



AEPC

Association for European Paediatric
and Congenital Cardiology

AEPC POLICY ON ENDORSEMENT OF CONSENSUS PAPERS & GUIDELINES



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CONTACT FOR QUERIES

For any questions, please contact the AEPC Secretary General through the AEPC Office
office@aepec.org.

AEPC policy on endorsement of consensus papers & guidelines

The AEPC encourages state of the art practise and therefore supports the development of consensus papers, guidelines, recommendation papers, position statements in all areas of paediatric cardiology. Requests for AEPC participation and endorsement will be evaluated by the AEPC Educational Committee and Council.

The below outlines the AEPC requirements in order to participate & endorse such requests.

Papers eligible for AEPC endorsement

The following types of papers may exclusively be submitted for AEPC endorsement:

- AEPC recommendations
- Consensus papers
- International and multisocietal papers/guidelines
- Recommendation papers

For the context of this document, above mentioned document types are referred to further as 'papers'.

Criteria for AEPC endorsement

The paper is:

- Organised in collaboration with the AEPC and an AEPC Working Group (WG). The AEPC and respective WG are actively invited **from project start** to provide a minimum of 3 AEPC experts, who need to be members in good standing, as authors for the writing group. This number of contributing authors is not strict and may differ across the various collaborations.
- In case multiple WGs are involved, at least one expert should represent each WG. It is highly encouraged to also provide opportunities to junior members to be included in author groups, ensuring a wider participation beyond established experts in the field.
- Of high level teaching or summarises the state of the art on the topic.
- Serving as an international guideline / recommendation on the topic.

AEPC has to be mentioned as an endorsing / supporting organisation on the paper. Preferably, the paper or a summary thereof should be (co-)published in Cardiology in the Young, the current AEPC journal.

Application process

An upfront request for endorsement is the **ONLY** method to request AEPC endorsement. Any paper that is already nearing completion, cannot be endorsed by AEPC.

Herewith, we ensure that the indicated AEPC members are able to participate & contribute from the very beginning to the writing of the paper.

The application process needs to be completed through the following 2 steps:

1. AEPC pre-endorsement – during the planning stage of the project

Submitting the proposal of the planned paper to the Chair of the Educational Committee (EC), outlining the following information:

- a description of the topic, including working title of the paper
- the aim/scope of the paper
- the writing committee, i.e. collaborating organisations
- the AEPC Working Group(s) involved
- the suggested authors to be invited to participate – AEPC reserves the right to propose alternative authors, should they be considered a better fit.

► Please submit your application through the form below:

<https://form.jotform.com/253372511344350>

The EC evaluates the planned paper taking into account the above mentioned endorsement criteria and informs the council on their suggested decision on pre-endorsement. The Council will finalise the pre-endorsement decision and inform the contact author of the project through official communication.

The pre-endorsement process should be completed within 4 weeks.

2. Endorsement of the final manuscript - Sending the final version of the manuscript for evaluation before submission for publication

The final version of the paper will undergo evaluation by the EC before it is submitted for publication. In case required, the EC may nominate an additional expert to review the manuscript.

The reviewers must not have any Conflict of Interest (COI) to evaluate the manuscript and are bound by confidentiality until publication of the paper. The reviewing experts, irrespective if from AEPC Council, EC or an AEPC Working Group will NOT automatically be included as co-author of the manuscript, unless invited as such by the writing group.

A period of at least 3 weeks should be available to review the final paper.

The final decision of the EC will be presented to the AEPC Council to acquire official endorsement from the AEPC Council.

Upon endorsement, a respective endorsement letter will be provided to the contact author.

This letter also includes the AEPC policy on a potential withdrawal of endorsement.

Publication of papers

Papers submitted for endorsement to AEPC via EC are embargoed for the whole process of evaluation. From submission to reviewing and finally endorsement, the content of the manuscript is held strictly confidential until publication.

Depending on the Journal that accepted the paper for publication, embargo policies of the respective journal have to be followed and only thereafter AEPC is allowed to publish the paper on the AEPC website.

For multisocietal publications, the respective embargo policies from the other societies have to be respected.

Proven evidence of a breach of confidentiality from AEPC members involved in the review process of a paper (AEPC council, EC members, members of the council of the working groups, expert reviewers nominated to review the manuscript) will lead to immediate release from her/his position within the respective council/committee.

The contact author is to inform AEPC Office (office@aepec.org) when the paper is published by providing the link & DOI.

Endorsed published papers will be added to the recommendations & guidelines page on the AEPC website: <https://www.aepec.org/recommendations-guidelines>.

Withdrawal of endorsement

Endorsement of a paper can be withdrawn by AEPC during the publication process or even after publication should any of the following situations occur/become aware to AEPC:

- Any situation resulting in serious adverse publicity for AEPC
- Evidence is provided that scientific content of the endorsed manuscript is not according to good research practise or based on false experiments (papermill research)
- AEPC related authors withdraw from the writing group
- Any other society withdraws endorsement in multisocietal manuscripts/publications
- Situations that pose a reputational risk to AEPC due to commercial or financial benefit or involvement of the lead author, senior author or a member of the writing group

If withdrawal of endorsement is decided by AEPC leadership and/or EC a written letter/email must be sent to the party which had asked for endorsement. This could be the author, who submitted the manuscript for endorsement, the writing group, the representative of the organization/association, whoever/whichever is appropriate.

For papers that are already published, AEPC is entitled to inform the publisher about withdrawal of endorsement.

If withdrawal of endorsement is expressed during the submission/review/publication process, AEPC is not responsible for any costs/invoice from the publisher.