

**Academy of Eating Disorders (AED)
Position Paper Policy and Procedures
(Revised May 6, 2010)**

Policy

The Print Media Portfolio Holder, together with the Position Paper Committee co-chairs, will manage and oversee the development, publication, posting, and updating of AED Position Papers. Dissemination of position papers will be handled in liaison with the Communications Committee.

Purpose

Position papers should address topics that affect AED members, the patients for whom they provide care, and the students and public whom they educate. AED position papers should express an opinion on an issue related to eating disorders that may be a source of consumer confusion or misinformation, that needs clarification for professionals, or that represents an issue deserving advocacy on behalf of individuals with eating disorders. Position paper topics are those representing AED, and therefore should represent the consensus of most AED members. Example topics are those widely agreed upon such as the need for team-based treatment for eating disorders, insurance coverage for individuals with eating disorders, etc. Additional features characterizing an AED position paper should include: 1) being related to the mission and objectives of the AED; 2) informing, and assisting in, the development of improved services for eating disorders; 3) providing direction to facilitate appropriate action from members, other professionals, policy- and law-makers, and the public; and 4) expressing a positive and proactive call to action to promote physical and mental health and well-being for the public. The intent of developing an AED position paper should be to make evidence-based recommendations that could be used to influence policy, but not necessarily to set policy itself.

Position Papers

Position papers will be approximately 1500-1700 words. Position papers should be formatted according to the AED position paper template (which may be found at the end of this document) and should include a title and a clear and concise statement of the position at the beginning of the paper. Broadly, the body of the position paper should be structured as follows: Position; Commentary (with supporting references and appropriate subheadings as indicated); Discussion; and References.

The position paper should be supported by references including peer-reviewed research articles, public policy documents, or books from the relevant literature. References should be timely and limited to less than 20 (with some flexibility depending on the topic of the position paper). Finalized position papers will be posted on the website and, once approved, published in the *International Journal of Eating Disorders*.

Procedure

1. An AED member or group, including the AED Board, identifies an issue that appears to warrant an AED position paper, based on the purpose statement above. A lead author is identified. The lead author does not have to be an AED member, but at least one author is required to be an AED member.
2. The lead author completes the position paper Concept Form and Evaluation Checklist and submits it to the position paper committee (PPC), who check the materials for completeness. The co-chairs will also review the concept to ensure that the position paper is sufficiently comprehensive (or narrow) in focus and meets the intent of an AED position paper.
3. If the PPC approves the proposed/modified position paper, it is forwarded to the Print Media Portfolio Director, who will forward the proposal to the Journal Advisory Committee (JAC). The JAC consists of the IJED Associate Editors. The JAC and the IJED Editor will consider whether the topic merits a position paper based on the criteria provided under “Purpose” on the previous page. They will forward their recommendation to the AED Board. The timeline suggested for this process is two weeks.
4. Based on its own review and the review and comments of the JAC and the IJED Editor, the Board will decide to accept, reject, or further modify the development of a position, confirming suitability for a position paper. If major modifications of a position paper proposal are made by the Board, further discussion between the Board, JAC, and PPC, via the Print Media Committee, should occur prior to step #5 below, to ensure clarity regarding the product that the governing Board and portfolio are commissioning. At the point where the proposal is accepted to become a position paper, the PPC co-chairs will begin to track the process until final publication.
5. After the Board votes for development of a position paper, the PPC works with the lead author (in most cases the individual who submitted the proposal) to select authors. The Board, IJED Editor and JAC, are encouraged to make suggestions about potential authors. Although the majority of authors for a position paper should be AED members, in some circumstances, it may be appropriate to include non-members who have expertise relative to the topic. In addition, senior member authors should actively involve junior member colleagues in the development of a position paper, to ensure active participation of the next generation of leaders in AED.
6. After the authors have accepted responsibility to develop the position paper, a timeline will be created and agreed upon by all authors and the PPC.

The following timeline is proposed:

- Month 0-1: Concept materials completed, including clear statement of the position(s). Board accepts, modifies, or rejects. The statement of the position paper is posted on the AED website for membership comments. Membership comments are considered as the paper is written. PPC works with lead author to select 2-5 authors from at least two different disciplines and diverse nationalities and to track status of the position paper.

- Month 1-4: Working group divides responsibilities and produces draft of the position paper, including references; PPC is in contact with lead author to keep the process on track.
- Month 4-6: Lead author submits position paper for review as follows:
 - PPC reviews the paper for format, focus, and appropriateness.
 - The position paper is next reviewed by the JAC and the IJED Editor and feedback is provided to the lead author.
 - Then the author will submit the position paper via the IJED portal using the same procedures for submitting manuscripts to IJED; however, the author should note in the comments to the Editor that this is an AED position paper; the author will notify the PPC at the time of submission so this can be recorded.
 - In the circumstance that the JAC recommends additional external review, IJED will send out the position paper for review.
 - All position papers will have a consistent format, as outlined in the position paper template.
- Month 6-9: All communication about the paper, once submitted, will occur between IJED and the author. The authors address comments from the IJED and resubmits paper. (In the circumstance that additional reviews are required, the position paper authors may be required to make additional revisions. Once reviewed, the reviewer comments will be placed on the agenda for the JAC to discuss with the IJED editor).
- Month 9-10: The IJED will make a recommendation about publication which will be sent to the AED Board. The AED Board will review and approve the final version of the paper before the author is notified about the status of the paper.

Position papers accepted are posted on the AED Website thereafter, on the “Positions” Webpage.

7. Once the position paper is published in IJED and on the website it becomes an Official Position of the AED.
8. Position papers will be reviewed every 5 years and either updated or retired.

AED Proposed Position Paper Concept Form

Date: Originator: Daytime phone number:

Email:

1. Proposed position paper concept (Please provide a brief, concise statement of the position you are proposing):

2. Rationale and objectives for proposed position paper:

3. Key Points: The key points serve as the outline for the position paper. List the key points in the left-hand column and the scientific justification references in the right hand-hand column. Please list the references by number.

For example, 1) Laxative abuse has been reported in more than one-half of patients with eating disorders [Pryor T. Wiederman MW. McGilley B. Laxative abuse among women with eating disorders: an indication of psychopathology? *IJED*. 20(1):13-8, 1996]; 2) Laxatives may be abused for different reasons or indicate different forms of psychopathology [*ibid*]; 3) In a European sample, 23% of outpatients with EDNOS reported exclusive laxative abuse [Favaro A. Santonastaso P. Purging behaviors, suicide attempts, and psychiatric symptoms in 398 eating disordered subjects. *IJED*. 20(1):99-103, 1996]; 4) In some countries, laxatives are marketed as weight loss products and readily available, with the potential of being abused by vulnerable individuals and; 5) The AED should encourage an awareness of the dangers of laxative abuse and research into the causes and management of laxative abuse.

Key Point:	Scientific Justification:

Proposed practice applications:

Proposed target audiences (in addition to AED members):

Suggested authors, including their professions and affiliations:

EVALUATION CHECKLIST FOR A PROPOSED POSITION PAPER CONCEPT

Please answer the following questions and provide a short rationale for your responses.

1. Does the position paper concept relate to an issue that affects eating behaviors or weight control practices of the public?
2. Does the position paper concept address an issue that may be a source of consumer confusion, or may fill a professional or public need?
3. Is the position paper concept derived from an analysis of current facts, data and research literature?
4. Is the position paper concept derived from clinical experience?
5. Could the position paper concept facilitate appropriate action by members, other professionals and the public?
6. Could the position paper concept be used proactively in promoting optimal health and well-being of the public?
7. Does the position paper concept reflect the mission, objectives and the strategic initiatives of AED?

8. Does the position paper concept reflect the international perspective promoted by the AED?

9. Does the proposed position paper, to the best of your estimation, represent a consensus of the AED membership?

Once you have answered these questions, please forward your completed EVALUATION CHECKLIST and PROPOSED POSITION PAPER CONCEPT FORM to the AED Headquarters through the AED website.

If you have any questions, or your proposed position paper concept does not meet the above criteria, you may wish to contact the Position Paper Committee through Marian Tanofsky-Kraff (mtanofsky@usuhs.mil; 301-295-1482, 4301 Jones Bridge Road, Bethesda, MD 20814, USA) to discuss your concept.

AED Position Paper Template

Position papers should include the following elements:

- **Position:** position must be clearly stated.
- **Commentary:** concisely provide relevant background and provide any new information not in the literature, or recently published that supports the position.
- **Discussion:** concisely provide a summary and conclusion based upon the information provided.
- **References:** references serve as the scientific justification and should be peer-reviewed research articles, public policy documents or state-of-the-art articles or books from the literature. With some exceptions, there should be no more than 20 references.