

## **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 complete understanding of the issues and the reason behind the position(s) set forth by the organization.

### *Position Paper Committee Overview*

The Position Paper Committee (PPC) consists of four SNEB members including:

- Three members from the Journal Committee (JC), including the Editor in Chief (EiC) and two members of the JC (JC chair or designee, and JC chair-elect)
- SNEB Vice President serving as liaison to Divisions

The responsibilities of the PPC Chair will be to:

- contact all new members who join the PPC to provide information about the subcommittee work and their specific role on the subcommittee,
- Coordinate the review of PP topic submissions, and selection of PP authors and working group (WG) members,
- Conduct training of WG members,
- Archive all feedback throughout review process (BoD, Division, Advisory Committee on Public Policy (ACPP) Chair, Working Group (WG), SNEB members, JNEB) to the Datto Workspace. If the PPC Chair does not have access to the Datto Workspace, contact the SNEB Executive Director to receive access.
- Assist WG chair with training for the PP authors, and
- Continuously update the PP Record shared file on the Datto workspace.

The responsibilities of the PPC include:

- identifying topics that may be appropriate for a SNEB position paper.
- reviewing submitted topic ideas and selecting the topics for consideration as a position paper.
- Overseeing the position paper approval process with the JC and BoD.

## **Phases of the Position Paper Process**

### **Phase 1: Position Paper Topic Idea Submission Process**

1. A request for position paper topic ideas will occur in the following ways:
  - A call for topics will be made to SNEB members in the quarterly emails from SNEB (using the communication template in **Appendix A** of this policy).
  - The SNEB Vice-President will encourage SNEB Division leadership to submit topic ideas.
  - JNEB will run banners asking for position paper topic ideas.
  - The EiC will include a section about submitting position paper topic ideas in the newsletter sent to Divisions and BoD every four months.

2. To submit a position paper topic idea, an individual(s) will submit a one paragraph (word limit = 300 words) idea about a topic area that SNEB should have as a position paper through an online system (**Appendix B** in this policy). Submitters will also be required to complete a justification criteria checklist as outlined in Phase 2 (including a one to two sentence rationale for each criterion) and 1-2 names of experts in the topic area who could review the topic idea submission.
3. Deadlines for topic idea submissions are August 15<sup>th</sup> and February 15<sup>th</sup> of each year. Topic proposals are discussed by the PPC within 30 days after proposal submission with consensus to recommend approval by the JC based on criteria outlined in Phase 2 below. Ideally no more than two position paper topic ideas per year will be moved forward as a position paper.
4. The PPC Chair will enter position paper topic ideas into the shared Datto Workspace under the “Position Papers” > “Topic Ideas” folder.

## Phase 2: Topic Approval

### *Round 1 Evaluation*

1. The PPC will review all topic idea submissions and independently evaluate whether the idea should move forward to the JC and BoD for approval as a position paper using the evaluation criteria and rubric outlined in item 2 below.
2. Round 1 evaluation criteria will be based on: (1) relevancy to the [Vision and Mission of SNEB and SNEB strategic plan](#); and (2) could be framed from a diversity, equity, and inclusion (DEI) lens as outlined in [DEI Statement for SNEB](#).

### **Rubric**

<b>Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Rationale</b>
Aligns with SNEB Vision and Mission			
Aligns with SNEB strategic plan			
Could be framed from a diversity, equity, and inclusion lens as outlined in the SNEB DEI Statement			
Could be framed from a sustainable development and education lens in line with the <a href="#">United Nations Sustainable Development Goals</a>			

3. Any discrepancies in scoring among the PPC will be discussed and reconciled. All criteria must receive a majority “yes” to be approved by the PPC. Approved topics will move to Round 2 Evaluation.

### *Round 2 Evaluation*

1. The PPC will invite 1-2 individuals who are experts in the position paper topic idea to review the position paper topic idea submission using the evaluation criteria and rubric outlined in item 2 below. The individual selected may include those recommended by the authors when they submitted the position paper topic idea. If the position paper is published, these reviewers will be acknowledged in the paper.
2. Round 2 evaluation criteria will be based on: (1) sufficient scientific evidence (e.g., published research, federal reports, etc.) related to the topic idea; (2) timeliness of the topic idea relative to current trends in nutrition education and behavior; and (3) whether the topic could be framed as a position. Experts will be given one week to provide feedback to the PPC.

### **Rubric**

<b>Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Rationale</b>
Sufficient scientific evidence surrounding the position paper topic idea			
Timely topic relative to the current trends in nutrition education and behavior			
Can the topic be framed as a position?			

3. The PPC will independently evaluate feedback from the expert reviewers to determine whether the position paper topic idea should move to the JC for approval. Any discrepancies in recommendations among the PPC will be discussed and reconciled. A majority “yes” vote among the PPC must be received to be approved. Approved topics will be presented by the PPC Chair to the JC for approval.
4. Upon JC approval, the JC Liaison to the BoD prepares a Board Report Form for each approved topic and presents it to the BoD for approval. BoD will submit decision to the PPC through the JC Liaison to the BoD.
5. If a position topic idea is not accepted by the PPC, JC and/or BoD, the position paper idea submitters may be encouraged by the PPC Chair to submit to JNEB as a Perspective article, removing any reference to a position of the Society.

### **Phase 3: Author Selection**

1. A request for position paper authors will occur in the following ways using the communication templates in **Appendix C** in this policy:
  - a. Email blast to SNEB membership.
  - b. Direct, personal invitations from the BoD, SNEB Division leadership, PPC, JC, EiC, etc.

The communication templates (**Appendix C**) will include text to encourage early career professionals to submit their CV and cover letter (paragraph 3 below) to be considered as an author. However, early career professionals (refer to rubric below) will not be selected to serve as the position paper lead author.

2. When inviting the individual(s) who submitted the topic idea to nominate themselves to be authors of the position paper, the communication template (**Appendix C**) includes this language to enhance transparency: “All individuals submitting their name forward will be considered as authors using the position paper committee’s evaluation rubric, but there’s no guarantee that those submitting the topic idea will be selected as authors of the position paper. In the case that the submitters of the topic idea are not selected as authors, they will be acknowledged in the paper for submitting the original topic idea.”
3. Interested authors will submit their CV and cover letter to the JNEB Managing Editor. The cover letter must include: (1) expertise and qualifications to author the PP; (2) whether a SNEB member; (3) how or why they can represent SNEB; (4) acknowledgment that the position paper will go through peer review via a Working Group and JNEB and approval by the SNEB BoD; (5) commitment to work with co-authors selected by the PPC; (6) interest in serving as the lead author for the PP; (7) commitment to developing the PP within an agreed timeline; and (8) a declaration of no conflicts of interest. A 30-day period will be allowed for interested authors to submit their CV and cover letter.
4. The JNEB Managing Editor will provide the PPC with all author applicants’ cover letters and CVs.
5. The PPC will independently evaluate the author applicants using the rubric below within 30 days after receiving applications, with the goal of selecting 2-5 authors, with one recommended as the lead author.

<b>Rubric Criteria</b>	<b>Excellent = 5</b>	<b>Good = 3</b>	<b>Fair= 1</b>
Author’s expertise in the position paper topic area based on research (journal articles, White papers), experiential practice and/or leadership (including peer reviewing, serving in community-based organizations or wellness councils, innovation, being sought out as a resource in the field) in the subject matter	all three areas (research, practice, and leadership)	any two areas of expertise	only one area of expertise
History of leadership and/or service in SNEB	10+ years of leadership and/or service (does not need to be consecutive years)	6-9 years of leadership and/or service (does not need to be consecutive years)	5 years or less of leadership and/or service (does not need to be consecutive years)

Evidence from cover letter on the author's ability to represent SNEB	Clearly and succinctly articulated	Partially	Vaguely articulated
<b>Total Score</b>			

6. The PPC will discuss applicant scores and those applicants scoring 9 or higher will be determined by majority agreement which 2-5 authors to select, including who to recommend as lead author. In the case that no one expresses interest in being a lead author or all authors reviewed express interest in being a lead author, the PPC will consider who might be best qualified (based on the criteria outlined in the rubric and reviewing CVs) to serve as lead author and determine that person's willingness to serve in that position.
7. Recommendations from the PPC will move forward to the JC and BoD for approval.
8. The PPC will communicate the author selection to the BoD through the JC Liaison to the BoD with the understanding that author selection is confidential.
9. The EiC will contact the selected lead author within 14 days after potential authors have been approved by the BoD (**Appendix D**). A list of co-authors approved by the BoD will be made available to the lead author.
10. The PPC Chair will upload author applications, PPC rubric scoring sheets, and notes for author selection into the shared Datto Workspace under the "Position Papers" > "Call for Authors" folder.

Note that Phases 1-3 can be deemed unnecessary by the PPC in cases where the topic idea and authorship has already been decided in the event where the position paper has directly been commissioned by the BoD.

#### **Phase 4: Forming the Working Group: Ad-hoc Committee of the PPC**

1. The PPC will convene to identify the Position Paper Working Group (WG) members at the same time as authors of the position paper are being selected. The WG should be formed at the time the EiC notifies the lead author of being selected for this position. The composition of the WG is as follows:
  - JC member (chair)
  - EiC or Senior Associate Editor (co-chair)
  - JNEB Associate Editor
  - SNEB Vice President or SNEB Presidential designee at the time the WG is convened
  - One Past President of SNEB not currently serving on the JC
2. The purpose of the WG is to oversee the development of a position paper and to follow it through to completion.

- The WG works with the position paper authors as the authors draft the paper, specifically as the SNEB position is elucidated.
  - The WG supports the work of the authors and maintains communication with the JC and the BoD as the authors develop an evidence-based position that reflects the society's viewpoint.
  - Decisions are made by consensus.
  - The WG updates the PPC chair about the position paper review process milestones (Phases 5-7) within 14 days after milestones have occurred. The PPC Chair will enter this information into the Excel document found on the shared Datto Workspace under the "Position Papers" folder.
3. Once the WG is formed, the PPC Chair will provide a training meeting for the WG to clarify expectations of the WG, the position paper process and the WG's role in that process. The WG Checklist (**Appendix E**) will help the WG keep on track throughout the process.
  4. A new and distinct *ad-hoc* WG will be convened for each topic selected to become a position paper.
  5. Once the position paper authors and WG members are selected, the PPC Chair and WG Chair will provide a training meeting for the authors to describe the position paper development process, the WG role in the process, and to clarify expectations of the authors during the process. The Authors' Checklist (**Appendix F**) will help the authors keep on track throughout the process.
  6. If individuals on the WG have their terms end in their SNEB position, they will continue serving on the WG until the position paper is published, to maintain consistency.
  7. The SNEB Vice President or Presidential Nominee (from WG) will request SNEB Division Leadership and DEI Committee Leadership identify one person to serve as a volunteer reviewer of the position paper statement (Phase 5) and paper (Phase 6) who is active within the Division and is familiar with the position paper topic and submit this name to the SNEB Vice President. The Vice President communicates the selected names to the WG Chair.
  8. Within Phases 5 and 6, as described in these sections below, SNEB staff sends the Divisions/DEI Committee volunteer reviewers, SNEB members, and ACPP Chair an email with the online review form link. The online review form will include a link to materials to review (in Phase 5, the position statement and in Phase 6, the position paper), which are read-only versions, watermarked "confidential."
    - SNEB staff post the position statement (Phase 5) and position paper (Phase 6) online, marked confidential, in member-only section of the website.
  9. The PPC Chair documents the WG member's names, Division/DEI Committee volunteer reviewers' names, and SNEB members' names in the Excel document found on the shared Datto Workspace under the "Position Papers" folder throughout Phases 4-6.

Comments from these reviewers and the BoD should also be archived on the shared Datto Workspace under the “Position Papers” folder.

### **Phase 5: Position Statement Development**

1. The selected authors draft the position statement with justification bullet points based on relevant evidence from a DEI lens as outlined in [DEI Statement for SNEB](#). Authors will submit the position statement to the WG within 30 days after the appointment of authorship. The WG provides feedback within 14 days to the authors and once the draft is approved by the WG, the WG Chair will contact SNEB Staff requesting the position statement draft be shared with SNEB Divisions/DEI Committee volunteer reviewers, SNEB members, and ACPP Chair.
2. SNEB Staff will request SNEB Division/DEI Committee volunteer reviewers, SNEB members, and ACPP Chair provide feedback on the position statement (**Appendix G**) through the online review form (**Appendix H**) within 14 days of the request. The JC BoD liaison prepares a Board Report Form including the position statement. The BoD will review the position statement and provide feedback to the authors through the JC BoD liaison. The JC BoD liaison will communicate the feedback to the PPC. The PPC will then share this with the WG Chair. The WG and authors review Division/Committee, SNEB member, ACPP Chair, and BoD comments within 14 days after receiving. Authors need to submit a revised draft within 14 days after reviewing the comments. Once the revised draft is approved by the WG, it will then go to the BoD for approval. The JC BoD liaison prepares a Board Report Form including the position statement and SNEB Division/Committee volunteer reviewer, SNEB member, ACPP Chair, and BoD comments.
3. The BoD will review and approve through consensus and inform the PPC of their decision through the JC Liaison. The JC BoD Liaison will communicate the BoD’s decision to the PPC. If the BoD proposes further edits to the position statement, the WG will communicate this (ideally verbally) with the authors within 14 days after receiving. The position statement will be revised by the authors within 14 days after communicating with the WG, approved by the WG, and resubmitted to the BoD until it is approved through consensus. The JC Liaison will communicate the BoD’s decision to the PPC.
4. If the BoD leadership changes during the position statement review process, significant adjustments to the position statement should not be requested unless deemed necessary to ensure alignment with updated terminology and/or science.

### **Phase 6: Position Paper Development**

1. A first draft of the paper needs to be produced within 3 months after the position statement has been approved and includes the approved position statement from phase 5. Changes to the timeline due to extenuating circumstances must be promptly notified to the WG chair. If the authors do not write the position paper draft by the outlined timeline and the WG determine an extension should not be warranted, the WG may invite one of the other authors (based on rubric results and interest) to take lead authorship or if none

of the authors respond to the WG and/or PPC Chair, dissolve the authorship and opt to make a new call for authors.

2. The WG provides feedback to the authors within 14 days after receiving the position paper and once the draft is approved by the WG, the WG Chair will contact SNEB Staff requesting the position paper draft be shared with SNEB Divisions/DEI Committee volunteer reviewers, SNEB members, and ACPD Chair.
3. SNEB Staff will request SNEB Division/DEI Committee volunteer reviewers, SNEB members, and ACPD Chair provide feedback on the position paper (**Appendix I**) through the online review form (**Appendix J**) within 14 days of the request. The JC BoD liaison prepares a Board Report Form including the position paper. The BoD will review the position paper and provide feedback to the authors through the JC BoD liaison. The JC BoD liaison will communicate the feedback to the PPC. The PPC will then share this with the WG Chair. The WG and authors will review Division/Committee, SNEB member, ACPD Chair, and BoD comments within 14 days after receiving. Authors need to submit a revised draft within 14 days after reviewing the comments. Once the revised draft is approved by the WG, it will then go back to the BoD for approval. The JC BoD liaison prepares a Board Report Form including the position paper and SNEB Division/Committee volunteer reviewer, SNEB member, ACPD Chair, and BoD comments.
4. The BoD will review and approve through consensus and inform the PPC of their decision through the JC Liaison. The JC Liaison will communicate the BoD's decision to the PPC. If the BoD proposes further edits to the position paper, the WG will communicate this (ideally verbally) with the authors within 14 days after receiving it. The position paper will be revised by the authors within 14 days after communicating with the WG, approved by the WG, and resubmitted to the BoD until it is approved through consensus. The JC Liaison will communicate the BoD's decision to the PPC.
5. If the BoD leadership changes during the position paper review process, significant adjustments to the position paper should not be requested unless deemed necessary to ensure alignment with updated terminology and/or science.

#### **Phase 7: JNEB Peer Review Process**

1. Once the position paper is deemed acceptable by the WG and BoD, authors will be asked to submit the position paper through the JNEB Editorial Management (EM) System within 14 days after receiving notification that the position paper was approved by the WG and BoD.
2. Upon submission, the EiC will solicit 2-3 reviewers from JNEB reviewer pool within 7 days. Reviewers will be selected based on expertise in the position paper topic area, experience reviewing for JNEB, and quality of past reviews. Once reviewers accept the invitation to review the position paper, the process will follow JNEB review guidelines. Reviewers will be asked to complete the review within 2 weeks. Once all reviews are



completed and submitted through EM, the EIC will send the blinded comments to the WG.

3. The WG will identify reviewer suggestions that are critical, good ideas, or not appropriate, according to each comment, within 14 days after receiving reviewer comments.
4. The EiC will revise the reviewers' comments within the EM System, provide acknowledgment wording for authors to include in the revised submission, and will be sent back to the authors within 7 days after WG decision on which comments move forward to the authors.
5. Authors submit the revised paper through the EM System within 21 days of receiving reviewer comments.
6. Once the reviewer comments have been addressed by the authors, the EiC will review the paper again. If there are any minor edits needed, the EiC will send those requests for edits back to the authors through the EM System, with a revised paper submitted within 21 days of receiving the EiC's comments. Upon completion, the paper will be removed from the EM System.
7. The revised position paper will then be provided by the EiC to the BoD for review and initial vote within 5 business days, and as requested by the BoD, the blinded reviewer comments, division, DEI Committee comments, and member comments (available in the shared position paper folder in the Datto workspace for the specific position paper).
8. The BoD will review the revised position paper and vote to:
  - accept (a majority vote by the BoD is required)
  - provide comments, or
  - reject

This decision will be communicated with the PPC Chair and WG through the JC liaison.

9. The WG will review substantive comments from the BoD within 14 days after receiving and decide whether the position paper needs further revision. If so, the position paper will be returned via email (not through EM system) to authors for additional modifications, to be re-submitted via email within 14 days after receiving.
  - If the WG determines BoD comments do not need to be addressed, this will be communicated to the BoD through the JC liaison for discussion and final decision.
  - Note that it is possible that the BoD will request changes to the position statement.
10. JNEB reviewers (no names listed), WG members (individual names listed), Division reviewers (individual names listed and Division they represented), position paper topic idea reviewers (individual names listed), and the individual(s) or Division who submitted the original topic idea will be acknowledged within the paper (if they are not authors on the position paper), as shown in the **Appendix K** template.

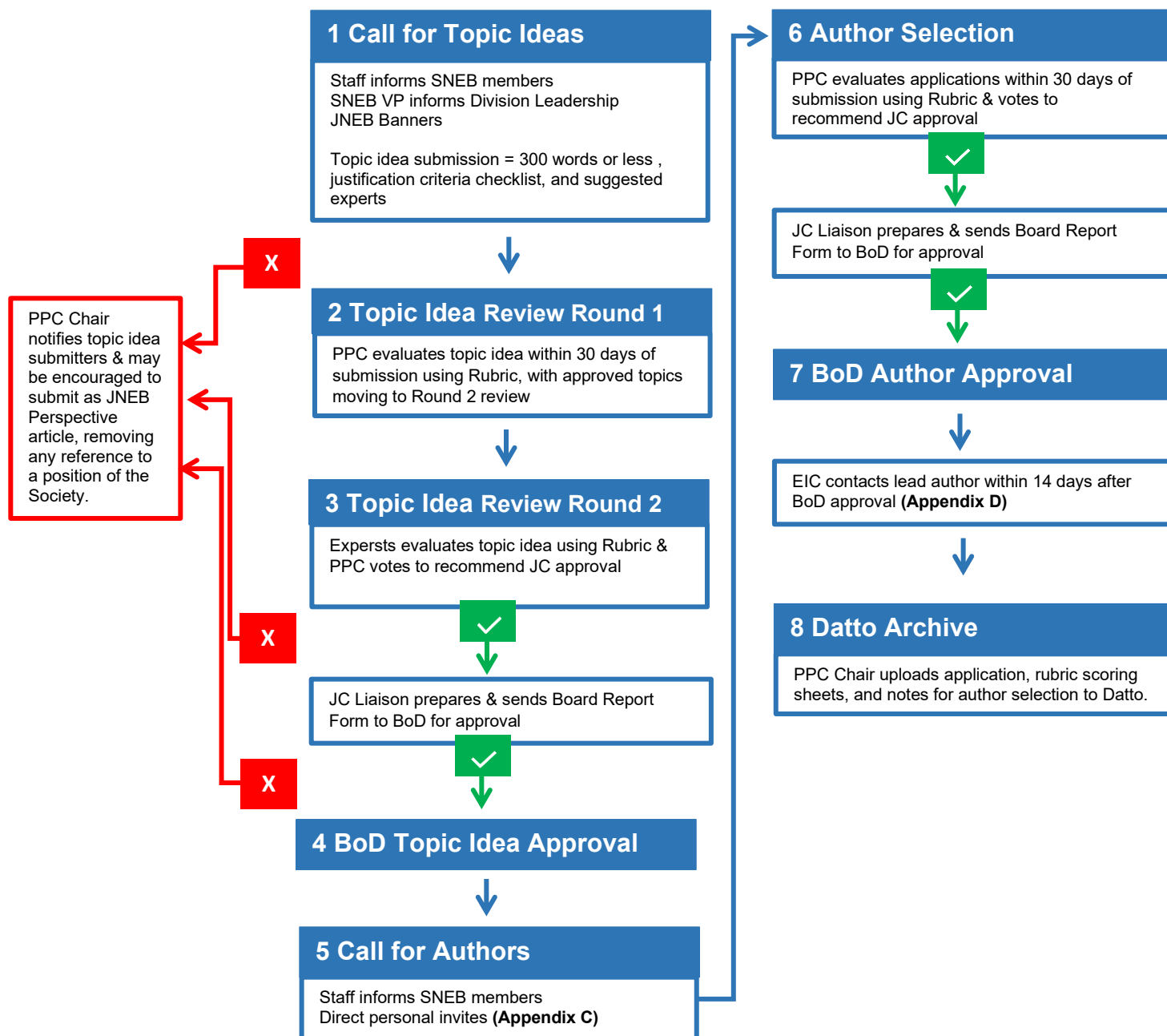
11. A statement of BoD approval will also be included in the published paper, as shown in the **Appendix K** template.
12. The PPC Chair will enter the position paper publication date and future 5-year anniversary review date into the Excel document found on the shared Datto Workspace under the “Position Papers” folder.

### **Phase 8: Renewal or Retirement of Existing Position Papers**

The BoD will review existing position papers at the 5-year publication anniversary of their publication date to determine if it should be renewed or retired.

At each August JC meeting, the PPC Chair will notify the JC BoD liaison which position papers will have their 5-year anniversary in that coming year (between August-July). The JC Liaison to the BoD will prepare a Board Report Form outlining which position papers need reviewed. The JC Liaison to the BoD will report the BoD’s decision on the position papers at a future monthly JC meeting.

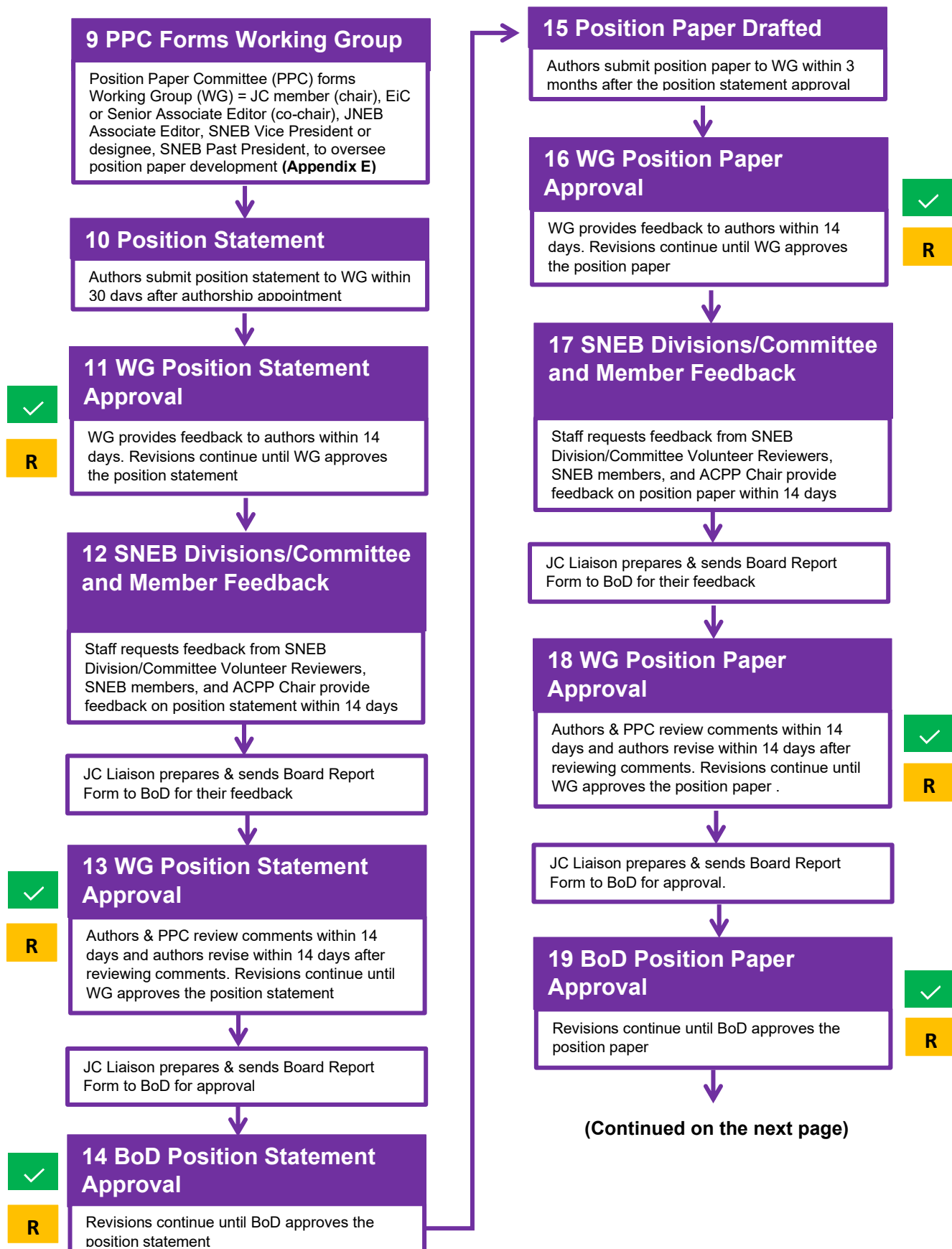
**Figure 1. Topic Approval and Author Selection Process for Position Papers**



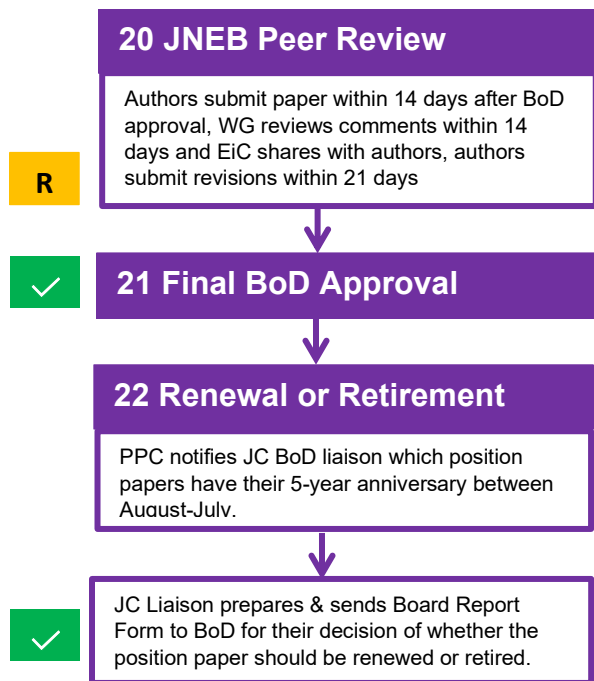
Indicates decision to approve



Indicates decision to reject

**Figure 2. Development and Peer Review Process for Position Papers**

**Figure 2 continued.**



## Appendix A

### SNEB Email Blast Template for Requesting Position Paper Topic Idea Submissions

**From:** [SNEB Staff]

**To:** [SNEB Members]

**Subject:** Call for Position Paper Topic Ideas

#### Call for Position Paper Topic Ideas

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.

To submit a position paper topic idea, an individual(s) will submit a one sentence to one paragraph (word limit = 300 words) idea about a topic area that SNEB should have as a position paper using [this online form {hyperlink}](#). Submitters will also be required to complete a justification criteria checklist (based on the criteria listed below) including a one to two sentence rationale for each criterion and submit 1-2 names of experts in the topic area who could review the topic idea submission.

Topic ideas may be submitted at any time throughout the year. Topic proposals are discussed by the PPC within 30 days after proposal submission with consensus to recommend approval by the JC based on these criteria:

- Relevancy to the [Vision and Mission of SNEB](#)
- Sufficient scientific evidence (e.g., published research, federal reports, etc.) related to the topic idea
- Timeliness of the topic idea relative to current trends in nutrition education and behavior
- Could be framed from a diversity, equity, and inclusion (DEI) lens as outlined in [DEI Statement for SNEB](#).
- Could be framed from a sustainable development and education lens in line with the [United Nations Sustainable Development Goals](#)

For questions, please contact the position paper committee chair [\[PPC chair's name and email address\]](#) or JNEB's Editor-in-Chief, [\[EiC's name and email address\]](#)

## Appendix B

### Position Paper Topic Idea Online Form

#### *Submitter information*

1. Name(s): \_\_\_\_\_
2. Email address for contact person: \_\_\_\_\_
3. SNEB Affiliation (select all that apply): (1) Member; (2) BoD; (3) BoT; (4) Executive Committee; (5) ACPP; (6) JC; (7) Division Leadership \_\_\_\_\_; (8) Other \_\_\_\_\_; (9) None

#### *Topic idea*

Submit a one sentence to one paragraph (word limit = 300 words) idea about a topic area that SNEB should have as a position paper.

Please provide a 1-2 sentence rationale for how your topic idea submission aligns with each criterion listed below.

Criterion	One to two sentence rationale/justification for your topic idea submission
Aligns with SNEB Vision and Mission	
Aligns with SNEB strategic plan	
Could be framed from a diversity, equity and inclusion lens as outlines in the <a href="#">SNEB DEI statement</a>	
Could be framed from a sustainable development and education lens in line with the <a href="#">United Nations Sustainable Development Goals</a>	
Sufficient scientific evidence (e.g., published research, federal reports, etc.) related to the topic idea	
Timeliness of the topic idea relative to current trends in nutrition education and behavior	

List 1-2 names of experts in the topic area who could review the topic idea submission.

1. [name]
2. [name]

Are those submitting the position paper topic idea interested in receiving more information about nominating themselves to be authors of the position paper?

*Please note that all individuals submitting their name forward will be considered as authors using the position paper committee's evaluation rubric, but there's no guarantee that those submitting the topic idea will be selected as authors of the position paper. In the case that the submitters of the topic idea are not selected as authors, they will be acknowledged in the paper for submitting the original topic idea.*

- ☐ Yes
- ☐ No



## Appendix C

### Communication Template for Requesting Position Paper Author Nominations

**From:** [SNEB Staff]

**To:** [SNEB Members]

**Subject:** Call for Position Paper Author Nominations

The SNEB Board of Directors has approved this position paper topic idea: [summary of topic – it could be the topic idea submission as is or an abbreviated version].

We are seeking authors to write this position paper, as is outlined in the position paper policy {hyperlink} (especially see Phases 5-7 in the policy) and invite author nominations.

Individuals interested in being considered as an author will submit their CV and cover letter to the JNEB Managing Editor. The cover letter must include: (1) expertise and qualifications to author the PP; (2) whether a SNEB member; (3) how or why they can represent SNEB; (4) acknowledgment that the position paper will go through peer review via a Working Group and JNEB and approval by the SNEB BoD; (5) commitment to work with co-authors selected by the PPC; (6) interest in serving as the lead author for the PP; (7) commitment to developing the PP within an agreed timeline; and (8) a declaration of no conflicts of interest.

We encourage early career professionals to submit their application to be considered as an author.

**CV and cover letter must be submitted to [JNEB Managing Editor's name and email address] by [date – 30 days after this email blast is scheduled].**

*Please note that all individuals submitting their name forward will be considered as authors using the position paper committee's evaluation rubric, but there's no guarantee that those who submitted the topic idea will be selected as authors of the position paper. In the case that the submitters of the topic idea are not selected as authors, they will be acknowledged in the paper for submitting the original topic idea.*

## Appendix D

### Communication Template for Notifying Selected Lead Author of SNEB Position Paper

**From:** [EiC]

**To:** [Selected Position Paper Lead Author]

**CC:** [Working Group Chair]

**Subject:** Selected for Lead Authorship of SNEB Position Paper

Dear [Lead Author's name],

I am pleased to inform you that you were selected to be the lead author of the position paper related to [brief description of position paper idea]. Below is a list of co-authors that were approved by the BoD:

- [Co-author name]
- [Co-author name]
- [additional co-authors name, as needed]

The Position Paper Committee has created a Working Group for this position paper. The purpose of the Working Group is to oversee the development of a position paper and to follow it through to completion. Specifically:

- The Working Group works with the position paper authors as the authors draft the paper, specifically as the SNEB position is elucidated.
- The Working Group supports the work of the authors and maintains communication with the Journal Committee and the SNEB Board of Directors as the authors develop an evidence-based position that reflects the society's viewpoint.

For this position paper, those on the Working Group include:

- Chair: [JC member's name, email address, and phone number]
- Co-chair: [EiC or Senior Associate Editor's name, email address, and phone number]
- [JNEB Associate Editor's name]
- [SNEB Vice President or SNEB Presidential designee's name]
- [Past SNEB President's name]

If you accept the lead author nomination, the Working Group Chair will contact you to schedule a training session with you and the co-authors. The purpose of this training session is to describe the position statement and paper development process, as outlined in the position paper policy {hyperlink to policy}, the Working Group's role in the process, to clarify expectations of the authors during the process, and to answer any questions from the authors.

Please confirm via email by [date] your willingness to serve as lead author on this position paper.

[EiC Signature]

## **Appendix E**

### **Working Group Checklist**

#### **Training (Phase 4)**

- ☐ Working group members received training from Position Paper Committee Chair
- ☐ Position paper authors received training from Working Group Chair meet and Position Paper Committee Chair

#### **Position Statement Development (Phase 5)**

- ☐ Authors submitted the position statement to the Working Group within 30 days after the appointment of their authorship.
- ☐ Working Group provides feedback on the position statement to the authors within 14 days after the receiving the position statement.
- ☐ Position statement draft approved by the Working Group.
- ☐ Working Group Chair contacts SNEB Staff with the position statement to be shared with SNEB Divisions/DEI Committee volunteer reviewers, SNEB members, and ACPP Chair.
- ☐ The PPC shares BoD feedback with Working Group Chair.
- ☐ Working Group and authors review Division/Committee, SNEB member, ACPP Chair, and BoD comments within 14 days of receiving the comments.
- ☐ Authors submit a revised position statement draft to the Working Group within 14 days after reviewing the comments.
- ☐ Working Group Chair shares the approved, revised position statement draft with the JC Liaison, who will then create a Board Report Form and share with the SNEB Board of Directors.

#### **Position Paper Development (Phase 6)**

- ☐ Authors produced the first draft of the position paper within 3 months after the position statement has been approved.
- ☐ Working Group provides feedback to the authors within 14 days after receiving the position paper.
- ☐ Working Group Chair contacts SNEB Staff with the position paper to be shared with SNEB Divisions/DEI Committee volunteer reviewers, SNEB members, and ACPP Chair.
- ☐ The PPC shares BoD feedback with Working Group Chair.
- ☐ Working Group and authors review Division/Committee, SNEB member, ACPP, and BoD Chair comments within 14 days of receiving the comments.
- ☐ Authors submit a revised position paper draft to the Working Group within 14 days after reviewing the comments.
- ☐ Working Group Chair shares the approved, revised position paper draft with the JC Liaison, who will then create a Board Report Form and share with the SNEB Board of Directors.

**JNEB Peer Review Process (Phase 7)**

- Working Group identifies JNEB peer reviewer suggestions to be shared with authors within 14 days after receiving reviewer comments.
- In the case that the SNEB Board of Directors requests additional edits be made to the position paper after it goes through JNEB peer review, the Working Group reviews SNEB Board of Directors' comments and shares with the authors if the Working Groups decides the comments need to be addressed.
- In the case authors need to submit revisions based on SNEB Board of Directors comments, these revisions are submitted within 14 days of receiving the comments.

## **Appendix F**

### **Authors' Checklist**

#### **Training (Phase 4)**

- ☐ Position paper authors received training from Working Group Chair meet and Position Paper Committee Chair

#### **Position Statement Development (Phase 5)**

- ☐ Authors submitted the position statement to the Working Group within 30 days after the appointment of their authorship.
- ☐ Working Group and authors review Division/Committee, SNEB member, ACPP Chair, and BoD comments within 14 days of receiving the comments.
- ☐ Authors submit a revised position statement draft to the Working Group within 14 days after reviewing the comments.

#### **Position Paper Development (Phase 6)**

- ☐ Authors produced the first draft of the position paper within 3 months after the position statement has been approved.
- ☐ Working Group and authors review Division/Committee, SNEB member, ACPP Chair, and BoD comments within 14 days of receiving the comments.
- ☐ Authors submit a revised position paper draft to the Working Group within 14 days after reviewing the comments.

#### **JNEB Peer Review Process (Phase 7)**

- ☐ Within 14 days of being notified the position paper is approved by the Working Group and SNEB Board of Directors, authors submit the position paper through the JNEB Editorial Management System.
- ☐ Authors will submit the revised position paper through the Editorial Management System within 21 days of receiving reviewer comments.
- ☐ As needed, authors will submit further requested revisions from the JNEB Editor-in-Chief within 21 days of receiving comments.

In the case authors need to submit revisions based on SNEB Board of Directors comments, these revisions are submitted within 14 days of receiving the comments.

## Appendix G

### Email Request to Review SNEB Position Statement

**From:** [SNEB Staff]

**To:** [Division/DEI Committee Volunteer Reviewers, SNEB Members, and ACPP Chair]

**Subject:** Request to Review Position Paper Statement

### Request to Review SNEB Position Statement

The SNEB Board of Directors has approved this position paper topic idea: [summary of topic – it could be the topic idea submission as is or an abbreviated version].

You are invited to review the drafted position statement and provide feedback through this online review form {hyperlink}. The drafted position statement is included on the online review form and at this point in the process, is considered confidential.

In fairness to authors and reviewers, and to maintain the integrity of the position development process, we ask your cooperation in assuring confidentiality. We ask that you maintain complete anonymity during the process and that you do not share the draft of the position statement with any colleagues. It would be premature to do so before the approval of the position statement since it may change from its original draft.

**Reviews must be submitted by [14 days after email sent].**

[SNEB Staff Signature]

## Appendix H

### Online Review Form – Position Statement

#### SNEB Position Statement Review

The draft position statement is under review as a position of the Society for Nutrition Education and Behavior. Your comments regarding the drafted position statement and your willingness to serve as a reviewer are very much appreciated.

In fairness to authors and reviewers, and to maintain the integrity of the position development process, we ask your cooperation in assuring confidentiality. We ask that you maintain complete anonymity during the process and that you not share the draft of the position statement with any colleagues. It would be premature to do so before the approval of the position statement since it may change from its original draft.

Please note: your comments will be considered by the Position Paper Working Group but may or may not be utilized in their entirety.

**Reviews must be submitted by [14 days after email sent].**

1. Name: \_\_\_\_\_
2. I am reviewing this position statement as
  - designee appointed by SNEB Division leadership.
  - Designee appointed by Diversity, Equity and Inclusion Committee leadership.
  - ACPP Chair.
  - a SNEB member.
3. Position statement shown on the page with questions 4-5.
4. My response to the [topic] position paper statement:
  - I support the position statement as currently written.
  - I conditionally support the position statement with comments below for this response.
  - I do not support the position statement with comments below for this response.

4a. {Skip logic: for responses “conditionally” or “do not” support on Q4} Please provide feedback for conditionally support or not supporting the position statement.
5. Declare any conflict of interest
  - I declare that I have no conflicts of interest.
  - I declare that I have a conflict of interest.

5a. {Skip logic: for responses declaring conflict in Q5} Please describe your conflict of interest.

## Appendix I

### Email Request to Review SNEB Position Paper

**From:** [SNEB Staff]

**To:** [Division/DEI Committee Volunteer Reviewers, SNEB Members, and ACPP Chair]

**Subject:** Request to Review Position Paper

### Request to Review SNEB Position Paper

The SNEB Board of Directors has approved this position statement: [position statement text].

You are invited to review the drafted position paper and provide feedback through this online review form {hyperlink}. A link to the drafted position paper is included on the online review form and at this point in the process, is considered confidential.

In fairness to authors and reviewers, and to maintain the integrity of the position development process, we ask your cooperation in assuring confidentiality. We ask that you maintain complete anonymity during the process and that you do not share the draft of the paper with any colleagues. It would be premature to do so before the approval of the paper since it may change from its original draft.

**Reviews must be submitted by [14 days after email sent].**

[SNEB Staff Signature]



## Appendix J

### Online Review Form – Position Paper

#### SNEB Position Paper Review

The drafted position paper is under review as a position paper of the Society for Nutrition Education and Behavior. Your comments regarding this draft and your willingness to serve as a reviewer are very much appreciated.

Comments will be most useful if they are constructive, specific and include reference notations. Please focus your comments on content to ensure accuracy and currency of information. If you choose to comment on the content of the position paper, please make comments as helpful as possible. Provide your specific comments by referencing the line numbers within the position paper, in the space provided in this online review form.

In fairness to authors and reviewers, and to maintain the integrity of the position development process, we ask your cooperation in assuring confidentiality. We ask that you maintain complete anonymity during the process and that you do not share the draft of the paper with any colleagues. It would be premature to do so before the approval of the position paper since it may change from its original draft.

Please note: your comments will be considered by the Position Paper Working Group but may or may not be utilized in their entirety.

**Reviews must be submitted by [14 days after email sent].**

1. Name: \_\_\_\_\_
2. I am reviewing this position paper as
  - ☐ designee appointed by SNEB Division leadership.
  - ☐ Designee appointed by Diversity, Equity and Inclusion Committee leadership.
  - ☐ ACPP Chair.
  - ☐ a SNEB member.
3. Link to Position Paper shown on questions 4-8.
4. The paper makes a valuable contribution to the field of nutrition education.
  - ☐ Yes
  - ☐ No
  - ☐ Comments (Please reference line numbers within the position paper)
5. The main body of the paper provides sufficient information to justify the position statement in an unbiased manner.
  - ☐ Yes
  - ☐ No
  - ☐ Comments (Please reference line numbers within the position paper)

6. The interpretation and discussion of the evidence is clear, organized, and unbiased.
    - Yes
    - No
    - Comments (please reference line numbers within the position paper)
  7. Any limitations of the evidence are clearly stated.
    - Yes
    - No
    - Comments (please reference line numbers within the position paper)
  8. The evidence is of high quality.
    - Yes
    - No
    - Comments (please reference line numbers within the position paper)
  9. Declare any conflict of interest
    - I declare that I have no conflicts of interest.
    - I declare that I have a conflict of interest.
- 9a.{Skip logic: for responses declaring conflict in Q5} Please describe your conflict of interest.

## **Appendix K**

### **Acknowledgments Template Text**

#### **ACKNOWLEDGMENTS**

This Society for Nutrition Education and Behavior position was adopted by the SNEB Board on **[DATE]**.

The original topic idea that led to the position paper was submitted by **[names]**.

Prior to the usual JNEB review, SNEB members evaluated the position paper. Thank you to the following SNEB Division representatives for reviewing this paper: **[list NAME, CREDENTIALS, and DIVISION for each reviewer]**.

Thank you to the following SNEB members for reviewing this paper: **[list NAME and CREDENTIALS for each reviewer]**.

We thank these reviewers as well as JNEB reviewers for their many constructive comments and suggestions. **[No names listed for JNEB reviewers]**.