

Guidelines for manuscript suggestions by a PES Special Interest group (SIG):

1. **Initial consideration of project put forth by a SIG or at the prompting of the BOD:** A brief proposal will be developed (one page) and submitted to the Board of Directors (BOD) of the PES*.

For SIG to provide:

1. Proposed Title
2. Provide justification for the article. Why is this needed at this time?
3. Has a similar manuscript on this subject been published previously by PES or other societies? If so, list or provide references.
4. List proposed writing group and proposed chair of the writing group. To encourage leadership development, this group will often include a junior member (as first author) and a more senior member as “senior” author. These two will represent the core of the writing group, charged with the responsibility to move the project along. All authors should be free of conflicts of interest related to the content of the paper. If not, justify inclusion.
5. Provide a rudimentary outline of work product for circulation to the BOD for comment.
6. Provide a timeline for the project (not to exceed one year)
7. Are there additional resources needed, e.g., lodging for group meeting, methodologist, or consultant? This may include “outside” consultants (i.e., non-SIG members) when the SIG chair or co-chairs agree that current SIG membership does not possess sufficient and necessary expertise. Inclusion of outside experts (possibly more than one) is encouraged if the proposed topic is particularly controversial or novel to the group (i.e., the proposed paper is the first of its kind from PES).

For the BOD to answer

1. Is the project worthwhile and achievable as outlined?
2. Does the proposal conflict with any existing or planned PES activities?
3. Is the writing group constituency justified? In particular, are outside consultants necessary?

4. Should collaboration with any other societies be considered for this venture?
5. Can PES provide additional resources if requested?

BOD action

1. Approve as is
 2. Approve with the following recommendations
 3. Request more information
 4. Reject and provide reason(s)
2. Once approval is obtained from the BOD, the SIG will confirm the timeline and confirm authors and other details.
 3. Once a final draft has been developed (after input from SIG membership), the manuscript will be submitted to the PES secretary for circulation to the BOD*:
 - a. BOD to review and respond according to the following format (not as a reviewer, but as to whether it meets standards):
 - i. Approval
 - ii. Approval with modifications
 - iii. RejectionComments: _____

* The BOD is committed to a rapid turn-around, to be honored by the secretary; hence, the communication will expect a 7-day turn-around, and the secretary is empowered to take the majority votes (5 of 8) and submit the response to the SIG together with comments.

Guidelines for engagement of the D&T committee in externally initiated projects:

1. In planning their activities, it is important that D&T be aware of projects that a SIG is developing to avoid overlap or conflict. The PES secretary is the primary channel for this information.
2. The development of consensus guidelines, position statements, etc. necessarily requires involvement of members with special expertise. It is reasonable to include one or more D&T committee members in such efforts if they possess the required expertise, particularly if the project is sponsored or initiated by PES, as there may be flexibility in the number of authors.