

The Journal of Korean Society of Occupational Therapy

Instructions for Authors

Manuscript Submission

The first author and the corresponding author should both be a member of the Korean Society of Occupational Therapy or Korean Association of Occupational Therapists and pay the membership fee before submission. The text may be written in Korean or English. The abstract, figure title, table, and references should be written in English. Manuscripts must be electronically submitted to <http://submission.ksotjournal.kr>. In addition to the manuscript, checklist for authors and declaration of ethical conduct in research and copyright transfer agreement should be submitted.

- * If the submitted paper has been determined to be contrary to the Research Ethics established by the Committee of Korean Society of Occupational Therapy, the following actions can be carried out based on its severity.
 - Delete the article in The Journal of Korean Society of Occupational Therapy (KCI, Korean Society of Occupational Therapy website, etc.)
 - Submission of future paper as a contributor is prohibited (for at least 3 years)
 - Warnings and precautions
 - The information will be announced at the homepage of Korean Society of Occupational Therapy

Manuscript Preparation

1. Submitted manuscripts must:
 - 1) be written in HWP (or MS word), line space 160%, 10-point font, HY-shinmyung (Times New Roman) letter shape, 95% width, and A4 size with 3cm margin.
 - 2) mark English in parenthesis with small letters, but capitalize the first letter if it is a proper noun.
 - 3) have Arabian letters written in the text, and must use the metric system of weights and measures.
 - 4) have a title and details in the captions of graphs, tables, and figures, and these must be written in English for both Korean and English journals.
 - 5) have 8×10cm size when pictures are attached and picture number and title should be written on the back.
 - 6) attach both English and Korean abstracts in front and back of the manuscript.
 - 7) have an abstract of no more than 200 words and Korean abstract of less than 20 lines.
 - 8) have the author's family name comes first with comma (Hong, Gil-Dong).
 - 9) have no more than 12 pages of A4 size paper.
 - 10) have a title page with title of the manuscript, list authors' names, degrees, titles, and affiliations of all authors. Designate the corresponding author by providing his or her full address, telephone and fax numbers, and e-mail address.
2. The JKSOT uses the 6th edition of the Publication Manual of the American Psychological Association (APA, 2010) as the style guide. Refer the manual for style questions unless specified otherwise in these guidelines (attached file: Guidelines for Contributors to JKSOT).

Types of Articles

1. **Original articles:** Original articles should report basic experimental and clinical investigations that are well documented and acceptable to occupational therapists.
2. **Case reports:** Case reports are considered for publication when at least one of the following criteria is met: (a) a rare condition is reported, (b) atypical symptoms and signs are observed, (c) new diagnostic or therapeutic methods are introduced.
3. **Review articles:** Review articles contain a comprehensive review of a subject of importance to the readers, and are commissioned by the editorial board to an invited expert in occupational therapy.

Peer Review Process

Submitted manuscripts will be reviewed by three experts in occupational therapy field. The Editorial Board may request that authors revise the manuscripts in light of the reviewers' suggestions. The authors should upload the revised files with a reply to each item in the reviewers' comments after revision of the manuscript. The authors should complete the revisions within 2 weeks after the request. If the authors want to extend the revision period to more than 2 weeks, they should negotiate with the Editorial Board. The manuscript review process should be completed after the second review. If the authors wish further revision, the Editorial Board may consider it. The Editorial Board will make a final decision on the approval for publication of the submitted manuscripts and can request any further corrections, revisions, and deletions of the article text if necessary. For a review, 60,000 Won will be charged. Publication fee (120,000 Won) will be charged if the manuscript is accepted.

Editorial Policy

The manuscript must be accompanied by a signed statement that it has been neither published nor currently submitted for publication elsewhere. All authors of a manuscript must have agreed to its submission to the Journal of Korean Society of Occupational Therapy and are responsible for the entire content of their paper.

Research and Publication Ethics

It is expected that JKSOT authors and reviewers will adhere to ethical standards expressed in the Korean Occupational Therapy Code of Ethics and Ethics Standards and elsewhere. Plagiarism and violations of confidentiality will be handled in accordance with the processes set forth in the Enforcement Procedures for the Korean Occupational Therapy Code of Ethics and Ethics Standards. For the policies on the research and publication ethics not stated in this instructions, International standards for editors and authors (<http://publicationethics.org/international-standards-editors-and-authors>) can be applied.

Fee for Publication

Review fee for 12 printed pages or less	70,000 Won
Publication fee for 12 printed pages or less	180,000 Won
Additional pages (per page)	30,000 Won
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Guidelines for Contributors to JKSOT

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 - 10) have a title page with title of the manuscript, list of authors' names, degrees, titles, and affiliations of all authors. Designate the corresponding author by providing his or her full address, telephone and fax numbers, and e-mail address.
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2. The reference in the text should:

- 1) have the author and the year in parenthesis, without superscript. Use a semicolon (;) to list two or more sources and order author in ABC (alphabetical) order.
- 2) When using an author as a subject:
 - If there is only one author: e.g.) Berk (1983) is ...
 - If there are two authors: e.g.) Song and Jones (2009) are ...
 - If there are three to five authors: e.g.) Mosey, Kielhofner, Trombly, Clark (2011) were ...
(in subsequent citations, include only the surname of the first author followed by et al. and the year)
 - If there are six or more authors: e.g.) Ottenbacher et al (1998) were ...
- 3) When citation comes after the sentence: ... was mentioned (Bradley, Ramirez, & Soo, 1994; Lee et al., 2000; Ottenbacher et al., 1988; Yoo & Lee, 2005).
- 4) When using secondary sources, name the original work and give a citation for the secondary source.
e.g) Kang's diary (as cited in Yoo and Jung, 2003).

3. References

Below are examples of commonly used reference listings:

1) Journal Article

(1) Journal without digital object identifier (DOI)

Lee, J. S., & Jeon, B. J. (2008). A study on the balance ability and obesity of rural elderly persons in Nonsan. *Journal of Korean Society of Occupational Therapy, 16*(1), 55-66.

McPhee, S. D. (1987). Functional hand evaluation: A review. *American Journal of Occupational Therapy, 41*, 158-163.

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology, 2*(2), 38-48. Retrieved from <http://ojs.lib.swin.deu.au/index.php/ejap>

(2) Journal with DOI:

Kang, D. H., Yoo, E. Y., Chung, B. I., Jung, M. Y., Chang, K. Y., & Jeon, H. S. (2008). The application of client-centred occupational therapy for Korean children with developmental disabilities. *Occupational Therapy International, 15*, 253-268. doi:10.1002/oti.258

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research, 6*, 249-267. doi:10.1080/14622200410001676305

2) Book With Author(s):

Mattingly, C., & Fleming, M. (1994). *Clinical reasoning: Forms of inquiry in a therapeutic practice*. Philadelphia, PA: F. A. Davis.

3) Edited Book:

Law, M. (Ed.). (1998). *Client-centered occupational therapy*. Thorofare, NJ: Slack.

4) Chapter in Edited Book:

Schwartz, K. B. (2003). The history of occupational therapy. In E. B. Crepeau, E. S. Cohn, & B. A. Boyt Schell (Eds.), *Willard & Spackman's occupational therapy* (10th ed., pp. 5-13). Philadelphia, PA: Lippincott Williams & Wilkins.

Exner, C. E. (2001). Development of hand skills. In J. Case-Smith (Ed.), *Occupational therapy for children* (4th ed., pp. 289-328). St. Louis, MO: Mosby.

5) Unpublished master's thesis and Doctoral dissertation

Kaplan, E. B. (1997). *Not our kind of girl: Unraveling the myths of black teenage motherhood* (Unpublished master's thesis). University of California, Los Angeles.

Adams, R. J. (1973). *Building a foundation for evaluation of instruction in higher education and continuing education* (Doctoral dissertation). Retrieved from <http://www.ohiolink.edu/etd/>

6) Book With Corporate Author and Author as Publisher:

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). Washington, DC: Author.

Performance Enterprises. (2000). *Dynavision 2000 operating manual* [Brochure]. Markham, Canada: Author.

Uniform Data System for Medical Rehabilitation. (1996). *Guide for the Uniform Data Set for Medical Rehabilitation* (Version 5.0). Buffalo, NY: State University of New York at Buffalo.

American Psychological Association, Task force on the sexualization of girls. (2007). *Report of the APA task force on the sexualization of girls*. Retrieved from <http://www.apa.org/pi/wpo/sexualization.html>

3. All accepted manuscripts are subject to copyediting and may be suspended for further corrections or changes.

● Contact Information

For additional information on submitting a manuscript, please call or write to :

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