

APPROVAL PROCESS FOR CAEP POSITION STATEMENTS AND CLINICAL PRACTICE GUIDELINES FOR CJEM PUBLICATION

CAEP position statements will be approved, reviewed and managed by the Public Affairs Committee. CAEP Clinical Practice Guidelines (CPG) will be approved, reviewed and managed by the Standards Committee.

The respective committees will establish a timeline to review, update or remove position statements of CPGs from the CAEP website.

- 1) Individual or group submits idea/proposal to CAEP Office which is forwarded to the chair of the appropriate committee to vet.¹
- 2) Once approved by the respective committee, CAEP Office will share the CJEM Instructions for Authors.
- 3) Authors will submit their manuscript/documentation to CAEP Office for the respective committee to review.
- 4) The committee will review the manuscript and provide corrections/feedback to the authors. They will also review the manuscript to ensure the structure adheres to the Instructions for Author guidelines.
 - a. Standards will review CPG based on its checklist
- 5) CAEP members will have one month to conduct a cloud review. These will be posted to the CAEP Resources Page and members will be notified and encouraged to provide feedback via CAEP Connects.
- 6) Member feedback will be shared with the respective committee and the author group. The committee will work with the author group to finalize the manuscript based on member feedback.
- 7) Once finalized and approved by the respective committee, CAEP Office will forward to CJEM EIC for review, editing, and suggestions for improvement.²
 - a. **Note:** Document will not be reviewed by EIC if template format not followed, and will be returned to the authors for revisions

¹ CAEP position statements are prepared by a CAEP committee only. For position statements requiring CAEP endorsement, please see the endorsement procedure.

² If the CJEM EIC recommends substantive changes, the document may require a second member review.

- 8) The authors will go through steps of editing with EIC; once completed, the final manuscript will be sent to the Board for approval
- 9) Final approval for CAEP position statements and CPGs rest with the Board. The Board will vote via email whether it approves the position statement or CPG and it is appropriate to publish in CJEM.
- 10) Once approved, CAEP will have the final manuscript translated
 - a. Author(s) will be responsible to verify the French translation prior to publication. This language verification is a mandatory step.
- 11) Documents need to be formatted in Word and on CAEP letterhead.
- 12) Authors will send all documents (French and English) to Ginette Snook at gsnook@caep.ca so they can be forwarded to the EIC.
 - a. French documents will be published as supplemental documentation
 - b. No additional editing or review by CJEM
 - c. Cambridge will publish 'as is' to maintain exact meaning and wording of document
 - d. Page proof review by CAEP authors needs to be done carefully, given no editing takes place after submission

[Click here for author instructions for position statements and clinical practice guidelines](#)