

Procedure for Preparation, Adoption and Publication of AAVP-Generated Documents

1.0. Relevant Committees

1.1 Outreach/Research Committee: The Outreach/Research Committee shall initiate new programs that will promote the Association and its members. They shall recommend these programs to the Executive Committee and develop and maintain relationships with other related societies, producer groups, and industry. They shall continually evaluate the direction of research in veterinary parasitology and report to the membership on these directions. They shall also develop statements on areas the Association believes research emphasis is needed.

1.2. Publications/Internet Committee: The Publications/Internet Committee shall be responsible for developing, writing, and publishing documents (paper and electronic) and books sponsored by the Association for distribution to the membership. All such publications shall have the prior approval of the Executive Committee. In addition, the Publications/Internet Committee shall assist the Newsletter Editorial Board Committee in publishing the AAVP Newsletter electronically.

2.0. Relevant Policies

2.1. Process to Request Permission to Use the AAVP Name

Any individual or organization intending to use the AAVP name, including those seeking AAVP endorsement of or agreement with a protocol, policy, recommendation, or procedure, must first obtain approval from the AAVP. To do so, contact the AAVP executive board by sending written correspondence to both the current President and the current Secretary/Treasurer of AAVP (names and emails are available at www.aavp.org) that explains in full all requested uses of the AAVP name. Such requests will be considered by the AAVP Executive Board at the annual or mid-year meetings, which are usually held in July and February, respectively, each year, and results of those deliberations will be reported back to the individual(s) initiating the request. Results may include denial or referral to the membership for consideration. The AAVP name must not be used until written approval of such use has been provided by the AAVP executive board. Any matters involving unauthorized use of the AAVP name may be referred to an attorney contracted specifically for this purpose. *(Adopted October, 2009)*

3.0. Procedure

3.1. Proposal

It is the intention that this procedure will apply to documents that are not under the purview of the Publications/Internet Committee; that is, are not sponsored by the Association for

distribution to the membership. This procedure is not intended to replace the policy on the requesting permission to use the AAVP name by outside individuals or organizations.

Proposals for AAVP-Generated documents may originate from any member of AAVP, including any ad hoc committee, and will be submitted to the Executive Committee for approval. The Executive Committee will forward approved proposals to the Outreach/Research Committee for preparation.

3.2 Document Preparation

The Chair of the Outreach/Research Committee (ORC) will notify the Committee of the assigned task with appropriate targets for completion of each phase of the process. In a case where the ORC does not contain sufficient expertise in the area, alternate members for the specific purpose of producing the requested document, will be selected. Oversight will be retained by the Chair.

Because different publication types require different formats, the decision as to publication venue will be agreed upon at the outset and the document prepared in accordance to the relevant guidelines for authors.

3.3. Document Review

The final draft of the document will be forwarded to the Secretary/Treasurer for distribution to the Publications/Internet Committee (PIC) and Executive Committee for review. The Secretary/Treasurer will collate the reviews for the ORC.

The ORC will determine whether to adopt or reject modifications suggested by the reviewers to produce a revised draft. The Chair of the ORC will then submit the revised draft to the Secretary/Treasurer for final approval of the PIC and the Executive Committee.

4.0. Submission for Publication

After final approval by the PIC and Executive Committee, the Chair of the ORC is responsible for submission. Should the production of the document span more than one Chair's term, the original Chair will remain the responsible party.

Once published, the document must undergo periodic ORC review. If an update is considered necessary, the Chair will provide a proposal to the Executive Committee.

5.0. Document Requirements

The following are minimum requirements for each document. Alteration of these requirements, including additions to, are at the discretion of the Executive Committee.

5.1. Title

The title of the document shall contain the name of the organization (e.g., The American Association of Veterinary Parasitologists (AAVP) Review of Common Diagnostic Procedures)

5.2. Document Authors

Chair (first author/corresponding author) followed by participating and/or alternate members of the ORC arranged alphabetically.

5.3 Acknowledgements

The names of all reviewers (Executive Committee and the PIC) must be listed.