

## **Glossary Submission Guidelines**

The purpose of the Glossary of Osteopathic Terminology is to present important and often used words, terms, and phrases that are unique to the osteopathic profession. It is not meant to replace a dictionary. The glossary offers the consensus of a large segment of the osteopathic profession with the intention of standardizing uniquely osteopathic terminology. The Educational Council on Osteopathic Principles Glossary Review Committee specifically seeks to include those definitions that are uniquely osteopathic in their origin or common usage, distinctive in the osteopathic usage of a common word, and/or important in describing OPP/OMT.

The glossary is used by students of osteopathic medicine and osteopathy, osteopathic physicians, osteopaths, authors, researchers, and other professionals in understanding and making proper use of osteopathic vocabulary.

### **SUBMITTED DEFINITIONS:**

Submitted definition should be a maximum of three sentences. Terms need to be clearly defined. If another term already in the glossary is synonymous with the term being submitted, the item should be followed by “SEE” with the relative term. If the term being submitted refers to a related term in the glossary, the item should be followed by “SEE ALSO” with the relative term.

Terms and definitions must be submitted in English.

Figures and drawings that complement or clarify the term/definition are welcome and useful. If the drawing is submitted electronically, submit in EPS (encapsulated postscript) format at 300 dpi resolution. If submitted in hard copy, the illustration needs to be clear and in black and white ink. Grayscale illustrations are also acceptable.

### **JUSTIFICATION:**

Justification as to why the definition should be included in the glossary should consist of at least one of the following:

- A minimum of two articles in peer-reviewed journals that use the word in context where applicable. Please attach copies of the articles for review. If the articles are not in English, please provide an English translation.
- If the term comes from a book, please submit the title page and chapter from which the term is used. If the books are not in English, please provide an English translation.
- The term must be specifically osteopathic and must be commonly used in the osteopathic profession. If the term is not used within the United States, then the country or countries of common usage must be specified.

- Support for the definition should come from more than one school or individual, or a group such as the International Osteopathic Glossary Committee.

**PROCESS FOR REVIEW:**

Submissions are reviewed twice each year by the glossary subcommittee of the Educational Council on Osteopathic Principles. Submission should be sent to ECOP Liaison, American Association of Colleges of Osteopathic Medicine, 5550 Friendship Boulevard, Suite 310, Chevy Chase, Maryland 20815. Submissions may also be sent electronically to [tcymet@aacom.org](mailto:tcymet@aacom.org) .

Submissions must be received by March 1 for review at the spring meeting and by August 1 for the fall meeting. The person submitting the term will be notified in writing of the decision after the meeting. ECOP reserves the right to reject terms/definitions that do not meet the standards set forth above or to ask for further clarification before agreeing to accept the term for inclusion into the glossary.

Because the glossary is a consensus document, items that are submitted may be revised to meet the standards of the document.

Date: \_\_\_\_\_

Submitter's Name: \_\_\_\_\_  
(Group name if applicable)

Submitter's Signature: \_\_\_\_\_  
(Group Representative's Signature if applicable)