

Association of Chiropractic Colleges

25th Educational Conference and Research Agenda Conference

March 8-10, 2018

ACC-RAC Call for Scientific Submissions

due by **September 20, 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 ACC-RAC 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, interdisciplinary healthcare, 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 two years.
2. It is the author's responsibility to find funding to register and attend the conference. It is strongly recommended that funding is secured or confirmed in advance of submission. Once a submission is accepted, registration for the conference is required, or the invitation to present will be revoked. Only authors listed on the submission 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, a maximum of 2 poster presentations per author/presenter may be accepted while a maximum of 3 platform presentations per author/presenter 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. The corresponding 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, it will be disqualified. Examples of inappropriate submissions include, but are not limited to, submissions that have been previously submitted at ACC-RAC, incomplete submissions, previously published works, concept submissions without complete data and analysis, duplicate submissions, lack of ethics/subject approval where necessary, non-authors listed as authors, plagiarized work, etc.
9. Only submissions made to the Open Conference website for ACC-RAC will be considered. No faxed, mailed, or hand delivered submissions will be considered.

Evaluation: All submissions will be reviewed 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 20, 2017**. Please submit all parts to the following website: www.OpenConf.org/ACCRAC2018/. Submissions that do not meet the requirements will not be accepted. The submission consists of three parts.

Part 1: Abstract

- Word Count - 195 word limit
- 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 in the abstract.
- Blinding – Please blind author information, institutional affiliations, and/or references that would identify the authors in the abstract.

Part 2: Signature Form

- Required Signatures - Corresponding author must collect and submit signed authorship forms for all authors. Signatures can be provided on one single page or multiple pages if necessary.
- Commitment – The 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.

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. State these processes in the blinded submission. 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 of the participant(s) to publish the case as well as complete participant anonymity within the submission. Submit a copy of the signed consent and/or your institution's IRB/REB/Ethics review. For case studies, submit a patient consent to publish form from your institution, a journal, or other consent form.

Process: Once all items are submitted, the submission will be evaluated after the submission deadline by a blinded peer review committee, and the 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 whether or not their work is accepted as a platform or poster.

Notification: Corresponding authors will be notified of peer review results by **Late-November 2017**. For accepted submissions, the presenting author is required to register 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
dlawrence@parker.edu
(214) 902-3465

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ACC-RAC Scientific Submission Signature Form

due by **September 20, 2017**

INSTRUCTIONS: The presenting author should collect all signatures. If more space is needed, or if authors are at different locations, please use additional pages. This form is due by **September 20, 2017**.

By signing this form:

1. If accepted, I/we understand that I/we are responsible for all our own costs (e.g. travel, hotel, conference registration, etc.). I/we understand that I/we are responsible to secure funding in advance of the submission and that lack of funding is not an acceptable rationale for withdrawing.
2. I/we understand that presentation of an accepted submission at the conference is required. Presenting authors of accepted submissions must register, attend, and be present at the scheduled session.
3. Submission is a commitment to present. I/We understand that withdrawing after acceptance will prevent us from submitting to future ACC-RAC annual conferences.
4. I/We confirm that each of us qualify as an author and presenter of this submission, am/are responsible for all of its content, and give permission for (1) its presentation if accepted to the ACC-RAC 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
5. I/we confirm that appropriate ethics committee documents and/or patient consent to publish/present forms have been secured and are attached to the submission.
6. I/we understand that presentations may not be used to promote any goods, products, or services. All presentations must be done in a non-commercial and non-self-promotional manner.
7. I/we will comply with the following due dates:
 - a. Forms and materials for all authors are due no later than **September 20, 2017**.
 - b. Presenters must register for the conference no later than **December 15, 2017**.
 - c. Presenters must submit power point presentations no later than **February 20, 2018**. Multiple files for a single presentation must be combined into one master file before submitting.

Submission ID# (from Open Conference confirmation email)

Submission Title

Presenting Author (this author will register for the conference and present research)

Printed Name	Email Address	Signature	Date
<input type="text"/>			

Corresponding/Lead Author (if different than Presenting Author)

Printed Name	Email Address	Signature	Date
<input type="text"/>			

Co-Author(s) Printed Name	Email Address	Signature	Date
<input type="text"/>			

Please keep a copy of this completed form for your records.
Submit this form to www.OpenConf.org/ACCRCAC2018/ by **September 20, 2017**.

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ACC-RAC Patient Case Consent for Publication/Presentation

due by **September 20, 2017**

Title of Case Study/Series:

Author(s) Names:

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 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, the 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: (printed)

Signature of Patient: (or person giving consent on behalf of the patient, if patient is a minor or deceased)

Date Signed:

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

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

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 person giving consent on behalf of the patient, if patient is a minor or deceased)

Date Signed: