



SNE POLICIES & PROCEDURES MANUAL SECTION 14 RESOLUTIONS & POSITION PAPERS

14.9 Position Paper Review and Approval Process:

Position papers provide a comprehensive discussion of SNE's policy 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. A position paper should contain authoritative citations. At least 3-5 experts in the field should review the position paper.

Joint Position Paper

SNE may work in concert with other organizations to develop a Joint Position Paper. The process for preparing and approving position papers is as follows:

1. SNE Board approves concept of and/or participation in the Joint paper.
2. SNE identifies authors:
 - a. Divisions with expertise specific to the topic are identified.
 - b. Division chairs send "call for authors", including request for CV.
 - c. Division chairs send to the SNE Board a ranking of potential authors based on experience with the paper's topic and experience as an author.
 - d. SNE Board makes final determination of author(s)
 - e. For joint position papers, each organization typically identifies only one author.
3. SNE identifies reviewers:
 - a. Divisions identified in item 2 above send "call for reviewers", including request for CV. Author candidates not selected can be considered as reviewers.
 - b. Depending upon number of divisions involved, each division identifies 1 – 5 reviewers, taking into consideration each person's experience with the topic.
 - c. No more than 5 reviewers in total from all divisions should participate in the process.
 - d. SNE Executive Director selects final review committee based on rankings from division chairs.
4. Authors prepare preliminary outlines and drafts which are then reviewed by those identified in item 3 above. This initial review has the primary purpose of determining if the paper is on target with the outlined position statement.
5. SNE identifies a Content Expert. Potential candidates must have expertise on the topic. The Journal Committee and Board of Editors are potential sources for Content Expert. The Content Expert:
 - a. Reviews, understands and filters all comments from SNE reviewers.

- b. Discusses comments with SNE reviewers if necessary.
 - c. Serves as liaison between SNE authors and SNE reviewers for SNE position papers.
 - d. Serves as SNE reviewer representative for joint position papers.
6. Preliminary comments received from Step 4 are reviewed by joint organizations. Content Expert and SNE Executive Director participate in all meetings with participating organizations. The results of this discussion are returned to the authors for consideration in their continuing work.
 7. Updated/revised position paper is distributed to reviewers identified in item 3 above for 30-day comment period. This is a detailed review of the paper.
 8. Comments from SNE reviewers summarized by SNE staff and provided to the Content Expert, who proceeds as outlined in item 5 above.
 9. Comments from participating organizations reviewed by authors and joint organizations (sometimes multiple rounds of discussions between the sponsoring organizations and the authors). Content Expert and SNE Executive Director participate in all meetings with participating organizations.
 10. Final paper is distributed to SNE membership for 30-day comment period. The goal of this comment period is to determine if the membership as a whole supports the position. If the position is an update to an existing SNE position paper, the SNE Board may waive this 30-day comment period.
 11. Comments from SNE membership are summarized by SNE staff.
 12. SNE Board, in consultation with the Content Expert, reviews SNE membership feedback to determine if changes needed.
 13. Final approval by SNE Board.
 14. SNE Executive Director coordinates with JNEB Editor-in-Chief (and any participating organizations) for publication of the position in JNEB. In the case of a joint paper, simultaneous publication in each organization's journal should be achieved.
 - a. Position papers are not considered peer-reviewed research articles for JNEB purposes.
 - b. Reviewers, including the Content Expert, and Authors should be credited as part of the published paper (some reviewers may choose not to be acknowledged).