

Guidelines for Authors of Position Statements

Introduction

The Australian and New Zealand Society for Geriatric Medicine (ANZSGM) sets, promotes and continuously improves the standards of clinical practice in geriatrics throughout Australia and New Zealand. The Society is the chief advocacy group for the profession and aims to facilitate training and professional development and improve medical practice to enhance the quality of care for our patients.

The ANZSGM Council is committed to supporting the highest standards of policy and practice relevant to geriatric medicine. All Position Statements are developed to address specific geriatric issues relevant to the clinical practice of our membership.

ANZSGM Position Statements are developed through the expertise of the ANZSGM Council's Policy and Planning (P&P) Committee and must undergo the following process.

Process

The process for the authoring and development of ANZSGM Position Statements is as follows:

- Position Statements should be prepared in the format used in both online and published statement, with Initial Key Bullet Points (less than 12 in number), followed by a Background Paper (less than 5000 words) and References.
- Papers should be prepared in Australian English and on Microsoft Word, or compatible software.
- Papers are commissioned by the P&P Committee on behalf of the ANZSGM and approved for publication by the ANZSGM Council.
- All Position Statements should reflect the Trans-Tasman nature of the ANZSGM and include specific references relevant to both New Zealand and Australian Members.
- All Position Statements should reflect the sovereignty of the older person and use language that is respectful, empowering and non-stigmatising, despite disabilities, dependency and disease. This point refers to all older people from all segments of society, including Indigenous and LGBTI groups.

- Initial drafts are reviewed by the P&P Committee with feedback to authors, prior to an agreed Membership Draft being sent to the whole membership for comment
- Comments on the Membership Draft are collated by the ANZSGM Secretariat and P&P Chair, with feedback provided to authors before a Final Draft is then reviewed by the P&P Committee and endorsed by the ANZSGM Council.
- ANZSGM Council endorsed Position Statements are then published on behalf of the ANZSGM in the Australasian Journal on Ageing (AJA) and on the website with the statement 'This Position Statement represents the views of the Australian and New Zealand Society for Geriatric Medicine. This Statement was approved by the Council of the ANZSGM on [dd/mm/yyyy]. The preparation of the paper was coordinated by [authors' names].'
- Position Statements should be cited as per the AJA publication.
- If people involved in the writing or updating of the position statement wish to acknowledge their contribution in their CV or publication list, the following statement can be included after the citation:

'Paper writing (for new)/ update (for update of existing position statement) coordinated by [authors names]'. The chair of the P&P Committee will decide which authors are able to acknowledge their contribution.
- The endorsed Position Statement is signed off by the P&P Chair on behalf of Council prior to submission and further correspondence with the AJA is via the Secretariat and Chair of the P&P Committee.