

ASE Guideline Proposal Template

Working Title:

Perceived need:

Guideline Category: (please pick a minimum of one and a maximum of three)

- ☐ Appropriate Use Criteria
- ☐ Disease/Structure Based
- ☐ Imaging Modality Based
- ☐ Pediatrics / Congenital
- ☐ Policy Statement / Position Paper
- ☐ Quality / Training / Education
- ☐ Sonographer Guidelines

Is this document on behalf of an ASE council?

- ☐ Yes: _____
- ☐ No

Relevant ASE guideline documents – Please note if your proposal is:

- ☐ Replacement (complete update) of an existing guideline (insert citation)
- ☐ Focused update (complementary) to an existing guideline (insert citation)
- ☐ New concept - (if related to other guideline please insert citation)

Other relevant publications (insert citations):

Content Outline (Please provide a bulleted content outline of the main topics to be discussed in this document):

Example of content outline (modify to suit the particulars of this proposal):

- I. Introduction
 - A. Background
 - B. Perceived Need
- II. Indications
 - A.
 - B.
 - i.
 - ii.
 - C.
- III. Imaging Protocols
 - A. Acquisition
 - i.
 - B. Views
 - i.
 - ii.
- IV. Quality Assurance
 - A.
 - B.
- V. Future Directions
- VI. Conclusion

Suggested Writing Group:

Please indicate institution, location, career status (early- or mid-career) and email address for each member. Please consider balance in gender and geography. No more than two writing group members from a single institution. See pages 4-6 in the guideline manual for more details.

Once the initial writing group has been established, additional authors may be required depending on the appropriate division of writing tasks.

For each proposed author, complete table below with the following information:

- a. Name (in preferred publishing format) or ORCID, and credentials (i.e., MD, RDCS, FASE)
- b. Email
- c. Institution
- d. Country or US city and State
- e. Gender
- f. Career status (Early career = up to 8 years after completion of training. Mid-career = 9 or more years after completion without an upper limit. Recognized experts with great experience in the field can be described as Expert, avoiding terms such as senior or late career).
- g. ASE member (Y/N); FASE (Y/N)

Writing Group Chair:

Name, credentials	ASE member (Y/N) - FASE (?)	Institution	Location	Career status	Gender (M/F/X)	Email address

Writing Group Co-Chair:

Name, credentials	ASE member (Y/N) - FASE (?)	Institution	Location	Career status	Gender (M/F/X)	Email address

Physician members:

Name, credentials	ASE member (Y/N) - FASE (?)	Institution	Location	Career status	Gender (M/F/X)	Email address

Sonographer members (one required, two preferred):

Name, credentials	ASE member (Y/N) - FASE (?)	Institution	Location	Career status	Gender (M/F/X)	Email address

Representatives from collaborating societies: (Note collaboration with other societies require approval by the Executive Committee. Collaborations will be formally requested by ASE leadership and members will be nominated by the participating society):

Alternates:

Once the initial writing group has been established, additional authors may be required depending on the appropriate division of writing tasks.

Proposed Timeline:

Month	Activity	Goal(s)
	Planning	Invite members / submit COI forms
	Planning	Schedule first meeting
	Conference call	Discuss purpose, timeline, and scope
	Literature review	Identify existing guidelines and pertinent literature
	Progress 1 month after 1 st meeting	Draft sections defined Name Social Media Captain & Educational Liaison – notify ASE Staff Liaison
	Draft progress 3 months	Status update - notify ASE Staff Liaison
	Draft progress 6 months	Status update - notify ASE Staff Liaison
	Verify copyright permissions (if needed)	Submit copyright permission requests to publisher for non-original figures & tables. Provide copy of license to ASE Staff Liaison
	Ensure Draft meets Guideline Manual requirements	Sections from checklist included Proper formatting for text, figures, tables, videos, references Request cover page template from ASE Staff Liaison

Proposed Publication:

- ☐ JASE
☐ Other: _____

Please send proposal to ASE Guidelines: guidelines@asecho.org