



**REQUEST FOR PROPOSALS  
ARCHIVES SUPPLEMENT**

The American Congress of Rehabilitation Medicine (ACRM) is pleased to announce an exciting opportunity for Congress members to be the Guest Editor of a Supplement in the *Archives of Physical Medicine and Rehabilitation (Archives)*. This is a unique opportunity for an experienced rehabilitation researcher or group of researchers to compile a thematically based Supplement to the *Archives* with a maximum of 100 journal pages (approximately 300 double-spaced manuscript pages).

ACRM will now be accepting proposals on a rolling basis with three deadlines each year: April 1, August 1 and December 1. After each deadline the Communications Committee, responsible for the oversight of the supplements, will evaluate the proposals that have been submitted and provide feedback. Upon acceptance of a proposal the submission and publication deadlines will be scheduled by the supplement editors working with the Communications Committee and the editors of the *Archives*.

The goal of the ACRM supplements to the *Archives* 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*. While all manuscripts go through peer review by the *Archives* editorial board prior to publication, the guest editor has considerable latitude in determining the content and tone of the Supplement. We strive to make these Supplements 'classic' collections of articles organized around special themes relevant to the interests and spheres of activities of ACRM members.

According to the recent citation index, the *Archives* is the most cited rehabilitation journal. This is a unique opportunity to compile and edit a thematically organized collection of high-quality scientific articles that will have broad impact.

**TOPIC AREAS**

The *Archives* is the official journal of ACRM and reaches a broad audience of interdisciplinary rehabilitation researchers and clinicians. We would be interested in any proposals in the fields of Brain Injury, Spinal Cord Injury, Stroke Rehabilitation, Neurodegenerative Diseases, Cancer Rehabilitation, Pediatric Rehabilitation, Pain Rehabilitation, Geriatric Rehabilitation, Neuroplasticity, Health Policy, Outcomes and Measurement and Military/Veterans Affairs. See here (<http://www.acrm.org/acrm-communities/>) for more information on our communities.

Please contact **John Morris, PhD (ACRM Communications Committee Chair, [John\\_Morris@Shepherd.org](mailto:John_Morris@Shepherd.org))** if you would like to discuss the suitability of your topic prior to submission.



## SUBMISSION PROCESS

Individuals interested in serving as Guest Editor for an ACRM Supplement 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 interests and spheres of activities of ACRM members and *Archives* readers.
3. Intended audience(s).
4. Proposed content – applicants are encouraged to be specific.
  - a. Articles – draft titles and brief summaries of proposed content.
  - b. Proposed primary authors and co-authors, if any.
  - c. Estimated page length of individual articles and the entire supplement (**100 journal page maximum**).
5. Action plan – to include internal peer review and editing process, timeline for completion, and outline of mechanisms to stay on timeline.

Guest Editors should also include their CVs along with the CVs of the proposed contributor. Letters of support from the proposed primary authors are also recommended.

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

Interested individuals are encouraged to contact **John Morris, PhD (ACRM Communications Committee Chair)**, at [John\\_Morris@Shepherd.org](mailto:John_Morris@Shepherd.org).

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* 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*.

## 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.



### **RESPONSIBILITIES OF THE GUEST EDITOR FOR ACRM ARCHIVES SUPPLEMENTS**

1. Ensure submitted manuscripts conform to guidelines outlined in the *Archives* Information for Authors, available at the *Archives* website ([www.archives-pmr.org](http://www.archives-pmr.org)).
2. Supervise/coordinate manuscript preparation and internal peer review and editing by the agreed-upon deadlines.
3. Coordinate activities with the *Archives* Editor assigned to the Supplement and assist with logistics of manuscript review and final editing.

### **DEADLINES**

Guest editors and authors are strongly encouraged to submit their papers according to the schedule worked out with the committee, guest editor(s) and the *Archives* editorial office. Failure to meet these deadlines may result in the delay in publication of the supplement and the other papers already accepted for it. Please ask the *Archives* editorial office for details.