

Call for Scientific Submissions
Association of Chiropractic Colleges Educational Conference XVIII
Las Vegas, NV March 17 -19, 2011

This call for scientific submissions invites the submission of original research that will promote the dissemination and discussion of new information. The categories for the 2011 conference are:

1. **Research (Integration)** integrated/integrative healthcare, integration related research topics (e.g., policy, healthcare programs, quantitative/qualitative research, etc)
2. **Research (Basic Science)** (e.g., experimental trials, quantitative basic science research, etc.)
3. **Research (Clinical/Health Care Systems)** (e.g., experimental clinical trials, quantitative clinical research, case reports, qualitative clinical research, public health, etc.)
4. **Research (Educational)** (e.g., experimental classroom research, quantitative educational research, qualitative educational research, evaluation of students, evaluation of faculty, etc.)

Submission Requirements

1. **Blinded submission for peer review - due electronically September -01-10**
 - a. The submission must be a completed study. Incomplete work (e.g., concept proposal, a proposed idea for a research project that has not begun yet, a project has started but no data) will not be considered. If you are uncertain or have any questions about this, please contact the Peer Review Chair prior to the submission deadline.
 - b. Word limit: submission may be up to **2000 words maximum** (but may be shorter). The 2000 word count allows authors to demonstrate the data/results of their findings and the scholarship quality of their completed work. One file in Word or rich text format (RTF), 12-point type font, double-spaced, maximum 2MB.
 - c. Do not include author names or institutional affiliations anywhere in title or text.
 - d. The submission must include appropriate sections such as: Title, Introduction (e.g. Background, Objectives, Purpose), Methods, Results, Discussion, Conclusion, and References sections. References are expected, but are not included in the word count.
 - e. Due to file size limitations, you may submit up to 2 of any combination of the following embedded in the Word/RTF document: diagrams, figures, pictures (JPEG, TIFF or BMP), graphs or tables (e.g. one graph and one table.) Only submit these if they are essential for the peer reviewers to evaluate the proposal. Do not submit tables, graphs or pictures as separate files. Do not submit other visual aids (no videos or power point)
2. **Abstract for proceedings if accepted and author information - due September -01-10**
 - a. The abstract should be a structured abstract and include appropriate sections such as: Introduction (e.g. Background, Objectives, Purpose), Methods, Results, Discussion and Conclusion sections.
 - b. Word limit: **200 words maximum**. No pictures, tables, figures, or references are included in the abstract. The abstract will be "cut and pasted" by the author into the electronic submission form field.
 - c. Do not include author information or institutional affiliations in the abstract.
 - d. Only the abstract will be published in the *Journal of Chiropractic Education* proceedings if submission is accepted.
3. **Signatures of all authors - due postmarked or faxed by September -01-10**
 - a. Signatures of all authors shall be submitted on the authorship statement form
 - b. Presentations of accepted works are expected. Presenting author(s) must register and attend the conference to present. Only authors may present the study. All presenters must register for the conference. We strongly recommend that funding is secured or confirmed in advance of submission. Submission is a commitment for presenting authors of accepted submissions to attend the conference and be present at the scheduled session.
4. **For studies involving human subjects – a copy of IRB/Ethics approval, expedited, or exemption letter - due postmarked or faxed by September -01-10**
 - a. All studies involving human subjects must go through appropriate IRB/ethics review and state these processes in both the blinded submission and abstract. Case reports are exempt. Any questions should be directed to your institution's IRB or Ethics Committee.
 - b. For studies involving human subjects research, provide a photocopy of the approval, expedited review or exemption to the peer review chair. For studies not involving human subjects, this document is not required.

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

Submission Information

All electronic items shall be submitted through the conference submission website. This website link will be posted on the website www.chirocolleges.org. The primary author is responsible for proper submission of all items. Non-authors (eg, staff) are not allowed to submit or query about submissions.

Important Information:

1. 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 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.
2. 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 co-author.
3. 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 before at this conference, incomplete submissions, concept proposals, duplicate submissions, no human subjects/ethics review when one was necessary (includes expedited review), non-authors listed as authors, plagiarized work, etc.
4. Only electronic submissions will be considered. No faxed or mailed submissions will be considered.
5. 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 their work at the conference.
6. Due to time and space limitations, and ability to cover poster presentations, a maximum of 2 poster presentations per primary author/presenter are allowed.

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:

1. Practical significance
2. Originality
3. Theoretical/conceptual framework
4. Quality of experimental or descriptive design
5. Discussion/findings/results - clarity of presentation of findings
6. Conclusions, interpretation of results, implications for chiropractic education, theory, research, or practice
7. Citation of appropriate literature
8. Applicability for: the chiropractic profession, classroom use, further research, current/critical concerns etc
9. Completed study
10. Overall rating of the paper.

Notification: Primary/corresponding authors will be notified of peer review results by the end of November 2010. 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.

If you have any questions or would like to request forms please contact the Peer Review Chair:
Dr. Claire D. Johnson at johnsondc@aol.com

Authorship Signatures Form
Association of Chiropractic Colleges Educational Conference XVIII
Las Vegas, NV March 17-19, 2011

INSTRUCTIONS: This form must be completed, signed, and submitted by **September -01-10**
Submission title (print):

By signing this form:

1. 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 2011 conference, 2) the publication of the abstract 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)
2. If accepted, I/we understand that registration and presentation of this work at the conference is required and that funding should be secured or confirmed in advance of submission. Submission is a commitment for presenting. Authors of accepted submissions must attend the conference and be present at the scheduled session. I/We understand that withdrawing after acceptance will prevent us from submitting to future ACC RAC annual meetings.

For studies involving human subjects – a copy of IRB/Ethics approval, expedited, or exemption letter - due postmarked or faxed by 9-01-10. Evidence of IRB or ethics review approval/exemption is required for all research studies involving human subjects. It is recognized that projects that use human subjects are expected to follow appropriate human subjects review procedures depending on the type and nature of the research (more information about human subjects review/ethics review/IRB can be found at <http://cme.cancer.gov/c01> and http://ohrp.osophs.dhhs.gov/irb/irb_guidebook.htm).

Primary Author Print name	Email address	Signature	Date

Other Authors Print name	Email address	Signature	Date

If more authors, please sign and date on an additional form. If multiple authors, each may send in their completed forms separately (need not be on the same form).

OTHER INFORMATION:

If accepted, the **200 word** maximum abstract will be printed in the *Journal of Chiropractic Education* conference proceedings for the ACC Educational Conference 2011. This will allow you to publish your completed paper in any journal you wish.

Email a pdf or jpeg scan to johnsondc@aol.com, or fax this completed by **September -01-10** to:
ACC Peer Review Committee 2011
Attn: Claire D. Johnson Peer Review Chair
Fax: (760) 888-0323
Email: johnsondc@aol.com

Multiple authors involved with one submission may send their forms in separately.