

Introduction to the template for EAN guideline protocols

The template consists of a protocol template with instructions that can be used when producing an EAN guideline. The present document gives an introduction to the template and the elements in the template.

Purpose of the template

The EAN Guideline Production Group encourages the use of the template (but it is not mandatory) when an EAN Guideline Task Force sets about producing a guideline. The template will ensure that all necessary components for a guideline protocol is present so that a high-quality guideline may be produced subsequently. Further, it will help in reducing review time of the protocol and will help to reduce requests to the Task Force from the Guideline Production Group for revisions. The template may be modified by the task force where relevant, and a protocol need not follow the template to ensure approval. In some instances (e.g. rare diseases) the protocol template may be less useful.

How to use the template

The template comes as a word file and may be modified. Instructions are indicated in grey and yellow shading and should be deleted and in most instances replaced by the actual text of the guideline. Yellow shading is used for place-holding (e.g. for the title and running title). A number of supporting documents are included at the end of the template and are referenced in the text. The supporting documents are further instructions or examples for the Guideline Task Force on how to write the protocol and should also be deleted from the final version. A number of suggested appendices are included in the template and are intended to be a part of the protocol.