

The Indian Journal of Occupational Therapy

Cover Letter for Manuscript Submission

Date:

To

The Editor-in-Chief

The Indian Journal of Occupational Therapy

Sir/Madam,

I am/we are enclosing herewith a manuscript entitled “ _____
_____”

for possible peer review process and thereafter publication, if accepted, in the Indian Journal of Occupational Therapy (IJOT). The corresponding author of the manuscript is _____

Following are the principal author and the other authors of the submitted research:

- 1.
- 2.
- 3.
- 4.
- 5.

With the submission of this manuscript I/we would like to undertake that:

- ❖ All authors of this research paper have directly participated in the planning, execution, or analysis of this study;
- ❖ All authors of this paper have read and approved the final version of the submitted manuscript;
- ❖ The contents of this manuscript have not been copyrighted ones or published previously;
- ❖ The contents of this manuscript are not now under consideration for publication elsewhere;
- ❖ The contents of this manuscript will not be copyrighted, submitted, or published elsewhere, while acceptance by this journal is under consideration;
- ❖ There are no directly related manuscripts or abstracts, published or unpublished, by any authors of this paper;
- ❖ My Institute’s (_____) representative/head is fully aware of this submission.

Submitted Manuscript is: Study Protocol/Primary Research Article/Review Article/Case Report /Letter /Editorial/Guest Editorial (Tick √)

This research project was conducted from _____ to _____
Starting date Ending date

I/we declare that there are no conflicts of interest (specify if there are conflicts of interest); and no sources of funding (specify if the project was sponsored and by whom).

(If applicable) I/we declare that I/we had submitted our manuscript in _____
(journal name) and had undergone the peer review process with following comments:

- 1.
- 2.
- 3.

The manuscript was rejected on the basis of _____
_____ (specify the reason for rejection)

Thanking you in anticipation

Yours Sincerely

(Full Name and Signature of all Authors)

(A scanned signature with date is valid)

Please find the following documents along with the Cover Letter:

1. Title page and main manuscript (including abstract, references, and illustrations*): Two Microsoft Word files: Title Page.docx & Main Text.docx
2. Illustrations (tables & figures [diagrams, flowcharts, photographs, graphs]) with legends, in the same Word file after references*
3. Checked manuscript submission checklist form (PDF File)
4. Author contribution grid (duly signed by all authors) (PDF File)
5. Undertaking/Copyright form (duly signed by all authors) (PDF File)
6. Self-attested photocopy of IRB approval letter/self-attested photocopy of written informed consent letter for case reports/letter endorsing 'Declaration of Helsinki' adherence. (PDF File)

*Refer Frequently Asked Questions 'FAQ' presentation and 'Guidelines to Authors for Submission' for details