

Call for Scientific Submissions
Association of Chiropractic Colleges
25th Educational Conference and Research Agenda Conference
March 1–3, 2018
ACC-RAC Call for Scientific Submissions
Due by September 1, 2017

Conference Theme: The theme for the 2018 conference is “Competencies and Collaboration.” However, submissions may be in any of the categories listed below.

Categories: The call for scientific submissions invites original research that promotes the dissemination and discussion of new information in the following research categories:

- **Basic Science** (e.g., experimental trials, quantitative basic science research, etc.)
- **Education** (e.g., classroom research, quantitative/qualitative education, administration research, etc.)
- **Clinical** (e.g., clinical trials, quantitative/qualitative clinical research, cohort studies, etc.)
- **Case Studies/Reports** (e.g., clinical case reports or case series)
- **Public Health** (e.g., population health studies, preventive care, etc.)
- **Integration** (e.g., research on integration of chiropractic services into hospital settings, etc.)
- **Conference Theme** – “Competencies and Collaboration” (e.g., competencies and collaboration in education, research, clinical practice, chiropractic profession, college administration, health care, etc.)

Important Information: Please note the following:

1. Presentation of accepted work (platform or poster) is expected. Authors must register and attend the conference to present. An author who does not register and present an accepted work (platform or poster) will be disqualified from submitting/presenting for the following 2 years.
2. It is the author’s responsibility to find funding to register and attend the conference. It is strongly recommended that funding be secured or confirmed in advance of submission. Registration for the conference is required. Only authors may present at the conference.
3. 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.
4. Due to time and space limitations and ability to cover poster presentations, a maximum of 2 poster presentations per author/presenter may be accepted. A maximum of 3 presentations may be accepted.
5. If the submission does not meet the submission requirements (e.g., not a completed research study, missing items, etc.), it will not be accepted for 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 submissions and incomplete works will be rejected.
6. 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. Please do not send communications through a third party, staff member, or co-author.
7. 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.
8. If the peer review board confirms that there is an inappropriate submission, the submission will be disqualified. Examples of inappropriate submissions include, but are not limited to, submissions that have been submitted previously at WFC Congress, ACC-RAC, NCLC, incomplete submissions, concept submissions, duplicate submissions, no human subjects/ethics review when one was necessary, no signed patient consent form for case reports/series, nonauthors listed as authors, plagiarized work, etc.
9. Only submissions made to the peer review committee chair will be considered. No faxed, mailed, or hand-delivered submissions will be considered.

Evaluation: All submissions will be evaluated by the peer review committee based upon the following criteria: originality and/or innovation, quality of the project as written and interpreted, significance, clarity.

Instructions: To be considered, please submit all of the following items no later than **September 1, 2017**, to the conference submission website, which can be found at www.chirocolleges.org. Submissions that do not meet the requirements will not be accepted. The submission consists of three parts.

☐ Part 1: Abstract

- Word Count – Maximum word limit of 195; abstracts will be published in the *Journal of Chiropractic Education* if submission is accepted.
- Title, Authors, Affiliations
- Content – Please include subheadings in the abstract.
 - For research studies, use the subheadings **Objective, Methods, Results, and Conclusion**. For case reports, use the subheadings **Objective, Clinical Features, Intervention and Outcome, and Conclusion**. For literature reviews, use the subheadings **Objective, Data Sources and Selection, Results, and Conclusion**. Please do not include references, pictures, tables, or figures.
- Blinding – Please omit title, author information, institutional affiliations, and/or references in the abstract field.
- File name protocol – Name the file name Last Name, First Name, Conference Year, Number of Submission, and Abstract (e.g., StevensonTammi2018-1-1Abstract).

☐ Part 2: Signature Form

- Required Signatures – Primary author must collect and submit signed authorship forms for all authors.
- Commitment – Presenting author must register and attend the conference. Funding should be confirmed in advance of submission. Submission is a commitment from authors to present accepted submissions at the conference.
- File name protocol – Name the file name Last Name, First Name, Conference Year, Number of Submission, and Signature (e.g., StevensonTammi2018-1-Signature).

☐ Part 3: Ethics Materials

- Human Subjects Research – Studies involving human subjects (surveys, observational, and any research studies) must be approved by proper ethics boards/committees. Questions should be directed to your institution's board/committee. Submit a copy of the signed approval, expedited review, or exemption letter from the ethics board/committee. For studies not involving human subjects (e.g., literature review), this document is not required.
- Animal Research – Studies involving animals (basic science) must be approved by proper Institutional Animal Care and Use Committees (IACUC) or country-specific committees of equal stature. Questions should be directed to your institution's committee. Submit a copy of the signed approval, expedited review, or exemption letter from the IACUC or equivalent.
- Case Studies – Case studies (case reports) require consent forms, unless your institution also requires IRB/REB/Ethics review. For case studies, submit a patient consent to publish form from your institution, a journal, or other consent form.
- File name protocol – Name the file name Last Name, First Name, Conference Year, Number of Submission, and Ethics or Consent (e.g., StevensonTammi2018-1-1-Ethics).

Please submit all of the above to the conference website.

Process: Once all items are submitted, the submission will be evaluated by a blinded peer review committee, and these results will be sent to the ACC-RAC planning committee for review and final decision. If accepted, all presenters must register and attend the conference. Funding should be confirmed in advance of the submission, as submission is a commitment from the authors of presentation at the conference, if accepted.

Contact authors will be notified of peer review results by **mid-November 2017**. For accepted submissions, the presenting author must register for the conference no later than **December 15, 2017**, and present the work at the conference. If you have questions or concerns about this process, please contact: Dana J. Lawrence, DC, MMedEd, MA, ACC-RAC, Peer Review Chair, dana.lawrence@palmer.edu, (563) 884-5302.