



American Congress of Rehabilitation Medicine

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REQUEST FOR PROPOSALS **Guest Editor, 2011 Summer Archives Supplement**

February 1, 2010:	SUBMISSION DEADLINE for RFPs
April 1, 2010:	Acceptance notifications sent
Apr – Dec, 2010:	Guest Editor(s) recruits manuscripts and completes the internal review process
January 1, 2011:	Accepted manuscripts submitted via EES on-line system to <i>Archives</i>
June 1, 2011:	Final author revisions due to <i>Archives</i>
June 15, 2011:	All final supporting documents due to <i>Archives</i>

The American Congress of Rehabilitation Medicine (ACRM) is pleased to announce an exciting opportunity for Congress members to be the guest editor of the 2011 Summer 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** (approximately 300 double-spaced manuscript pages).

The goal of the twice-yearly ACRM 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. This is a unique opportunity to compile and edit a thematically organized collection of high-quality scientific articles that will have broad impact.

INVITATIONAL TOPIC AREAS

Although proposals may be submitted on any topic of potential interest to *Archives* readers, ACRM is encouraging proposals in the following topic areas: aging with/and disability, assistive technology, complementary and alternative medicine in rehabilitation, knowledge translation, therapeutic exercise/health and wellness.

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 address in this proposal:

1. Theme.
2. Statement of Relevance to the Mission of the 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 – to include internal peer review and editing process, timeline for completion, and outline of mechanisms to stay on timeline.
8. CVs and biosketches of special editor and other contributors.

Interested individuals are encouraged to contact **Michael L. Jones, Ph.D., Chair of the ACRM Communications Committee**, at mike_jones@shepherd.org or by phone at **404-350-7595**.

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 *Archives of PM&R* editorial board 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*.

CRITERIA FOR JUDGING SUPPLEMENT PROPOSALS

1. Qualifications of Guest Editor and other contributors:
 - a. Professional experience
 - b. Research qualifications
 - c. Editorial and publication experience
2. Relevance of theme to ACRM mission and interests of ACRM members.
3. Quality and relevance 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 conform to guidelines outlined in the *Archives* Information for Authors, published quarterly and available at the *Archives* website (www.archives-pmr.org).
2. Complete manuscript preparation and internal peer review and editing by the agreed-upon deadline.
3. Coordinate activities with the *Archives* editor assigned to the Supplement and assist with logistics of manuscript review and final editing.

FAILURE TO MEET DEADLINES

Failure to meet deadlines (i.e., to deliver all approved manuscripts in accepted electronic formats to *Archives* by June 15, 2011) will result in the *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 publication into the next year.