

CJRT MANUSCRIPT SUBMISSION GUIDELINES

1. To undergo review manuscripts must adhere to the publication manual of the American Psychological Association 7th edition guide to APA style-criteria listed below.
2. Manuscripts must include as keywords, elements of/ or the APIED process, therapeutic recreation or recreation(al) therapy.
3. Manuscript types considered for publication:
 - a. Quantitative, qualitative, and mixed-methods research manuscripts adhere to the APA common reporting standards across research designs (p. 73) and the respective reporting standards for quantitative research (p. 77), qualitative research (p. 93), or mixed-methods research (p. 105). Manuscripts present current and relevant primary or secondary studies.
 - b. Theoretical, conceptual, and philosophical manuscripts present principles, ideas, foundational information upon which the practice of therapeutic recreation/recreational therapy is based.
 - c. Brief reports should not exceed 10 double-spaced pages (3,000 words, excluding references and tables). Manuscripts exceeding this length should be submitted as full-length manuscripts. Examples of appropriate content include:
 - preliminary findings of a pilot study, with emphasis placed on initial results, suggestions for future research, and how the author intends to further pursue the topic;
 - a specific aspect of a larger study or a replication or an extension of a previously reported study that contrasts the results of the two studies, referring to the earlier study for methodological details;
 - a summary of key findings and implications from a lengthy non-journal publication; or a highlight of an unusual observation or methodological approach.
 - d. Practice perspectives (refer to outline under Submission Details) focus on ways of knowing about the TR/RT experience and facilitating service delivery in both participant relationships and clinical, administrative, and interdisciplinary contexts. Two formats include:
 - case reports that are about (a) an individual or group in TR/RT and/or health and human service or (b) an intervention, protocol, or organizational aspect of TR/RT practice and
 - personal narratives, also known as “first-person accounts” or “lived experience reports,” as a thematic lesson for TR/RT practice (by a direct or indirect recipient of care or a facilitator of service delivery).
 - e. Intervention Protocols (refer to outline under Submission Details): Manuscripts outline best practices and evidence-based practices applied to delivery of a specific program or to a specific client diagnosis. Format of the manuscript is determined by the nature of the protocol (i.e., programmatic or client diagnosis) and is embedded in the therapeutic recreation process of assessment, planning, implementation, evaluation, and documentation with author comments.
 - f. Systematic literature reviews are summaries or evaluations of the findings or theories within the therapeutic recreation/recreational therapy literature base that capture trends in the literature.
 - g. Special themed or invited manuscripts responding to a topical call or invitation from the editorial staff and that adhere to APA standards.
4. *CJRT* Manuscript Criteria:
 - All materials are double-spaced with 1-inch margins, 12-point Times or Times New Roman font, in Microsoft Word format
 - Include no more than 27 lines of text per page excluding header and page numbers
 - Present line numbers on each page (select Layout, line numbers, continuous all pages)
 - Desired length is approximately 20 pages excluding references, tables, figures
 - Prepare each table, drawing, illustration, photo, or map on a separate page. Limit these to a maximum of four. All images submitted must be 300 dpi.
 - Authors should remove all identifying information in the Sagamore-Venture electronic submission
 - Manuscripts must be submitted in English

- If appropriate ensure ethical publishing standards by indicating approval of institutional/ human subjects review board in the manuscript
 - Manuscripts not adhering to APA will be archived without full team review (see APA Style criteria prior to submission).
5. Manuscript APA Style criteria prior to submission—7th ed (2020):
- Title p. 31
 - Running head p. 37
 - Abstract p. 38, 73
 - Keywords p.38
 - Page header p. 44
 - Heading levels p.48
 - Introduction p. 75
 - Quantitative design p.77-93
 - Qualitative design p. 93-105
 - Mixed methods p.105-108
 - Writing style and grammar p. 111-125
 - Table checklist p.207
 - Figure checklist p. 232
 - In-text citations p. 266
 - Direct quotations p.272
 - Reference examples p. 313 (refer to Citation and Reference list examples)
 - Overview peer review process and decision criteria p. 378, items 12.7 and 12.8

Manuscript Submission Steps: Sagamore-Venture Journal Management System

All *CJRT* content is managed by Sagamore-Venture through a data management system, which can be accessed at <http://js.sagamorepub.com/trj/about/submissions>.

Step 1-Start: New Submission

Manuscripts submitted to *CJRT* may be submitted at any time throughout the year; publication of manuscripts is determined by date of final acceptance. If not registered with the Sagamore-Venture system (<http://js.sagamorepub.com/cjrt>), please register as an author; otherwise log into your account. Select “New Submission”; Step 1, Starting the Submission, Journal Section, select the type of manuscript, complete the acknowledgements, and move to Step 2.

CJRT manuscript submissions:

Step 2-Upload Manuscript and any files needed for editorial review:

In the system the manuscript is submitted under “Step 2 Upload Submission” In the system submit Tables, Figures, Photos, and author responses (without author identification) to editorial requests and revisions under Step 2.

Step 3-Enter Metadata:

In the system under Step 3“Meta Data” provide the manuscript title, key words, abstract, list of contributors, and references.

Step 4-Confirmation:

Review your submission, make changes if appropriate, click finish submission.

Step 5-Next Steps

Thank you for your submission, the editor is being notified and will follow up. You can review your submission, create a new submission, return to your dashboard.