

Guidelines for Authors to *ErgOThérapies* journal

I - EDITORIAL LINE

The journal "ergOThérapies" is published by the French National Association of Occupational Therapists (ANFE) to support the development of the occupational therapy profession in France. This support includes the communication between professionals of research and practical innovations likely to help occupational therapists to develop their practice, in line with international advances.

The journal publishes, in French (with bilingual French/English abstracts and keywords), original scientific articles, critical reviews, professional practice or opinion articles, short articles, Book review and educational synthesis of methodology in the fields relating to occupational therapy whether its practical or theoretical applications. Articles from dissertations (Bachelor degree, master degree in health management etc.) are welcome provided that they are presented in accordance with the rules for articles.

ANFE, as the main publisher, becomes the owner of the texts as soon as they are published: the articles in the journal *ergOThérapies* are therefore subject to copyright. ANFE authorises their publication in other journals after written request from the author but does not authorise their free distribution on the Internet. The content of the articles remains the responsibility of the authors and does not engage the responsibility of the journal.

II - FORMATTING GUIDELINES

When submitting their article, authors must inform the editorial board of the category in which they wish to place it. Authors are requested to comply with the rules of presentation of the desired article category, as defined by the journal, and to check whether all the elements requested below are present when sending the article to the editorial board.

II.1 Guidelines according to manuscript category

Manuscript Category	Abstract	Keywords	maximum number of word (without references)	Minimum number of references	Tables or figures	Structured body
Original Research	Needed – 250 mots maximum	From 4 to 6	4500 words	20 references	No limit	yes
Critical review	Needed – 250 mots maximum	From 4 to 6	5500 words	30 references	No limit	Yes
Profesional practice or opinion article	Needed – 250 mots maximum	From 4 to 6	4500 words	10 references	No limit	Yes
Short article	Allowed	Allowed	1200 words	No minimum required	1 or 2	Yes
Book review	Not required	Not required	1200 words	No minimum required	1 illustration	Yes
Educational synthesis of methodology	Not required	Not required	1200 words	No minimum required	1 or 2	Yes

According to the category chosen the manuscript should following the presentation plan below:

- **Original research or critical review article:**

TITLE.

ABSTRACT/KEYWORDS.

INTRODUCTION. Focused review of the relevant background, literature and the purpose of the study is clearly stated. This means a clear statement of study aims and hypotheses.

METHOD. The methodology used is described (material used, method of investigation, statistics used).

RESULTS. The results are stated clearly and concisely. The use of tables and/or figures is recommended.

DISCUSSION. The results are discussed in relation to the literature. The limitations of the study are presented.

CONCLUSION.

ACKNOWLEDGMENTS.

REFERENCES.

- **Professional practice or opinion article**

TITLE.

ABSTRACT/KEYWORDS.

INTRODUCTION. The introduction presents the problem encountered in the field or the implementation of a new evaluation, therapeutic treatment or support method... The objective of the article is indicated.

SITUATION AND BACKGROUND. The context of the article is described: field of practice, work structure, specificities, clients' characteristics and role of the occupational therapist.

Issue Identification. Described the situation or context in which the question raised (author may use a case study). This situation must lead to a problematizing phase.

Theoretical understanding of the issue. The literature review is described. It refers to different theories/models/research that can bring new perspectives on the issue. A synthesis of these theoretical elements is made.

INTERVENTION.

Designing the intervention. The objectives of the intervention are described: For what purpose? why?). Outline of the organisation is stated (methodology/how)

Experimentation. Description and evaluation of the intervention are presented: what is it? before/after/distance from the intervention. It can be based on a case study

ANALYSIS AND DISCUSSION. The impact and implications of the intervention are discussed (can be based on a case study). The value and limitations of the intervention are presented.

CONCLUSION. The contributions of this experience, the openness towards other contexts and fields are stated.

REFERENCES.

- **Short article**

TITLE.

KEYWORDS.

INTRODUCTION. The introduction presents the context of the article according to scientific literature.

METHOD/ACTIONS TAKEN. The objectives and modalities of the intervention are described.

RESULTS. The results of the intervention are described.

DISCUSSION. The impact and implications of the intervention are discussed

CONCLUSION. The contributions of this experience, the openness towards other contexts and fields are stated.

REFERENCES.

- **Book review**

TITLE OF THE PRESENTED DOCUMENT with clear references (recommended to add an illustration of the book cover).

INTRODUCTION TO THE AUTHOR(S)

INTRODUCTION TO THE DOCUMENT

COMMENT ON THE CONTENT/RELEVANCE TO OCCUPATIONAL THERAPISTS.

II.2 Guidelines for all category

The text is typed in Times New Roman, size 12, single-spaced. Capital letters are used only for acronyms and main titles. Underlining and tabs should not be used. Italics and bold are allowed in the text; in particular, it is customary to use italics for words of foreign origin and book titles. Parentheses and "bulleted lists" should be avoided. The pages of articles should be numbered.

When an acronym appears for the first time, it should be spelled out with a capital letter at the beginning of the first word, and then the acronym is mentioned in brackets. Ex: French national association of occupational therapists (ANFE).

Footnotes are allowed in the text of the article and in the annexes, but not in the abstracts, keywords or references.

- **Title page**

This page includes: the first and last name of each author, their function and/or capacity, their professional contact details. For the person to whom correspondence concerning the manuscript will be addressed ad: underlined name, address, telephone number and e-mail address. The first author listed is the main contributor, the names of the other authors are listed according to their decreasing participation in the article. The title should be in French, and in English if possible.

- **Abstract (if required)**

The text is preceded by an abstract in English and in French (250 words maximum), following the outline of the paper.

- **Keywords (if required)**

6 keywords maximum and if the paper is about occupational therapy this term should be included.

- **Presentation of paragraph headings**

Paragraph headings should not be numbered but should follow the font of the following example:

- Main heading: **BOLD CAPITAL**

- Sub-heading: **Bold lower case**

- Next sub-heading: *Italic*

- **Tables and figures**

The text will be more readable if it is accompanied by tables or figures (diagrams, illustrations or photos). They should be captioned and numbered (e.g., Figure 1: Thumb extension brace; Table 1: Averages (standard deviations) of Box and Blocks Test scores). In the text, a figure or table will be indicated by the following words: (fig. 1) or (table 1) as appropriate.

Photographs should be sent in digital format (jpeg, png, tiff), as a separate file from the article. They should be captioned (with a title) and cited in the body of the article. The anonymity of the people in the photos must be preserved. For all photos, indicate the photographic credit or the author of the photo. Any image or photograph proposed in the article may only be published with the written permission of the original editor and/or the person photographed.

- **References**

The references must follow the presentation proposed by the 7th edition of the Publication Manual of the **American Psychological Association (APA)** mentioned below:

in the body of the manuscript:

Articles or books that are referred in the text are identified in the body of the text by the author's name and the year of publication in brackets (e.g., Morin, 1990). For a quotation, the page or pages should be added (e.g., Morin, 1990, p. 2 or p.

134-135). If several articles or books by the same author published in the same year are cited, add a, b, c, etc. after the year of publication. The names of the authors are mentioned up to two. Beyond that, the mention and al. should be used.

For final references:

Full references will be listed at the end of the article in a "References" section. All references cited at the end of the article must appear in the text. Journal titles should be cited in full. If the DOI exists, it must be mentioned.

The list of references is presented in alphabetical order of authors' names, without distinction of categories, but with a specific presentation for each type of reference:

→ Entire work: Author's name, Initial. (Date). Title of book (edition, volume). Name of publishing house. DOI or URL

→ Book chapter: Author's name, Initial. (Date). Title of chapter. In Initial. Author's name & Initial. Name of author (dirs.), Title of book (pp. range of pages in chapter). Name of the publishing house. DOI or URL

→ Periodical article: Author's name, Initial. (Date). Title of article. Name of journal, volume(number), page range. DOI or URL

→ Internet page: Author's name, Initial. (Date). Title of document. Name of site. Accessed on Date on URL

References not cited in the text are listed after the bibliographical references under the headings: "Internet resources" (for references specific to the web) and "Additional references" (articles and books for further reading). Their number is limited and must not exceed 25% of the references cited in the text of the article.

The use of a references management software such as Zotero, Mendeley, Endnote is recommended.

III - MANUSCRIPT SUBMISSION

When submitting their article, authors must inform the editorial board of the category in which they wish to place their article. The editorial board may decide to change the category in which the author wishes to place its article. In this case, the author will be informed by the editorial board before the beginning of the review process.

First, the submitted article is reviewed by the editorial board, which checks the article's compliance with the recommendations to authors and decides on the article's suitability for publication in relation to the editorial line. In a second step, the anonymised article is sent for correction to two independent reviewers selected on the basis of their expertise on the subject of the article. These two reviewers remain anonymous to the authors. More or less important modifications may be suggested by these two reviewers. These suggestions must be considered by the authors in their new versions of the articles or, if they are not, must be discussed and argued. The reviewers take a position on the decision to publish the article. Several rounds of discussions between authors and reviewers are possible. After the review process, the editorial board decides whether or not to publish the article. The journal, in any way, is not committed to authors for manuscripts sent to it before this final decision.

For each publication of an original article, the authors assign their copyrights to ANFE: all authors of the article must sign a publication authorization before the article is published.

If the article has already been published or if it has been submitted for publication in another journal, it must be accompanied by a letter from this journal: the letter must specifically authorise its republication, explain its conditions and mention the exact reference of the previous publication.

To submit an article, you have to send a version with authors' ID photography, to the editorial board: Sarah Béguin, revue.secretariat@anfe.fr.

For every article published the author receives two issues of the journal!

This journal is yours. Don't wait to send us a message!

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