

**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- The works have to be unpublished and responsibility of his contents falls to the authors.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.

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 or 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

11. COPYRIGHT

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In this case, the **Attribution (by)** takes implicitly that if the document is going to be published in another way that wanted to incorporate it as appears in TOG Magazine, this document should incorporate the reference that the document was published by the first time in TOG Magazine, previous notice via e-mail to miguelrevistatog@yahoo.es

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Even so the authors will have to send attached to the work Annex 1 of this document, duly signed by all the authors. For the section of Clinical Cases the author always must have Annex 2 signed by the user 2 and **also realize explicit mention of this when the author do the sending of the document. It is necessary that the author always keeps this Annex 2, because TOG can request it in any moment.**

This document will be sent by two different means:

- Covered and scanned Document in format PDF to the address: miguelrevistatog@yahoo.es or togrevista@gmail.com
- Completed form sent via FAX: **981334078** (to Miguel Ángel Talavera Valverde Attention.) Only for FAX from Spain; the rest, use the other two shipment options.
- Postal Post to the following address: Asociación Gallega de Terapeutas Ocupacionales. Apartado de Correos 94. Código Postal 15080. Coruña

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)
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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)
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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)
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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**

TEXT	
<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 http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=mesh ; for extracting key words in Spanish it is recommended the utilization of BIREME's Descriptors in Health Sciences (DeCS), available for consultation in http://decs.bireme.br
<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. http://www.fisterra.com/recursos_web/mbe/vancouver.asp

CHARTS AND FIGURES	
<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.