

***ACC RAC Call for Scientific Submissions***  
***Association of Chiropractic Colleges Educational Conference XXII***  
***March 19–21, 2015***

This call for scientific submissions invites original research that will promote the dissemination and discussion of new information. All of the following items are required for submission and due by **September 1, 2014**:

- **Blinded submission** for peer review (2100 words or less, upload Word file to website)
- **Abstract** for proceedings (195 words maximum, cut paste in abstract field on website)
- **Authorship form** (signed by all authors, email to Peer Review Chair)
- **Ethics materials** (for all studies involving human subjects/case reports, email to Peer Review Chair)

Detailed instructions:

1. **Blinded submission** for peer review – due September 1, 2014

- 2100 words maximum (may be shorter) for peer reviewers to assess the quality of completed work. References are expected, but not included in word count.
- Completed study – Incomplete work (eg, concept proposal, an idea for a project that has not begun yet, a project started but no data) are not allowed.
- Headings – include headings: Title, Introduction, Methods, Results, Discussion, Conclusion, and References.
- Blinding – Do not include author names or institutional affiliations anywhere in title or text of blinded file.
- Include no more than 2 of any combination in the Word document: diagrams, figures, pictures, graphs, or tables (eg, 1 graph and 1 table). Do not submit separate files, videos, or Power Point. Do not include websites or links to websites, videos, and so forth, anywhere in the blinded file.
- Upload file to the website: One file in Word (.doc), 12-pt font, double-spaced. Do not exceed 2 MB.

2. **Abstract** for proceedings – due September 1, 2014

- 195 words maximum. The abstract is for the proceedings only and will be published in the *Journal of Chiropractic Education* if submission is accepted.
- Headings – include headings: eg, Introduction, Methods, Results, Discussion, and Conclusion. No references, pictures, tables, or figures.
- You will “cut and paste” abstract into the electronic submission form field on the website.
- Do not include author information, institutional affiliations, or references in the abstract field.

3. **Authorship form for all authors** – due September 1, 2014

- Corresponding author should collect and submit signed authorship forms for all authors.
- Label file name with the submission ID number (eg, 12\_Smith) before emailing to johnsondc@aol.com
- Presenting author(s) must register and attend the conference. Funding should be confirmed in advance of submission. Submission is a commitment from authors of accepted submissions to present at the conference.

4. **Ethics materials** – due September 1, 2014

- Studies involving human subjects (surveys, observational, and any research studies) must go through Institutional Review Board (IRB)/Research Ethics Board (REB)/Ethics Committee. State these processes in the blinded submission and abstract. Questions should be directed to your IRB/REB/Ethics Committee. Submit a copy of the signed approval, expedited review, or exemption letter from the IRB/Ethics chair. For studies not involving human subjects (eg, literature review), this document is not required.
- Case reports require consent forms, unless your institution also requires IRB/REB review. For cases, submit a patient consent to publish form from your institution, a journal, or the attached form.
- Label file name with the submission ID number (eg, 172\_Smith\_IRB) before emailing to johnsondc@aol.com

The blinded file and abstract shall be submitted through the conference submission website. The author and ethics forms shall be emailed to the Peer Review Chair. The corresponding author is responsible for proper submission of all items and all correspondence (please no correspondence from nonauthors).

**Submissions that do not meet above requirements will be rejected.**

**Submission Categories:** This call for ACC RAC scientific submissions invites original research that will promote the dissemination and discussion of new information in the following categories:

1. **Research (Basic Science)** (eg, experimental trials, quantitative basic science research, and so forth)
2. **Research (Educational)** (eg, classroom research, quant/qual education/administration research, and so forth)
3. **Research (Clinical)** (eg, clinical trials, quant/qual clinical research, cohort studies, and so forth)
4. **Research (Case report)** (eg, clinical case reports or case series)
5. **Research (Public Health)** (eg, population health studies, preventive care, and so forth)
6. **Research (Conference Theme: Interprofessional Collaboration)** (interprofessional collaboration in education, research, clinical practice, chiropractic profession, college administration, and/or healthcare, and so forth)

**Conference theme:** The theme for 2015 is “Interprofessional Collaboration: Working Together for a Better Future.” However, submissions may be in any of the 5 categories listed above.

**Definition of interprofessional collaboration:** “A collaborative practice-ready health worker is someone who has learned how to work in an interprofessional team and is competent to do so. Collaborative practice happens when multiple health workers from different professional backgrounds work together with patients, families, carers, and communities to deliver the highest quality of care....effective interprofessional education enables effective collaborative practice. Collaborative practice strengthens health systems and improves health outcomes.” (World Health Organisation, 2010)

#### **Important Information:**

1. Presentations of accepted works are expected. Authors must register and attend the conference to present. An author who does not register and present an accepted work will be disqualified from submitting/presenting for the following 2 years. It is the author’s responsibility to find funding to register and attend the conference. We strongly recommend that funding is secured or confirmed in advance of submission. Presenter information and registration for the conference is required or the invitation to present will be revoked. Only authors may present at the conference.
2. If accepted, a **195 word** maximum *abstract* will be printed in the conference proceedings in the *Journal of Chiropractic Education*. This will allow you to publish your completed paper in any journal you wish.
3. Due to time and space limitations, and ability to cover poster presentations, a maximum of 2 poster presentations per author/presenter are allowed.
4. If the submission does not meet the submission requirements (eg, not a completed research study, missing items), it will be rejected without review. The ACC RAC Peer Review Chair will not contact authors if any submission does not meet the requirements. Notification will be sent out as a rejection notice. Concept proposals and incomplete works will be refused without review.
5. It is the responsibility of the primary author to ensure that all requirements are met. The primary author will be the contact person responsible for submission of all required materials and all correspondence. Do not send communications through a third party, staff member, or coauthor.
6. The Peer Review Board may request additional information for any item that is submitted. This may be for internal quality control purposes or to check on materials if a concern is raised.
7. If the Peer Review Board confirms that there is an inappropriate submission, it will be disqualified. Examples of inappropriate submissions include, but are not limited to, one that has been presented previously at this conference, incomplete submissions, concept proposals, duplicate submissions, no human subjects/ethics review when one was necessary (includes expedited review), no signed patient consent form for case reports/series, nonauthors listed as authors, plagiarized work, and so forth.
8. Only electronic submissions through the conference website will be considered. No faxed, emailed, or mailed submissions will be considered.

All submissions will be evaluated for completeness, strength of contribution to the profession, and relevance to the ACC conference. Submissions will be reviewed by the peer review committee based upon the following criteria:

Practical significance; Originality; Theoretical/conceptual framework; Quality of experimental or descriptive design; Discussion/findings/results – clarity of presentation of findings; Conclusions, interpretation of results, implications for chiropractic education, research, or practice; Citation of appropriate literature, Applicability for the chiropractic profession, classroom use, further research, critical concerns, and so forth; Completed study; and Overall rating of the paper.

**Notification:** Corresponding authors will be notified of peer review results by the end of November 2014. If accepted, an acceptance communication and other information of the presenting author must be returned to the peer review committee. For submissions that are accepted, an author is required to register and present the work at the conference. All accepted presenters must register for the conference no later than **December 15, 2014**. If you have any questions please contact the ACC RAC Peer Review/Conference Chair: Dr. Claire D. Johnson at johnsondc@aol.com

**ACC RAC Authorship Signatures Form**  
*Association of Chiropractic Colleges Educational Conference XXII*  
**March 20 -22, 2015**

INSTRUCTIONS: All authors must submit a completed and signed form by **September 1, 2014**

**By signing this form I agree to the following:**

1. **Presentation:** If accepted, I/we understand that registration and presentation of this work at the conference is required. Submission of my material is a commitment to present. An author of accepted submissions *must attend the conference and be present* at the scheduled session. Funding should be secured or confirmed in advance of submission. I/We understand that withdrawing after acceptance will prevent me/us from submitting to future ACC RAC annual meetings.
2. **Authorship:** I/We confirm that each individual author meets all 4 ICMJE criteria for authorship: Substantial contributions to: the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND Drafting the work or revising it critically for important intellectual content; AND Final approval of the version to be published; AND Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
3. **Permission:** I/We confirm that each of us qualify as an author of this submission, am/are responsible for all of its content, and give permission for: 1) its presentation if accepted to the ACC-RAC 2014 conference, 2) the publication of the *abstract* (195 max words) in the proceeding within the *Journal of Chiropractic Education*, and 3) am/are capable of presenting/defending all of its content (for information about authorship visit [www.icmje.org](http://www.icmje.org))
4. **Human subjects:** For studies involving human subjects – a copy of IRB/Ethics approval, expedited, or exemption letter, for case reports/series – a copy of patient consent to publish/present form - **due by September 1, 2014**.
5. **Non-commercial:** I/We understand that presentations may not be used to market products or services. All presentations are to be done in a non-commercial and non-self-promotional manner.

Due Dates

- a. All submission materials and forms are due no later than **September 1, 2014**
- b. Presenter must register for the conference no later than **December 15, 2014**
- c. PowerPoint files for platform are due no later than **March 5, 2015**.

PLEASE READ ENTIRE FORM BEFORE SIGNING

**Submission ID #**  (number is in the confirmation email you receive after submitting your abstract)  
Forms must have the submission ID number start the file name (eg, 12\_Smith).

**Submission title** (must match exactly what is submitted to website):

**Name of Presenting Author** (print name of the author who will register and present the research):

Corresponding Author Print name	Email address	Signature	Date

Co-Authors Print name	Email address	Signature	Date

**The corresponding author should collect all signature forms and submit together. If more than one author, please sign and date on an additional form.**

Forms must have the submission ID number start the file name (eg, 12\_Smith). Please be sure that your submission number begins the file name before emailing to [johnsondc@aol.com](mailto:johnsondc@aol.com) by **September 1, 2014**.

## Patient Case Consent for Publication and Presentation

Title of case study/series:

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Author(s) names:

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As the patient in this case study/series, I hereby give my consent for clinical information relating to my case to be reported at a scientific conference, in a conference proceedings, and/or published in a scientific journal.

I understand that my name, initials, and/or any protected health information such as my identification number, billing information, address, etc. will not be published and that efforts will be made to conceal my identity, but that anonymity cannot be guaranteed.

I understand that the material may be published in a journal, a website of a journal, and/or in products derived from the publication. As a result, I understand that the material may be seen by the general public.

\_\_\_\_\_  
Name of patient (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of patient (or signature of the person giving consent on behalf of the patient if patient is a minor or deceased)

If you are not the patient, what is your relationship to him or her? (The person giving consent should be a substitute decision maker or legal guardian or should hold power of attorney for the patient.)

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Why is the patient not able to give consent? (e.g., is the patient a minor, incapacitated, or deceased?)

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If images of the patient's face or distinctive body markings are to be published, the following section must also be signed in addition to the section above:

As the patient stated above, I give permission for images of my face or distinctive body markings to be published and recognize that I might therefore be identifiable even though my name and initials will not be published.

\_\_\_\_\_  
Signature of patient (or signature of the person giving consent on behalf of the patient)

\_\_\_\_\_  
Date

Please keep a copy of this completed form for your records.