

ACP Policy on Official ACP Position Statements
Approved ACP Executive Committee October 14, 2014
ACP BOD Approved November 4, 2014
Revised June 13, 2015
Revised December 16, 2015

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.

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*, the Director of Sections and Governance, and the Communications and Marketing Manager.

ACP position statements may be authored or un-authored. They must be reviewed and approved by the applicable ACP Division and subsequently by the ACP Board of Directors. 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.

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.

ACP members may download ACP position statements at www.prosthodontics.org and may distribute copies to patients and referring dentists.

ACP position statements must include:

- Notice that a statement has been revised and replaces an existing statement, and if applicable who prepared the statement.
- Date of ACP Board Approval.
- ACP's copyright notice.

Retired statements will not be published on the ACP website or made available to the public.

ACP Guidelines for Position Statement Development

- I. Initial Process: Origin of a Position Statement
 - A. Suggestions for a position statement and author(s) may come from the TF Members, EC, BOD, Divisions, Committees, or an ACP Member.
 - B. The Task Force Chair approaches potential author(s) about writing a statement.

- C. Once the author(s) agree, they 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.
- D. 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 TF.

II. Draft Process

- A. 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 easy to read, clear and concise.
 - 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.
- B. 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.
- C. The PS will then be sent back to the author for their review of the edits and any concerns by the TF Chair.
- D. After approval of edits by the author(s), the PS will be submitted to the Executive Committee by the PSTF. If approved by 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 TF for major revisions and resubmission.
 - Reject the statement.

III. Publication and Revision Process

- A. Once approved, position statements will be posted on the ACP website and may be published in ACP publications as appropriate.
- B. ACP position statements are reviewed every three years by the author(s), the appropriate Division committee, or by the Executive Committee. During the review, the statement will be reaffirmed, revised, or retired.

The Society for Adolescent Health and Medicine's Guidelines for Positions was used in the development of the ACP Guidelines for Position Statement Development.