



## FOCUS Quarterly Author Guidelines

The official publication of the Florida Occupational Therapy Association (FOTA)

*Version June 2022*

**Content:** FOCUS Quarterly welcomes materials that support and promote the practice of occupational therapy practice in the State of Florida. All submissions should be in keeping with the FOTA Mission and Vision statements <https://www.flota.org/history--mission>. Contributions will, serve to advocate, educate, inspire occupational therapy professionals, and celebrate their partnership with consumers in clinical, academic, scholarly and legislative activities.

**Style:** Prior to publication, articles submitted to the FOCUS Quarterly receive a close review by the Quarterly Editor, and as needed, by SIS Chairs or other volunteers with expertise on the topic presented. All submissions except for announcements and updates follow the latest edition of the American Psychological Association (APA) manuals. The quarterly is community and practice oriented, with warmth, positivity, and an accessible tone. The material should be accurate, and efficiently informative with succinct scholarly impressions with appropriate reference to the intellectual property of others

Recommended outline of article submissions include an **abstract** (summary), **introduction** (why), **introduction** with relevant literature (who else), **method** used (critical inquiry, practice report, book, film or assessment review, scoping or systematic review), **results** (what happened), **conclusion** (what was learned and how to apply).

**And New:** Finally, each submission should be accompanied by a **SNIP IT** of the article appropriate for a tweet or a short Instagram teaser, or even a blurb on the FOTA website.

**Word Count:** The range word count of articles should be at least 500 words and no greater than 1000 words. Submissions of basic short announcements are also welcome on a case-by-case basis, accepted at the discretion of the FOCUS Quarterly Editor. Some materials may need to be submitted as an advertisement if it solely promotes a product or service for sale on a for profit basis without elaborating on any redeeming educational content to members.

**Text Format:** Please submit materials electronically to the newsletter editor. Material should be single spaced, Times New Roman font, font size 12,



**References:** References to published works will be required with submission when appropriate and be available to member-readership upon request by e-mail.

**Confidentiality:** Any submissions containing images or personal information about consumers of occupational therapy services must be accompanied by a documented legal release of the information signed by the individual before consideration for publication. Other images from the Creative Commons and other sources will be accompanied by appropriate citations.

**Images:** Pictures and graphics are welcome! Please send them in file format JPEG, PNG, or as a PDF. Again, signed release of permission to use must be provided as it pertains to OT consumers.

Send submission by e-mail on the scheduled deadline for that issue, stated below:

Issue	Date Due	Date Published
Winter	December 15	January 15
Spring	March 15	April 15
Summer	June 15	July 15
Fall	September 15	October 15

Send manuscripts electronically to:

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