

The Journal of Chiropractic Education

A Publication of the Association of Chiropractic Colleges



INSTRUCTIONS FOR AUTHORS

JOURNAL MISSION

The mission of the *Journal of Chiropractic Education* (J Chiropr Educ) is to promote excellence in chiropractic education through the publication of research and scholarly articles concerned with educational theory, methods and content relevant to the practice of chiropractic. The journal will consider original manuscripts of any design on issues relevant to its mission. Submissions must be original work and not currently under consideration for publication in another peer-reviewed medium including both paper and electronic formats. The journal does not publish articles containing material that has been reported elsewhere.

TYPES OF SUBMISSIONS

The journal strives to bring creative thought to light and considers many study design formats. Typical reports are listed below; if authors have concerns about acceptable reporting formats, they should contact the editor at JChiroEd@aol.com.

- **Investigations** – any reports of new research findings concerning teaching, learning, administration, faculty governance and any other aspect of chiropractic education stemming from original research, investigation and data analysis.
- **Literature Reviews** - critical assessments of current knowledge of a particular subject of interest. Studies should include clear methodology. Narrative overviews are discouraged or published as commentaries.
- **Case studies in education** – descriptive papers regarding any aspect of chiropractic education where before and after data is analyzed in a non-controlled environment.
- **Commentaries** – insightful, appropriately referenced commentaries pertaining to current issues in chiropractic education, 2000 words or less .
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- **Conference Reports** - documentation of educational conferences. The annual ACC Educational Conference will publish abstracts of presentations from the meeting in the Journal. Reports from other conferences relevant to chiropractic education will also be considered. Conference reports are limited to 500 words and will be published on a space-available basis.
- **Book Reviews** - a critical review of a newly published book or books of relevance to chiropractic educators and or students. Limited to 500 words. Authors must not have a financial or other interest in the work/s under review. Book reviews will be constructed using the journal's rating scale for book reviews, available from the editor.
- **Letters to the Editor** - communications which are directed specifically to the editor which critically assess some aspect of the *Journal of Chiropractic Education*, particularly as such assessment may add to, clarify, or point-up a deficiency in some recently published paper; authors are afforded the privilege of a counter response. Letters should be limited to 500 words and 10 references.

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Terminology

Standard spelling and terminology should be used whenever possible. Avoid creating new terms or acronyms for entities that already exist. Technical terms that are used in statistics should not be used as non-technical terms, such as "random" (which implies a randomizing device), "normal," "significant" (which implies statistical significance), and "sample."

Units of Measurement

In most countries the International System of Units (SI) is standard, or is becoming so, and bioscientific journals in general are in the process of requiring the reporting of data in these metric units. However, insofar as this practice is not yet universal, particularly in the United States, it is permissible for the time being to report data in the units in which calculations were originally made, followed by the opposite unit equivalents in parentheses; ie, English units (SI units) or SI units (English units). Nevertheless, researchers and authors considering submission of manuscripts to the journal should begin to adopt SI as their primary system of measurement as quickly as it is feasible.

Abbreviations and Symbols

Use only standard abbreviations for units of measurement, statistical terms, biological references, journal names, etc. Avoid abbreviations in titles and abstracts. The full term should precede its abbreviation for the first use in the manuscript, unless it is a standard unit of measurement. For standard abbreviations, consult the following: 1) Uniform requirements for manuscripts submitted to biomedical journals (Ann Intern Med 1997;126:36-47); 2) American Medical Association manual of style. 9th ed. Baltimore: Williams & Wilkins; 1997; 3) Scientific style and format, the CBE manual for authors, editors, and publishers. 6th ed. Cambridge (UK): Cambridge University Press; 1994; 4) O'Connor M, Woodford FP. Writing scientific papers in English: an ELSE-Ciba Foundation guide for authors. Amsterdam: Elsevier-Excerpta Medica; 1975.

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All manuscripts are subject to blind (without author or institutional identification) critical review by two or more peer-reviewers. The purpose of the review is to assist the author in improving the quality of a manuscript and to assist the editor in judging whether to accept a manuscript for publication, ask for revision or reject the manuscript. Reviewers' comments will be returned to authors. All reviewers remain anonymous.

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MANUSCRIPT PREPARATION

Cover Letter

The cover letter should explain why the paper should be published in the *Journal of Chiropractic Education* and if the submission is original and not currently under consideration for publication in another peer-reviewed medium. The cover letter should include a statement of intent to submit to the journal. The cover letter may also include any special information regarding the submission that may be helpful in its consideration for publication.

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- Use 12 point Times New Roman font throughout the paper, including all titles, text, tables and figure legends.
- Use the 'normal' format; do not use other formatting.
- Align all text to the left.

- Double space all text. Tables do not need to be double spaced.
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- Allow text to wrap naturally in the word processing program. Do not hyphenate words at the end of a line.
- Use single spaces between sentences.
- Do not use page breaks.
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The title page should contain the following article and author information:

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- ___ the number of figures;
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Structured Abstract

The structured abstract should be no more than 250 words. Structured abstracts may not apply to papers submitted to the Educational Research in Action section and 200 word narrative abstracts are acceptable for this section and commentaries. Structured abstracts should consist of 4 paragraphs, labeled: Purpose, Methods (includes study design and statistical methods), Results, and Conclusions.

Key Words

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Manuscript Organization

The text of observational and experimental articles is usually divided into sections with the headings Introduction, Methods, Results, and Discussion. Longer articles may need subheadings within some sections to clarify or break up content.

Introduction

Clearly state the purpose of the article. Summarize the rationale for the study or observation. Give only pertinent references and do not review the subject extensively; the introduction should serve only to introduce what was done and why it was done. State the specific purpose, research objective, or hypothesis tested by the study (typically found at the end of the introduction section).

Methods

The selection and description of participants, technical information, and statistics used should be reported in this section. Describe the selection of the observational or experimental subjects (patients or experimental animals, including controls). Papers of a specific study design should follow current and relevant guidelines (eg, CONSORT, MOOSE, QUOROM, STARD, TREND, etc.) and include appropriate materials in the text. Identify the methods, apparatus (manufacturer's name and address in parentheses) and procedures in sufficient detail to allow others to reproduce the work for comparison of results. Give references to establish methods, provide references and brief descriptions for methods that have been published but may not be well known, describe new or substantially modified methods and give reasons

for using them and evaluate their limitations.

When reporting experiments with human subjects, indicate the procedures used in accordance with the ethical standards of the Committee on Human Experimentation of the institution in which the research was conducted and/or were done in accordance with the Helsinki Declaration of 1975. Clearly indicate the ethics review board or IRB that approved the study. When reporting experiments on animals, indicate whether the institution's or the National Research Council's guide for the care and use of laboratory animals was followed. Do not use patient names, initials, or hospital numbers or in any manner give information by which the individuals can be identified. The author may be requested to provide the editor documentation from the ethics board and methods used to review the work. If the study is a clinical trial, include the clinical trial registry number in the methods section.

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Describe the statistical methods in enough detail that would allow a knowledgeable reader with access to the original data to verify the results. Findings should include appropriate indicators of measurement error or uncertainty, such as confidence intervals. All statistical terms, abbreviations, and symbols should be defined. Include numbers of observations and the statistical significance of the findings when appropriate. Detailed statistical analyses, mathematical derivations, and the like may sometimes be suitably presented in the form of one or more appendixes.

Results

Present your results in logical sequence within the text, tables, and figures. Do not repeat findings in multiple places (eg, do not include the same data in both text and tables). Emphasize or summarize only important observations, do not discuss findings in this section.

Discussion

The discussion should emphasize the important aspects of the study and include conclusions that follow from these observations. Do not repeat data presented in the Results section and do not include information or work that is not directly relevant to the study. State new hypotheses when indicated, but clearly label them as such. Statements that are unsupported, that generalize, or that over extrapolate the findings should not be included. Limitations to the study, including bias, should be clearly stated.

Conclusion

Clearly state in one paragraph the major findings of the study or primary point of the essay. The principal conclusions should be directly linked to the goals of the study. Unqualified statements and conclusions not supported by your data should not be included. Recommendations (for further study, etc), when appropriate, may be included, if not already placed in the discussion section.

Acknowledgments

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Funding Sources and Conflicts of Interest

Statements about funding sources and conflicts of interests are stated here. If there were no funding sources or identified conflicts of interest to declare, then this should be clearly stated in this section.

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Authors are responsible for accurate reference and citation information. The style should be in accordance with that specified by the US National Library of Medicine. Specific examples of correct reference form for journal articles and other publications can be found at: http://www.nlm.nih.gov/bsd/uniform_requirements.html

The format for at typical journal article is as follows:

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Figures

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Instructions for authors updated: March 5, 2010.