



American Congress of Rehabilitation Medicine

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REQUEST FOR PROPOSALS

Guest Editor, 2010 Winter Archives Supplement

July 15, 2009: SUBMISSION DEADLINE for RFPs

August 1, 2009: Acceptance notifications sent

August 1, 2009 to July 1, 2010: Guest Editor(s) recruits manuscripts and completes the internal review process

July 1, 2010: Accepted manuscripts submitted via EES on-line system to Archives

September 20, 2010: Final author revisions due to Archives

October 15, 2010: Masthead and all final supporting documents due to Archives

The American Congress of Rehabilitation Medicine (ACRM) is pleased to announce an exciting opportunity for Congress members to be the Guest Editor of the 2010 Winter Supplement in the *Archives of Physical Medicine and Rehabilitation*. This is a unique opportunity for an experienced rehabilitation researcher or group of researchers to compile a thematically based supplement in the *Archives of PM&R* to a **maximum of 100 pages**.

The goal of the ACRM annual supplement in the *Archives of PM&R* is to publish high quality scientific articles which are thematically organized and of special interest to ACRM members and to the general readership of the *Archives of PM&R*. While all manuscripts go through independent peer-review prior to publication, the special editor has considerable latitude in the content and tone of the supplement. We strive to make these supplements 'classic' collections of articles organized around special themes relevant to ACRM members.

According to the recent citation index, the *Archives of PM&R* is the number one rehabilitation journal in the country. With a print subscription and on-line availability, this is a unique opportunity to compile and edit a thematically organized collection of high-quality scientific articles.

SUBMISSION PROCESS

Individuals interested in applying to be the 'Guest Editor' should submit a proposal of no more than 10 pages. The following areas should be addressed in this proposal:

1. Theme.
2. Statement of Relevance to the Mission of ACRM.
3. Intended audience.
4. Proposed content – applicants are encouraged to be specific.
 - a. Articles – titles and brief summaries
 - b. Proposed authors
 - c. Estimated page length of supplement (**100 page maximum**)
5. Qualifications of special editor or editors and proposed contributors to carry out project.
6. Letters of support from proposed contributors recommended.
7. Action Plan - outline of mechanism to stay on timeline.
8. CVs and biosketches of special editor and other contributors.

Interested individuals are encouraged to contact **Daniel E. Graves, PhD, FACRM, Chair of the ACRM Communications Committee and ACRM Supplement Editor**, at **Dan.Graves@memorialhermann.org** or by phone at **713-799-5023**; or Judy Reuter, ACRM Interim Executive Director, at **Jreuter@acrm.org** or by phone at (317) 915-2250.

The ACRM Communications Committee takes primary responsibility to solicit applicants and make recommendations to the ACRM Board of Governors for the selection of the Guest Editor. The ACRM Supplement Editor/committee chair with input from the entire committee makes final determination of articles to be published. The acceptance of any manuscript can be revoked if it is not completed by the established deadline or does not conform to Policies of the *Archives of PM&R* at the discretion of the ACRM Supplement Editor and/or the Editor of *Archives*.

CRITERION TO JUDGE SPECIAL PROPOSAL

1. Qualifications considered for Guest Editor and other contributors.
 - a. Professional experience
 - b. Research qualifications
 - c. Editorial and Publication Experience
2. Relevancy of theme to ACRM mission and interests to ACRM members.
3. Quality and relevancy of proposed manuscripts to supplement theme.
4. Feasibility of implementation plan.

*Eligibility – Guest Editor(s) **must** be an ACRM member. Other contributors do not necessarily need to be ACRM members.*

RESPONSIBILITIES OF THE GUEST EDITOR FOR ACRM ARCHIVES SUPPLEMENT

1. Assure manuscripts submitted confirm to guidelines outlined in the *Archives* Information for Authors, published quarterly and available at the *Archives of PM&R* website located at www2.archives-pmr.org under Author Guidelines.
2. Complete manuscript recruitment and internal editing process by agreed upon deadline.
3. Coordinate activities with the ACRM Supplement Editor and assist ACRM national office and *Archives* editors with logistics of manuscript review and final editing.
4. Work with ACRM national office and *Archives* editors and staff with logistics of manuscript review and final editing.

RESPONSIBILITIES OF THE ACRM SUPPLEMENT EDITOR

1. Chair the Communications Committee and conduct call for proposals for Guest Editor.
2. Work with Guest Editor to oversee manuscript timelines and ensure all review process deadlines are met.
3. Work with the Guest Editor to assure manuscripts submitted conform to guidelines outlined in the *Archives* Information for Authors.

FAILURE TO MEET DEADLINES NOTICE:

Failure to meet deadlines (i.e., to deliver all approved manuscripts in accepted electronic formats to *Archives* by July 1) will result in *Archives* suspending any editorial activity until such time as all accepted manuscripts are received. This suspension could have two consequences: (1) cancellation of the supplement or (2) delay of supplement publication into the next year. Failure to publish does not confer the right to carry over unused pages into the next year.