

Position Statements

A position statement is a document that asserts the position of the American Academy of Audiology on a particular issue or topic. The Academy develops position statements relevant to the field of audiology, health policy, and federal regulatory or advocacy efforts impacting audiologists and hearing-health care in general.

Position statements guide the profession, amplify the views of audiologists, and educate consumers and decision makers. Position statements are generally focused commentaries that target specific audiences and describe the organizational viewpoint. Position statements may address clinical, economic, political, organizational, or controversial topics, and, as such, may be developed through scientific review, consensus, or vote.

Position statement development will reside with the committee/council and/or board/board members who are best suited to act as subject matter experts of the necessary content. These will be produced in a nimble environment and often quickly to meet the needs of the audiology profession and strategy of the Academy. The statements should be written with clear and explicit purpose and audience in mind.

APPROVAL

All Academy's clinical and strategic documents require peer review, approval, and publication in the literature. They are approved by either the Guidelines and Strategic Documents Committee and the Board of Directors or the Board of Directors depending on document topic and originating committee/council.

CRITERIA

Position statements present a viewpoint on a medical, scientific, ethical, or political issue involving audiology and should adhere to the following criteria to conform to journal publication standards.

- Recommended word limit is 2,000-3,000 words (including figures, tables, references). The word limit will vary but should not exceed 5,000 words; the task force/writing group has discretion regarding document length depending on document scope.

DEVELOPMENT PROCESS

The process used for the development of a position statement is as follows (see also Figure 1):

1. When a relevant topic has been approved by the Board of Directors, a writing group (task force) is appointed to research and develop a draft position.
2. Once the writing group has completed its work on the new position statement, a draft of the proposed position statement undergoes select peer review.
3. Following peer review, the statement is revised, if necessary, and approved by the Board of Directors, making it an established Academy position.
4. Position statement is published.



Figure 1—Position Statement Development Process and Typical Timeline

MANUSCRIPT PREPARATION

The information below details the section headings that should be included in the manuscript and what information should be within each section.

Title Page

Title page includes a title; the full names, degrees, and institutional affiliations for all authors; corresponding author; and a list of abbreviations.

If abbreviations are used in the text, they should be defined in the text at first use, and a list of abbreviations should be provided.

Abstract

Abstract, if included, should not exceed 350 words; do not cite references in the abstract.

Keywords

Include three to ten keywords representing the main content of the statement.

Background

The Background section should explain the background to the article, its aims, and the issue under discussion.

Main Text

The main text should contain the body of the article and may be broken into subsections with short, informative headings.

Conclusions

Conclusions should state the main conclusions and include an explanation of their relevance or importance to the field.

Declarations

- Conflict of interest disclosures: All financial and nonfinancial competing interests must be declared for each author. If there are no competing interests to report, please state “The authors declare that they have no competing interests.”
- Contributors’ statement: If multiple authors have identical contributions, they may be listed in the same sentence; otherwise, list each author separately.
- Acknowledgments (optional).

References

References must be noted sequentially in the text, using superscript numbers with the author identification. A list of the references indicated within the text must follow the body of the article. The list should be double-spaced and the references should be listed in numerical order (not alphabetical order), with the reference number included at the start of each entry in the list. The references must be listed in [AMA style](#), using Index Medicus journal title abbreviations.

Figures and Tables

To ensure the best quality for figures appearing with the position statement, submitting figures in their original format (JPEG, TIFF, EPS) or as a high-resolution PDF is recommended. See [general formatting guidelines](#) for information on how to format figures, tables, and additional files.

If there are reference citations that appear only in the tables or figures, please add them to the reference list and give them a separate number; ensure that the references are in numerical order according to the first mention of the table or figure in the text. If there are reference citations used in the tables or figures that also appear in the text, use that same number. Do not create a duplicate reference.

Interested in proposing a new position statement or in revising an existing position statement? Learn more about selection criteria and process and submit a topic via our [online form](#). [View](#) the Academy's current list of guidelines and updates in development.