



Association for Multidisciplinary
Education and Research in
Substance use and Addiction

AMERSA Policy and Procedure on Position Statements

Policy

AMERSA position statements clarify key issues that are in alignment with the organization's vision, mission, and values. These statements amplify AMERSA's position, serving to guide the activities of the organization as well as informing the public and policy makers on the organization's stance on specific issues.

Rationale

AMERSA is committed to improving the health and well-being of the population through substance use education, research, clinical care and policy. Position statements provide evidence-based recommendations that guide actions for the organization and the larger community.

Procedures

1. A one-page proposal, authored by AMERSA member(s), outlining the issue (See Appendix I) is submitted for Board review via the online submission form on the AMERSA website. Contributing authors may also include active member(s) of an AMERSA Committee, but most authors must hold AMERSA membership.
2. AMERSA staff confirms the status of the author(s) per above and for a non-AMERSA member who is an AMERSA Committee member, obtains attestation from the Committee Chair that the individual is actively engaged. The position statement will not be published until all authors are members or have an attestation confirming active engagement in an AMERSA committee.
3. The proposal is reviewed by the Board of Directors in accord with the organization's mission and goals, and in turn a vote taken to support or not. If aligned, the author is asked to move forward with drafting a Position Statement. If not supported, the author is informed of the decision and rationale.
4. The above decision is relayed to the lead author by the AMERSA Executive Director or designee and if affirmed, provides a copy of this policy for guidance.
5. For supported concepts, the lead author convenes a group of sanctioned authors (see #1 above) for further development based on the structure and format for the Position Statement (see Appendix II). Author order is established by the team in accord with publication ethics (<https://publicationethics.org/resources/discussion-documents/authorship>).
6. The fully developed Position Statement is submitted to the AMERSA Executive Director for Board review. Recommendations for revision are provided to the lead author. In turn, the revised statement is submitted to the AMERSA Executive Director for final Board review.

Initiated 09/30/2020; Review date 09/2022; Revised 12/04/2023; Revised 01/24/2024; Revised 04/6/2024; Revised 4/24/24; Revised 6/20/24; Revised 7/12/24; Revised 8/29/24; Revised 9/16/24

7. The AMERSA Board of Directors votes on acceptance of the final Position Statement. In turn, each director identifies any Conflict(s) of Interest, and provides their statement to be included with the publication. The title of the paper is verified to include, “Position Statement of AMERSA, Inc. (Association for Multidisciplinary Education and Research in Substance use and Addiction)”, the Attestation form (Appendix III) is completed, sent to the author, copied to the Editor-in-Chief, and archived.

8. The lead author includes the following statements in the acknowledgement:

“Position statements clarify key issues that are in alignment with the vision, mission, and values of AMERSA, Inc. This Position Statement, endorsed by their Board of Directors on [Month, day, year] amplifies the position of the organization, guides their activities, and informs the public and policy makers on the organization’s stance on this issue.”

“We thank the AMERSA Board of Directors for their review of various drafts of this position statement and endorsement of the final version. The Board of Directors has been deemed not to have any conflicts of interest with the approved Position Statement. Potential conflicts of interest of the AMERSA Board of Directors are on file with AMERSA office and accessible upon request." [If there is a COI, the language will be "The following Board of Directors' member(s) declares, and is deemed to have, a conflict of interest for this Position Statement: (the member will be identified with the conflict, such as “Dr. Gordon declares he receives a royalty from UpToDate online medical reference related to this work.”)]

9. The lead author completes a final review to ensure the document is in final form and in turn, provided to the AMERSA Executive Director for posting on <https://amersa.org>.

10. The lead author submits the Position Statement to AMERSA’s official journal, *Substance Use & Addiction Journal* (SAj), including the signed Attestation Form with the letter to the Editor.

11. When published, the link on the AMERSA website is updated to link to the SAj publication.

12. The AMERSA Board of Directors ensures each Policy Statement is reviewed at 2-year intervals. The purpose of the review is to determine if the Position Statement should be rescinded, retained as a document, or updated.

APPENDIX I: Format for AMERSA Position Statement Proposal

Names of individual(s) proposing the issue:

Working title:

Statement describing (1) how the issue directly or indirectly affects our constituents and/or our organization, (2) how the matter directly relates to how substance use affects health and well-being, and (3) proposed recommendations

APPENDIX II: Format for AMERSA Position Paper

Position statements will be classified within the “Editorial” article type and should align with the formatting and word count guidelines as outlined in the *Substance Use & Addiction Journal* (SAJ) author instructions, located here: <https://journals.sagepub.com/author-instructions/SAJ>.

Title: xxxx : Position Statement of AMERSA, Inc. (Association for Multidisciplinary Education and Research in Substance use and Addiction)

Authors: (List in accord with publication ethics; Identify as AMERSA member and/or AMERSA {Name] Committee member.)

Abstract

Background:

Issue:

Recommendations:

Body of Paper

Background

Policy Options

Recommendations

References

Conflict of Interest Declarations from Board of Directors

Appendix III: Attestation of AMERSA Board of Directors

Title of AMERSA Position Statement:

I attest, for the above-named position statement, that

- the authors are current members of AMERSA and/or a contributing AMERSA committee member;
- the authors have received the final product and agree with the content;
- the listing of the authors accurately represents those who contributed to the content of the paper; and
- there is consensus by the Board of Directors on the paper; and
- each director has documented any conflicts of interest.

Printed name of President

Signature

Date

Cc: (Lead author)
(Editor, *Substance Use and Addictions Journal*)