

AJOT Presubmission Checklist for Authors

This checklist was developed to assist authors in the initial submission of their manuscript to the *American Journal of Occupational Therapy (AJOT)*. The goal in having authors complete this form is to prevent delays in the review process due to missing manuscript elements and formatting errors. This document should be uploaded as page 1 of your manuscript; it does not count toward word-count limitations.

For all submissions, please check that you have completed the following actions:

- I have double-spaced the entire manuscript, including abstract, text, quotations, acknowledgments, tables, figure captions, and references.
- I have numbered all pages, starting with the title page.
- I have included continuous line numbering in the text, starting with the page containing the abstract.
- I have prepared the manuscript using Times New Roman 12-point font.
- I have prepared the manuscript using APA version 7
- I have checked that all references mentioned in the reference list are cited in the text (and vice versa).
- I have provided a structured abstract according to AJOT guidelines for structured abstracts: [https://research.aota.org/DocumentLibrary/Instructions for AJOT Structured Abstracts 2023.pdf](https://research.aota.org/DocumentLibrary/Instructions%20for%20AJOT%20Structured%20Abstracts%202023.pdf)
- I have reviewed and adhered to the reporting guidelines appropriate for my study type on the EQUATOR network: <https://www.equator-network.org>.

If submitting randomized trial:

- I have read AJOT's policy on what constitutes a clinical trial (refer to author guidelines) and can provide a clinical trials registration number upon submission.
- I have completed the CONSORT checklist (<https://www.equator-network.org/reporting-guidelines/consort/>) and will upload it as an attachment to my manuscript during my submission to AJOT (this is not counted against the page or word count limits).

If submitting a critical review or meta-analysis:

- I have completed the PRISMA (<http://prisma-statement.org/documents/PRISMA%202009%20checklist.pdf>) or PRISMA-SR (http://www.prisma-statement.org/documents/PRISMA-ScR-Fillable-Checklist_11Sept2019.pdf) checklist and will upload it as an attachment to my manuscript during my submission to AJOT (this is not counted against the page or word count limits).

If my study includes a person or sample of people from minoritized or historically marginalized communities:

- I have referenced these individuals with culturally sensitive, appropriate language (when appropriate, an author may consult with at least one of the research subjects to help determine their preferred referential terms).
- I have included a positionality statement to acknowledge author biases that might influence equitable presentation of data related to social, ethnic, or cultural variables.

Questions?

Contact ajotproduction@aota.org or ajoteditor@aota.org.