

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: A-20 Page: 1 of 1 Effective Date: 02/93 Revision Date: 02/93, 10/99, 2/02, 10/04, 10/08, 2/15 Review Date: 10/04, 10/06, 10/08, 10/10, 11/12, 2/15
<b>Subject:</b> Guidelines for Writing Position Statements, Standards, and Guidelines	
<b>Review Responsibility:</b> Practice Committee	

**Policy Statement:**

SGNA position statements, standards, and guidelines shall be developed using a consistent format.

**Focus:**

Primary: Membership, Committee or Task Force of Origin, Board of Directors

**Purpose:**

To describe the standard format and requirements for SGNA position statements, standards, and guidelines.

**Procedure:**

1. The Board and/or membership may suggest a project for development. The concept must be approved by the Board and delegated to the appropriate committee or task force.
  - 1.1 The Board will be kept abreast of the development of position statements, standards and guidelines via information reports from the committee chair to which the project is assigned.
2. Use the latest edition of the *Publication Manual of the American Psychological Association* as a guide for citing references.
3. The Board reviews the practice document for final approval prior to publishing.
  - 3.1 Upon approval of the Board the Copy Editor will review the publication prior to printing.
4. Position Statements, Standards and Guidelines will be made available at the earliest possible date via the website and Journal.