



WAO Manuscript Development Process, March 2010

WAO is publishing an increasing number of Position Papers, Statements and articles, both in the WAO Journal, and in external publications. In order to:

- Ensure Regional Societies have the opportunity to be involved from the very beginning in the preparation of Position Papers and Statements, and
- Harmonize these publications

WAO has initiated a modified process.

Councils, Committees, Task Forces, Member Societies, Board Members and individuals wishing to propose a new WAO manuscript should first complete and submit for review the WAO Manuscript Proposal Form. This form outlines the objectives and content of the proposed manuscript (see enclosed).

The proposal is reviewed by the WAO Executive Committee, and if approved at this stage, is forwarded to the WAO Editorial Committee to advise on the appropriate category of any resulting publication. Categories may include WAO Position Paper, WAO Statement, WAO Journal article, external journal article, co-publication in the WAO Journal and another journal, WAO Web site posting, etc.

Member Society Action

1. Review: Provide comments and feedback

AND

2. Endorsement: Approval of the manuscript content

OR

Support: Agreement to the publication as a WAO document, but not necessarily full endorsement of the content

Categories of Publication

1. WAO Position Papers

World Allergy Organization Position Papers are statements of worldwide importance requiring review and endorsement or support (see above for definitions) by the regional and national allergy societies constituting WAO membership.

- A Position Paper is developed by a WAO Committee, Council, Taskforce or other body, constituting an expert panel of wide geographical origin, including representatives from the WAO Regional Societies if they elect to participate

- The main aim of a Position Paper is to address an extremely important issue of worldwide interest

The Approval process consists of:

- If required, Peer Review of the manuscript by relevant experts on the subject of the Position Paper
- Review and approval of the manuscript by the WAO Executive Committee
- Review and approval of the manuscript by the WAO Board of Directors

The Reconciliation process consists of:

- Distribution of the “provisional” paper to all member societies
- A 60-day period for review by member societies
- Submission back to WAO of comments and/or feedback
- At this time, Member Societies to indicate whether they **endorse** the WAO manuscript – indicating their approval of the content, or **support** the WAO manuscript – indicating their agreement to the publication of the manuscript as a WAO document, but not necessarily their full endorsement of the content
- Reconciliation of the Position Paper manuscript to include relevant changes suggested by the member societies, and if indicated, inclusion of an appendix including comments received that will not be incorporated within the body of the paper
- Review and approval of the reconciled manuscript by the Executive Committee
- Ratification by the House of Delegates by e-mail poll or by in-person vote

Publication:

- Publication in the WAO Journal as a “Position Paper of WAO”
- Copyright is freely granted to member societies for reproduction of the Position Paper in allergy societies’ journals, so long as the reproduction cites the original publication in the WAO Journal
- Position papers may be translated. Member societies are responsible for ensuring the accuracy of the translation, and must include a statement at the time of publication indemnifying WAO against any claims arising as a result of inaccurate translation.

2. WAO Statements

WAO may also choose to create manuscripts of less critical importance than Position Papers, which nonetheless have worldwide relevance. Such papers may include reports or statements from Councils, Committees or Taskforces; statements about emerging clinical issues, and statements about medico-social issues. Such statements warrant creation and publication as official pronouncements from WAO, and would need endorsement or approval by WAO’s Regional Societies but not from all the national member societies.

Such statements should be:

- Created by a WAO-constituted group of experts of wide geographic background, including representatives from Regional Societies if Regional Societies elect to be part of the development of the statement.
- Reviewed and approved by the Executive Committee.
- Reviewed and approved by the Board of Directors

- Submitted to the regional organizations for a 60-day period for review:
 - European Academy of Allergology and Clinical Immunology
 - Asia Pacific Association of Allergology and Clinical Immunology
 - Latin American Society of Allergy, Asthma and Immunology
 - American Academy of Allergy, Asthma and Clinical Immunology
 - American College of Allergy, Asthma and Immunology
- Submission back to WAO of comments and/or feedback
- At this time, Regional Societies to indicate whether they **endorse** the WAO manuscript – indicating their approval of the content, or **support** the WAO manuscript – indicating their agreement to the publication of the manuscript as a WAO document, but not necessarily their full endorsement of the content
- Reconciled for relevant comments or inclusion of an appendix containing comments not incorporated within the body of the statement.
- Published as a WAO Statement originating from a committee or other body of WAO with endorsement or support/acceptance by Regional Allergy Societies choosing to add their name to the paper

3. Statements created by member societies

National or regional member societies may submit proposals to WAO for WAO endorsement of their manuscripts considered to be of worldwide importance.

In accordance with the “WAO Endorsement Principles & Guidelines for Business Partnership Collaborations,” all requests for collaboration with and endorsement by WAO must be submitted in writing by interested parties and ultimately approved by the Board of Directors.

- The manuscript will be reviewed and approved by the Executive Committee.
- The manuscript will be reviewed and approved by the Board of Directors.
- Such papers or statements will be published by the originating member society with WAO’s endorsement noted. Use of WAO’s name and/or logo is permissible only after appropriate signed agreements are complete.
- Statements will be included as to whether or not the collaborative effort is independent of the WAO, and therefore, the responsibility of the outside party, or whether or not it is a collaborative effort.

WAO: March 2010