

14. 9 Position Paper Development, Review and Approval Process:

Position papers provide a comprehensive discussion of SNEB's position on one or more topics. Containing extensive background information and analysis, the position paper provides a more complete understanding of the issues and the reason behind the positions(s) set forth by the organization.

Position Paper Subcommittee

The Position Paper Subcommittee (PPC) consists of five SNEB members including:

- Three members from the Journal Committee (JC), which will include the Editor in Chief (EiC) and two members of the JC (JC chair or designee, and one additional JC member).
- Advisory Committee on Public Policy (ACPP) chair
- SNEB Member at Large serving as liaison to Divisions

It is expected that the PPC will meet at least three times per year, with the following responsibilities:

- a. identify topics that may be appropriate for a SNEB position paper
- b. receive topic ideas for position papers from SNEB members, Divisions, and/or SNEB Board of Directors (BoD)
- c. select the topics for the position paper
- d. oversee the call and selection of authors
- e. identify *ad-hoc* working groups and convey their charge

Position Paper Working Group: Ad-hoc Committee of the PPC

The purpose of the Position Paper Working Group (WG) is to oversee and support the development and completion of a position paper. The WG is convened once a topic is approved and authors are identified. The composition of the WG is:

- EiC (co-chair)
- Journal Committee member (chair)
- JNEB Associate Editor
- SNEB Vice President or designee at the time the WG is convened
- One Past President of SNEB not currently serving on the Journal Committee

The EiC and the JC member will co-chair the WG and call meetings.

The EiC will have the primary role of maintaining communication with the PPC co-chair and JC if the subcommittee co-chair has rotated off the JC. The EiC will maintain communication with the SNEB Executive Director, JC liaison to the BoD, PPC co-chair, and the JNEB and SNEB staff so that discussion with BoD is facilitated.

The WG is to work with the position paper authors as the authors draft the paper, specifically as the SNEB position is elucidated. The WC supports the work of the authors and maintains communication with the JC and the BoD as the authors develop an evidenced-based position that reflects the society's position. Decisions should be made by consensus.

A new and distinct *ad-hoc* Working Group will be convened for each topic with authors selected to become an SNEB position paper.

Review, Development, and Approval

Phase I: Topic Approval and Author Selection

1. A call for topics will be made to SNEB members with an October 1 deadline (see Call for Position Paper Topics). Proposals are submitted to the PPC co-chairs anytime throughout the year. Proposals are reviewed following the deadline.

Each topic proposal will be submitted with the following information (Figure 1):

- a. Statement of position (in one or two sentences)
 - b. Background and rationale for proposed position (about 1.5 pages, single spaced)
 - c. Objectives (eg, “to provide evidence for effectiveness of school cafeteria-based interventions on increasing fruit and vegetable intake among children and youth”). Typically, multiple objectives are submitted targeting major segments of the proposed topic
 - d. Key points (to serve as an outline for the position; accompanying peer-reviewed citations for each point should be included)
 - e. Reference list
 - f. Suggested authors (when submitters nominate themselves, they must include their cv, a justification to support their nomination to be authors, and a statement declaring any potential conflict of interest)
 - g. Collaborating organizations and type of collaborations (if applicable; eg, joint development with another society)
2. Topic proposals will be discussed by the PPC with consensus to recommend approval by the JC. Upon JC approval, the JC Liaison to the BoD will prepare a BoD Activity Report for each approved topic and send it to BoD for approval.

The EiC will notify submitter about the status of their submission.

3. The BoD will review the proposal and decide to:
 - a. preliminary approval,
 - b. call for more discussion,
 - c. propose edits to the statement of position, or
 - d. decline to move forward

BoD will submit decision to the PPC through the JC Liaison to the BoD.

The EiC will notify anyone who proposed a topic that was not accepted.

If the BoD proposed edits, the PPC will review them and determine whether the submitter needs to address them. The submitter will be notified about PPC’s decision through conversation with EiC and resubmit to the BoD for approval as appropriate.

4. SNEB Staff will send the approved topic proposal to the SNEB Division leadership for comment period of 14 days using an online survey tool (see Division Review Online Form). The SNEB division leadership will be asked to:
 - a. provide comments,
 - b. recommend potential authors, and
 - c. identify a division member interested in serving as their reviewer for the paper

SNEB Staff will summarize comments and author suggestions for PPC review.

5. PPC will review Division comments and recommend to the BoD a revised statement or confirm approval. The BoD will review and approve through consensus and inform the PPC of their decision through the JC Liaison.

6. A call for authors will be made by SNEB Staff via SNEB communication channels and the JNEB website, specifically soliciting authors who are SNEB members.

Interested authors will send their CV and a cover letter to the PPC chair and the EiC. The cover letter must include: (1) expertise and qualifications to author the PP; (2) how or why they can represent SNEB; (3) acknowledgment that the manuscript will go through peer review via JNEB and approval by the SNEB BoD; (4) preferred co-authors, if known; (5) SNEB membership or not; (6) commitment to develop the PP within an agreed timeline; and (7) any conflicts of interest.

A 30-day period will be allowed for interested authors to submit their CV and cover letter.

A call for authors can be deemed unnecessary by the PPC in cases where the authorship is already decided because the position paper was directly commissioned by a SNEB taskforce or interest group.

7. Once a set of potential authors is identified through the call, the PPC will:
 - a. select the position paper lead author based on (1) demonstrated scholarship and/or leadership on the subject matter, and (2) history of leadership and/or service within SNEB
 - b. recommend potential co-authors based on demonstrated scholarship and leadership on the subject matter. SNEB membership is desirable yet not required to be a co-author
 - c. help create a timeline for the position paper
 - d. identify a Journal Committee member to serve as a co-chair in the WG

The WG is convened by designated co-chairs to support the work of the position paper authors (see Position Paper Development Guidelines). The WG maintains communication with the JC and the EiC with the BoD, ensuring the authors develop an evidenced-based position that reflects the society's position. Decisions should be made by consensus.

The WG chair will serve as the main point of contact for authors during the development of position paper, with the EiC helping initiate frequent updates on development of the position.

PPC will communicate the author selection to the BoD through the JC Liaison to the BoD with the understanding that author selection is confidential.

Phase II: Position Paper Development and Peer Review

8. Selected authors to draft position paper in coordination with WG to elucidate the SNEB position (Figure 2).

WG chair will communicate the timeline for the position paper to the JC.

Once a draft is available, SNEB staff to contact volunteer reviewers from SNEB divisions.

9. Division reviewers will receive an electronic version of manuscript, marked confidential.

Division Reviewers will be given 14 days to submit comments using an online review form.

Comments to be compiled by SNEB staff and reviewed by WG to determine need for further revision.

10. Once a Division-reviewed draft is available, SNEB staff to post online only version of the paper, marked confidential, in member-only section of the website.

SNEB Members will be given 14 days to submit comments using an online review form.

Comments to be compiled by SNEB staff and reviewed by WG to determine need for further revision.

11. Once the position paper is deemed acceptable by the WG, authors will be asked to submit the manuscript through the JNEB peer review process.

Upon submission, the EiC will solicit 2-3 reviewers from JNEB reviewer pool.

The EiC and WG will work with authors to identify those reviewer suggestions that are critical, good ideas, or not appropriate, according to each comment.

The revised manuscript will then be sent to BoD for review, along with blinded reviewer comments, division, and member comments by SNEB staff under the direction of the EiC.

12. The BoD will review the revised manuscript and comments to:
 - a. accept (a majority vote by the BoD is required),
 - b. provide comments, or
 - c. reject

Substantive comments from BoD will be sent to the WG for decisions as to whether the manuscript needs further revision. If so, the manuscript will be returned to authors for additional modification.

If the WG determine BoD comments do not need to be addressed, this will be communicated to the BoD by the Board liaison of the PPC for discussion and final decision.

13. Authors, JNEB reviewers, WG members and Division reviewers (individual's name and division they represented) will be acknowledged within the paper.

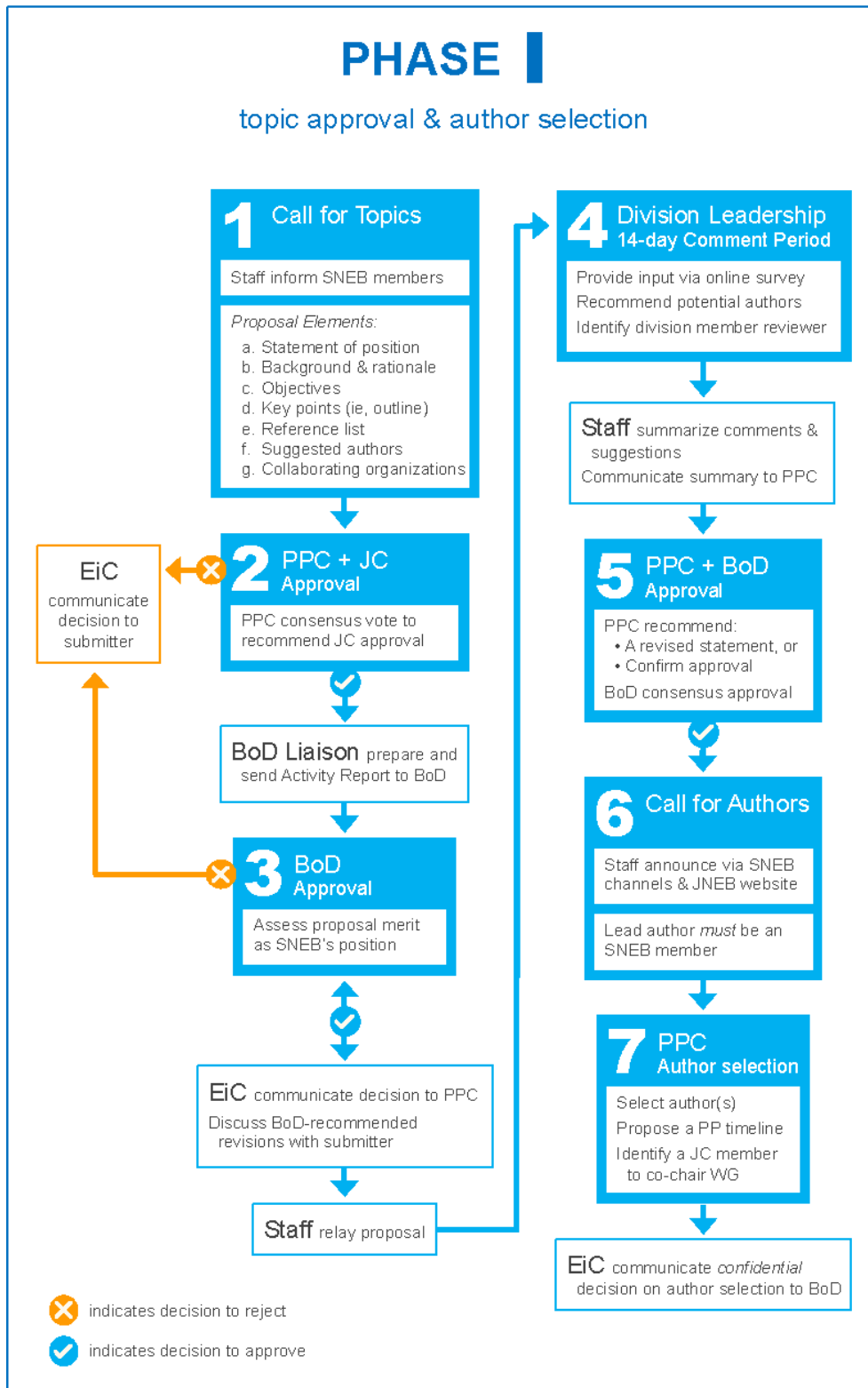
A statement of BoD approval will also be included in the published paper.

Member comments from Step 10 will not be acknowledged in the paper.

If a paper is not approved as a SNEB position, the paper's authors may be encouraged to submit to JNEB as a Perspectives article, removing any reference to a position of the Society.

Ancillary Materials

Figure 1: Topic Approval and Author Selection Process for Position Papers



Call for Position Paper Topics

As part of SNEB's strategic plan, our extensive engagement in national issues, and the growth of the Journal, we are continuing to solicit topics for position papers. Position papers provide a comprehensive discussion of SNEB's policy on one or more topics. Containing extensive background information and analysis, position papers provide a more complete understanding of the issues and rationale for the position(s) set forth by the organization.

Topic proposals should include:

- a. Statement of position: (in one or two sentences)
- b. Background and rationale for proposed position: (about 1.5 pages, single spaced)
- c. Objectives: (For example, "to provide evidence for effectiveness of school cafeteria-based interventions on increasing fruit and vegetables intake among children and youth").
Typically, multiple objectives are submitted targeting major segments of the proposed topic.
- d. Key points (to serve as an outline for the position; accompanying peer-reviewed citations for each point should be included)
- e. Reference list
- f. Suggested authors
- g. Collaborating organizations and type of collaborations (if applicable; eg, joint development with another society)

Topic proposals will be reviewed in accordance to [JNEB Policy](#).

To submit topics for consideration:

Send your topic and a brief rationale by **[date]** to the position paper co-chairs, **[PPC chair's name and (email address)]** and JNEB's Editor-in-Chief, **Karen Chapman-Novakofski, PhD, RDN (kmc@illinois.edu)**

Figure 2: Development and Peer Review Process for Position Papers



Position Paper Development Guidelines

The WG chair will contact the identified lead author to: (a) gauge interest to lead the position paper; (b) discuss recommended co-authors identified through the call for authors; (c) inform about the development and peer-review policy and process; (d) communicate expected timeline; (d) discuss PP development process and authorship guidelines.

The PP development process is expected to follow JNEB guidelines for authorship, which derives from the [International Committee for Medical Journal Editors](#). In consultation with the WG, the lead author has the authority to select and invite co-authors as needed. Suggested criteria to add co-authors include: (1) demonstrated expertise in an area or discipline relevant to the position topic and absent in the current authorship; (2) commitment to contribute to the paper within the agreed timeline; and (3) disclosure of any conflicts of interest.

Author addition or removal may occur at any point in the PP development process. The WG chair reserves the right to remove authors who fail to adhere to the authorship expectations of timely and meaningful contribution. Authors are encouraged to draft an Author Contribution and Designation Statement (ACS) at the beginning of the PP development process. The ACS can function as an author commitment contract and is recommended to be updated whenever a new author is invited to contribute. Authorship disputes are to be resolved following [recommended practices](#).

Division Review Online Form – Position Statement

Title: SNEB Position Statement Feedback – [topic]

1. Name: _____
2. SNEB Division: _____
3. Division response to the [topic] position paper statement
Options: (1) Support; (2) Conditionally Support with Comments Below; (3) Do Not Support
Add comments: _____
4. Please list anyone you would recommend as a potential author on this topic.
Name: _____
Credentials: _____
Email address: _____
5. Please identify a division member who might be interested in reviewing the position paper
Name: _____
Email address: _____
6. Declare any conflict of interest
Options: (1) No conflict of interest; (2) I have a conflict of interest
Describe conflict of interest (if 2)

10/29/2020

Division Review Online Form – Position Paper Draft