

# Editorial Guidelines for Article Submission

*Be an active voice in OTAC*

From the Editor/Publisher:

Submitting an article is easy! Below are the submission guidelines:

- ◆ Content should be current and relevant to occupational therapy practitioners and/or students.
- ◆ Keep information organized, concise and practice-related or profession-related.
- ◆ Use Microsoft Word, with double-spaced text.
- ◆ Use size 12 Times New Roman font.
- ◆ Article length should be no longer than a page, approximately 500 words. Longer practice-related articles may be considered.
- ◆ Include your name, credentials, and contact information.
- ◆ Send photos and charts/images (preferably jpeg) with descriptive captions; images enhance the interest of the article for readers. Photo/headshots of authors are welcomed. We highly recommend professional headshots.
- ◆ Editor/publisher reserve the right to edit articles without conferring with the author(s).
- ◆ Articles must not be commercial/sales in nature.
- ◆ Submit articles to [newsed@otaonline.org](mailto:newsed@otaonline.org) at any time. The newsletter is published five times per year: Jan/Feb, Mar/Apr, May/Jun, Aug/Sep, Nov/Dec.
- ◆ Contact the editor at any time to discuss article ideas, [newsed@otaonline.org](mailto:newsed@otaonline.org).

Source: These article submission guidelines have been approved by the OTAC Board of Directors.



## **VISION STATEMENT:**

A world where all people participate in meaningful occupations to optimize their life experience.

## **MISSION STATEMENT:**

OTAC is the collective voice that serves, promotes, and supports the profession of occupational therapy and its practitioners.



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