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**ICAK-U.S.A. Proceedings Review Committee Evaluation Sheet**

**Title:** *Insert Title Of Paper As It Appears In Italics And All Capital First Letters*

*(Office Use Only)*-**Manuscript Author Applied For**: [ ]  Section I [ ]  Section II

[ ]  **Accepted** [ ]  **Accepted With Revisions** [ ]  **Rejected**

**-Uses Proper Text Sizes & General Layout** [ ]  Yes [ ]  No

Notes:

**-Clearly Written & Easy To Understand?** [ ]  Yes [ ]  No

Notes:

**-Includes 3-10 Key Indexing Terms?** [ ]  Yes [ ]  No

Notes:

**-References Formatted Properly?** [ ]  Yes [ ]  No

Notes:

**-Meets The Criteria Of Section?** [ ]  Section I [ ]  Section II

Notes:

**Reviewer’s Comments Regarding CONTENT:**

**Proceedings Review Committee Manuscript Evaluation Guidelines**

1. Section 1- Main Proceedings-Meet all formatting criteria, are eligible for awards, and count towards diplomate requirements.
2. Section 2- Informal Proceedings Section- Any paper written in any form that aligns with the mission statement of the ICAK-U.S.A. These papers are not eligible for award and do not count towards diplomate requirements.
3. Manuscript/Papers submitted by authors to ICAK-USA central office by March 15th deadline of each year, are then shared with Review Committee members for evaluation.
4. Paper titles will remain; however, author’s name will be removed by central office prior to review. Evaluations and Review Committee members are to remain anonymous.
5. Committee members will review and fill out checklist for papers with additional comments to the author. (Review comments are based upon Reviewee’s own evaluation of each paper and should be presented in a positive/encouraging manner) (Reviewers are not responsible for spelling, grammar, punctuation etc.) (Reviewers should ensure formatting is met for Section 1 only) (Notes and comments are not required from Reviewee)
6. Each Committee member will have access to ALL papers; however, the Committee will decide how to delegate paper checklist reviews each year depending on number of submissions etc.
7. Committee Member evaluations are then sent back to main office after checklist review, no later than April 15th of each year.
8. Evaluations are then sent back to author for revision before final revised manuscripts are submitted to main office by May 1st deadline.
9. If author fails to make proper revisions, that manuscript will automatically be filed under Section 2.
10. Lastly, Review Committee has meeting to decide on award winners as a group.
11. If a member of the review committee is nominated for an award, that committee member will abstain from voting for that specific award category.
12. Each paper is only eligible to receive one award.
13. Alan Beardall Award goes to the “most creative” AK related paper. (Section 1 only).
14. David Walther Award goes to the “best overall” AK related paper. (Section 1 only).