

ATRAbute Article Submissions (Personal and Published Articles)

ATRA Board of Directors noted that to maintain a standard of quality for article submissions to the provincial professional publication, ATRAbute, a standardized procedure needed to be generated. In doing so, generating this standardized guideline for article submissions establishes a clear expectation of what is required from ATRA members when submitting articles for publication. Further, this provides a clear set of standardized guidelines by which the ATRAbute Review Committee (ATRAbute Editor and ATRA Board of Directors) have to gauge quality article submissions and maintains integrity with ATRA Board Manual – Section 3 - Article II Reporting: Policy 2.8.

All submissions will be reviewed by the ATRAbute Review Committee to ensure the quality of the submission. A “quality submission” is one that adheres to ATRA’s Standards of Practice prior to approval for publishing. Please note that dependent on the submission to the ATRAbute Review Committee reserve the right to request of the applicant to make revisions to the submitted document until such a time that the Committee deems the submission a quality document. The review Committee also reserves the right to decline the submission if it does not adhere to the above standards.

Published Article Submission Guidelines

As per copyright laws, when requesting use of a *full article* found in another journal (i.e. TRJ) the following course of action must be taken:

- a) A letter or e-mail requesting permission for use of the article must be sent to the publishing company that has the rights to the sought article; The written communication must include:
 - i. Name of the Journal from which the article is published in;
 - ii. Name of the specific article that will be re-published in ATRAbute;
 - iii. Inform publisher the name in which this article will be re-published in (i.e. ATRAbute);
 - iv. Date;
 - v. How many members the article is being distributed to; and
 - vi. Whether or not the article will be used for web-based or written format.
- b) If the publisher approves re-publishing of said article, the publishing company will issue a permission form and a waiver that must be signed and returned to the publisher for further approval.
- c) Submit a copy of the letter of permission provided from the publisher with a copy of the approved article that will be republished in the ATRAbute.

- d) The article may be submitted in its original format (i.e. font size, format style, length do not have to be altered as with a personal written submission as outlined below).

Personal Article Submission Guidelines

Further, for a personal written submission to the ATRAbute, as per copyright laws, replication of any form of article (i.e. journal article, book, internet article, film, etc.) as a word, phrase, paraphrase, image, or idea(s) etc. generated by another person/people **must be cited** and credit must be granted to the person/people who generated the original idea.

To properly reference within an article that is submitted by an ATRA member to the ATRAbute Editor for publishing, the citations must abide by the following criteria:

- a) Submitted article must be in APA Format.
- b) Refer to the *Publication Manual of the American Psychological Association 6th edition* (2010) for the most recent publication of APA standards for referencing or the APA official website at <http://www.apastyle.org/>. Other online resources may be found that provide a condensed version of the APA Format.
- c) Typewritten in 12-font Times New Roman
- d) Maximum of 8 typewritten pages (Maximum 250 words per page), double-spaced
- e) Text should be formatted for 8 1/2" x 11" paper with 1 inch margins
- f) If submission is a research paper the article must contain an abstract to outline the key findings within the research paper
- g) If the article is a personal submission (i.e. regards a personal experience within Therapeutic Recreation), or is a Book Review, the submission must contain a short (2-3 sentences) biography of the author
- h) Submission must contain **at least three** different APA references. Article must contain cited in-text references as well as a full reference list of sources used as the final page of the article submission.
- i) Article submission must be submitted electronically in Word format
- j) Once the document is ATRAbute Review Committee approved, the applicant who produced the article will receive Continuing Education Units for the CEU reporting year in which the article was submitted. CEUs awarded are dependent on the length and depth of the article. CEU will be awarded as follows:
 - i. Articles submitted and accepted by the ATRAbute Review Committee with 500 – 999 words (3 – 4 pages double-spaced) will be awarded 5 CEUs;
 - ii. Articles submitted and accepted by the ATRAbute Review Committee with 1000 – 1499 words (5 – 6 pages double-spaced) will be awarded 10 CEUs;

- iii. Articles submitted and accepted by the ATRAbute Review Committee with 1500 – 2000 words (7 – 8 pages double-spaced) will be awarded 15 CEUs;