

## **Guidelines for CASEM Position Statements**

*Revised 2013*

### **CASEM Publications Committee**

The Canadian Academy of Sport and Exercise Medicine publishes Position Statements to address concerns regarding issues in sports medicine.

The Position Statement will provide a review of the evidence-based literature, and include recommendations pertaining to treatment, clinical practice, decision making and policy. The Position Statement will provide expert opinion and represent CASEM's stance on sport medicine issues.

A Position Statement includes both a synthesis of the available literature with a summary of this information as well as Recommendations derived from this by the authors.

In essence, the Position Statement is a melding of the two previously distinct entities published by CASEM:

- The Discussion Paper      and the
- The Position Paper

The Format of the Position Statement will ideally concur with the publishing expectations of *The Clinical Journal of Sports Medicine*. The document would ideally be 4-12 double spaced typed pages.

#### **Format:**

- Introduction: Relevance of the topic to CASEM and the sport community / population at large.
- Definitions
- Background Information including the methodology used to collect information. The level of evidence-based data should also be included.
- Recommendations: Specific guidelines based upon review of the literature and expert working group opinion.
- Bibliography / References: Same format as *CJSM*.
- List of Working Group Members. Date of Board Approval. Recommended Readings. (These may be included as an Appendix.)

The Publications Committee will oversee the development of CASEM Position Statements.



## Development Protocol

- An idea for a Position Statement may come from a member, a CASEM Committee or the CASEM Board. All topics should be presented to the Publications Committee for approval prior to initiation of the project to minimize duplication. Projects that involve collaboration with other organizations outside of CASEM will require Board approval.
- A Chair of the ad-hoc author group will be established. This will be the individual proposing the topic, a Chair appointed by the Committee proposing the topic, or a Chair appointed by the Board. The Chair must be a member of CASEM and will choose the ad-hoc working group. Working group members can include CASEM members, external experts or those with a special or vested interest in the topic.
- There are no timelines for the ad-hoc working group to complete the Pronouncement and submit it to the Publications Committee.
- The Publications Committee reviews the Position Statement to ensure that it follows the appropriate format. If necessary, specific recommendations are made to the working group by the Publications Committee, and the document is resubmitted after changes are made.
- Once the Position Statement is in the appropriate format, the Publications Committee sends the document for expert peer review.
- Any comments from the expert reviewers must be acknowledged by the working group. If in agreement, the working group will make the necessary changes and if not in agreement, the working group will explain their reasons to the Publications Committee. The Publications Committee reviews the responses and decides if the Position Statement is appropriate to submit for Board approval, should be returned to the expert peer reviewers, or should be returned to the working group with further recommendations.
- The completed Position Statement is submitted to the Board for approval. It would be unusual for the Board to reject a Position Statement at this stage. If so, the document would be returned with suggestions for change that would make it acceptable.

## Publication of position statements

Once approved by the board, there are 2 possibilities for publication: 1) immediate electronic publication as a CASEM position statement on the CASEM website or 2) submission for publication in a peer reviewed journal such as the CJSM.

Submission of approved position statements for publication in peer reviewed journals is encouraged by CASEM but it is the responsibility of the authors to use that option. However, publication in a peer reviewed journal usually requires that a manuscript has not been published in any form prior to its publication in the journal to which it is submitted.



Therefore, **upon submission of a position statement to CASEM, the lead author should inform CASEM of his (her) intention to subsequently submit the manuscript to a peer reviewed journal.** This will ensure that, following approval of the position statement, CASEM will withhold electronic publication on its website until after the lead author informs CASEM of the journal's peer review process result.

### **Review Process**

It is imperative that all CASEM Position Statements remain current and topical. CASEM Head Office will initiate a review process based upon the initial date of CASEM Board approval of the document:

- At **3 years**: Letter sent to Chair of working group.
- At **3.5 years**: Letter to Chair and all working group members
- If no response, at **4 years** notice sent to Publications Committee to approach working group and /or any interested CASEM members.
- If no response, at **5 years** Publications Committee decision as to whether Position Statement will be deleted and Board is notified.

In the case of a significant change in the body of evidence on a topic, a Position Statement may require revision prior to 3 years.

### **Publications Committee – Terms of Reference**

#### **Objectives**

1. To provide a formal platform for CASEM documents to be reviewed and prepared for publication.
2. To determine policies and procedures for publication submissions (Position Statements, Clinical Practice Guidelines etc.)
3. To encourage and facilitate the development of CASEM publications through submission and links through other organizations.
4. To review the existing CASEM Position Statements to ensure regular updates and reviews.
5. To ensure submissions are dealt with in a timely manner according to the parameters determined by the committee.



## **Accountability**

The Publications committee will prepare a report to the Board of Directors twice per year, one month prior to the Board meeting, which will include a status report of submissions and review.

## **Composition**

Chair: This is a two year renewable term and is appointed by the Board of Directors.

General Committee: Two year renewable terms.

The committee may choose to select an expert peer review panel related to a particular paper that is composed of members outside of this committee and they may include members outside of CASEM.