

**Resource VI: Sample Email Notice for CPG Manuscript Reviewers**

APTA Section on Pediatrics  
Congenital Muscular Torticollis Clinical Practice Guideline (CPG)  
First Round Review – Email Notice of Manuscript

Dear \_\_\_\_\_,

Thank you for agreeing to be a first round reviewer for the Congenital Muscular Torticollis Clinical Practice Guideline. Your reviewer ID number is \_\_\_\_\_. With this email, you should receive two documents: A pdf version of the CPG, and a comment document with instructions for each section. We ask that you open the Comment Document first, and complete the first table before reading the body of the manuscript.

Your comments are important to us and we ask that you return them to by (date). Our goal is to revise the document by (date), provide a second review to those who request it, and also post it for public comment on the American Physical Therapy Association Section on Pediatrics website (<http://www.pediatricapta.org/>).

We understand that you offered to be a reviewer at an earlier time. If at this time you are unable to meet our deadlines, please let us know ([kaplansa@umdnj.edu](mailto:kaplansa@umdnj.edu)) so that we can either make small adjustments to accommodate you, or identify someone with similar stakeholder roles to review in your place. We very much appreciate your willingness to review this draft document and look forward to your comments.

The CMT Guideline Development Group  
Sandra L Kaplan PT, PhD  
Colleen Coulter PT, DPT, PhD, PCS,  
Linda Feters PT, PhD, FAPTA