

## **Guidelines for Publications from League Commissions and Task Forces**

A key component of the ILAE's Strategic Plan is for the League to be recognized as the authoritative source for epilepsy issues that are international in scope. The League appoints Task Forces and Commissions to advise the epilepsy community about major current issues as well as to provide us with up to date definitions and classifications that become part of a common language. To assure that all publications carrying the League's name reflect this central goal, the Executive Committee has approved a set of guidelines that will govern the preparation, review and approval of reports from ILAE Task Forces and Commissions.

As described below, the League has established two types of reports: League Position papers and League papers.

### **League Position papers**

The League will have a limited number of published positions. These papers will primarily address topics that provide a common language or set of definitions for the international epilepsy community (e.g. defining epilepsy, defining specific syndromes, classification). The basic rule of providing a common language or set of definitions will apply in all cases for League position papers.

Before these papers are written they will be designated as potential ILAE position papers either by assignment from the EC or by mutual agreement between the EC and a commission or task force that is recommending that a League position be taken. In assigning the task, the EC will be clear in the scope and goals of the work.

The submitted paper should be reviewed by the EC for overall approval of **concept and content**. Following EC review the proposed position papers will be submitted to *Epilepsia* for peer review and will simultaneously be placed on the web for a period of 2 months for public comment. There will be repeated requests made to our members for their input (a public peer review). The comments will be reviewed and incorporated as appropriate by a task force (as described below). The revised document will be sent to the EC for final approval and if accepted it will be designated as the ILAE position.

Responsibilities for the review of the comments and the inclusion of appropriate comments will be assigned to a task force that is created specifically for this purpose. The assignment to the task force will be to review and edit the document in light of the comments. The task force will not begin the process over, and members of the task force must limit their efforts to addressing the issues raised in the reviews and public comments. To assure that there is continuity in the thought process from the original drafting, there will be equal numbers from the original task force and new members. New members will be selected by the EC and will include an editor from *Epilepsia* and a member of the EC. The responsibility of the EC member is to assure that the focus remains on integrating the reviews and public comments into the final version as deemed appropriate. The final draft must conform to journal guidelines. To assure timely publication of the paper, this task force will be given 6 months from naming of the group to sending the document to the EC for final approval.

ILAE positions that are based on evolving science should be subject to reviews at appropriate intervals to determine if revisions are needed.

### **League papers**

This category includes white papers, topic papers or recommendations for addressing particular problems, but these papers are not providing a common language. These papers will be acknowledged as coming from the League by inclusion of the ILAE group's title (e.g. Commission on Diagnostics) and the type of paper (e.g., Recommendations, Review, Report of Workshop, Proposal by/for) in the title. These papers will be expected to meet a high level of scholarship and provide new insights into the many issues relevant to epilepsy.

The planned/proposed paper will be submitted to the EC for overall approval of **concept** but not necessarily content to decide if the League will associate itself with the manuscript. These papers will be then submitted for regular or enhanced review by *Epilepsia*. After the final decision by the journal editors the EC may designate the paper as a League publication by vote. These League papers will use the appropriate description in the title (a Proposal, Recommendation by the XXX of the ILAE) and will carry a disclaimer in the acknowledgements indicating that the paper is not an official paper.

The disclaimer will be "This report was written by experts selected by the International League Against Epilepsy (ILAE) and was approved for publication by the ILAE. Opinions expressed by the authors, however, do not necessarily represent the policy or position of the ILAE."

In cases in which the EC determines that the paper does not rise to the desired standards of the League the authors may still proceed with publishing the paper, but any reference to the ILAE or any association with the League will be removed.