

Rosen Method International Journal

Charter to the Rosen Institute

Submitted to the Rosen Institute Board of Directors, November, 2013

Approved by the Rosen Institute Board of Directors, April 8, 2014

On behalf of the Rosen Method International Journal Editorial Board:

Alan Fogel (Utah, USA) Editor-in-Chief, Helmi Boese (Germany), Carol Cober (Maryland, USA), Riitta Hoffrén-Larsson (Sweden), Lillian Lavesson (Sweden), Jane Pittsinger (California, USA), Susanna Smart (Ohio, USA), Lotti Vialle-Maibach (France, Germany, Switzerland), and Jeanie Williams (New Mexico, USA).

1.0 MISSION AND SCOPE

1.1 Overview: The Rosen Method International Journal (*RMIJ*, herein referred to as “the journal”) is intended for publications relating to Rosen Method and is meant to be inclusive of the worldwide Rosen community and of both bodywork and movement. The journal is available on-line only, and is free and open access. Each article can be read on-line or can be downloaded and printed. The journal is intended to offer a publication outlet for written articles that are longer and more in-depth than what is typically offered in Rosen Method newsletters. The journal shall be organized according to sections. Sections may be changed or added by the editorial board to best reflect the current needs of the authors and readers of the journal. Sections may include the following:

- **Editorials:** By invitation only
- **Original Research:** Systematic peer –reviewed investigations or inquiries that reveal new knowledge about Rosen Method, using qualitative or quantitative methods; including group comparisons, pilot studies, case studies, focus groups, questionnaires, interviews, etc.
- **Education:** Articles related to the teaching of Rosen Method Bodywork and Movement including new teaching methods, school curricula, continuing education policies.
- **Practice:** Discussions of Rosen Method theory related to practice, comparisons to different modalities, new directions in practice, reviews of scientific research related to Rosen Method practice, personal histories of being a client, practitioner or teacher, gender-based or diversity issues, working with particular populations such as child abuse, trauma, work stress, cancer and other chronic illnesses, patterns of change over a session or movement class, etc.; Critical analysis of treatment practices with the intention to find successful or unsuccessful approaches; Interviews with key practitioners or teachers concerning their view on Rosen Method and the need for changes; Discussions about scope of practice concerning treatments for different types of clients.
- **Commentaries:** Short opinion pieces in response to articles previously published in the journal, or about any aspect of Rosen Method: 1500 words maximum.
- **Reviews:** Reviews of books, films, DVDs and other media relevant to, but not necessarily about, Rosen Method.
- **Governance and History:** Essays about the foundation of Rosen Method, about particular key figures, about the founding of schools or practices, and/or about how Rosen Method has

changed over the years; articles related to the foundation and administration of RMPAs.

- **Reports from the Rosen Institute:** Articles related to the global organization and governance submitted on behalf of the Rosen Institute board [see section 5.3 of this document].

1.2 Target audience: The journal is intended for the global Rosen Method community, as well as anyone else interested in Rosen Method, touch, movement, and bodywork (ranging from practitioners, teachers, interns, clients and students of Rosen Method to health care professionals, bodywork and movement professionals, and anyone else interested in the work). The journal endeavors to work with authors to ensure that their writing is intelligible to a broad audience, including clear definitions of terms and explanations that are tailored to a general readership.

2.0 SUBMISSION CRITERIA AND PROCESS

2.1 Criteria for publication: Whenever an article is submitted to the journal by an author or co-authors, the presumption will be that it has the potential to be published in the journal. Each article, however, must meet the following criteria for inclusion. The article:

1. Must be **substantially about Rosen Method Bodywork and/or Movement** (although it can cover related topics, for example, comparisons to psychotherapy, neuroscience, Feldenkrais, or other disciplines).
2. It must make **an original contribution** to knowledge about Rosen Method (more than a re-hashing of what has already been written, and something that is not seen as primarily self-promoting or entrepreneurial).
3. It should not contain news or announcements that are more appropriate to newsletters and email distribution lists.
4. It must be written in **clear and concise language** applicable to a wide readership. It should contain the following sections: Title, authors, abstract (around 500 words) including, if appropriate, sections such as introduction, methods, results/findings and discussion/conclusions.
5. References and citations – if needed -- should use the standard for international publications developed by the American Psychological Association (see <http://citationmachine.net/>).
6. The author must be **willing to make changes** or provide convincing rationales for not making changes suggested by the editor and the reviewers as needed to meet the editorial standards given here, and for the purpose of clarifying and enhancing the contribution of the article.

The submission must be an original work of the authors. The authors assume responsibility for content that may have been the result of plagiarism or misattribution of sources. The submission cannot have been published in other journals before publication in this journal, nor can an article published in this journal be published elsewhere without permission of the editor. In such cases, this journal needs to be cited as the original source. Authors cannot submit their article to another publication while it is being reviewed for this journal.

2.2 Peer review and editorial process: In order to maintain the journal's editorial policies and standards, each article submitted to the journal will be reviewed by an action editor and at least two other members of the Rosen Method community who are qualified in the topic of the submission and who are willing to serve as a reviewer. The **action editor** is a member of the editorial board assigned to be the primary editor of a particular article. Reviews will be submitted to the action editor who will summarize suggestions for

revision, including those of the reviewers and action editor. Normally, the reviewers will come from the editorial board, but in some cases the action editor may wish to find reviewers outside the board with special qualifications, knowledge and experience. In order to minimize bias in the evaluation of submitted articles, reviews will be “double blind” (the author will see the written reviews but not the reviewer’s names and the reviewers will not be given the name of the author). The action editor will consult with the editor during and at the end of this process to make decisions about acceptance or rejection.

2.3 Languages: Articles must be submitted in English. After the article has gone through the review process and is revised and accepted for publication, the author may translate the article into his or her native language. The editorial board provides consultation and English-language editing for authors whose native language is not English. At a minimum, each article may contain a native-language title and detailed native-language abstract that is a direct translation of the English abstract of the accepted article.

2.4 Publication Schedule: An issue of the journal will be published online when there are a sufficient number of acceptable articles, usually at least two articles. There will be two issues per year, assuming there are a sufficient number of publishable articles.

2.5 Submission Format: All submissions must be in a format specified by the journal’s editorial board.

2.6 Submission of Media: Electronic media such as photographs, images, video and audio files may be submitted with an article, as specified by the journal’s editorial board.

3.0 REVIEW PROCESS

3.1 Initial drafts, outlines, or proposals for articles: These are documents in the early stages of writing, submitted to a member of the editorial board. The board discusses each of these proposals and decides by mutual agreement who shall serve as the action editor. The action editor takes charge of giving informal suggestions to the author and/or seeking informal comments from other members of the board. This initial feedback to the author will assist them in creating a *formal submission* to the journal. Articles that originate from the members of the editorial board also go through this same process (see section 4.3).

3.2 Official blind peer review: A formal submission is a draft that is considered to be ready to be read by *peer reviewers*, people who have expertise or interest in the topic of the submission. The action editor who worked with the author in the initial draft stage will send the article for official review to two peer reviewers, abiding by the double blind procedure (section 2.2 and Appendix 1). At this stage, the action editor must remove the name of the author from the submission, and the author does not know the name of the reviewers. The action editor reads the reviews, makes his or her own comments to the author, and sends the reviews to the author along with his or her own comments and suggestions for making revisions. This process may be repeated several times to ensure that the author has successfully addressed all comments. After the author makes final revisions and those are approved by the action editor, the article can be sent to the editor, for final checking and perhaps more changes.

3.3 Editorial decisions: Editors’ decisions to accept or reject a paper for publication should be based on the paper’s importance, originality and clarity, and its relevance to the scope of the journal. Initial proposals or submissions may be rejected if the article is clearly outside the domain of the journal. Articles may also be rejected after the review process if (a) reviewers do not deem the article to be of sufficient depth for the

journal, (b) the author is not able to make sufficient progress in addressing the concerns and comments of the reviewers and action editors, or (c) the article raises issues that do not comply with the Rosen Institute Code of Ethics and Standards of Practice (see section 3.4) or the article is already published in another journal and the author does not have copyright. The editor makes the final decision about whether the article is acceptable for publication in the journal. New editors should not overturn decisions to publish submissions made by the previous editor unless serious problems are identified. Authors may appeal editorial decisions by writing a detailed mutually respectful commentary to the editor.

3.4 Conflict of Interest, Code of Ethics, and Rosen Institute membership. Upon formal submission of an article to the journal, authors will be asked to complete an e-document (see Appendix 2) stating any conflicts of interest they may have, whether they abide by the Rosen Institute Code of Ethics and Standards of Practice, and whether they are members of the Rosen Institute. Conflicts of interest arise when authors have the potential for financial gain based on the articles they submit. A Rosen Method Center or School owner or faculty member, for example, may write an article about the history of the Center or new teaching methods. In this case, the author would declare their connection to the Center. All authors will be asked to check a box stating that they have read and abide by the Rosen Institute Code of Ethics and Standards of Practice, that their article was prepared in compliance with this code, and that it has never been published elsewhere. Finally, authors who are Rosen Method professionals will be asked to check a box stating that they have paid their dues and are current members in good standing of the Rosen Institute. Reviewers and editorial board members will also be asked to complete this e-document. Authors, reviewers, and editors who are not Rosen Method professionals will be asked to check a box on this e-document stating that they are members of their own relevant professional organization or have other qualifications that show expertise in the topic of the submission.

4.0 EDITORIAL BOARD

4.1 General duties of editor and editorial board: The duties of the editor and editorial board include: acting as ambassadors for the journal, supporting and promoting the journal, seeking out the best authors and best work and actively encouraging submissions, reviewing submissions to the journal, accepting commissions to write articles, editorials, reviews and commentaries on papers in their specialty area, attending and contributing to editorial board meetings.

4.2 Promoting Inquiry: The editorial board will be proactive in creating and promoting inquiry into Rosen Method. This includes creating domains of inquiry to be investigated by teams within the editorial board as well as providing tools and support for Rosen Institute members to pursue their own lines of inquiry. Inquiry is broadly defined as any documentary procedure that collects, organizes, analyses, and interprets information about Rosen Method work. This may include formal research studies, interviews, focus groups, and case reports. The inquiry may be about effects on clients and students, specific treatment populations, or about the organization, administration, promotion and teaching of Rosen Method (see section 1.1).

4.3 Action editors for editorial board submissions: To eliminate conflicts of interest and ensure fairness, all submissions to the journal from editorial board members, including submissions from the editor, will be handled by an editorial board member who is not one of the authors. That board member will be designated the action editor for the submission. The action editor takes responsibility to find peer reviewers according to the review policies of the journal. If the author is the editor, the action editor will select another member of the editorial board – not one of the reviewers – for consultation about acceptance or rejection and final

approval of the article (sections 3.1 & 3.2).

4.4 Responsibilities of editors. The editor and editorial board members are accountable for everything published in this journal. This means the editors should strive to meet the needs of readers and authors; strive to constantly improve the journal; have processes in place to assure the quality of the material they publish; champion freedom of expression; preclude business needs from compromising intellectual and ethical standards (section 3.4); always be willing to publish corrections, clarifications, retractions and apologies when needed.

4.5 Encouraging debate: Editors should encourage and be willing to consider cogent criticisms of work published in their journal. Authors of criticized material should be given the opportunity to respond.

4.6 Qualifications of the editor and editorial board members: Editors and editorial board members must sign the conflicts of interest, ethics and Rosen Institute member e-document (section 3.4), and have a documented history of practice in, teaching about, and/or doing research on Rosen Method Bodywork and/or Movement. In addition, editors and editorial board members should have experience with writing and editing.

4.7 Representation and diversity: The journal will seek to create diversity across the members of the editorial board. This includes seeking members from different countries, different native languages, allied with different training centers, different genders and gender-orientation, and different ethnicities. Although it may not be possible to represent all countries, languages, genders, and ethnicities at any one time, the board should -- at all times -- have both Rosen Method bodywork and movement professionals.

4.8 Elections for editor: Beginning in July 1, 2016, the position of editor of the journal will be elected by the membership of the Rosen Institute. Candidates will submit one-page resumes of their qualifications, goals, and plans for the journal -- along with a current photograph -- to the Secretary of the Rosen Institute prior to April 1, 2016. Elections will be held on June 1, 2016 for the editor to begin the term of duty in July of the same year. Candidates for editor should have similar qualifications as those of the editorial board (section 4.7), such that the most qualified candidates shall have served on the journal editorial board, or some other editorial position outside of the Rosen Method community. While authors, reviewers, and editorial board members may be non-Rosen Method professionals, candidates for editor must be members of the Rosen Institute and must have been certified as Rosen Method bodywork practitioners or movement teachers for no less than three years.

4.9 Relation of the editor to the editorial board members: The editor has the right to recruit and select members of the editorial board, taking account of the qualifications (section 4.7) and diversity (4.8) requirements of this charter. Editors should provide new editorial board members with guidelines on everything that is expected of them and should keep existing members updated on new policies and developments. Editors will promote having policies in place for handling submissions from editorial board members to ensure unbiased review, identifying suitably qualified editorial board members who can actively contribute to the development and good management of the journal, and regularly reviewing the composition of the editorial board, providing clear guidance to editorial board members about their expected functions and duties, regularly consulting editorial board members to gauge their opinions about the running of the journal, informing them of any changes to journal policies and identifying future challenges. The editor will be available to editorial board members for consultation when needed, or will designate an acting editor from the editorial board if the editor cannot fulfill these duties due to

unavailability for compelling reasons.

4.10 Terms of duty and editorial board composition: The editor shall serve a term of 3 years with not more than 3 consecutive terms. The editorial board will serve terms of 3-years, with a lifetime limit of 4 terms. To ensure continuity of the journal, a new editor shall retain at least 3 members of the previous editorial board. The editorial board – including the editor -- shall consist of 9 individuals. In the event that a board member cannot complete the term of duty, the editorial board will discuss the possibilities for replacement of that person.

4.11 Misconduct: Misconduct of the editor or the editorial board is defined as any violation of the journal charter or of the Rosen Institute Code of Ethics and Scope of Practice. Any member of the Rosen Method community who discovers misconduct on the part of an editorial board member may report this to the editor. If the misconduct allegation is about the editor, the report should be made to the President of the Rosen Institute for further investigation.

5.0 RELATION TO THE ROSEN INSTITUTE

5.1 Responsibilities of the editorial board in relation to the Rosen Institute: The editor and editorial board will require that the authors, reviewers, and editors of the journal sign a statement attesting to their membership in the Rosen Institute and that duly qualified non-Rosen Method professionals are in compliance with the Rosen Institute Code of Ethics and Scope of Practice (see section 3.4). The editorial board will prepare an annual report to be submitted to the Rosen Institute in the Spring of each year. The report will list the activities and accomplishments of the journal for the previous year, as well as any problems encountered in realizing the goals of the journal. The annual report may also include proposals to the Rosen Institute for major changes to the design of the journal website or changes in the journal charter, mission, and scope. Finally, the editor of the journal will be available for consultation with the Rosen Institute board or designate a member of the editorial board to serve in this role.

5.2 Reports of the Rosen Institute: As the official journal of the Rosen Institute, the journal and the editorial board agree to publish all forms of writing about the governance of the Rosen Institute by the Rosen Institute board. This may include the codes of practice and conduct, annual reports, budgets, proposals to members, results of elections, and news items, as well as documentation regarding the process of governance and the Rosen Institute's interaction within its board and between its board and its members. These submissions will be subject to peer review with the assumption that the main goal of the review is to clarify the intent of the Rosen Institute and make the article suitable for the audience of the journal. The journal editorial board shall not have the power to reject Rosen Institute publications for any other reasons than those mentioned in the previous sentence.

5.3 Responsibilities of the Rosen Institute: The Rosen Institute is the publisher of the journal and holds the copyright for all work published in the journal. Anyone who wishes to reprint or quote extensively from an article or review published in the journal will be directed to seek permission in writing from the editors. The Rosen Institute will develop a due process which provides oversight to the journal's editorial board. This includes evaluating the journal's charter, annual reports and proposals and providing timely feedback – if required – to the editorial board. The Rosen Institute will conduct elections for the position of editor of the journal every three years (section 4.9), investigate allegations of editorial misconduct (4.11), and verify that the editorial board and its publications meet the criteria outlined in this document. The Rosen Institute will

also host the website for the journal, provide appropriate staff time, and administer any funding related to the journal (see section 6.0)

5.4 Editorial independence: The editor and editorial board shall be free to make editorial choices and decisions independent of influence from any member, committee, or board of the Rosen Institute.

6.0 FINANCIAL POLICIES

Any funds related to the operation of the journal shall be collected and administered through the Rosen Institute.

6.1 Membership dues: The Rosen Institute agrees to devote a portion of annual member's dues to the web-hosting of the journal portion of the Rosen Institute website, including staff time for the formatting and posting of articles and keeping the journal website up-to-date.

6.2 Contributions, grants, advertising and user fees: The journal may solicit funding via the Rosen Institute. This may include seeking contributions, offering online courses related to writing and inquiry for CEUs, selling advertisements, and seeking grant funding. Funds will be used to promote the aims and mission of the journal, specifically, supporting research and inquiry into Rosen Method by the editorial board, members of the Rosen Institute, and non-members who have the interest and skills to promote the aims of the journal. The editorial board will create detailed procedures and accounting by which these funds are collected, as well as a clearly outlined process – including written proposals requesting funding – by which Rosen Institute funds that have been designated for the journal shall be disbursed. These procedures shall be subject to approval by the Rosen Institute.

LINKS

This charter was based in part on information already posted on the current journal website, www.rosenjournal.org as well as guidelines for professional journals written by the Committee on Publication Ethics, an international non-profit organization that provides support and assistance to journals and editorial boards, worldwide.

<http://publicationethics.org/>
http://publicationethics.org/files/Code_of_conduct_for_journal_editors_1.pdf

APPENDIX 1: Instructions to reviewers

I am asking you to provide a critical review of the attached submission to the *Rosen Method International Journal (RMIJ)*, one that helps the author to improve the writing or focus the thinking. Your comments should be both specific (such as details about wording and phrasing, asking for more detail or examples, etc.) and general (the meaning/importance of this article for Rosen Method, how it might impact the work or training, etc.). I feel that this article is a good fit with your area of expertise and that you could make a contribution to the work of the *RMIJ*.

The following is intended as a guide for the writing of evaluative peer reviews for articles submitted to the *RMIJ*. Reviews are “double blind” (the author will see your review but not your name and you will not know the name of the author) and should be submitted to the editor electronically in the form of a .doc or .pdf file, to (email). Authors will be sent the reviews, minus any information that identifies the reviewer, along with the comments and recommendations of the editor.

In addition, reviews should be constructive, written with “soft eyes” in a non-judgmental and non-coercive manner that facilitates the author making revisions that improve the article. On the other hand, reviews need to be evaluative and include the following topics.

- Comment on the overall quality of the article in terms of whether or not it is appropriate for the *RMIJ* and whether or not it makes an original contribution to Rosen Method. Some articles that are clearly not appropriate, not original, or that do not meet the guidelines for submission to the journal may need to be rejected.
- If the writing is unclear, suggest ways to help the author better communicate their ideas.
- If the author is too abstract, suggest ways to include specific examples or case material.
- If the author is too concrete, suggest ways to frame ideas into general conclusions and summaries.
- If the article does not conform to some of the guidelines for submission listed on the *RMIJ* web site at <http://www.rosenjournal.org/submitarticle.php>, make suggestions for how to do this.
- If there is any other way you think the author can broaden, generalize, be more concise, or in any other way improve their article, suggest ways of doing this.

If you agree, I'd like to have your comments no later than (date). I find that the best reviews are done by making comments directly into the text of the article. You can do this using the “review” tab in Microsoft Word, adding comments and/or using the “track changes” function to alter the wording or add something to clarify. Then save the edited article and send it back to me as an email attachment. Or, you can send me an email or a word document with your detailed comments, anything from one paragraph to several pages. The author will not see your name when I provide feedback.

Please read, fill out, and sign the attached “Conflict of Interest, Ethics, and Membership e-Verification” -- required by the *RMIJ* charter to the Rosen Institute for all authors, reviewers and editorial board members. You can scan the document and attach it to your email when you submit your review.

Let me know if you have questions and please let me know in a brief return email if you received this email, agree with its terms, and are willing to write a review.

Sincerely,
Action Editor

APPENDIX 2: Conflict of Interest, Ethics, and Membership e-Verification

Section 1: Conflicts of Interest: All authors, reviewers and members of the editorial board are expected to disclose to the readers any real or apparent conflict(s) of interest that may have a direct bearing on their work related to the *Rosen Method International Journal (RMIJ)*, including the submission and review of articles and commentaries. This pertains to companies, businesses, and training centers and Rosen Method professional organizations whose products or services may be related to the individual's work with the *RMIJ*.

This policy does not prevent authors and reviewers with a potential conflict of interest from participating in the work of the RMIJ. It is merely intended that any potential conflict should be identified openly so that the readers may form their own judgments about the article with the full disclosure of the facts. It is for the readers to determine whether (the) any outside interest may reflect a possible bias in either the exposition or the conclusions presented. Please note that a conflict of interest statement is published with each paper, and conflicts of interest for editorial board members are available on the *RMIJ* website.

I certify that there is no actual or potential conflict of interest in relation to my work with the *RMIJ*. If any conflict exists, please define hereafter:

Conflict (if none, "None," or describe financial interest/arrangement with one or more organizations that could be perceived as a real or apparent conflict of interest in the context of your work with the RMIJ):

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Section 2: Rosen Institute Code of Ethics and Scope of Practice: By checking this box, I certify that I have read the Rosen Institute Code of Ethics and Scope of Practice (give web link) and that I have and will continue to abide by these policies in relation to my work with the *RMIJ*.

Section 3: Rosen Institute Membership:

For Rosen Method professionals (A certified Rosen Method intern, bodywork practitioner, movement teacher, bodywork teacher, or movement training teacher): By checking this box, I certify that I affirm I am a current member in good standing of the Rosen Institute and that my dues payments are up-to-date.

For non-Rosen Method professionals: By checking this box, I affirm that I am a current member in good standing of the professional organization named here (.....) and that my dues payments are up-to-date, and/or that I have the relevant qualifications to review this article because of my professional experiences.

I certify that the contribution I make to the authorship or review of work published in the *RMIJ* is original, written only by myself (and my co-authors), that to the best of my knowledge no material from this submission was obtained from another source without due attribution, and that all data and quotations are accurate and appropriately attributed to their source. I attest that I have not simultaneously submitted this article for publication elsewhere or nor has it been previously published.

Name

Relation to the *RMIJ* (author, reviewer, editorial board member)

Signature Date

Please scan the completed and signed form and then submit to the editor by email as an electronic file. No manuscripts will be accepted for review, and no one shall serve as a reviewer or editor, for the *RMIJ* without this form.