

General Guidelines for Review Board Members/Peer Reviewers

1. To review, if the manuscript adheres to the following:
 - a. 'Guidelines to Authors for Submission' of the Indian Journal of Occupational Therapy (Version: March, 2019). These guidelines are available on the AIOTA website.
 - b. The latest Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, updated in December 2018, by ICMJE. See the link: <http://www.icmje.org/icmje-recommendations.pdf>
 - c. Reporting guidelines with respect to the study design of the manuscript, (e.g.) CONSORT (www.consort-statement.org) for randomized controlled trials.
 - d. Committee on Publication Ethics (COPE) guidelines for authors.
2. Peer Reviewers should adhere to COPE - Ethical Guidelines for Peer Reviewers. See the link: http://publicationethics.org/files/Peer%20review%20guidelines_0.pdf
3. Peer Reviewers should sign and abide by the Confidentiality Agreement for their tenure of review period from April, 2016 to March, 2020.
4. Peer Reviewers are expected to adhere to the timeline provided by the editors for reviewing each manuscript. In case they cannot do so, they should convey to the associate editor/editor their unavailability for the said manuscript review period.
5. Peer Reviewers are welcome to offer expert opinions on improvising the policies of the Indian Journal of Occupational Therapy for generating quality publications and dissemination of good research work by fellow occupational therapy professionals.



FROM THE OFFICE OF ASSOCIATE EDITOR, IJOT

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The Reviewer's Guide

Part A: Section I:

Reviewer's Name, Specialty & Address:	
Email ID:	
Manuscript Code Number:	
Title:	
Authors:	Double-Blinded Peer-Review Process
Date Sent To Reviewer:	
Date Expected From Reviewer:	
Date Received From Reviewer:	

PART B: Reviewer Only

SECTION II: Comments for Each Section of Manuscript

General Comments:	
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Introduction:	
Methodology:	
Results:	
Discussion:	
Bibliography/References:	
Others:	
Decision:	

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SECTION III: Please Rate the Points 1 to 6 as: (1 = Excellent) (2 = Good) (3 = Fair) (4 = Poor)

1.	Originality/Novelty:	
2.	Contribution to the Field of Occupational Therapy:	
3.	Technical Quality (Grammar, Language & Writing Style):	
4.	Accuracy, Brevity & Clarity of Presentation:	
5.	Depth of Research:	
6.	Publication Ethics (Credit to Source, Ethical Rx of Research Participants, Disclosure of Conflicts of Interest):	
7.	Plagiarism Found (If Yes, how much % and in which section) Percentage/Section:	(Yes/No)

SECTION IV: Recommendation: (*Kindly Mark with a √*)

Accept as it is:	
Requires Minor Revision:	
Requires Moderate Revision:	
Requires Major Revision:	
Submit to Another Publication, such as:	
Reject on Grounds of (Please Be Specific):	

SECTION V: Additional Comments, if any:

Please add any additional comments (Including comments/suggestions regarding online supplementary materials, if any):
and send to Associate Editor, IJOT

Scanned Signature of the Reviewer/Name of the Reviewer with Date and Day

Reviewer Mobile No.:

Email: