



Call for Scientific Submissions

Sacro Occipital Technique Organization - USA

8th SOT Research Conference, May 12, 2016

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 2016 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 (Innovative)** (e.g., experimental sacro occipital technique or cranial integrative methods assessed with reliable and valid assessment tools, etc.)

Submission Requirements

1. **Blinded submission for peer review - due electronically January 31, 2016**

- 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 approximately **2000 words** (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, it is preferred that you 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).

f. Your accepted paper will be published in the Sacro Occipital Technique Research Conference Proceedings 2016 but you will not sign over copyright to this conference and reserve the right to publish your article at another research conference or journal.

2. Abstract for proceedings if accepted and author information - due January 31, 2016

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.

c. Do not include author information or institutional affiliations in the abstract.

d. The abstract will be published on the *SOTO-USA.org* website and within the *SOT Compendium of Peer Reviewed Literature 2016-2020* if submission is accepted.

3. Signatures of all authors - due postmarked or emailed by January 31, 2016

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 emailed by January 31, 2016

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 returned to the submitter.

Submission Information

All paper submissions shall be submitted electronically via email to Dr. Charles L. Blum – drcblum@aol.com. A website link relating to the SOT Research Conference and registration for this conference will be posted on the website www.soto-usa.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), the SOT Research Conference Peer Review Chair will contact the authors. If however the paper cannot be accepted for this conference then notification will be sent to the submitting author. Concept proposals and incomplete works will be returned to the authors and those authors can contact Dr. Blum at drcblum@aol.com for further information.
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 emailed 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, there may be a limitation for the number of poster presentations per primary author/presenter.

All submissions will be evaluated for completeness, strength of contribution to the profession and relevance to the SOT research 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 April 2016. 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. Charles L. Blum at drcblum@aol.com

OTHER INFORMATION:

If accepted, the **200 word** maximum *abstract* will be printed on the SOTO-USA.org website and within the *Sacro Occipital Technique Compendium 2016-2020*. *The paper will be published within the proceedings of the SOT Research Conference 2016*. This will still allow you to publish your completed paper in any journal you wish.

Email a pdf or jpeg scan to drcblum@aol.com, or email this completed by **January 31, 2016** to:

SOT Peer Review Committee 2016
Attn: Charles L. Blum, DC Peer Review Chair
Email: drcblum@aol.com

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

Authorship Signatures Form
Sacro Occipital Technique Research Conference V
May 2, 2016

INSTRUCTIONS: This form must be completed, signed, and submitted by **January 31, 2016**
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 SOT 2016 research conference, 2) the publication of the *abstract on the SOTO-USA.org* website and within the *SOT Compendium of Peer Reviewed Literature 2016-2020*, 3) your accepted paper to be published in the *Sacro Occipital Technique Research Conference Proceedings 2016* but you will not sign over copyright to this conference and will retain the right to publish your article at another research conference or journal, and 4) 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 may prevent us from submitting to future SOT Research Conferences.

For studies involving human subjects – a copy of IRB/Ethics approval, expedited, or exemption letter – due postmarked or emailed by January 31, 2016.

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).

Patient Case Consent for Publication and Presentation

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 a 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, a 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 (print)

Date

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

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

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

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 signature of the person giving consent on behalf of the patient)

Date

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