Understanding and Evaluating Qualitative Educational Research*. M Lichtman, Editor. New York: Sage Knowledge; 2011: 253-260.

<http://dx.doi.org/10.4135/9781483349435.n10>

[Author(s). Chapter title. Book title. Editor. City: publisher; Date/Year published: page numbers. DOI number.]

World Wide Web (WWW) sites

Uyanik M, Kayihan H. Down syndrome: sensory integration, vestibular stimulation and neurodevelopmental therapy approaches for children. In: Stone JH, Blouin M. *International Encyclopaedia of Rehabilitation*. 2010.

<http://cirrie.buffalo.edu/encyclopedia/en/article/48/>> (9 Feb 2016).

[Authors. Chapter in Book. In: Book title (or article title). City: Publisher; Year: Page numbers. If it is a journal article - Name of journal. Year; Volume and number: pages. The name of the database the article was found on [*The URL or DOI where the article can be found] **and date of access**.

The following references could be consulted for details on the Vancouver method:

<http://openjournals.net/files/Ref/VANCOUVER%20Reference%20guide.pdf> or

Vancouver referencing style: Quick guide on how to use at www.library.up.za/health.Vancouver

General requirements

Manuscripts must be clearly typed in MS Word 1.5 spacing with a legible font (Arial, size 11 is preferable).

Authors should not assume that the readers know the context in which the article is set. The content needs to be organised in a coherent and logical manner and may require concise descriptions and definitions of terms to elucidate the content.

A review of the relevant literature must be provided. If quoting from a reference the following format must be used: Gibson2:30 stated that "Occupational therapy is an important service for the rehabilitation of persons suffering from HIV/AIDS".

The section on **research methods** should include: the aim of the study, the research design used, the population and manner of selecting the population sample, the research tools used, the method of data collection, the methods used to analyse the data including details of the statistical methods and details of the ethical clearance and consent obtained.

The **results** should be clear and must relate to the aims of the research and research methods. The **discussion** should summarise the main findings and explore the reasons for these. New knowledge must be highlighted and the limitations of the study given.

The conclusion must be brief, drawing the article to a close by relating the results to the aim of the research.

Tables should have the heading at the top of the table and labelled with Roman letters e.g. Table II.

Figures should be labelled at the bottom of the figure with Arabic numbers e.g. Fig. 2.

Tables and figures should not be scanned but formatted and included on separate pages. Figures should be clear to the reader when photocopied.

Photographs may be of any size. They must be very sharp, taken close up, with a lightish over-all tone and without dark backgrounds. If the photograph photocopies well, it will print well. Please check this before you send photographs.

Tables and figures should be included in the relevant part of the article and referred to in the article.

Reviews

All manuscripts undergo an anonymous double blind peer review process. The reviewers are required to comment on the scientific worth of the article and its suitability for publication in SAJOT. (To ensure a blind review see section below). The comments are returned to the authors by the editor with a directive for further action required. Articles may be accepted without change, changes may be requested or the article may be rejected.

Editing

Please note that the article will be checked by the Editor and the English Language editor before going to print. The article will then be returned to the author for a final check.

Intellectual property and copyright

The author retains intellectual property rights over original material, in keeping with South African IP legislation and the policy of the employing body/training institution where relevant. SAJOT adheres to Creative Commons licensing as follows:



All work is published under a Creative Commons Attribution 4.0 Non Commercial International Creative Commons (CC-BY-NC – ND 4.0) License. Under this license, authors agree to make articles available to users, without permission or fees, for any lawful, non-commercial purpose. Users may read, copy, or re-use published content as long as the author and original place of publication are properly cited.

Checking the article before submission.

Confirmation that the following items **have been attended to** will be required as part of the submission process.

- The submission has not been previously published, nor has it been before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word, or a WordPerfect document file format.
- All references have been checked to see that they comply with the requirements (see guidelines above). Where available, URLs for the references have been provided and DOI numbers have been given for each reference and checked to see that they resolve to the correct article.
- The text is 1.5 spaced; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed on separate pages with their place in the text clearly indicated.
- The text adheres to the stylistic and bibliographic requirements outlined in the **Author Guidelines**, which is to be found under the tab under the tab Guide to submitting an article on the SAJOT home page header. The Guidelines are also provided as part of the content of each edition – see SAJOT web site home page.
- The instructions for **Ensuring a Blind Review** have been followed. (See below).
- A colleague has read the article to provide objective peer input, inconsistencies, spelling and grammar in addition to running a spell-

check with English, South Africa as the default setting. Authors for whom English is a second language should have their article edited by a professional English-language editor or editing service. During the review process, articles may be returned to the author to arrange such a service, if improvements to language and clarity are required.

- Multiple Choice Questions (MCQs) are attached in the supplementary file section of the article submission. In addition it is advisable to email these to the editor at sajot@mwbe.co.za. NB The article will not be sent for review until these have been received or posted on the web site.
- The details of all the authors have been included in the Step III - Entering the submissions metadata and includes the following:
 - Full names and all qualifications of ALL the authors and where these were obtained e.g. BSc OT (Wits), MSc (UP).
 - Place of employment which includes the city name and the country.
 - Contact details of all authors including email address, phone number and address.
- The details of the contribution of each named author to the research and publication process must be provided in a supplementary file.
- The ORCID number of each author is included in the relevant space.
- Ethical approval for the study has been sought and explained in the article and an approval number is given.
- The title of the article is on the article submission
- The abstract has been included in the submission as well as in the Submission metadata section.
- The article has undergone a plagiarism check such 'Cross Ref or 'Turn-it-in'. This is important and the report on the article must be attached in the supplementary file section.
- Permission has been obtained from the co-authors to publish the article and to use their names.
- The contribution that each author made to the research process has been described and provided on a separate document to be uploaded as a supplementary file. This is a requirement of SciELO.
- The relevant acknowledgements have been provided.
- As a special request the author is asked to provide the names, place of work, and email contact details of two people who they believe have the skills and expertise to review the article. These should be provided in the supplementary file section of the submission and may be either local or international expert clinicians or researchers in the field of the research. These persons may or may not be invited to review the article but the names will help SAJOT to identify suitable reviewers to add to the reviewer list.

Ensuring a blind review

To ensure the integrity of the blind peer review of the submission to this journal, every effort is made to prevent the identities of the authors and reviewers from being known to each other.

It is the primarily the duty of the author to remove any possible identification from the text submitted as indicated below. The reviewer is obliged to keep his/her comments/opinions about the article confidential and communicate these only to the editor; should the reviewer have prior knowledge of or involvement with (incidental or otherwise) the author or the article in question, the editor should be informed of the situation and the situation reviewed if needed.

The editor is the only person who has access to all the information about authors and reviewers. Any issues concerning a review / edit/ authorship / copyright etc. about a SAJOT submission must be brought to the attention of the editor directly – the editor is the only person authorised to deal with these issues and will do so in a strictly confidential manner.

This process applies to the authors, editors and reviewers (who upload documents as part of their review), checking to see that the following steps have been taken with regard to the text and the file properties:

- The authors of the document have deleted their names from the text, and substituted "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc. This includes ensuring that the names used in the acknowledgements section have also been substituted with an X. Names will be inserted just prior to publication.
- With Microsoft Office documents, author identification should also be removed from the properties of the file.

For **Microsoft 2008/2010** (Windows):

- Under the File menu select "Info".
- Click on the "Inspect Document" icon.
- Uncheck all of the checkboxes except "Document Properties and Personal information".
- Run the document inspector, which will then do a search of the document properties and indicate if any document property fields contain any information.
- If the document inspector finds that some of the document properties contain information it will notify you and give you the option to "Remove all," which you will click to remove the document properties and personal information from the document.

For **MacIntosh Word 2008** (and future versions)

- Under the File menu select "Properties."
- Under the Summary tab remove all of the identifying information from all of the fields.
- Save the File.

For **PDF files:**

With PDFs, the authors' names should also be removed from Document Properties found under File on Adobe Acrobat's main menu.

Continuing education points

CEU points are accredited as follows:

- CEUs for authors of an article
- Principal author of an article (15 CEUs)
- Co-authors of an article (5 CEUs)
- CEUs for reviewers of an article
- 3 CEUs per article reviewed (which may include a 2nd review)
- CEUs for readers of an article:
- Readers obtain CEU's for answering the multiple choice questions for each article.
- 3 CEUs per article. Once the article is published the MCQs can be found at www.otasa.org.za
- CEU's can be obtained by applying to the OTASA office otoffice@uitweb.co.za.
- Paid up members of OTASA will receive their points free of charge

2. GUIDELINES FOR AUTHORS OF SCIENTIFIC ARTICLES

Articles submitted to the SAJOT must be original and must not have been published elsewhere. Articles should contain new information, add to existing knowledge, resolve controversy or provoke thought and discussion.

The content of the article must justify the length, which should be about 12-16 pages, with 1.5 spacing ie not more than 5 000 words in length. Authors should consult the article "The pitfalls of "salami slicing": focus on quality not quantity of publications" by Fenseca M. Ed-itage Insights. Nov 4; 2013. <https://www.editage.com/insights/the-pitfalls-of-salami-slicing-focus-on-quality-and-not-quantity-of-publications>

Please ensure that for all the authors contact details for the submission are in a **separate** document entitled 'Title Page' – see above.

The following web sites may be helpful for authors to consult either during their research process or during the write up process:

1. Equator Network (<http://www.equator-network.org/>), a database library that allows you to find and use reporting guidelines for different study designs. Provides a decision tree and examples that assist you with choosing the most appropriate reporting guideline for your study.
2. Typeset (<https://www.typeset.io/>), an online research communication platform that autoformats documents and helps ensure they are 100% compliant with journal submission guidelines.
3. Authoraid (<http://www.authoraid.info/en/>), a free global network that provides online mentoring, collaboration, and support for researchers in low and middle-income countries.

Abstract and key Words

All manuscripts submitted to the SAJOT must be accompanied by an abstract not exceeding 200 words in length.

The abstract must contain a succinct structured summary of the study.

The following headings used in the presentation of the study may also be used in the abstract.

Introduction

This should provide a brief rationale for the study and an outline of the aims or questions

Literature Review

This should be a critical appraisal of the current relevant literature identifying the limitations in the work already conducted on the subject and a rationale for the study. A maximum of 35 references should be included.

Method

This should contain the following: Aims, study method and data collection procedures, population and sampling procedure, methods of analysis of data, information on validity, reliability, trustworthiness and credibility.

Details of the ethical clearance and informed consent must be provided.

Results

The results must be presented in a way that makes them accessible to the readers and are clearly linked to the aims and methods of the research.

Discussion and implications of the research

The implications for occupational therapists and or other health professionals/groups/ contexts must be outlined and the contribution that the study makes to the current state of knowledge of the profession/s stated. Limitations must also be discussed.

Conclusion

There should be a clear summary of the main points of the paper, drawing the article to a close and containing no new information.

Key words: the abstract is followed by a list of "key words" which contain words that might be helpful for tracking suitable articles. (haven't got this explanation correct!!)

Illustrations

Articles may include up to eight tables, graphs or diagrams and should be numbered and clearly labelled with their place in the text indi-

cated as a guide to the editor. (See General Requirements).

Author's roles

NB a list of the authors and the role that each played in the research and publication process must be provided. Please note that this must be on a separate document attached as a supplementary file, it will be added to the article when it goes to publication.

3. GUIDELINES FOR AUTHORS OF SCIENTIFIC LETTERS

Letters submitted to the SAJOT must be original and must not have been published elsewhere. Letters should contain new information, add to existing knowledge, resolve controversy or provoke thought and discussion.

The requirements of a scientific letter are as follows:

- The letter must have the same scientific format as an article, but should be much shorter i.e. 1500 – 1700 words, to fill only one to two pages of the Journal but does not have an abstract.
- It may have only one table of results.
- There should not be more than five references.
- It must be original research.
- Peer evaluation will take place as with all other articles submitted to SAJOT.

Author's roles

NB a list of the authors and the role that each played in the research and publication process must be provided in a supplementary file. This will be added to the article when it goes to publication.

4. GUIDELINES FOR PUBLISHING A LITERATURE INVESTIGATION / REVIEW

Literature investigations/reviews submitted to the SAJOT must be original and must not have been published elsewhere.

The requirements of a critical review of the literature investigation/review are as follows:

- The article should provide reasons for choosing to review the topic and give the method used to conduct the survey along with the sources consulted.
- The article must cover the topic thoroughly i.e. it must include all or most of the major studies that have been conducted on the topic of interest within a given time frame. The most recent literature must be included.
- The publications referred to must be the primary source and the review should not rely on secondary sources. Articles reviewed should also not rely on opinion articles but should emphasise research articles.
- The article should not be merely a summary of past work but must critically appraise and compare the key studies as well as discuss the weaknesses and strengths of the various studies. Important gaps in the literature should be identified.
- The article must conclude with a brief synopsis of the current state of the topic and give recommendations for future work.
- The format of the review must follow that for all scientific articles i.e. it must contain the following:
 - **An abstract**
 - **Introduction**
 - **Method.** In this instance the approach taken to search the literature, the databases searched, the search parameters and key terms used, the inclusion and exclusion criteria, and the criteria used for the appraisal and how the key information was extracted, must be provided
 - **Results.** This section should present the main evidence and a summary of its quality
 - **Implications.** This sections should outline the implications of the findings for occupational therapy practice, the methodological limitations of the review, identify gaps in the literature and recommend future action
 - **Conclusion.** A clear summary of the main findings should be provided.

Author's roles

Should more than one author be involved in the literature search a list of the authors and the role that each played in the research and publication process must be provided in a supplementary file.

5. GUIDELINES FOR WRITING AN OPINION PIECE

Opinion pieces provide authors with the opportunity to express an opinion concerning any aspect of occupational therapy. They are designed to encourage topical debate and the exchange of ideas. Contributors may discuss specific aspects of occupational therapy practice or debate the impact of occupational therapy on the health of people. Opinion Pieces may also deal with health care and relevant social practice/issues in general such as consumer rights that may impact on the profession. They may also debate the impact of the current political and financial climate on the practice of the profession and its ability to meet all in need.

The following provides some guidance

- Focus tightly on the issue or idea — in your first paragraph. Be brief.
- Express your opinion, and then base it on factual, researched or first-hand information.
- Be timely, controversial, but not outrageous. Be the voice of reason.
- Be personal and conversational; it can help you make your point. No one likes a stuffed shirt.
- Be humorous, provided that your topic lends itself to humour. Irony can also be effective.
- Have a clear editorial viewpoint – come down hard on one side of the issue. Don't equivocate.

- Provide insight, understanding: educate your reader without being preachy.
- Near the end, clearly re-state your position and issue a call to action. Don't philosophise.
- Have verve, and "fire in the gut" indignation to accompany your logical analysis.
- Don't ramble or let your piece unfold slowly, as in an essay.
- Use clear, powerful, direct language.
- Avoid clichés and jargon.
- Appeal to the average reader. Clarity is paramount.

1. Collect research to support your opinion. Make sure that your supporting statements match the topic.

You should include examples and evidence that demonstrate a real understanding of your topic. This includes any potential counterclaims. In order to truly understand what you are arguing for or against, it is imperative that you understand the opposing arguments of your topic.

2. Acknowledge the previous opinions or arguments that have been made.

More than likely you are writing about a controversial topic that has been debated before. Look at the arguments made in the past and see how they fit in with your opinion in the context in which you are writing. How is your point of view similar or different from previous debaters? Has something changed in the time others were writing about it and now? If not, what does lack of change mean?

3. Use a transition statement that shows how your opinion adds to the argument or suggests those previous statements and arguments are incomplete or faulty.

Follow up with a statement that expresses your opinion.

4. Next, list supporting evidence to back up your position.

It is important to keep the tone of your essay professional, by avoiding emotional language and any language that expresses an accusation. Use factual statements that are supported by sound evidence.

Note: Any time you develop an argument, you should start by thoroughly researching your opposition's point of view. This will help you to anticipate any potential holes or weaknesses in your own opinion or argument.

5. Lastly there must be a conclusion in which you restate your opinion using different words

In summary

Irrespective of the topic discussed, opinions should be supported by evidence or theory. They should include:

- An abstract
- Headings which give structure to the paper
- References (a maximum of 15).

Opinion pieces are subject to the same critical review process as other submissions.

The following references were consulted and the information incorporated into the above guidelines:

1. Shapiro S. 10 Rules for writing Opinion Pieces. *Writer's Digest*. July, 2009.
www.writersdigest.com/writing-articles/by-writing-goal/improve-my-writing/10-rules-for-writing-opinion-pieces.
2. Astone. Ten tips to write an opinion piece people read. *Climate system science*. Australian Government, 2010
<https://www.climate-science.org.au/content/1053-ten-tips-write-opinion-piece-people-read>. (Sept 2010).
3. Opinion Essays. Academic writing. <http://academicwriting.wikidot.com/opinion-essays>

Opinions are not necessarily those of the Occupational Therapy Association of South Africa nor SAJOT but never-the-less may provide information for debate.

6. GUIDELINES FOR WRITING A COMMENTARY

These are similar to opinion pieces but are as follows:

A commentary is written on a current event or topic by a person with the background to make an informed comment and should report on an issue or topic of interest and relevance to OT practitioners, educators and researchers.

Commentaries usually bring to the attention of the reader new ideas and advances in a particular subject or field of practice. In this case the commentary will compare past practices and new ideas and will point out any research related to it. The commentary may also present criticism of the new in relation to the old or vice versa. Personal experiences with the new can also be presented and add to the discussion. Commentaries do not include original data or the research findings of the author but are dependent on the author's perspective.

The commentary will also examine the way in which the subject or intervention can be applied to local settings and circumstances and comment on the value that the new idea may have in relation to the past.

A final statement or conclusion must be provided ie there must be a "take home" message.

Irrespective of the information being commented upon, commentaries should include:

- An abstract
- Introduction
- Coherent body with headings that give structure to the paper
- Recommendations and conclusion
- References (a maximum of 15).

Commentaries are subject to the same critical review process that other submissions undergo.

The following reference was consulted while drawing up these guidelines:

Berterö C. Guidelines for writing a commentary. *Int J Qual Stud Health Well-being*. 2016; 11:10. <https://doi.org/10.3402/qhw.v11.31390>

7. INSTRUCTIONS FOR BOOK REVIEWS

A book review should contain the following information:

- The full title of the book
- The full name of the author(s) and their qualifications and the position that they hold
- Details of the book:
 - Name of publisher
 - Whether it is a paperback or hard copy and the number of pages
 - The publication date
 - The ISBN number
 - The price (in South African Rand if possible)
- A review of the content, which should include:
 - The aim of the book
 - The way in which the information is structured
 - A brief summary of the content of each chapter
 - A comment on its relevance to health care generally and SA occupational therapy specifically.
- The name, qualifications and work position of the reviewer

8. GUIDE TO SUBMITTING AN ARTICLE ONLINE

The Guide to submitting an article on line is featured under the tab Guide for authors in the header of the SAJOT web site.

Prepare the article as described above.

The following are the steps to follow:

Go to www.sajot.co.za. Log in using the “user name” and “password” that has been given to you. Click on the tab “**New Submission**”.

The following are the steps as enumerated on the web site:

Step 1 – Starting the submission

Journal section

Select the relevant category of the submission in this section from the drop down box.

Submission check list

Ensure that you, the author, have done **ALL** the things mentioned in the submission check list and confirm this by placing a check in the relevant box. See the section **Checking the article before submission** under the heading **GENERAL INSTRUCTIONS**. Please note that failure to comply with all the items mentioned could result in the article being returned to you and thus an unnecessary delay in the publication process.

Copyright notice – click to accept the copyright provisions as seen on the web site.

You may also send a note to the editor in the box provided.

Click **save and continue** at the bottom of the page, this will enable you to move on to the next stage of the submission process

Step 2 – Upload the submission

Follow the steps for uploading your article.

NB it is important that you upload the file containing the complete article here. Do not include any information about the authors on the article.

To upload - Click on the browse button, locate the file containing the article on your computer, click on it so that the name of the file appears in the window, and then click the **upload** button. This is the only place where the main article can be uploaded.

Click **save and continue**

Step 3 - Entering the submissions metadata

Authors – Information about all the authors must be provided here.

The bio statement box should be used to complete the details of all the qualifications of the authors (i.e. degree and where obtained.) as well as the place of work and position held. Please include each author’s orcid number in the relevant box.

Title and abstract – Please copy / type in the full title of your article into the box provided. Paste in a copy of the abstract into the block provided.

Indexing –ignore this section

Supporting agencies – complete if relevant e.g. funding organisation.
Click **save and continue**

Step 4 – Uploading supplementary information

You may upload tables and figures here if they have not been included within the main article. You do not have to complete this section but must click **save and continue** to go to the next step. Photographs should be also be loaded here. Please note that there are two steps here:

Step 4 and Step 4a. In step 4 the file/files containing the tables can be uploaded. Click **save and continue**. This will bring up step 4a where you can add any information needed to identify the supplementary information. The only compulsory window is the title window.

Click save and continue. This will bring you back to step 4 again where another file can be uploaded. Each supplementary separate piece of information is added as new file

Step 5 – Confirming the Submission

Click **Finish Submission**. Please remember to do this otherwise your submission will not be recorded. It is very important to note that once you have confirmed the submission you will be unable to make changes to your main document. However, you will be able to add supplementary files. This should be done before the article is sent into the review stage by the editor

Any changes that you wish to make to the article itself will need to be done via a completely new submission.

RESUBMISSION OF ARTICLE AFTER REVISIONS/AMENDMENTS

Once the author has dealt with any amendments suggested by the editor, a new version of the article must be uploaded.

Scroll to the section at the bottom of the **Review page** of your article to the section labelled **Editor Decision**. There you will see the box Upload author version. Please post your revised copy here. **Please also note that the article, tables and diagrams must be included in one document at this stage in the process. Do not upload separate documents as there is no place for uploading separate documents,**

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