

# The Journal of Chiropractic Education

*A Publication of the Association of Chiropractic Colleges*

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## INSTRUCTIONS FOR AUTHORS AND MANUSCRIPT SUBMISSION GUIDELINES

### JOURNAL SCOPE

The *Journal of Chiropractic Education* (J Chiropr Educ; ISSN: 1042-5055 and ISSN 2374-250X) is an international, peer-reviewed journal dedicated to publishing research and scholarly articles pertaining to education theory, pedagogy, methodologies, practice, and other content relevant to the health professions academe. Journal contents are of interest to teachers, researchers, clinical educators, administrators, and students. The journal follows industry standard best practices in publication ethics and policy.

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](mailto:JChiroEd@aol.com).

- **Investigations** – any reports of new research findings concerning teaching, learning, administration, faculty governance and any other aspect of 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 education where before and after data is analyzed in a non-controlled environment.
- **Commentaries** – insightful, appropriately referenced commentaries pertaining to current issues in education, 2000 words or less.
- **Educational Research in Action** - this section focuses on action research in education. Topics that demonstrate how to accomplish common tasks in an evidence-based manner or integrate current education evidence with a best-practice strategy are encouraged. This section does not report untested educational innovations or experimental research. Formatted as a narrative overview of the literature, content is founded upon systematic reviews and experimental designs, when available, in addition to other forms of evidence and educational research.
- **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 the process of education, administration, learning, etc. 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. Sample course texts, such as the latest anatomy text or clinical procedures text, are not reviewed in the journal.
- **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. The journal does not publish letters that are criticisms of papers published in other journals. Letters should be limited to 500 words and 10 references.

### MANUSCRIPT PREPARATION

## **Editorial Policies and Publication Ethics**

Before preparing a manuscript for submission, all authors should read and be familiar with the journal's editorial policies and position on publication ethics, as described in detail in the Editorial Policies and Publication Ethics document available on the journal web site ([www.journalchiroed.com](http://www.journalchiroed.com)) or available from the editor ([jchiroed@aol.com](mailto:jchiroed@aol.com)). Topics addressed in this separate document include contributorship, assignment of copyright, duplicate publication, ghost authorship, ethical treatment of subjects, and peer review.

## **Cover Letter**

The cover letter should explain why the paper should be published in the *Journal of Chiropractic Education* and 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.

## **General Formatting**

- The *Journal of Chiropractic Education* follows the American Medical Association Manual of Style, 10th ed. Oxford University Press; 2007.
- 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.
- Use 1 inch margins on all sides.
- 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.
- Do not use footnotes.

## **Title Page**

- The title page should contain the following:
- Title of the article (concise, but informative);
- First name, middle initial, and last name of each author, with academic degree(s);
- Title/position of each author
- Names of department(s) and/or institution(s) to which work should be attributed of each author;
- Addresses for all authors (email, address, phone, and fax number).

## **Structured Abstract**

The structured abstract should be no more than 250 words. Structured abstracts should consist of 4 paragraphs, labeled: Objective, Methods (includes study design and statistical methods), Results, and Conclusion. Structured abstracts may not apply to commentaries and 200 word narrative abstracts are acceptable.

## **Key Words**

Provide approximately 4-6 key indexing terms that will assist indexers in cross-indexing your article and that may be published with the abstract. These terms should come from the Index Medicus Medical Subject Headings (MeSH) <http://www.ncbi.nlm.nih.gov/mesh>.

## **Manuscript Organization**

The text of observational and experimental articles is usually divided into sections with the headings Abstract, 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.

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**

Acknowledge only those who have made substantive contributions to the study itself; this includes support personnel such as statistical or manuscript review consultants, but not subjects used in the study or clerical staff. Authors are responsible for obtaining the written permission (to be included with the submission) that is required from persons, institutions, or businesses being acknowledged by name

because readers may infer their endorsement of the data and conclusions.

### **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.

### **References**

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.ncbi.nlm.nih.gov/books/NBK7256/>

The format for a typical journal article is as follows:

- Last name of author(s) and their initials in capitals separated by a space with a comma separating each author. (List all authors when 3 or fewer; when >6 are listed, list only the first 3 and add et al.)
- Title of article with first word capitalized and all other words in lower case, except names of persons, places, etc.
- Name of journal, abbreviated according to Index Medicus  
<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>; year of publication (followed by a semicolon); volume number (followed by a colon); and inclusive pages of article (with redundant number dropped, ie, 105-10).

References should be numbered consecutively when they are first used in the text. Reference citation in the text should be in superscript format and after punctuation (eg, The quick fox jumped over the dog.<sup>1</sup>). References should be listed in numeric order (not alphabetically) following the text pages. The original citation number assigned to a reference should be reused each time the reference is cited in the text, regardless of its previous position in the text: do not assign it another number. References should not be included in abstracts. References that are only used in tables or figure legends should be numbered in the sequence established by the first use of the particular table or figure in the text. Only references that provide support for a particular statement in the text, tables, and/or figures should be used. Do not reference unpublished works, unpublished observations, conversations with other authors, websites, emails, interviews or any other non-published work. Manuscripts that are accepted but not yet published may be included in the references with the designation “in press” where page numbers would be listed otherwise. Excessive use of references should be avoided. Authors are responsible to verify references against the original document and not from reading the abstract alone. Care should be taken to accurately represent the original work and not misconstrue the original meaning of the paper. For the most part, sources of information and reference support for a scholarly paper should be limited to journals (rather than books) because that knowledge is generally considered more recent and more accurate.

### **Tables**

Tables should be numbered as they appear in the text (eg, Table 1). Identify statistical measures of variation, such as standard deviation and standard error of mean. If data are used from another source, the author should acknowledge the original source in the text and include the written permission from the copyright holder to reproduce the material with the submission.

Using Arabic numerals, number each table consecutively (in the order in which they were listed in the text in parentheses) and supply a brief title to appear at the top of the table above a horizontal line; place any necessary explanatory matter in footnotes at the bottom of the table below a horizontal line and identify with letters (eg, a,b,c, etc).

Do not submit tables as photographs. Avoid as much as possible the use of too many tables in relation to length of the text, as this may produce difficulties in layout of the pages. Avoid the use of tables that do not fit in the ‘portrait’ layout. Table contents and number of tables will be subject to editing.

### **Figures**

Figures should be numbered as they appear in the text (eg, Fig 1). Illustrations (including lettering, numbering and/or symbols) must be of professional quality and of sufficient size so that when reduced for

publication all details will be clearly discernible; rough sketches with freehand or typed lettering are not acceptable. All illustrations (including x-rays) must be sent as at least 300 dpi resolution, in jpg format. Do not place titles or detailed explanations in the illustration; such information should be given in the figure legends. The journal does not publish color figures. Original data for graphs or charts may be requested by the editor if the submitted figure is not clear or of poor quality for printing. Poor preparation of figures is a common source of delay to publication.

Each figure should be saved using the figure number in its file name (eg, Fig1) and sent as a separate file. Do not embed images in the manuscript files and do not send in PowerPoint format. Typically no more than eight figures are acceptable (eg, Fig 1A and Fig 1B are considered two figures).

If photographs of persons are used, the subjects must not be identifiable or their pictures must be accompanied by signed written permission to publish the photographs.

If a figure has been previously published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. Permission is required, regardless of authorship or publisher, except for documents in the public domain. Articles appear in both the print and online versions of the journal, and wording of the letter should specify permission in all forms and media. Failure to get electronic permission rights may result in the images not appearing in the paper.

### **Figure Legends**

Type legends for figures at the end of the text after the reference section. Identify each legend with Arabic numerals in the same manner and sequence as they were indicated in the text in parentheses (eg, Figure 1). Do not include legends in images. When symbols, arrows, numbers or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend.

### **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 American Medical Association Manual of Style. 10th ed. Oxford University Press; 2007.

## **MANUSCRIPT SUBMISSION**

**The manuscript is to be submitted electronically at the journal's manuscript tracking website (<http://www.editorialmanager.com/journalchiroed/default.asp>).**

### **Manuscript Submission Checklist**

- Cover letter from principal or corresponding author
- Title page including items outlined in instructions

- Structured abstract (250 word maximum).
- Manuscript
- Figure legends
- Tables
- Figures (300 dpi jpg each as a separate file)
- Signed assignment of copyright/authorship attribution form
- Signed conflict of interest and funding statement form
- Permission to use previously published material and/or permission to use name in acknowledgments and/or to publish photographs of subjects.

Instructions for authors updated: September 18, 2014.