**Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

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| --- | --- |
| 1. The submission has not been previously published, nor has it been submitted to another journal for consideration (or an explanation has been provided in Comments to the Editor). | Yes |
| 1. The submission file is in Microsoft Word, or WordPerfect document file format. | Yes |
| 1. All references are checked to see that they comply with the requirements (see author guidlines). Where available, URLs for the references have been provided and DOI's have been provided for each reference and checked to ensure that they resolve and link to the correct article. | Yes |
| 1. The text is 1.5 spaced; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed on  sperate pages with their place in the text clearly indicated. | Yes |
| 1. The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](http://www.sajot.co.za/index.php/sajot/about/submissions#authorGuidelines), which is to be found under the tab  "Guide to submitting an article" on the web page header. | Yes |
| 1. The instructions for [Ensuring a Blind Review](javascript:openHelp('http://www.sajot.co.za/index.php/sajot/help/view/editorial/topic/000044')) have been followed. These intructions can also be found in "The instructions to authors" mentioned above. This is extremely important for the anonymity of the review process. | Yes |
| 1. A colleague has read the article to check inconsistencies, spelling and grammar. A spell check with English, South Africa as the default setting, has been run. | Yes |
| 1. Multiple Choice Questions are attached in the supplementary file section of the article submission. In addition it is advisable to email these to the editor at sajot@mweb.co.za. Please note that the article will not be sent for review until these are posted on the web site. | Yes |
| 1. 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 authors and where these were obtained e.g. BSc OT (Wits).  - Place of employment / affiliations of all authors. Contact details of all authors including email address, phone number and address  -ORCID number of each author, which have been included in the article metadata. | Yes |
| 1. Ethical approval for the study has been sought and explained in the article and an approval number is given. The process of obtaining informed consent must be described. | Yes |
| 1. The title of the article is on the article submission and the abstract has been included in the submission as well as in the section "Submission of metadata". | Yes |
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| 1. Permission has been obtained from the co-authors to publish the article and to use their names. | Yes |
| 1. The relevant acknowledgements have been provided | Yes |
| 1. The role that each author has played in the research and writing stage has been provided in a supplementary file. | Yes |