

Position Paper Guidelines

Approved 2/21/06 by the Board of Directors

1. Position papers state positions officially endorsed by the National Association of Medical Examiners (NAME) as authorized by the Board of Directors and are intended to assist in the practice of medicolegal death investigation. Position papers discuss subjects in the field of forensic pathology of vital interest to the public and to the membership at large. A position paper will discuss not only the majority opinion about its subject but will also address accepted (mainstream) minority opinions.
2. A position paper is initiated by the President or by direction of the Board of Directors.
3. The President, with the Executive Committee's approval, appoints the lead author.
4. The lead author, with the Executive Committee's approval, selects experts and co-authors to assist in preparing the first draft of the paper.
5. The first draft is submitted to the Board of Directors for review and comment. The Board of Directors votes (simple majority) to accept or reject the paper in concept.
6. The draft is re-edited and posted on the NAME website for 30 days during which time the general membership has the opportunity to review and comment.
7. The authors re-edit the paper based on members' comments and then submit it to the Executive Committee for approval. The Executive Committee votes (simple majority) to accept, accept with additional revisions, or reject the paper.
8. Following Executive Committee approval, the position paper is presented to the Board of Directors no less than 1 month prior to the next Board of Directors' meeting for final approval. Final approval requires a super-majority (3/4) for acceptance.
9. Accepted position papers will be published as approved (with the exception of stylistic changes) in the American Journal of Forensic Medicine and Pathology as a position endorsed by the National Association of Medical Examiners for five years.
10. A paper rejected by the Executive Committee or Board of Directors may be submitted to any medical journal as the product of the authors, but it may not be identified as an endorsed opinion of NAME.
11. NAME's endorsement of a position paper ends five years from publication of the position paper. NAME may renew its endorsement of a position paper by following steps 2-10 above, with revision of the original manuscript as appropriate for changes in knowledge or understanding that occur during the five year life of the original position paper.

PAPER FORMAT

A paper shall be concise (fewer than 2000 words recommended) and formatted as below:

Abstract: The abstract is a concise (fewer than 250 words) review of the paper. The abstract summarizes the introduction, background, body, and major points of the paper.

Introduction: The introduction concisely states the purpose and historical background that prompted creation of the paper.

Discussion: The discussion is a review of the current state of knowledge on a particular subject. This section should contain only information currently accepted as factual under existing scientific methodology and knowledge. This section is intended to present a balanced review of the subject of the paper by highlighting the current state of knowledge, areas of contention, and preferred methods of practice. The paper will acknowledge and discuss mainstream minority

opinions. Personal opinions, speculative theory, or information relative to a specific case cannot be included in this discussion.

Conclusion: The conclusion states succinctly the major points supported by the paper.

References: The paper shall include a concise list of references that support the main points of the paper as well as the mainstream minority opinions discussed in the paper.