

Procedures on the Publication of ILAE Reports

2 February 2021

The procedures below apply to all publications generated by ILAE Organizational Entities (OE). Such an entity cannot publish a report including the ILAE name without having followed these procedures. OEs include Regions, Councils, Commissions, Committees and Task Forces.

Preamble

If an OE creates a group to write a report, it is recommended that the authorship be appropriately representative of the diversity of the ILAE membership and epilepsy community as it pertains to the content and purpose of the report.

Funding by the ILAE should be acknowledged if applicable.

It is possible that a report belongs to more than one of the categories listed below. Authors are then encouraged to select the most appropriate category. Authors are also encouraged to generate, if appropriate, more than one publication regarding a particular topic (for instance a Clinical Practice Guideline and an Educational Paper on how to implement it in practice). If authors are unsure of the procedure to follow, they should contact the chair of the Publication Council.

1. ILAE 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. Whenever applicable, the EC may ask to also accompany the position paper with an educational paper to be published in *Epileptic Disorders*. The 2 papers may be submitted concomitantly, referencing each other.

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.

2. Clinical Practice Guidelines papers

Such papers will be developed following all the rules set out by the Practice Standards Council and posted on the ILAE web site. The “Peer Review” section of the “Guideline Toolkit” reads as follows:

The CPG protocol (S3) should be reviewed by the ILAE Guideline Advisory Committee or representatives from the ILAE Executive Committee prior to proceeding with the development of the full CPG. The first draft of the full CPG must be reviewed by the ILAE Guideline Advisory Committee for adherence to League CPG procedures. It should also be reviewed by the professional organization of the target users when applicable (i.e. organization had representation on the CPG committee). Once this draft has been approved by the ILAE Guideline Advisory Committee, it will be posted on the ILAE website for public comments for a period of 30 days and submitted to *Epilepsia* at the same time. The revised draft, including answers to the journal reviews and the explanation for the answers to public comment will be reviewed by a group consisting of the Guideline Advisory Committee, which will include as advisors specialists in the field of the proposed CPG, and the Editor in chief of *Epilepsia*. The final version of the CPG will require approval of the Executive Committee before publication. CPGs should be published Open Access.

The title must make it clear that it is an ILAE guideline

3. Educational papers

Educational papers related to clinical issues should be linked to the activities of the ILAE Academy and should align with its educational/learning objectives. They should be generally targeted for publication in *Epileptic Disorders*. Authors planning an Educational paper should discuss at the planning stage its content with the Education Council and the journal editor. These papers do not need to be reviewed by the Publication Council.

Educational papers related to experimental or translational research should generally target publication in *Epilepsia* or *Epilepsia Open*. Authors planning such a paper should discuss its content with the Neurobiology Commission and the journal editor at the planning stage. These papers do not need to be reviewed by the Publication Council.

ILAE may be part of the title. If it is not, then the name of the OE should be present in the abstract.

The authors can be identified as representing an ILAE Organizational Entity and the Entity can appear among the authors; if the ILAE name appears, Disclaimer 1 below should be included.

4. Reports from ILAE Organizational Entities

This procedure applies to all reports from ILAE Organizational Entities except those noted above. It also applies to reports in which an ILAE Organizational Entity is a member of a group of organizations (joint reports with external organizations). In such a case, the report should still be published in an ILAE journal, possibly as well as jointly in the journal of the collaborating organization.

Organizational Entities planning a publishable report must, early in the planning, write a one or two-page outline of the proposed paper, including a clear statement of the purpose of the paper, documenting a need and a gap, the methodology to be used and the journal targeted by the authors. Authors should read the recommendations below "*Issues regarding reports from Organizational Entities to be considered by the prospective authors*". This outline will be submitted to the Publication Council, which will make recommendations regarding content and form and decide if the targeted journal (*Epileptic Disorders* on one hand or *Epilepsia/Epilepsia Open* on the other) is appropriate. The authors should indicate in the manuscript how consensus was reached or differences resolved, if applicable. The paper will then undergo an enhanced review by the journal editor, with at least two reviewers.

Consider carefully the section below entitled "*Issues regarding reports from Organizational Entities to be considered by the prospective authors*"

Papers must include ILAE in the title

Disclaimer 1 below must be used.

The Publication Council and Executive Committee should be informed of the paper acceptance

5. Research papers

If an ILAE Organizational Entity has taken part in a research study and wants to use its name as an author of the report or indicate that a group of authors belongs to this entity, it must submit the paper to the Publication Council with an explanation of the role played by the Organizational Entity in the report. This role must be substantial for the Publication Council to agree that the use of the ILAE name is acceptable. Such a report can be submitted to any journal of the authors' choosing.

ILAE should not be part of the title.

Disclaimer 2 below should be used and "XXX on behalf of the ILAE Commission on YYY" can be used in the author list.

6. Other papers

Any paper that proposes to include the ILAE name and does not fall in one of the above categories must be submitted to the Publication Council, which will assess the suitability of retaining the ILAE name, before it is submitted for publication.

Disclaimers

Disclaimer 1 "*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.*"

Disclaimer 2. Select which of the following two formulations is appropriate. Use the third, which includes both, if both apply:

- *Some of the data reported in this paper were collected as part of a project undertaken by the International League against Epilepsy (ILAE). Opinions expressed by the authors, however, do not necessarily represent the policy or position of the ILAE.*
- *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."*
- *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.*

Issues regarding reports from Organizational Entities (type 4 papers above) to be considered by the prospective authors

The category of League Associated Papers includes white papers, topic papers or recommendations regarding issues deemed relevant by task forces, committees, and other League entities, as approved by the Publication Council or Executive Committee. These papers will include the ILAE group's title (e.g. Commission on Diagnostics) and the type of paper (e.g., Consensus, Recommendations, Review, Report of Workshop, Proposal by/for) in the title of the article. These papers will be expected to meet a high level of scholarship.

When planning a report, ILAE Organizational Entities should take into consideration the following issues, which will also be considered by the Publication Council when reviewing the proposal for a planned report:

- The paper should have broad impact and not be aimed at a restricted audience.
- The paper should summarize the current state of knowledge well, and recommendations should be well supported by existing information.
- The paper should not conclude that "more study is needed" but should plan to provide a clear path to direct resolutions of the issues.
- The paper should not be limited to a listing of issues but should clearly define achievable proposals for resolving those issues.
- The paper should have a significant impact on epilepsy care, our understanding of epilepsy, advocacy efforts or the direction of epilepsy research.

The paper should not be a restatement of currently accepted knowledge but should provide new insight.