



## **ICSH Guidance Documents - How to Prepare, Finalise and Submit for Publication**

### **Initial Proposal**

The proposal should be made using the ICSH Project Registration form (see Appendix 1) (<https://icsh.org/participation/working-parties/>) and returned to the Administrator. It will then be forwarded to Scientific Secretary. If potentially acceptable, the project will be discussed by the ICSH Board and presented to the General Assembly. If approved, by the General Assembly it may then commence.

The proposal must include details of any budget required for the project. In most cases, it is expected that information exchange will occur by E-mail, telephone and during conferences that members are already attending. In this case, there would be no significant costs. If the project changes and requires additional expenditure, this must first be approved by the ICSH Chairman or Vice Chairman and should then be arranged through the Administrator and Treasurer.

### **Working Group Members**

The working group (WG) should be selected to give the widest possible International representation (including a mixture from: Europe, the Americas, Asia/Australasia, Africa and low to middle income countries (<https://wellcome.org/grant-funding/guidance/low-and-middle-income-countries>), with a minimum of 4 members) and include both scientists and clinicians. Members should not usually be a member of staff at a Diagnostics or Pharmaceutical company (unless they bring essential knowledge/expertise, in which case they must be approved by the Board). Working parties should usually include a Board member, but they will not necessarily be the chair of the group. Each member must submit a COI form to the WG Chair and ICSH Chairman before they start work on the project and then annually until the project is completed (see Appendix 2).

### **Time Lines / Reporting**

Regular updates should be provided to the Scientific Secretary / Haemostasis Vice Chair and the project progress should be presented at the ICSH General Assembly (the chair of each working group or a suitable alternative will normally be invited to the meeting; this does not need to be included in the project costing). A Final Draft should be completed within 2 years, although projects may be extended at the discretion of the board. The checklist (Appendix 3) should be regularly updated and sent to the Administrator, to help track progress.

### **Preparing the Report**

#### **Draft Reports**

The method of compiling the draft is at the discretion of the WG Chair. In some cases, each member may be assigned a specific subject area and the WG Chair will edit these together before circulating the document to all WG members for comment. Alternatively, one member of the WG may draft the document before circulation to all WG members. Further drafts will be

circulated by the WG Chair until all members have had a full opportunity to comment and general consensus agreement on the document composition has been obtained.

Number each draft (e.g. v. 1.1, 1.2, 1.3) and retain with working group member comments until the document is published.

### **Consensus Recommendations**

Where a document intends to make recommendations, it should be decided whether these are simply to be the consensus view of the Working Group (easy to achieve with a small group and if there is general agreement), or represent a wider group of experts. In some cases it may be appropriate to establish consensus in a formal way (e.g. using the Rand method) [1-4] and where necessary have a majority vote.

### **Final Draft of Report**

It should be clear that the document has been prepared on behalf of the ICSH. The source of information used for making recommendations (e.g. expert opinion) and/or search criteria used must be clearly stated. An example statement is as follows: “The aim of this ICSH document is to provide laboratory guidance and an up-to-date summary of best practice for the \*\*\*\*\*. The consensus recommendations provided are based on information from peer review publications, the authors’ personal experience and expert opinion, as well as good clinical laboratory practice.” WG members should be asked to look carefully at any recommendations in the final draft.

Avoid product and manufacturer names wherever possible (if essential, approval should be obtained from the Board).

Potential conflicts of interest for each WG member should be listed at the end of the manuscript.

### **Review by Board, Corporate and Affiliate Members**

The final draft should be sent to the Administrator, who will circulate the document to all Board members, as well as relevant Corporate Sponsors and Affiliate Societies, with 2 weeks to reply. The document is mainly sent to Corporate Sponsors and Affiliate Societies for information purposes, but it is recognised that these bodies will often be in a position to give advice and correct errors not necessarily apparent to the WG. It is at the discretion of the WG Chair and ICSH Board, whether the document is amended in response to these comments. If the advice or recommendations of Corporate and Affiliate Members is not incorporated into the document, the working group chair should write to the relevant body, explaining why they were not included.

### **Final Review by Board**

The final, edited and corrected document will be circulated by the Administrator to the Chair, Past Chair, Vice Chair and Scientific Secretary with a request to respond as soon as possible and within a maximum of 2 weeks. The purpose of this final review is purely to check that after the incorporation of any comments from the Corporate and Affiliate Members, the document still gives an appropriate representation of ICSH opinion. The WG Chair may then prepare the document for submission to an appropriate journal for publication.

### **Selection of Journal**

The choice of journal (see Appendix 4) should reflect the subject matter of the document that has been prepared and should reach the intended audience. It is essential that the document will be published as Open Access/Free to Read, so that it can be widely read without cost and so that it can be made available through ICSH and other websites.

## References

1. Fink A, Kosecoff J, Chassin M, Brook H. Consensus Methods: Characteristics and guidelines for use. *Am J Pub Health* 1984; 74: 979-83.
2. Brook RH, Chassin MR, Fink A, Solomon DH, Kosecoff J, Park RE. A method for the detailed assessment of the appropriateness of medical technologies. *Int J Technol Assess Health Care* 1986; 2: 53-63.
3. Murphy MK, Black NA, Lamping DL, McKee CM, Sanderson CFB, Askham J, Mateau T. Executive Summary: Consensus development methods, and their use in clinical guideline development. *Health Technology Assessment* 1998; 2 (3): 1-88.
4. Holey EA, Feeley JL, Dixon J, Whittaker VJ. An exploration of the use of simple statistics to measure consensus and stability in Delphi studies. *BMC Medical Research Methodology* 2007; 7: 52 (doi: [10.1186/1471-2288-7-52](https://doi.org/10.1186/1471-2288-7-52)).

## Appendix 1

### Working Group / Project Proposal Form

#### WORKING GROUPS

For more information on Working Groups, please refer to Article 6 of the [ICSH Constitution](#).

**To submit a new Proposal as a Working Group Chair**, please [complete the form](#) and upload your Proposal as a Word or PDF file. The text of the Proposal should be less than 1000 words and structured as follows:

1. Title
2. Aim
3. Background
4. Methods
5. Budget and source(s) of funding
6. Date of completion
7. Suggest the names of one or more international experts who could be invited to be members.

**Disclosures of any conflicts of interest:** The applicant must submit an ICSH Disclosure form (see Appendix 2).

## Appendix 2 Conflict of Interest Form

ICSH requires that all working group and board members disclose any potential sources of conflict of interest (COI). Any interest or relationship, financial or otherwise that might be perceived as influencing the member's objectivity is considered a potential source of COI. These must be disclosed when directly relevant or directly related to the work that the members describe in their report or manuscript. This includes disclosure of any commercial/financial interest held by the member, and their spouse or life partner in the last 12 months. Disclosures must be submitted to the WG Chairman and ICSH Chairman before the project starts and updated annually.

Potential sources of conflict of interest include, but are not limited to: patent or stock ownership, membership of a company board of directors, membership of an advisory board or committee for a company, and consultancy for or receipt of speaker's fees from a company. The existence of a conflict of interest does not preclude presentation or publication of the document.

If the members have no COI to declare, they must also state this at submission. It is the responsibility of the WG Chair to review this policy with all members. Only such interests need to be disclosed that are related to the fields of haematology, including thrombosis and haemostasis.

Name: .....

Date:.....

Project: .....

Role in Project: .....

Potential Conflicts of Interest:

Current Employers:.....

Academic Consulting and Honoraria:.....

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Leadership Positions in other medical/scientific organisations:.....

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**Appendix 2 – Conflict of Interest (continued)**

Share/stock holdings in private or public companies:.....  
.....

Company Directorships:.....  
.....

Research Funding:.....  
.....  
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Patents of Licensed Inventions:.....  
.....

Any Other, Relevant Interests/Relationships:.....  
.....

(continue below or on additional sheets if necessary, and sign each page)

I hereby give my approval for this information to be retained by the WG Chairman and ICSH Chairman.

Signature: .....Date:.....

### Appendix 3 Checklist for Project Progress

Project Title: .....

Working Group Chair: .....

Board Member: .....

Step/Action	Details	Date	Administrator Approval	Chair/Vice Chair Approval
Initial Proposal				
Final Proposal				
Budget				
Working Party Formed				
6 month report				
12 month report				
18 month report				
Final report				
Draft Manuscript				
Final Manuscript				
Board Review				
Corporate Sponsors Review				
Affiliate Societies Review				
Final Board Review				
Journal Selected				
Journal Decision				
Link to Accepted Article				

## **Appendix 4**

### **Selection of Journal for Publication**

Not all journals are willing to publish Guidance documents (e.g. British Journal of Haematology will usually only publish BCSH Guidelines, Journal of Thrombosis and Haemostasis only publishes ISTH documents; Haematologica does not accept Guidelines).

ICSH has recently published guidance documents in Thrombosis and Haemostasis (Thromb Haemost), International Journal of Laboratory Hematology (Int J Lab Hematol) and Seminars in Haemostasis and Thrombosis (Semin Thromb Haemost).

#### **Int J Lab Hematol**

Documents should be submitted under the heading of Review articles and the Editors in Chief as well as the Wiley Administration Office ([IJLHOffice@Wiley.com](mailto:IJLHOffice@Wiley.com)) should be informed about the nature of the submission when the document is uploaded in the Manuscript Central system (<https://mc.manuscriptcentral.com/ijlh>). This is essential so that the document is handled as a special case. The document will be sent through the peer review process before it can be accepted. There is an agreement with Wiley that all ICSH documents, if accepted, will be published as “Free to Read”.

#### **Semin Thromb Haemost**

Further information will be added when available. Authors are advised to contact the Editors in Chief by E-mail through the Journal Office before submission, to ascertain whether the Editors would welcome the submission and to determine the correct process.

#### **Thromb Haemost**

Further information will be added when available. Authors are advised to contact the Editors in Chief by E-mail through the Journal Office before submission, to ascertain whether the Editors would welcome the submission and to determine the correct process.

#### **Platelets**

Authors should discuss the document with the Editors in Chief ([p.harrison.1@bham.ac.uk](mailto:p.harrison.1@bham.ac.uk) & [s.p.watson@bham.ac.uk](mailto:s.p.watson@bham.ac.uk)) before submission. Manuscripts should be submitted under the heading of Review articles, following the instructions to authors (<https://www.tandfonline.com/toc/iplt20/current>). The document will be sent through the peer review process before it can be accepted. ICSH documents, if accepted, must be published as “Free to Read” or “Open Access” and this should be discussed with the Editors and permission must be obtained from the ICSH Board if any costs are involved.