

## **POLICY ON OFFICIAL POSITION STATEMENTS**

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Approved by: ACP Executive Committee, ACP Board of Directors

Effective Date: October 14, 2014

Policy (New or Revised): Revised

Revised Date: November 4, 2014; June 13, 2015; December 16, 2015, August 18 & 31, 2021

### **I. Purpose**

ACP position statements serve as valuable resources for members and staff in communicating ACP policy on key issues. They may also help to focus ACP's education and research efforts.

It is important to note that ACP position statements do not represent the opinions of all individual ACP members.

### **II. Scope of Policy**

ACP position statements must be reviewed and approved by the applicable ACP Division Director, ACP Executive Committee (EC), and subsequently by the ACP Board of Directors (BOD). They will be posted on the ACP website and may be published in the *Journal of Prosthodontics*, *Messenger*, and other ACP publications as appropriate. They should reflect the highest ACP values and support our brand. ACP position statements are typically based on verifiable evidence/published literature. ACP position statements are reviewed as needed but at least every three years and updated or retired as indicated.

An ACP Position Statement Task Force (PSTF) Chair will be appointed by the ACP President. Members of this Task Force will include the Division Directors and an ACP past president. Staff will include the Managing Editor of the *Journal of Prosthodontics*, and the Director of Governance.

ACP position statements must include:

- Notice that a statement has been revised and replaces an existing statement, and if applicable who prepared the statement.
- The date(s) of initial and most recent ACP Board Approval of the statement/statement revision.
- Authors of the initial statement and if different, the most recent revision author(s).
- ACP's copyright notice.

ACP members may download ACP position statements at [www.prosthodontics.org](http://www.prosthodontics.org) and may distribute copies to patients, other specialists, and referring dentists.

Retired statements will not be published on the ACP website or made available to the public.

### III. Definitions

- A. A position statement (PS) is an official opinion, point of view, or belief of the ACP. Position statements are issued on scientific, clinical, and other important topics related to oral health, dentistry, and the dental specialty of prosthodontics.

### IV. Guidelines for Position Statement Development

#### A. Initial Process: Origin of a Position Statement

1. Suggestions for a position statement and author(s) may come from the PSTF Members, EC, BOD, Divisions, Committees, or an ACP Member.
2. The Task Force Chair approaches potential author(s) about writing a statement.
3. Potential author(s) will be sent the following items by the Task Force Chair: the ACP Policy on official ACP position statements, a position statement sample, *Journal of Prosthodontics* reference guidelines, and the ACP Copyright Assignment Form.
4. The author(s) agree to a date for submitting the assigned position statement. See schedule of upcoming deadlines. Modifications to the timeline may be adjusted if requested by the author(s) and accepted by the PSTF Chair.

#### B. Draft Process

1. Position statements should:
  - a. Reflect the brand, values, and integrity of the ACP.
  - b. Have a title that is clear and concise.
  - c. Not conflict with current position statements. If conflicting statements need to be revised or retired, it should be brought to the attention of the PSTF.
  - d. Have a clear statement of the issue being addressed.
  - e. Include pertinent verifiable background information.
  - f. Describe how the statement was developed (i.e. literature review, consensus of experts).
  - g. Have a definite summary/conclusion.
  - h. Be clear, concise, and easy to read.
  - i. Include any author's affiliations and disclosures.
  - j. Generally, be limited to a maximum of 15 references formatted according to *Journal of Prosthodontics* requirements.
  - k. Be no more than 2500 words in length.
  - l. Clearly state the position of the American College of Prosthodontists.
2. Initially the PSTF will review the position statement draft content. After initial content approval, the PS is submitted to the Managing Editor, *Journal of Prosthodontics* for editorial review of grammar and references. The PS will then

be formatted on office ACP position statement letterhead by the Communications and Marketing Manager.

3. The PS will then be sent back to the author for their review of the edits and any concerns by the PSTF Chair.
4. After approval of the edits by the author(s), the PS will be submitted to the EC; the position statement will be moved forward to the full Board for review and approval. During their review, the EC or the BOD may:
  - Approve the statement as submitted;
  - Approve the statement with minor edits;
  - Send it back to the author(s) through the PSTF for major revisions and resubmission;
  - Reject the statement.

**C. Publication and Revision Process**

1. Once approved, position statements will be posted on the ACP website and may be published in ACP publications as appropriate.
2. ACP position statements are reviewed every five (5) years by the PSTF, author(s), the appropriate Division committee, or by the EC. During the review, the statement will be reaffirmed, revised, or retired by the BOD.

**V. References**

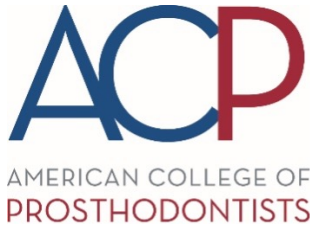
- [Society for Adolescent Health and Medicine Guidelines for Position Papers and Position Statements](#)

**VI. Review/Revision Dates**

November 4, 2014; June 13, 2015; December 16, 2015; ACP BOD August 31, 2021

**VII. Approval Groups**

ACP Executive Committee and ACP Board of Directors



## REFERENCES FOR ACP POSITION STATEMENTS

Approved by ACP Board of Directors June 2015; August 31, 2021

This document is intended to help when citing references for ACP Position Statements. All references should be relatively available to anyone who reads the document, meaning that you could access all references if you absolutely had to, and the references should have enough information to allow a reader to do that.

### JOURNAL ARTICLES

Authors last names and initials: Article title. Journal Short Title year published; volume number: page range. Doi.

Examples:

#### **Journal article, 3 authors or less**

Fernandez MA, Nimmo A, Behar-Horenstein LS: Digital denture fabrication in pre-and postdoctoral education: A survey of US dental schools. J Prosthodont 2016;25:83-90. <https://doi.org/10.1111/jopr.13366>

#### **Journal article, 4 or more authors:**

Rodriguez LS, Paleari AG, Giro G, et al: Chemical characterization and flexural strength of a denture base acrylic resin with monomer 2-tert- butylaminoethyl methacrylate. J Prosthodont 2013;22:292-297. <https://doi.org/10.1111/j.1532-849X.2012.00942.x>

### CHAPTER IN A TEXTBOOK

Chapter author last name and initials: Title of chapter, textbook editor: Textbook Title (edition). Publisher location, Publisher Name, Year published, page range.

Example: Phoenix RD: Denture base resins: Technical considerations and processing techniques, in Anusavice KJ (ed): Phillips' Science of Dental Materials, vol 1 (ed 10). Philadelphia, PA, Saunders, 1996, pp 237-271

### REFERENCING A COMPLETE TEXTBOOK

Textbook editor: Textbook Title (edition). Publisher location, Publisher Name, Year published.

Example: Anusavice KJ (ed): Phillips' Science of Dental Materials, vol 1 (ed 10). Philadelphia, PA, Saunders, 1996.

### **GUIDES, POSITION PAPERS, WHITE PAPERS ETC.** (if not available online)

Example: The Renfrew Center Foundation for Eating Disorders: Eating Disorders 101 Guide: A Summary of Issues, Statistics and Resources. Philadelphia, Renfrew Center, 2003.

-- Try as best as possible to use the textbook example above. Often these documents won't have one specific editor or named author, so you can use a group name, committee name, task force, etc.

### **FOR ANYTHING AVAILABLE ONLINE**

Example: 1. American Academy of Dental Sleep Medicine: Policy Statement on the Diagnosis and Treatment of OSA. Available online at <http://www.aadsm.org/osapolicystatement.aspx>. Accessed February 11, 2015.

This varies a great deal depending on the type of website and what the reference is, if it's a full report or a blog post or just a standard web page. If we have the following information, we can fit it into the correct style.

Example:

1. Author names OR Task Force Name OR Committee Name (sometimes with online documents it is difficult to figure out the author, but responsible party should be named).
2. Title of report OR title of blog post (i.e., not the blog name, but the name for that post) OR Web Page (i.e., don't simply call it ADA.org, but what is the actual PAGE).
3. A responsible organization (i.e., ADA, ADEA, etc.). If this is written by a task force or committee, it might be like #1 above, but that is OK.
4. A published date (for reports online); for standard web pages, this may be difficult or impossible to find. If it isn't listed on the website, then that is OK.
5. A complete, up-to-date link

6. The date the link was accessed

### **Newspaper Articles: (Print)**

Include the following information:

- name of author (if given)
- title of article
- name of newspaper
- date of newspaper article
- page numbers

Example: McNeil D: Research: Aspirin may limit cancer for women who have H.I.V., scientists say. New York Times. February 21, 2012:6.

### **Newspaper Articles: (Online)**

Similar format as the print article except include the URL and accessed date. Include the following information:

- name of author (if given)
- title of article
- name of newspaper
- date of newspaper article
- URL
- accessed date

Example: Brown D. Global diabetes rate soars. Washington Post. June 26, 2011.  
<http://www.washingtonpost.com>. Accessed March 30, 2012.

### **MISCELLANEOUS**

Slides from presentations, personal conversations, videos, recordings, etc.

-- We want readers who may have questions about the position statement, or may want to verify your facts, etc. to be able to find the source of your statement. So, they need to have enough information to do that if they absolutely want to. Therefore, the following needs to be provided:

- Author/Organization/Task Force/Committee responsible
- Year published/posted/presented/year interview conducted, etc.
- Location (of conference or where a personal interview took place)
- If it could be accessed online, see online resources above

Please note: if someone presented facts in a conference or you spoke with them in a personal interview, they probably have a source for those facts, and you can use that source as your source (it is the primary source of the information).