

Research Publication Development Guideline

1.0 Purpose and scope

This Guideline applies to the assessment, review and approval of all research publications endorsed, commissioned, or generated by ESSA for the benefit of ESSA professionals. This Guideline will enact the ESSA Research Publication Development Policy and will be guided by the ESSA Research Strategy and other approved ESSA objectives and strategic priorities.

2.0 Process and key controls

The assessment, review and approval of all research publications endorsed, commissioned, or generated by ESSA is outlined in the Research Publications Development Flowchart (Appendix 1).

All ESSA research publications must adhere to the [Australian Code for the Responsible Conduct of Research \(2018\) and associated Guides](#) and the [International Committee of Medical Journal Editors authorship criteria](#).

ESSA position or consensus statements, or guidelines should ideally include application of levels of evidence with any recommendations or conclusions, such as those set out in [NHMRC levels of evidence and grades for recommendations for developers of guidelines \(2009\)](#).

The cost of publication in open access journals is the responsibility of the author group unless by prior agreement with ESSA.

Applications for consideration of research publication proposals may result from either a formal call for proposals by ESSA for specific topics (via the ESSA website, social media and email) or author-initiated proposals. ESSA will consider applications for research publications based upon when they are received. ESSA reserves the right to limit the number of applications under consideration or development at any time. This will be communicated via the ESSA research webpage.

The [Research Program Advisor](#) is the primary contact for the administration of all ESSA research publications.

3.0 Key requirements

3.1 Assessment of Expression of Interest for position or consensus statement or guideline proposals for endorsement by ESSA

An [Expression of Interest Publication Application form](#) must be submitted by an author group to the [Research Program Advisor](#) for assessment, review, and approval by the ESSA Publications Committee to progress the development of a publication to be endorsed by ESSA. All fields in the Expression of Interest Publication Application form must be addressed in sufficient detail to ensure all aspects of the quality of the research publication can be assessed.

Author group composition will be reviewed to ensure there is an appropriate balance of expertise, whilst also considering aspects such as the number of years of practice for a practitioner or number of publications/citations for an academic in the relevant field. While appropriate numbers of authors and composition will depend on the type of research document, ESSA will review against the following:

- the lead and senior authors would typically be expected to have seniority and recognised expertise in the subject of the publication and would usually be expected to be an accredited ESSA professionals
- clinicians or practitioners or researchers from disciplines with relevant specialist expertise
- clinicians or practitioners, or researchers with generalist expertise
- other relevant exercise and sport professionals
- representatives of consumer groups (i.e., end user/s of the guideline or statement)
- other stakeholders (e.g., international associations)
- at least one, and usually more than one, ESSA member

Gender balance is encouraged. Where there is no representation from a gender in the author group, a rationale should be addressed in the application.

Written feedback from the ESSA Publications Committee will be provided to the author group for their consideration and action to ensure the proposal quality, aims, objectives, and outcomes meet the standards and requirements of ESSA.

Where an Expression of Interest proposal is not immediately approved by the ESSA Publications Committee, the author group may be invited to amend or rebut the feedback recommendations in a revised response for further consideration by the ESSA Publications Committee. No more than two (2) rounds of recommendations and responses may occur before the Expression of Interest proposal is finalised.

Where a proposal is finalised as not approved, a rationale will be provided to the corresponding author.

Topics or proposals that pose reputational or other risk to ESSA and the membership may be escalated for review to the CEO or nominee including the board, or a subcommittee of ESSA Research Committee and ESSA Publications Committee. The CEO, nominee, or subcommittee decision regarding such proposals will be communicated to the author group and will be final.

3.2 Review of accepted position or consensus statement or guideline proposals in development

Once an Expression of Interest proposal is accepted, the author group may commence developing the publication.

Only complete drafts of the proposed publication will be provided to the ESSA Publications Committee for review. Publications in development will be reviewed by at least two members of the ESSA Publications Committee to ensure that the quality, aims, objectives, and outcomes of the publication draft meet ESSA requirements and relevance to the exercise and sports science professions. Deidentified feedback will be forwarded to the corresponding author for consideration by the author group.

The period from proposal submission and approval by ESSA to submission to an agreed journal should not take more 12 months of approval of Expression of Interest to the Committee.

No more than three (3) rounds of review and responses may occur within the 12 month timeframe before the research publication is finalised.

Proposals that are not journal submission-ready within this timeframe will be rejected by ESSA, unless ESSA grants an extension. Where ESSA does not agree to an extension, the involvement of ESSA in the publication will cease. The author group may choose to continue the publication without further ESSA involvement. Alternatively, a revised proposal may be submitted for consideration that will be treated as a new proposal.

The approved format of a research publication proposal must be adhered to by the author group. Significant changes to an approved publication proposal must be communicated to the ESSA Research Program Advisor as soon as possible for consideration and agreement by ESSA. Where changes are not agreed to by ESSA, the author team may choose to progress the publication without further ESSA involvement.

3.3 Approval for journal submission of position or consensus statement or guidelines endorsed by ESSA

The ESSA Publications Committee will approve submission of the publication where they are satisfied the requirements of this Guideline has been met. At this stage, the publication will either be published to the ESSA website or will move to journal submission as per the approved Expression of Interest.

Written approval from ESSA must be received by the corresponding author before a publication can be submitted to a journal as an ESSA endorsed publication. A letter of endorsement will be provided by the ESSA Publications Committee Chair to the corresponding author to accompany the submission to the Editor-in-chief of the agreed journal.

From time-to-time ESSA may be approached to endorse position or consensus statements or guidelines prepared by aligned organisations. These will be considered by the ESSA Research Committee or ESSA Publications Committee as appropriate with recommendations brought to the CEO for final decision.

3.4 Review of publications arising from ESSA commissioned research (original research outputs)

At least two members of the ESSA Research Committee will review publications arising from ESSA commissioned research in development to ensure that the quality, the aims, objectives, and outcomes of the original research output draft meets ESSA requirements and relevance to the exercise and sports science professions.

Deidentified review panel comments will be forwarded to the corresponding author for consideration by the author group.

No more than three (3) rounds of review and responses may occur within the two (2) year timeframe before the research publication is finalised.

3.5 Submission for journal publication

Responsibility for submission to the agreed, nominated journal is solely that of the corresponding author. The corresponding author must advise ESSA when the research publication is submitted, of subsequent editorial decisions, and if accepted, when it is to be published.

The submission will be subject to the peer review of the chosen journal. This is independent of previous review by the ESSA Research Committee and/or ESSA Publications Committee. The ESSA Research

Committee and/or ESSA Publications Committee will not enter discussion with the journal Editor-in-chief on behalf of the author group other than to provide a letter of endorsement where this is appropriate.

Where an ESSA position or consensus statement or guideline requires major (or minor) revisions that have implications for the messaging of the manuscript before the journal will agree to publish, the corresponding author must provide the proposed revised manuscript to the ESSA Publications Committee for further review and approval before submitting the revised manuscript to the journal.

Where an ESSA publication is rejected from the agreed, nominated journal the corresponding author must inform the ESSA Research Committee and/or ESSA Publications Committee and mutual consideration and agreement for an alternative journal of publication should be made. Editorial and structural changes to meet requirements of the new journal are the responsibility of the author group but should be approved by the ESSA Research Committee and/or ESSA Publications Committee prior to commencing the journal submission process again.

At any stage in the review or endorsement process the ESSA Publications Committee may determine the publication does not meet the requirements of ESSA. Where a publication is not approved by ESSA, a rationale will be forwarded to the corresponding author. The author group may choose to continue the publication without further ESSA involvement.

3.6 Currency of ESSA position and consensus statements and guidelines

ESSA position and consensus statements and guidelines will be re-examined after ten (10) years or sooner as required against the following criteria:

- a. the content and/or recommendations may no longer reflect current evidence or practice needs.
- b. there is a significant change to the original evidence (e.g., a high volume of new research and/or change in evidence outcomes).

Where a position or consensus statement or guideline is determined to require updating, a public call will be made via the ESSA website, social media and email, including the original authorship teams, for Expression of Interest to develop an updated version of identified publications. Following publication of an updated version of any ESSA position or consensus statement or guideline, the prior version/s will be held in a publicly available archive on the ESSA website subject to copyright provisions.

3.7 Appeals

Research publications rejected at the assessment, review, or approval stages may be appealed if there is a concern that processes were not followed. Appeals must be lodged in writing within 10 working days of the date of decisions and addressed to the ESSA CEO.

4.0 Roles, responsibilities and accountabilities

Chief Executive Officer

Approves the processes governed by this policy and ensures they are conducted as required.

Manager, Policy and Advocacy Unit

Oversees the processes governed by this policy and ensure they are conducted as required.

Research Program Advisor

Manage the processes governed by this policy and ensure they are conducted as required.

ESSA Research Committee

Has delegated authority over the research publication development and review process in accordance with this policy.

Is responsible to ensure ESSA research publications meet the standards governed by this policy.

Has responsibility to review original research outputs arising from ESSA-funded research.

ESSA Publications Committee

Has delegated authority over the research publication development and review process in accordance with this policy.

Is responsible to ensure ESSA research publications meet the standards governed by this policy.

Has responsibility to review position statements, consensus statements, guidelines, and joint position statements. The ESSA Publications Committee is responsible to inform the ESSA Research Committee of all publications in development and will consult with the ESSA Research Committee where necessary to ensure alignment with the ESSA Research Strategy.

5.0 Monitoring, review and assurance

1. The Policy will be reviewed by ESSA tri-annually.

6.0 Appendix

Flowchart

The assessment, review and approval of all research publications endorsed, commissioned, or generated by ESSA is indicated in the Research Publications Development Flowchart (NOT YET DEVELOPED)

Definitions

Author group – the working group of experts writing the research publication.

Commissioned research – means a research publication requested by ESSA to achieve a strategic goal of ESSA.

Consensus statement – a document outlining an official consensus held by ESSA and the author group for which supporting evidence may be lacking or of insufficient quality to establish strong evidence-based statements.

Corresponding author – the nominated individual from the author group responsible for all communications with the nominated journal and ESSA.

Endorsed – a publication where ESSA has approved to be listed as a supporting or endorsing organisation of the publication.

Guidelines (evidence based) – systematically developed statements of recommendation based on a critical appraisal of scientific evidence to assist practitioners and client decisions about appropriate services. Guidelines focus on providing practical guidance on how ESSA professionals should provide services.

Original research outputs – Research publication based upon the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions, and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.

Position Statement – a document outlining an official position endorsed by ESSA developed with the intention of publication, for which supporting evidence is robust and is representative of the views of its authors and provides specific and practical translation of research into practice for ESSA professionals.

Joint position statement - position statements developed in conjunction with at least one other organisation or government agency.

Research publication – a scientific, evidence-based, peer-reviewed research document that can be published in a scientific journal. Research publications may include position statements, consensus statements, guidelines, original research and review articles (e.g., short reports or letters, case studies, or methodological papers).

7.0 Metadata for document management

Owner	CEO
Custodian	Research Advisory
Last Approval Date	31 October 2022
Next Review Date	31 October 2025
Audience / Users	ERC, EPC, authors
Notes	

8.0 Modification history

Date	Version	Details
31 October 2023	2	Guideline and policy revised, flow chart added

