

ISPRM COMMITTEE OPERATIONAL GUIDELINES

TASK FORCE: Raising PRM awareness in medical journals

9/12/ 2019

1. Name

Raising PRM awareness in medical journals

2. Mission

The mission of this task force is to increase the level of awareness of rehabilitation in general and PRM in particular by publishing letters to the editor and/or scientific articles in high level medical and scientific journals published in different parts of the world.

3. Goals

1. Check regularly, high quality medical journals (such as NEJM, Lancet, BMJ, JAMA, Annals of Internal Medicine and others) and identify articles relevant to rehabilitation that may present opportunities for letters to the editor.
2. identify main topics of interest for these journals and submit papers for sections such as "perspectives" or "commentaries" or "narrative reviews" on rehabilitation.

4. Membership

- a. **Number:** no limit
- b. **Eligibility:** nomination by the Chair and approved by the President's Cabinet
- c. **Appointment:** Candidates must complete the ISPRM Committee & Task Force Membership Application Form (available: <http://www.isprm.org/discover/committees/>). Appointment becomes active as soon as the President's Cabinet approves the nomination
- d. **Term:** Members are nominated for a period of 2 years, with the option of renewal until determined by the President's Cabinet

5. Organizational structure (offices, terms of service, election terms, and duties)

The Chair is appointed by the President of ISPRM. The Liaison of the President's Cabinet with the Task Force is Walter Frontera

6. Reporting mechanism

Direct through the liaison person. A report on the activities will be provided to the President's Cabinet at each Congress.

7. Required resources

Online yearly subscription to the major journals including the NEJM, The Lancet, BMJ, and JAMA.

8. Procedures

a. Letters to Editors

This is a permanent weekly action not requiring meetings. The workflow will be as follows:

- **identify** *daily* all relevant papers (through journal scanning group) and send to Chair and Co-Chairs;
- **judge** the need for action in *48 hours* by the Chair in agreement with the Co-Chairs, with consensual **identification** of the team leader (usually, chair or co-chairs) and the co-author(s) possibly with the following characteristics:
 - specific scientific expertise (health condition)
 - specific national expertise
 - multinational representation;
- **acceptance** by the co-authors to work extensively and real time in the following few days with multiple email rounds
- **skype call** among the co-authors to identify the main message (within *48 hours*)
- **final writing of the letter** in maximum *72 hours*
- the President or a delegate will be either an author or participant during all the discussion so to keep in line with the ISPRM policy

Provided the paper is identified immediately as soon as it is published, a letter can be sent to the journal in 10 days and respecting their deadline. Due to the different authorship rules of top journals for letters to the editor, authorship will be defined case-by-case. In case of rejection, the letter could be published in a scientific rehabilitation journal, for example in the journals that are part of the ISPRM network of journals. In this case, the letter can be as a “Commentary to...” referring exactly to the published paper. The letter should also be published in News & Views.

Specific papers

For these papers, the members of the task force will meet every 3/4 months by Webex with support from the ISPRM Central Office. The President or a delegate will participate in the Meeting. Specific papers can be proposed by:

- the President’s Cabinet: in this case, through its expertise, the task force will identify the most appropriate journal(s) and consequently format for the paper;
- members of the task force: main topics in which top journals are interested will be identified and proposed to the President’s Cabinet for decision

Authorship of these papers will be defined on a case-by-case basis by the President’s Cabinet in agreement with the Chair of the task force. The role of ISPRM and the task force will be stated in these papers with a common name listing all the participants as “contributors”. All papers must be formally approved by the President’s Cabinet before submission in the name of ISPRM.