

INSTRUCTIONS TO AUTHORS PROCEEDINGS OF THE ICAK - U.S.A.

Manuscripts are reviewed for format, technical content, originality, and quality for reproduction. There is no review for authenticity of material.

The ICAK-U.S.A. recognizes that the usual procedure for selection of papers in the scientific community is a blind review. However, the purpose of *The Proceedings of the ICAK-U.S.A.* is to stimulate dialogue, creative thinking and critical review among its members; thus, review in this instance is not blinded. These papers are distributed only to the members of the ICAK-U.S.A. for general comment and evaluation, and for the members to put into perspective the validity of the described approaches. The purpose is to put before the membership primary observations that may lead to more in-depth study and scientific investigations, as well as spawn new areas of research. Such is to inspire progress in the field of applied kinesiology.

Statements and opinions expressed in the articles and communications in *The Proceedings of the ICAK-U.S.A.* are those of the author(s) and the editor(s). The ICAK-U.S.A. disclaims any responsibility or liability for such material.

The current ICAK-U.S.A. Status Statement appears in *The Proceedings of the ICAK-U.S.A.* It is recommended that procedures presented in papers conform to the Status Statement; papers that do not will be published and identified in the table of contents as failing to conform. Whenever possible, all papers should be supported by statistical analyses, literary references, and/or any other data supporting the procedure.

Manuscripts are accepted by the ICAK-U.S.A. for publication with the understanding that they represent original unpublished work. Delivery of a manuscript to the ICAK-USA Central Office does not imply it will be published in the Proceedings. Manuscripts are reviewed by the Proceedings Review Committee and authors will be notified in a timely manner of their manuscripts acceptance or rejection. The author may appeal any paper rejected to a separate committee composed of members of the Publications and Research Advisory Committees. The decision of this committee on publishing the paper will be final.

The paper must be an original work and deal specifically with applied kinesiology examination and/or treatment techniques. Various techniques may be discussed if they are correlated with applied kinesiology manual muscle testing examination.

All manuscripts (meaning any material submitted for consideration to publish) must be accompanied by a properly completed *RELEASE FORM*, signed by all authors and by any employer if the submission represents a “work for hire.” Upon such submission, it is to be understood by all authors that no further dissemination of any part of the material contained in the manuscript is permitted, in any manner, without prior approval from the editor; nonobservance of this copyright agreement may result in the cancellation of the ICAK-U.S.A.’s consideration to publish.

Continuing call for papers includes:

Research studies (Investigations)—reports of new research findings pertaining to the enhancement of factors of health, causal aspects of disease, and the establishment of clinical efficacies of related diagnostic and therapeutic procedures.

Hypotheses—projections from previous observations that may establish a solid basis for further in-depth investigations.

Literature reviews—critical assessments of current knowledge of a particular subject of interest, with emphasis on better correlation, the identification of ambiguities, and the delineation of areas that may constitute hypotheses for further study. Meta-analyses are included here.

Clinical procedures—succinct, informative, didactic papers on diagnostic and therapeutic procedures, based heavily on authoritative current knowledge.

Case reports—accounts of the diagnosis and treatment of unusual, difficult, or otherwise interesting cases that may have independent educational value or may contribute to better standardization of care for a particular health problem when correlated with similar reports of others.

Case reviews—a retrospective comparative assessment of the diagnosis and treatment of several cases of a similar condition i.e., the comparative evaluation of two or more case reports.

Technical reports—the reporting and evaluation of new or improved equipment or procedures, or the critical evaluation of old equipment or procedures that have not previously been critically evaluated.

Commentary—editorial-like, more in-depth essays on matters relating to the clinical, professional, educational, and/or politicolegal aspects of health care principles and practice.

Critical review (Letters to the editor)—communications that are directed specifically to the editor that critically assess some aspect of the ICAK, particularly as such assessment may add to, clarify, or point up a deficiency in a recently published paper; authors are afforded the privilege of a counter-response.

The following editorial policies will apply:

Informed consent—Manuscripts that report the results of experimental investigations with human subjects must include a statement that informed consent was obtained, in writing, from the subject or legal guardian, after the procedure(s) had been fully explained with documentation that such procedures have been fully understood. Photographs or artistic likenesses of subjects are publishable only with their written consent or the consent of a legal guardian; the signed consent form, specifying any special conditions (e.g. eyes blocked off), must accompany manuscript.

Patient anonymity—Ethical and legal considerations require careful attention to the protection of the patient's anonymity in case reports and elsewhere. Identifying information such as names, initials, actual case numbers, and specific dates must be avoided; other identifying information about a patient's personal history and characteristics should be disguised.

Authorship—All authors of papers submitted to ICAK-U.S.A. must have an intellectual stake in the material presented for publication. All must be willing to answer for the content of the work. Authors should be willing to certify participation in the work, vouch for its validity, acknowledge reviewing and approving the final version of the paper, acknowledge that the work has not been previously published elsewhere, and be able to produce raw data if requested.

Conflict of interest—In recognition that it may at times be difficult to judge material from authors where proprietary interests are concerned, authors should be prepared to answer requests from the editor regarding potential conflicts of interest. The editor makes the final determination concerning the extent of information released to the public.

Acknowledgments—Illustrations from other publications must be submitted with written approval from the publisher (and author if required) and must be appropriately acknowledged in the manuscript.

Author responsibility—Manuscripts accepted for publication are subject to such editorial modification and revision as may be necessary to ensure clarity, conciseness, correct usage, and conformance to approved style. However, insofar as authors are responsible for all information contained in their published work, they will be consulted if substantive changes are required and will have further opportunity to make any necessary corrections on the proofs.

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#### Manuscript preparation

Authors are requested to submit final manuscripts via email to [icak@dcj-kansascity.com](mailto:icak@dcj-kansascity.com). Each manuscript file should be titled with the author's last name and the manuscript title. All manuscripts must be submitted in Microsoft Word.

The ICAK-U.S.A. does not assume responsibility for errors in conversion of customized software, newly released software and special characters. Mathematics and tabular material will be processed in the traditional manner.

#### Approved manuscript style

Manuscripts submitted for consideration to publish in *The Proceedings of the ICAK-U.S.A.* must be compiled in accordance with the following instructions, and manuscripts not so compiled are subject to return to the author for revision.

#### Summary of requirements

Type the manuscript double-spaced, including title page, abstract and key words, text, acknowledgments, references, tables, and figure legends. (Note: footnotes should be avoided by including any necessary explanatory information within the text in parentheses). Do not break any words (hyphenate) at the end of any line; move to the next line if entire word does not fit.

Each manuscript component should begin on a new page, in the following sequence:

Title page (page 1)

Abstract and key word page (page 2)

Text pages (starting on page 3)

Acknowledgment page

Reference page(s)

Table page(s)

Legends for illustrations pages(s).

#### Detailed preparation procedure

Begin each of the following sections on separate pages: title (including author name[s], address and phone number of principal author, etc), abstract and key words, text, acknowledgments, references, individual tables, and figure legends.

Units of Measurement—In most countries the International System of Units (SI) is standard, or is becoming so, and bioscientific journals in general are in the process of requiring the reporting of data in these metric units. However, insofar as this practice is not yet universal, particularly in the United States, it is permissible for the time being to report data in the units in which calculations were originally made, followed by the opposite unit equivalents in parentheses; ie, English units (SI units) or SI units (English units). Nevertheless, researchers and authors considering submission of manuscripts to the ICAK-U.S.A. should begin to adopt SI as their primary system of measurement as quickly as it is feasible.

Abbreviations and symbols—Use only standard abbreviations for units of measurement, statistical terms, biological references, journal names, etc. Avoid abbreviations in titles and abstracts. The full term for which an abbreviation stands should precede its first use in the manuscript unless it is a standard unit of measurement.

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Title page

The title page should carry (1) the title of the article, which should be concise but informative; (2) a short footline of no more than 40 characters (count letters and spaces) placed at the foot of the title page and identified; (3) first name, middle initial, and last name of each author, with highest academic degree(s); (4) names of department(s)

and institution(s) to which work should be attributed; (5) disclaimers, if any; (6) name, address, phone, and fax number of author responsible for correspondence, proofreading of galleys, and reprint requests (usually principal author); (7) the source(s) of support in the form of grants, equipment, drugs, or all of these.

Abstract and key word page

The second page should carry an abstract of no more than 150 words, 250 if using a structured abstract. **The structured abstract is now required for all original data reports, reviews of the literature and case reports;** prose abstracts will be accepted for use in only certain original papers not reporting data (ie, position papers, historical treatises).

Please visit the following link online for helpful information on structured abstracts:

https://www.nlm.nih.gov/bsd/policy/structured_abstracts.html

Below the abstract, provide, and identify as such, 3 to 10 key indexing terms or short phrases that will assist indexers in cross-indexing your article and that may be published with the abstract. Use terms from the Index Medicus Medical Subject Headings (MeSH) as much as possible. <https://www.nlm.nih.gov/mesh/>

Text pages

The text of observational and experimental articles is usually—but not necessarily—divided into sections with the headings Introduction, Materials and Methods, Results, Discussion, and Conclusions. Long articles may need subheadings within some sections to clarify or break up content. Other types of articles such as case reports, reviews, editorials, and commentaries may need other formats.

Please visit the following link online for helpful information on writing patient case reports:

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2647062/pdf/main.pdf>

Reference: Green BN, Johnson CD, Writing Patient Case Reports for Peer-Reviewed Journals: Secrets of the Trade Journal of Sports Chiropractic & Rehabilitation. 2000 Sep; 14(3): 51-9.

Introduction

Clearly state the purpose of the article. Summarize the rationale for the study or observation. Give only strictly pertinent references and do not review the subject extensively; the introduction should serve only to introduce what was done, why it was done and what could be done to address shortcomings or gaps in what we have learned from what was done.

Materials and methods

Describe your selection of the observational or experimental subjects (patients or experimental animals, including controls) clearly. Identify the methods, apparatus (manufacturer's name and address 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, give reasons for using them and evaluate their limitations.

When reporting experiments on or with human subjects, indicate whether the procedures used were 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. 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. Identify precisely all drugs and chemicals used, including generic name(s), dosage(s), and route(s) of administration. Do not use patient names, initials, or hospital numbers or in any manner give information by which the individuals could be identified.

Include numbers 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

Present your results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables, illustrations, or both; emphasize or summarize only important observations.

Discussion

Emphasize the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail the data given in the Results section. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies. Conclusions that may be drawn from the study may be alluded in this section; however, they are more formally presented in the section to follow.

Conclusions

The principal conclusions should be directly linked to the goals of the study. Unqualified statements and conclusions not completely supported by your data should be avoided. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted but clearly label them as such. Recommendations (for further study, etc), when appropriate, may be included.

Acknowledgments

Acknowledge only persons who have made substantive contributions to the study itself; this would ordinarily include support personnel such as statistical or manuscript review consultants, but not subjects used in the study or clerical staff. Authors are responsible for obtaining written permission from persons being acknowledged by name, as readers will infer their endorsement of the data and conclusions.

Reference pages

References are to be numbered consecutively as they are first used in the text (placed in line in parentheses) and listed in that order (not alphabetically) beginning on a separate sheet following the text pages. The style (including abbreviation of journal names) must be in accordance with that specified by the US National Library of Medicine: see recent January issue of *Index Medicus* for a complete listing of indexed journals.

Only those references that actually provide support for a particular statement in the text, tables, and/or figures should be used. Excessive use of references should be avoided; normally, 1 or 2 authoritative references to support a particular point are sufficient. A short article of up to 5 or 6 manuscript pages may be adequately supported by 5 to 10 references; longer articles of up to 20 pages by 15 to 25.

References must be verified by the author(s) against the original document. Abstracts, “unpublished observations” and “personal communications” may not be used as references, although reference to written (not verbal) communications may be inserted in parentheses in the text. Information from manuscripts submitted but not yet accepted may be referred to in parentheses in the text. Manuscripts accepted but not yet published may be included in the references with the designation “In press.” When a previously cited reference is used again, it is designated in the text in parentheses by the number originally assigned to it by its first use: do not assign it another number or use the notation “op cit.”

For the most part, sources of information and reference support for a bioscientific paper should be limited to journals (rather than books) because that knowledge is generally considered more recent and more accurate since it is customarily peer-reviewed. Consequently, the basic form for approved reference style is established by journal listings; others (books, etc) are modified from journal listings as may be required. A summary of journal reference style is as follows:

Last name of author(s) and their initials in capitals separated by a space with a comma separating each author. (List all authors when 6 or fewer; when 7 or more, list only the first 6 and add et al.)

Title of article with first word capitalized and all other words in lower case, except names of persons, places, etc.

Name of journal, abbreviated according to *Index Medicus*; year of publication (followed by a semicolon); volume number (followed by a colon); and inclusive pages of article (with redundant number omitted: e.g., 105-10).

Specific examples of correct reference form for journals and their modifications to other publications are as follows:

Journals

1. Standard article You CH, Lee KY, Chey RY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterology* 1980;79:311-4.
2. Corporate author The Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of synergistic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Lancet* 1977;2:242-4.
3. No author given Coffee drinking and cancer of the pancreas [editorial]. *Br Med J* 1981;283:628.
4. Journal supplement Magni F, Rossoni G, Berti F. BN-52021 protects guinea-pig from heart anaphylaxis. *Pharmacol Res Commun* 1988;20 Suppl 5:75-8.
5. Journal paginated by issue rather than volume Seaman WB. The case of pancreatic pseudocyst. *Hosp Pract* 1981;16:24-5.

Books and other monographs

6. Personal author(s) Eisen HN. Immunology: an introduction to molecular and cellular principles of the immune response. 5th ed. New York: Harper and Row; 1974. p. 406.
7. Editor, compiler, chairman as author Dausset J, Colombani J, editors. Histocompatibility testing 1972. Copenhagen: Munksgaard; 1973. p. 12-8.
8. Chapter in a book Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, editors. Pathologic physiology: mechanisms of disease. Philadelphia: WB Saunders; 1974. p. 457-72.
9. Published proceedings paper DuPont B. Bone marrow transplantation in severe combined immunodeficiency with unrelated MLC compatible donor. In: White HJ, Smith R, editors. Proceedings of the 3rd Annual Meeting of the International Society for Experimental Hematology. Houston: International Society for Experimental Hematology; 1974. p. 44-6.
10. Agency publication Ranofsky AL. Surgical operations in short-stay hospitals: United States—1975. Hyattsville (MD): National Center for Health Statistics; 1978. DHEW publication no (PHS) 78-1785. (Vital and health statistics; series 13; no 34).
11. Dissertation or thesis Cairns RB. Infrared spectroscopic studies of solid oxygen [dissertation]. Berkeley (CA): University of California; 1965.

Other articles

12. Newspaper article Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. *The Washington Post* 1996 Jun 21; Sect. A:3 (col. 5).
13. Magazine article Roueche B. Annals of medicine: the Santa Claus culture. *The New Yorker* 1971 Sep 4:66-81.

Table pages

Type each table on a separate sheet; remember to double-space all data. If applicable, identify statistical measures of variation, such as standard deviation and standard error of mean. If data are used from another published or unpublished source, obtain permission and acknowledge fully.

Using arabic numerals, number each table consecutively (in the order in which they were listed in the text in parentheses) and supply a brief title to appear at the top of the table above a horizontal line; place any necessary

explanatory matter in footnotes at the bottom of the table below a horizontal line and identify with footnote symbols *, †, ‡, §, ¶, **, ††, ‡‡, etc.

Illustration legend pages

Type legends for illustrations double-spaced, starting on a separate page, following the table pages. Identify each legend with arabic numerals in the same manner and sequence as they were indicated in the text in parentheses (e.g., Figure 1). Do not type legends on artwork copy or on pages to which illustrations may have been mounted; they must be typed on separate pages from the illustrations themselves.

When symbols, arrows, numbers or letters are used to identify parts of the illustrations, identify and explain each one clearly (if necessary) in the legend. Explain internal scale and method of staining in photomicrographs, if applicable.

Illustration preparation

Illustrations (including lettering, numbering and/or symbols) must be of professional quality and of sufficient size so that when they are reproduced for publication all details will be clearly discernible; rough sketches with freehand or typed lettering are not encouraged. All illustrations should be submitted embedded in the manuscript document in the appropriate place.

If photographs of persons are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to publish the photographs.

Cite each figure in the text (generally in parentheses) in consecutive order. If a figure has been published, acknowledge the original source and submit a written permission letter from the copyright holder to reproduce the material. Permission is required, regardless of authorship or publisher, except for documents in the public domain*.

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#### Manuscript submission summary

##### Manuscript components

In terms of completeness of submission, the “manuscript” includes the following components:

\*Manuscript electronically via email of CD (The author should be sure to retain the original file in case of loss of the submission copies in transit.)

\**RELEASE FORM* (signed by all authors, and by employer if study was a work for hire).

\*Permission letter(s) of permission to use previously published material in all forms and media (if applicable).

\*Consent form(s) to publish photographs in which subjects may be identifiable (if applicable).

\*Cover letter from principal author (or author specified as correspondent) providing any special information regarding the submission which may be helpful in its consideration for publication.

#### Submission Instructions

The manuscript should be emailed to the Central Office at [icak@dc-kansascity.com](mailto:icak@dc-kansascity.com). The Release Form should be completed and signed then fax to 913-384-5112 or emailed to [icak@dc-kansascity.com](mailto:icak@dc-kansascity.com).