

**PUBLICATION RULES  
TOG (A CORUÑA)  
Issn 1885-527X**

TOG invites foreign and Spanish occupational therapists, as well as other related professionals of the occupational therapy world, to send us the results of their daily work and research. The Editorial Committee will solve about the publication, reserving the right of asking the main author for modifications or rejecting the publication. The material sent will not be restored. It is recommended to use ANNEX 3 in order to check all the instructions that will be offered from now on the document. The originals, to be accepted for his publication, must fulfil the requirements that are related below:

- The works have to be unpublished and responsibility of his contents falls to the authors.
- Anonymity of patients or users, whose cases are presented, must be protected and it will be the authors' responsibility to protect the ethical aspects of work, guaranteeing that the exposed cases count with the due informed consent. (Appendix 2).
- The author/s, will have to send a Letter of application of publication and declaration of authorship, authors' names, academic degrees and affiliation, address, email and telephone number(s), photography in which appears the author and all the co-authors of the document in JPEG format, indicating whom the correspondence will be directed.

### **1. FORMAT**

The works will be sent by email, in attached file shape, in version similar or higher than *Word 97* preferably.

### **2. LANGUAGE**

TOG journal's language is the Spanish and, as a result, is what will be used for the publication. Nevertheless, also originals in other languages will be accepted. If the complete text of the article were in a different language to the Spanish, the Spanish version will also have to be attached, because it is necessary requirement for its publication.

The summaries of the articles will always have to had version in English and Spanish; this clause does not limit that the authors reserve the right to send in addition their summary in the same language to the article (Galician, French, Portuguese, etc.), if this one is different from the Spanish.

### **3. LENGTH**

The recommended maximum length of the texts is 20 pages Din A4, in white background and without letterhead. The paragraph must have spacing 1.5 (double space between lines) and with **Tahoma** letter type, with a 12 point body.

#### 4. TITLES

The first page must include the title (informative and short) of the work in Spanish and in English, and the author or authors' name, with his/her/their post, job, email and telephone.

Work titles and subtitles will never take punctuation at the end, and will be preceded by a full stop and double spacing. The typography used to the different title levels, will be the following one:

- Article title (bold type, body 14 points): After a blank line, it will be put the author name and surnames (12 point body) and in the following line post, job and email address.
- Titles inside the work: The typographic gradation that will be used according to the hierarchy will be the exposed below:
  - First level: Bold type, 14 point body
  - Second level: Bold type, 12 point body
  - Third level: Cursive writing (italics), 12 point body

#### 5. SUMMARY AND KEYWORDS

Next, in independent page, and preceding the main text, a summary in Spanish and English must appear, with a length around 150 to 200 words, in which the intention, the used methodology or basic procedures are exposed, the main results and the most important conclusions.

After the summary, three to ten keywords or short sentences, that identify the work content, will be specified in order to facilitate its inclusion in repertories and in national and international biomedical database. To select the keywords in English it is recommended the use of the terms of the Medical Subject Headings (MeSH), which can be consulted in <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=mesh> ; for the keywords in Spanish it is recommended the use of the Descriptors in Health Sciences (DeCS,) of BIREME, which can be consulted in <http://decs.bireme.br> .

If the adequate terms are not still available, for being recent introduction terms, it is allowed to utilize terms in use.

#### 6. PAGE

The font used for the whole work will be the **Tahoma**, with a 12 point body. All pages (included title's one) must be numbered consecutively and on the bottom right and they will be justified. It will be applied 1.5 spacing to the whole work.

## 7. TEXT

All the works will be able to include an introduction, which will be concise and will have to indicate clearly the objective that has served as base for the realization of the work and its relevance in occupational therapy. Research works will have to be organized, when it was appropriated in Introduction, Methodology, Results and Discussion and/ or Conclusions, Bibliographic References and Gratitude. Please indicate if there was any financial support or sponsorship.

The paragraph beginning must not have indentation and the space between them will be of a blank line. There will be two blank lines between the title of a new epigraph and the previous paragraph.

At the end of the numbering of the titles of the different epigraphs or splits it will not be used full stop.

It will be avoided, as much as possible, the excessive use of abbreviations, which will never be used in titles nor subtitles. In the case of using, initially it is written the full name, followed by the abbreviation in bracket that replaces it.

### 7.1. Original articles

Researches may be organized following the structure:

1. **Introduction:** It presents the central idea of the article, its contextualization, background and aims of the study (in addition, it can include a research question, one or more hypothesis and the justification of the research).
2. **Methods:** It should describe the study design and methods to explore the central subject and the reason of their choice.
3. **Results:** It shows the most representative results of the used methods. They use to be with statistical information, graphics referring to data, collected speeches, etc. They cannot include critics or judgments.
4. **Discussion:** It should be used to emphasize most relevant aspects of the study, placing the results in the context of the current literature.
5. **Conclusions:** Reflexions about the aims, answers to the research question and the corroboration of the hypothesis. Sometimes they can propose new future research lines.
6. **References.**
7. **Acknowledgments.**

### 7.2. Review articles

This section includes narrative reviews, systematic reviews and meta-analysis. For this kind of articles, the following structure is suggested:

1. **Background:** Introduction to the research question, where the details of the causes and the incidence of the problem are described.
2. **Aims:** Aims of the investigation, what is going to be proved with the

- research?
3. **Selection criteria:** Principal elements that are going to be considered for the inclusion of articles (or not) in the study:
    - a. *Articles categories.*
    - b. *Participant samples.*
    - c. *Type of interventions.*
    - d. *Results measures.*
  4. **Methods:**
    - a. **Search strategy:** Details of the completeness of search and relevant information. It should include the names of the used headings, the databases, strategies of search, etc.
    - b. **Review methods:** Descriptions of how have been selected the total of results for their inclusion, if their quality was analysed, how was extracted the data, etc.
  5. **Results:** Description of the studies, how much were found and their characteristics after the prior methodological process, the results they show, if doubts exist according to the conclusions of any of them.
  6. **Discussion:** Interpretation and evaluation of the results.
  7. **Conclusions:** In this point is needed to separate implications for the clinical practice and implications for research.
  8. **References.**

### 7.3. Case reports

Case reports show little discussions about a case or case series in clinical practices, creating a point of relevance on the scientific observation as well as teaching.

1. **Introduction:** Contextualization about the written case. It uses to highlight the importance of the case in terms of prevalence, gravity, difficulties for the recognition of any aspect, form of presentation, etc.
2. **Methods:** Description of the data collection process, the theoretical basis for the intervention plan, etc., enough to display a systematic rigor in this section.
3. **Exposition of the case:** It consists in the description of the clinic history, evaluation of the patient, etc. The occupational diagnosis process is described as well as the therapeutic option chosen. All the assessments must be adjusted to a specific model or framework for the methodological coherence. More than one can be combined. Cases with unorganized and inaccurate assessments won't be evaluated.
4. **Question for the reader:** The question of the intervention is asked after its exposition.
5. **Answer:** It briefly answers the question and develops the intervention plan. It is possible to emphasize the relevance of the case and scientific interest has, to discuss how to proceed with it and contextualization of the election.
6. **Conclusion:** Explanations about the case solution and clarifications about debatable aspects.

## 7. References.

### 7.4. The camera-view occupation

This section tries to show aspects related to human occupation, health and other factors that link both of them through a photo.

1. **Introduction:** Context for the reader about the topic and its relationship with photography, core of the article. Often emphasize the importance of human occupation in terms of health or relationship to other factors.
2. **Photography:** It must clearly reflect the subject matter and the relationship with a matter concerning human occupation developed according to the text.
3. **References.**

### 7.5. Critical reviews

In this section come together critical assessments of relevant scientific articles in the field of occupational therapy, it encourages their dissemination among the group. For this reason, we excluded reviews, opinion articles, editorials and case reports.

The document, regardless of the internal organization shall be composed of initial sheet in the following format:

- a) **Title:** Following the format "Critical review: (Original title)"
- b) **Subtitle:** Reference to the analyzed article following Vancouver reference style.
- c) **Author:** According to publication rules of the journal.
- d) **Abstract and keywords:** According to publication rules of the journal.

The following structure for the realization of the critical review is proposed:

1. **Article Summary:** parts and ideas of the original words of the author of the recession (not to copy and / or translate the abstract of the original article).
2. **Discussion:** It should develop the following points.
  - a. Contextualization of the article in the context of the discipline.
  - b. Relevance of the original.
  - c. Contextualization of the article over theory: Quote other works and articles that support or refute the author's analysis.
3. **Lines of development:** It should unfold positives (the author of the original contributions to knowledge, how literature can enrich research or open new researches, etc.) and negative (problems or errors other than the reality or difficult to assume, methodological biases and other relevant material).
4. **Rating Review:** What can bring the item to the training of each occupational therapist? (It is NOT to indicate the point of view whether liked or not)
5. **References.**

## 8. PROTECTING THE RIGHT TO PRIVACY OF PATIENTS

The right to privacy of patients must not be infringed without informed consent. No identifying information should be published in descriptive texts, photographs and medical records, unless the information is essential for scientific purposes and the patient (or their family or guardian) gives written informed consent for publication. In this context, informed consent requires that the patient has had access to the original intended for publication.

Identification information will be omitted if not essential, but not altered or falsified in any case in order to ensure anonymity. Complete anonymity is difficult to achieve and, if in doubt, informed consent must be obtained.

The requirement for informed consent should be included in the instructions sent to authors by journals. The derivation has to be indicated in the published article.

## 9. ILLUSTRATIONS

Works will be able to contain images, charts, tables and figures. This illustration material must go numbered consecutively with Arabic numerals and must bring a clear title and, if necessary, short and descriptive legend. Each figure will appear in the text, in consecutive order. Present the tables in Word files or Excel files.

Present the figures, illustrations and/ or photographs in files with JPG extension and/ or GIF extension. (With the most possible reduced size of the images and slides make up them to 72 dpi, without exceeding the 15cm wide (120K, 425 pixels.))

## 10. BIBLIOGRAPHIC REFERENCES

The bibliography will be introduced in the following way:

1. **"Mention Order System"**, quoting by consecutive numbers, in form of superscript between brackets, and enumerating the references in the same mention order. It will be followed the Vancouver Style and the Requirements of uniformity for the manuscripts sent to biomedical journals and of health sciences by the International Committee for Medical Journal Managers.

This system can be consulted in Spanish in its last upgrade in the place:

[http://www.fisterra.com/recursos\\_web/mbe/vancouver.asp](http://www.fisterra.com/recursos_web/mbe/vancouver.asp)

## 11. COPYRIGHT

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#### **Components of the postal shipment of the article**

- 1) Cover letter
- 2) Form with complete data.
- 3) Diskette or CD with all the information preceding (Word file of the version/s of the article, of the data form, file/s of all illustrative material used and cover letter file).
- 4) OPTATIVE: If you want to send additional information, you can do it, sending WORD file of it (listing of other publications, curriculum vitae.)

## **12. NOTIFICATION ABOUT THE ACCEPTANCE**

When TOG decides to accept an article for his publication, if it is prepared in agreement with these instructions, the process will be completed successfully. If there is a lack of something, it will be required.

When the process is finished and the article has programmed its publication, the author will receive the communication of that his/her work has been accepted.

We thank your collaboration



**APPENDIX 1**  
**TOG (A CORUÑA)**  
**Issn 1885-527X**

About the work entitled .....

Sent for his publication to the above mentioned journal, its authors, undersigned, DECLARE:

- That is original work.
- That has not been published previously.
- That has not been referred to other publication simultaneously.
- That all of them have contributed in its elaboration intellectually.
- That all they have read and approved the referred work.
- That, in case the article was being published, the author/s accepts the procedure of publication described in point 11 related to copyright.
- That it is advisable that the editorial does not share necessarily the assertions the authors declare in the article.

Throughout this document, TOG Journal assumes the rights to edit, publish, reproduce, divide copies and include the article in national and international index or databases.

Name.....	Date.....	Signatura
Name.....	Date.....	Signature
Name.....	Date.....	Signature
Name.....	Date.....	Signature

**APPENDIX 2  
TOG (A CORUÑA)  
ISSN 1885-527X**

INFORMED CONSENT FOR PUBLICATION IN THE CASE REPORTS MAGAZINE  
SECTION TOG (A CORUÑA)  
Mr / Ms. (Name)

Announcement I heard and understood the information that I was offered on the publication of my case report (individual manifestation of a disease) in the journal TOG (A CORUÑA). I declare that I have been able to handle questions and resolve any doubts that I arose on my case report and publishing the same in that Journal.

I talked to (name of first author of the article)

My consent freely and voluntarily so that you can publish my clinical case, always maintaining my privacy, no that does not appear in the publication of case no data that can be recognized by others.

Date, place and time

User signature

User Full Name

**APPENDIX 2**  
**continuation**  
**TOG (A CORUÑA)**  
**ISSN 1885-527X**

INFORMED CONSENT FOR PUBLICATION IN THE CASE REPORTS MAGAZINE  
SECTION TOG (A CORUÑA)

Mr / Ms. (Name of first author of the article)

Announcement I explained the purpose of the publication of case report in the journal TOG (A CORUÑA). I declare that I have answered all your questions and I think he understands the information described in this document and agrees to give me his consent voluntarily.

Date, place and time (the same date the user)

Professional's signature that gives consent

Name of the professional

**APPENDIX 3  
TOG (A CORUÑA)  
ISSN 1885-527X**

**CHECKING LIST FOR AUTHORS**

Authors who submit articles for publication in TOG Magazine are recommended to print this checking list and attach it (already checked) to their manuscripts directed to the Publishing Board. This will assure that the manuscript should be in the correct format and will accelerate the process of review and publication. For major information, we recommend to check the Publication Procedure of TOG Magazine <http://www.revistatog.com/publicationrulesTOG.pdf>

**GENERAL TERMS**

- The works will be sent by e-mail, in the shape of attached file, preferably in version equal or superior to Word 97.
- Impresión El párrafo **interlineado 1,5** y con la letra **tipo Tahoma**, con un cuerpo de **12 puntos**
- Printing: The paragraph **interlined 1,5** and with the **letter type Tahoma**, with a body of **12 points**.
- Separated pages for references, figures, pictures, legends; everything to paragraph **interlined 1,5**. Letter of application of publication and declaration of authorship, authors' names, academic degrees and affiliation, address, email and telephone number(s), and indicating whom directing the correspondence.
- Request of publication of the document, which is in **ANNEX 1**

<b>TEXT</b>	
<input type="checkbox"/>	Title of the article, author (s), academic degree of every author, postal address and email. Indicating if there was financial support or sponsorship.
<input type="checkbox"/>	Title and Summary (Abstract) of 200 words maximum, in Spanish and in English.
<input type="checkbox"/>	In order to select the key words in English it is recommended the utilization of the terms of the Medical Subject Headings (MeSH) available for consultation in <a href="http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=mesh">http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=mesh</a> ; for extracting key words in Spanish it is recommended the utilization of BIREME's Describers in Health Sciences (DeCS), available for consultation in <a href="http://decs.bireme.br">http://decs.bireme.br</a>
<input type="checkbox"/>	Separated sections for Material and Methods, Results and Discussion.
<input type="checkbox"/>	Gratefulness Paragraph, including the recognition of financial help if necessary.
<input type="checkbox"/>	"Order of mention" System, mentioning for consecutive numbers, between brackets in superindex, and enumerating the references in the same order of mention. The style Vancouver will be followed. <a href="http://www.fisterra.com/recursos_web/mbe/vancouver.asp">http://www.fisterra.com/recursos_web/mbe/vancouver.asp</a>
<b>CHARTS AND FIGURES</b>	
<input type="checkbox"/>	This illustration material has to be numbered consecutively with Arabic numeration and has to bring a clear title and, if necessary, a brief and descriptive legend Every figure will be mentioned in the text, in consecutive order. Please, present the tables in Word or Excel files.
<input type="checkbox"/>	Explain the abbreviations.

Last revision by Marquez LJ in May 2013