

Association of Chiropractic Colleges

27th Educational Conference and Research Agenda Conference

March 19-21, 2020

ACC-RAC Call for Scientific Submissions

due by **September 10, 2019**

Conference Theme: The theme for the **2020** conference is “**Developing Leaders: Faculty, Education & Research;**” 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 - “Developing Leaders: Faculty, Education & Research”

Important Information: Please note the following:

1. Presentation of accepted work (platform or poster) is expected. The presenting author must register and attend the conference to present. A presenting 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 presenting author’s responsibility to secure 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, the 195-word maximum abstract will be printed in the conference proceedings in the *Journal of Chiropractic Education*. This will allow publication of the completed paper in any journal.
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 a 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 10, 2019** to the following website: <http://www.openconf.org/ACC-RAC2020/openconf.php> Submissions that do not meet the requirements will not be accepted. The submission consists of several parts:

Part 1: Author Information

- Names, organizational affiliations, emails, and telephone numbers of all authors. The order entered will be the order published in all conference materials and conference proceedings in the *Journal of Chiropractic Education*.

Part 2: Abstract

- Word Count - 195 word limit
- Content - 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**.
 - Do not include references, pictures, tables, or figures in the abstract.
- Blinding – Please blind references that would identify authors or institutions in the abstract.

Part 3: 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 for, attend, and present at the conference. Funding should be confirmed in advance of submission. Submission is a commitment from authors to present accepted submissions at the conference.

Part 4: 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 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 general patient consent form or the ACC-RAC Patient Case Consent form in this call for proposals.

Part 5: Presenter Materials

- CV/Resume - Corresponding author must collect and submit a current Curriculum Vitae or Resume for the presenting author.
- Current License - Corresponding author must collect and submit a current license to practice for presenters who have earned a professional degree (i.e. D.C., M.D., D.O., etc.), if applicable.

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 their work is accepted as a platform or poster.

Notification: Corresponding authors will be notified of peer review results by late November 2019. For accepted submissions, the presenting author is required to register for the conference no later than **December 13, 2019** 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 10, 2019**

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 10, 2019**.

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 10, 2019**.
 - b. Presenters must register for the conference no later than **December 13, 2019**.
 - c. Presenters must submit power point presentations no later than **March 3, 2020**. Multiple files for a single presentation must be combined into one master file before submitting.

Submission Title:				
	Name	Email Address	Signature	Date
Presenter:				
Co-Author:				

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

Submit this form to <http://www.openconf.org/ACCRAC2020/openconf.php> by **September 10, 2019**.

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ACC-RAC Patient Case Consent for Publication/Presentation

due by **September 10, 2019**

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 the ACC-RAC 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:	
Signature of Patient:*	
Date Signed:	
* or person providing consent on behalf of the patient, if the patient is a minor, incapacitated, or deceased	
If you are not the patient, what is your relationship to the patient? (The person giving consent should be a substitute decision maker, legal guardian, or hold power of attorney for the patient.)	
Why is the patient unable to provide 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:*	
Date Signed:	

* or person providing consent on behalf of the patient, if the patient is a minor, incapacitated, or deceased

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

Submit this form to <http://www.openconf.org/ACC-RAC2020/openconf.php> by **September 10, 2019**.