

## Process for Publication of Reports from League Commissions and Task Forces

25 January 2020

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 one of the League's journals 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 the journal where the paper is to be published 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 one of the League's journals. 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.

In cases where the paper is fully the work of an ILAE group, 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 where the paper is the work of a group that includes an ILAE group but includes also other individuals or bodies, the disclaimer will be: "*Some of the data reported in this paper were collected as part of a project undertaken by the International League against Epilepsy (ILAE) and some of the authors are experts selected 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

### **Instructions to authors of Commission and Task Force Reports**

- Some reports written by commissions and task forces are for internal communication and some are for distribution to a wide audience through publication in one of the League's journals. The League currently publishes 3 journals, *Epilepsia*, *Epilepsia Open* and *Epileptic Disorders*, each with its characteristics.
- Deliverables in terms of reports should be considered already at the planning stage of the work process of a Commission or Task Force and discussed and agreed with the ILAE EC. This consultation can include a discussion on the target journal for the report. For some reports it is appropriate to consider two separate versions, one main report and a second specifically for didactic purposes with tools and practical applications.
- The approval of a report and the decision concerning to which of the ILAE journals the report should be submitted is ultimately with the EC after review of the submitted report. However,

it is recommended that Commissions/Task Forces consult their ILAE EC liaison before writing up their report so that the text can be adjusted to the most suitable target.

- Commissions/Task Forces planning to develop publications in direct collaboration with a specific journal should always consult with the EC beforehand.
- **Executive Summary:** Commissions/Task Forces should always include an executive summary of their report, which should have 1200 to a maximum of 1400 words. This executive summary will normally be published in *Epilepsia*; it should have no other reference than to the original full paper. The executive summary should start by indicating that it is a summary of the full report, providing a reference to the full report (preferably a link to the published report if this is feasible). It should be easy to read, starting with a short statement about the rationale for the report, with headings, bullet points, and with clear and simple recommendations. A table format for the main recommendations or conclusions is recommended. If a table is used, the word count should be shorter than the above indications.
- Commissions/Task Forces should consult the Instructions for Authors of the respective journals and adjust the format of the report to the requirements of the target journal. It is recommended that a proposed outline of the report is submitted to the Editors for comments and approval before writing up the report. For *Epilepsia* and *Epilepsia Open*, most Commission/Task Force manuscripts are published as “Special reports” whereas for *Epileptic Disorders* the label depends on the type of report. Irrespective of the journal, the length of the manuscript should not exceed 4000 words.

**It is for the Executive Committee of the ILAE to make the following decisions:**

- Whether a report should be submitted to one of the ILAE Journals for possible publication. (Special rules describe above apply to ILAE Position Papers).
- To which of the Journals the report should be submitted.
- If a report is refused by ILAE journals, the Executive committee may ask that mention of ILAE be removed before submission to a non-ILAE journal.

*Epilepsia*, *Epilepsia Open* and *Epileptic Disorders* have different missions and targets that will reflect on the EC’s decision on for which of the journals a specific Commission or Task Force report is considered most suitable.

- Reports or work that is of primary educational character, and in particular those that target professionals who are epilepsy specialists or are in training, will be considered for *Epileptic Disorders*.
- Position papers and guidelines will in general be directed to *Epilepsia*.
- Reports that contain original scientific data or that are relevant to research or research methodology will be directed to *Epilepsia* or *Epilepsia Open*.
- Guidelines as well as other reports that are aimed for *Epilepsia* or *Epilepsia Open* can also be complemented with educational material aimed for *Epileptic Disorders*.

**It is for the Editors in Chief of the respective Journals to**

- Decide whether a submitted report should be published following the regular peer review process