



Journal of
Chiropractic Medicine

Journal of Chiropractic Medicine

Policies and Instructions for Authors

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ABOUT THE JOURNAL

Aims and Scope

The *Journal of Chiropractic Medicine* is an international, interdisciplinary journal dedicated to the advancement of chiropractic and conservative care practices.

The *Journal* follows industry standard best practices in publication ethics and policy, as described below. The *Journal* does not publish articles containing material that has been reported elsewhere. 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* is published using a continuous publishing model, where articles are made available online as soon as they are finalized, rather than waiting for a traditional issue to be compiled. Manuscripts should be submitted through the submission portal

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Editor-in-Chief:

Claire Johnson, DC, MEd, PhD at JournalsOffice@nuhs.edu

Postal address

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Journal style: AMA manual of style: A guide for authors and editors. 11th edition (2020)

JOURNAL POLICIES

Editorial Policy and Publication Ethics

The Journal of Chiropractic Medicine (Journal) adheres to high ethical standards for publication. The *Journal* follows the standards as set forth in the Uniform Requirements for Manuscripts by the International Committee of Medical Journal Editors (ICMJE, <https://icmje.org/>), policies established by the World Association of Medical Editors (WAME, <https://www.wame.org/>), and the Committee on Publication Ethics (COPE, <https://publicationethics.org/>). Publication malpractice is managed using a fair and timely process as recommended by the aforementioned organizations, depending on the infraction. Policies and processes are described in full as stated in this document.

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The editor has full authority over the entire editorial content of the *Journal* and makes decisions on the validity of the work and its importance to the *Journal's* readers, not on the commercial implications for the *Journal*. The editor has the final say in decisions about content, including any commentary, advertisements, or sponsored content, including supplements, and in overall policy regarding the *Journal*.

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Acknowledgments

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Comments by	Response	Location or line numbers of revisions
Editor		
The figure callout for Figure 1 is missing. Please include it.	Thank you for your comment. We have included Figure 1 callout.	Line 101
Reviewer 1		
Methods: Page 5, Line 141: The authors take care to mention the exclusion of some items, but do not mention the exclusion of others	Thank you for pointing this out. We have moved all exclusion concepts to the methods section.	Lines 143 to 148

until later in the discussion. Recommend adding a similar exclusion detail to the methods section.		
Codes are mentioned but it is not clear what this means. Please add a brief definition on "coding score" (line 385)	Thank you for bringing this to our attention. We agree that the term "coding score" was confusing. We have clarified the term "codes" and included a referenced definition.	Lines 390 to 395

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- Supporting the editorial staff and managing journal operations.
- Ensuring the research meets ethical and quality standards.

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If an error has been made by *Journal* staff that results in a substantive meaning change, an erratum will be published in a timely manner with no additional charge to the author. If an error has been made by the author, a correction notice will be published in a timely manner, with an additional charge to the author to cover all publication costs of the correction notice.

INSTRUCTIONS FOR AUTHORS AND MANUSCRIPT SUBMISSION GUIDELINES

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The *Journal* welcomes high-quality manuscripts that add new knowledge to the field of clinical practice. The *Journal* will consider the following research categories:

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- 3500 words maximum: word count does not include abstract, figure/table titles/legends, or references. 4 tables maximum, 4 figures maximum.
- Quantitative research studies: These experimental or observational studies typically use deductive processes to test hypotheses and results are usually evidenced by the production of data. Examples include, but are not limited to, experimental studies, quasi-experimental work, correlational studies, survey research, and quality improvement studies.
- Qualitative research studies: These studies are aimed at understanding the meaning individuals or groups ascribe to social issues and use inductive methods with researcher interpretations of emerging themes. Examples include studies of phenomenology, grounded theory, history, and other qualitative, inductive designs. Research ethics board approval or exemption is required.
- Mixed-methods studies and other original research study designs.
- The journal does not publish study protocols.

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- 3500 words maximum: word count does not include abstract, figure/table titles/legends, or references. 4 tables maximum, 4 figures maximum
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Case Reports

- 3500 words maximum, word count does not include abstract, figure/table titles/legends, or references. 4 tables maximum, 4 figures maximum
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Descriptive Reports

- 3500 words maximum, word count does not include abstract, figure/table titles/legends, or references. 4 tables maximum, 4 figures maximum
- Descriptive reports describe an event or situation, the resulting outcomes, and what new information can be learned. These reports may use quantitative, qualitative, or mixed methods and may be from organizational, academic, instructional, programmatic, or other educational perspectives. Please see the following paper for more information <https://doi.org/10.1016/j.echu.2022.06.001>

Protocols

- 3500 words maximum, word count does not include abstract, figure/table titles/legends, or references. 4 tables maximum, 4 figures maximum
- Protocol manuscripts must follow currently accepted reporting guidelines for the study design.

Correspondence

- 500 words maximum. 10 references maximum
- The *Journal* will consider communications that add to, clarify, or discuss a deficiency in a paper published recently (within 3 months) in the *Journal*. Letters will be published as deemed relevant by the Editor. Authors of the paper being critiqued will be afforded a counter-response. The *Journal* does not publish letters that are criticisms of papers or policies in other journals.

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- Editorials are manuscripts developed by the editor or invited authors. Only editorials invited by the editor will be considered.

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- Conference proceedings include the compilation of the abstracts of scientific conferences. Only conference proceedings agreed upon with the editor in advance will be considered.

Types of Submissions Not Considered

- Research designs of the above, but the topic is outside the scope of the journal
- Book reviews
- Uninvited editorials or commentaries

MANUSCRIPT PREPARATION

Editorial Policies

Before preparing a manuscript for submission, all authors must read and be familiar with the *Journal's* Editorial Policies and Instructions for Authors.

Manuscript Template

Authors must use the *Journal's* manuscript template to submit their manuscript file. This will help ensure that required content is present, and it will also speed up the peer review and production process if the manuscript is accepted. The manuscript template for original research and literature reviews may be found here

<https://www.healthsciencesjournals.info/manuscripttemplates>

Cover Letter

A cover letter is required with the submission materials and must include the following.

- Date of submission and *Journal* name.
- Manuscript title and type of study.
- Summary and significance of the study. The significance and broader implications of the work for the scientific community and the *Journal's* readership.
- A clear explanation of why your manuscript is a good fit for the *Journal's* aim and scope.
- A declaration that all authors have approved the manuscript and agree to submit it to the *Journal*.
- Information on any previous interactions with *Journal* staff or editors or special considerations the editor needs to be aware of.
- A statement confirming the manuscript is original, has not been published before, and is not under consideration by another journal.
- Any required ethical compliance statements.
- If the manuscript is submitted as part of an awards competition, please state the name of the award competition.
- Include the corresponding author's name, title, and full contact information.

General Formatting and Journal Style

- Authors must download the manuscript template file for the specific study type. Templates are available here:
<https://www.healthsciencesjournals.info/manuscripttemplates> Fill in each section of the manuscript template, following the instructions for each section.

- Authors must use the most recent reporting guidelines for the design of the study being submitted.
- The *Journal* follows the American Medical Association Manual of Style (2020) <https://academic.oup.com/amamanualofstyle>.

Manuscript Organization: Original Research and Literature Reviews

Manuscripts for Original Research and Literature Reviews must follow the sections in the manuscript template: Title, Abstract, Keywords, Introduction, Methods, Results, Discussion, Future Studies, Strengths, Limitations, Conclusion, Acknowledgements, Funding, Competing Interests, Availability of Data, Artificial Intelligence, Supplementary File, Tables, Figure titles, and References. Some manuscripts may need additional subheadings within each section to clarify content. Please refer to the manuscript template file for specific instructions for each section of the manuscript.

Papers must follow current and relevant reporting guidelines for the study design being submitted. The *Journal* uses current reporting guidelines as found at Enhancing the QUALity and Transparency Of health Research (Equator Network): <https://www.equator-network.org/reporting-guidelines/>

Examples of reporting guidelines include CONSORT, STROBE, MOOSE, QUOROM, STARD, TREND, etc. For reporting literature reviews, refer to JBI Manual for Evidence Synthesis <https://jbi-global-wiki.refined.site/space/MANUAL>.

Title

The title should be a maximum of 25 words. Ensure the title reflects the core elements of the study and include the study design in the title. Do not phrase as a question or conclusion. Avoid the use of “catchy” or novel titles with questionable relevance to the contents or dramatic titles.

Structured Abstract

The structured abstract should be no more than 250 words. For Original Research and Literature Reviews, structured abstracts should consist of 4 paragraphs, labeled: Objective, Methods, Results, and Conclusions and follow standard reporting guidelines for the study design. Letters to the editor should not have an abstract.

Keywords

Provide no more than 5 key indexing terms that will assist indexers in cross-indexing your manuscript. These terms must come from the Index Medicus Medical Subject Headings (MeSH) <http://www.ncbi.nlm.nih.gov/mesh>.

Registration

For relevant study designs, include the URL and registration protocol number for systematic reviews or registration number for clinical trials. Include the date of registration and the date when data collection began.

Introduction

Clearly state the purpose of the study. 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 compelling gap in the literature that your paper fills. State the specific purpose, research objective, or hypothesis tested by the study (typically found at the end of the introduction section).

Methods

Report methods following the subheadings recommended in the relevant reporting guideline. 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). Identify the methods, apparatus (manufacturer's name 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 institutional review board 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 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.

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 must be defined. Include the number 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 appendices.

Results

Report results following the subheadings recommended in the relevant reporting guideline. Present your results in a logical sequence within the text, tables, and figures. Do not repeat findings in multiple places. Do not include the same data in both text and tables. Emphasize or summarize only important observations and do not discuss findings in the results section.

Discussion

The discussion should emphasize the important aspects of the study and include a summary that follows 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-interpret the findings must not be included. All statements made as fact require a supporting reference. Recommendations for further study and future research should be placed in the discussion section, not the conclusion.

Future Studies

Include a short description of what future studies are recommended based on the findings of the current study.

Strengths

Include a short description of the strengths of the study.

Limitations

Limitations to the study, including various biases, must be clearly stated and explained how each is a limitation to the study or how each limits the use or interpretation of the findings.

Conclusions

Clearly state in one to two paragraphs the major findings of the study. The principal conclusions must be directly linked to the study's goals. Do not include in the conclusions unqualified statements that not supported by the study data Do not include information that belongs in the discussion section, such as author viewpoints or suggestions for future research.

Supplementary Files

Supplementary files may include additional information that supports the manuscript. Content that belongs in Supplementary files includes flow diagrams such as CONSORT and PRISMA, search strings for literature reviews, large data sets such as tables that flow over 2 pages, detailed descriptions of methods/procedures, photo series, survey questions, instructions for patients or clinicians, additional tables and figures, datasets, forms/surveys, foundational information, or other bulky content. Any content included in the supplementary file must comply with the requirements of the manuscript, in that all material must be original. Any content that has been published elsewhere must have permission to be reprinted. Supplemental files may be in the form of Word files, Excel spreadsheets, PowerPoint presentations, or videos. Videos are limited to MP4 files 499 MB or less. Note that supplementary content is not typeset, and it is the author's responsibility to ensure that all supplementary content is accurate.

Upload any supplementary file with the name "Supplementary file" in the supplementary file upload category during manuscript submission.

Declarations

The Declarations section of the manuscript includes information relevant to the paper but not usually included within the body of the manuscript. Sections of Declarations are presented below.

Acknowledgments

Authors are responsible for obtaining the written consent (to be included with the submission) of any people, institutions, or businesses acknowledged by name, as readers may infer their endorsement of the data and conclusions. Include the full names and precise contributions of individuals who contributed but did not qualify for authorship. A signed consent form available at <https://www.healthsciencesjournals.info/consentform> is required for each named individual. If you do not have anyone to acknowledge, please write "Not applicable" in this section.

Funding

All sources of funding for the study reported must be included. If the funder had any role in the study, such as in the conceptualization, design, data collection, analysis, decision to publish, or preparation of the manuscript, this information must be included in the funding area. If there was no funding, state "No funding was received for this study."

Competing Interests

Competing interests, also known as conflicts of interest, are when an author's judgment

concerning a primary interest (e.g., patients' welfare or the validity of research) may be influenced by another interest (e.g., financial gain or personal bias) or may be perceived to have such influence. A competing interest may influence the author's decisions and the interpretation of the results or those of others. Therefore, statements about funding sources and competing interests must be stated clearly in the manuscript and submitted at the time of submission in the title page. If there are no identified competing interests to declare, state "The authors declare no competing interests."

Author Names

The authors must provide names in a format suitable for submission to indexing systems and be consistent with their ORCID information. Authors must be clear which is their first (given) name and last (family or sur) name. If authors use middle initials for indexing, then the middle initial should be included.

Affiliations

Affiliations must be the current place of employment and/or the institution where the research was originally performed. If an author was affiliated with a college/university at the time of the research project but is no longer part of the university, list the university in addition to their current affiliation. If the author was a student or faculty at the time of the research project but is now a graduate or no longer part of that college, program, or university, then they are not affiliated with the college, program, or university unless they are faculty members, staff, or otherwise employed at the college, program, or university. If they are currently not faculty members, staff, or otherwise employed at the college, program, or university, identify the person's affiliation as "private practice" or other appropriate affiliation. Provide the person's current business address. For privacy reasons, do not list the person's home address.

Contributorship

Contributions for each author to the manuscript must be included. List each authors' contribution using the CRediT taxonomy found here <https://credit.niso.org/>. Please use the author's initials, do not include full names. Only include contributions; if an item was not performed, leave it blank.

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All manuscripts must include a statement of data availability. Data availability statements must include information on where data supporting the results reported in the manuscript can be found, including, where applicable, hyperlinks to publicly archived datasets analyzed or generated during the study. In this case, Data means the minimal dataset that

would be necessary to interpret, replicate, and build upon the findings reported in the manuscript. It is not always possible to share data publicly, such as when individual privacy may be compromised. In these instances, data availability must be stated along with any conditions for access. If the manuscript does not contain any data, state 'not applicable'.

Examples of data availability statements include:

- Data for the current study are available in the [NAME] repository, [LIST WEB LINK HERE]
- Data for the current study are available from the corresponding author on reasonable request.
- All data for this study are included in this published article and its supplementary information files.
- Data for the current study are not publicly available due to [REASON HERE] but are available from the corresponding author on reasonable request.
- No datasets were generated or analyzed during the current study.

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If authors use generative artificial intelligence (AI) and AI-assisted technologies in the writing process, authors must only use these technologies to improve readability and language. Applying technology must be done with human oversight and control, and authors are responsible for carefully reviewing and editing the results, as AI can generate authoritative-sounding content that can be incorrect, incomplete, or biased. AI and AI-assisted technologies must not be listed as an author or co-author or be cited as an author. Authors must disclose in their manuscript the use of AI and AI-assisted technologies in the writing process on the title page. Please note that authors are ultimately responsible and accountable for the contents of the work. If AI was not used, state “Artificial intelligence was not used to prepare this paper.”

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Tables

Tables should be limited to 4 or fewer. Tables must be numbered as they appear in the text (eg, Table 1). Place tables into the body of the manuscript near where they should be located. Include table call-outs (eg, “Table 1”) located in the area of text where the table should be in the final publication.

Tables must have at least 2 rows and 2 columns, each with the relevant heading, to be considered a table.

Identify statistical measures of variation, such as standard deviation and standard error of mean. If data are used from another source, the author acknowledges the original source in the text and includes the written permission from the copyright holder to reproduce the material with the submission. Do not submit tables as photographs or image files. Avoid the use of too many tables in relation to the length of the text, as this may produce difficulties in the layout of the pages. Avoid the use of tables that do not fit in the 'portrait' layout. Table contents and the number of tables shall be subject to editing. Larger tables or tables too large for the page format can be submitted as supplementary files.

Table titles (15 words maximum) and legends (100 words maximum) must be provided for each table. Identify each legend with Arabic numerals in the same manner and sequence as they were indicated in the text in parentheses (eg, Table 1). Each table caption legend must include a separate "alt text" short descriptor that explains what is in the table for those who have visual impairment. Alt text descriptions should be 2 lines or less. For example, "Data showing that students with lower test scores were more likely to skip meals."

Consider the following when writing Alt Text:

- Keep text short, usually 1-2 sentences.
- Provide interpretation of the data in a figure or table, as if giving a conference presentation, instead of describing every little detail.
- Do not duplicate text that's adjacent in the document or website.
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Do not include table titles or legends in the table. Place any necessary explanatory matter in the table legend, which should be below, not embedded in the table. All symbols and acronyms should be clearly identified in the legend.

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Figures should be limited to 4 or fewer. Place figures into the body of the manuscript near where they should be located. Include figure call-outs (eg, “Figure 1”) located in the area of text where the figure should be in the final publication.

Figure titles (15 words maximum) and legends (100 words maximum) should be provided with the figure at its appropriate place in the manuscript. 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. Each figure legend must include a separate “alt text” short descriptor. Alt Text should interpret the image or table, as if describing it to someone who cannot see. Example: Figure 1: Flowchart for the study. Alt Text: Flowchart shows the number of papers found in initial searches was 408. Forty papers were ineligible. Twenty were included in the final analysis.

Consider the following when writing Alt Text:

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- Provide interpretation of the data in a figure or table, as if giving a conference presentation, instead of describing every little detail.
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- End the alt text sentence with a period.
- See this website for guidance: <https://www.section508.gov/create/alternative-text/>

Figures may take several forms: photographs, illustrations, charts, graphs, diagrams, or diagnostic imaging. Figures should be numbered as they appear in the text (eg, Fig 1). Multi-panel figures (those with parts a, b, c, d etc.) should be submitted as a single composite file that contains all parts of the figure. Illustrations (including lettering, numbering, or symbols such as arrows) 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 figures must be additionally submitted as a separate file at a resolution of at least 300 dpi, in JPG format. Individual figure files should not exceed 10 MB. For charts/graphs, use high-contrast colors or patterns; do not use similar shades of colors for graphs.

Do not place titles or detailed explanations embedded within the figure; instead this information must be provided in the figure legends. 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. Each figure should be saved using the figure number in its file name (eg, Fig1) and uploaded as a separate file. Do not embed images in the manuscript files.

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References

Authors are responsible for accurate reference and citation information. The style should conform to the current American Medical Association Manual of Style. 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 fox jumped over the dog.¹). List references in numeric order of appearance and not alphabetically. 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 table or figure in the text. Only references that provide support for a 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 for verifying references against the original document, rather than relying solely on the abstract. 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.

Terminology

Standard spelling and terminology should be used. Avoid creating new terms or acronyms for entities that already exist. Use the American Medical Association Manual of Style. Technical terms that are used in statistics should not be used as non-technical terms. For

example, "random" implies a randomizing device, "significant" implies statistical significance.

Units of Measurement

The International System of Units (SI) is standard.

Abbreviations and Symbols

Use only standard abbreviations for units of measurement, statistical terms, biological references, journal names, etc. Do not use abbreviations in article titles and avoid them in 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.

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