



**WOCN**<sup>®</sup> Wound, Ostomy, and  
Continence Nurses Society<sup>®</sup>

# **COMMITTEE/TASK FORCE DOCUMENT SUBMISSION CHECKLIST**



## Committee/Task Force Document Submission Checklist

**Directions:** Please submit a **completed** Document Submission Checklist and a copy of the final clinical document (Word document) to the clinical editor and website and publications editor. Incomplete forms will be returned.

**1. Title of Document:**

**2. Committee/Task Force:**

**3. Date Submitted:**

**4. Contact Information** (for individual(s) submitting document):

Name(s):

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**5. Point Person(s) Contact Information** (for questions, if different than above):

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**6. Indicate if the submission is a new or updated/revised document:**

New

Updated/revised (please provide title & date of original document):

**7. Type of Document:**

Best Practice

Evidence-Based, Clinical Practice Guideline (based on a verifiable systematic review)

Fact Sheet

Position Paper

Clinical Resource Guide

White Paper

Other (please specify):

**8. Dates During Which the Document was Developed:**

Document Started – Month & Year:

Document Completed – Month & Year:

**9. Clinical Abstract:**

a. Statement of the topic:

b. Rationale/need/purpose of the document:

c. Brief description/overview (5–7 sentences):

d. Target audience for the document (e.g., WOC nurses, advanced practice nurses [APRNs], other healthcare providers, legislators, administrators, patients, settings [acute care, outpatient clinic, home health care, long-term care, etc.]):

**9. How will the document be used in clinical practice?**

**10. What other organizations would benefit from this document?**

**11. Suggested Criteria for Peer Reviewers or Content Validation Reviewers** (e.g., CWOON, CWCN, CWON, CCCN, APRN; preferred background [e.g., adult health, pediatrics, geriatrics, acute care, outpatient clinic, home health care, long-term care, etc.]):

**12. Final Format:**

- Online – Members Library
- Online – Public Library
- Printed – for sale in the WOCN Society’s Online Bookstore
- Printed – other (please specify):
- CE program for the Continuing Education Center (CEC):
- Other (please specify):

**13. Copyright Disclaimer:**

a. If excerpts, tables, or figures (e.g., charts, graphs, diagrams, drawings, photographs, etc.) from copyrighted works are included in this document or adapted for inclusion in this document, **a written release or permission must be secured from the author, copyright holder, or patient (i.e., patient photographs). Credit must be given to the original publication/copyright holder.** (See Appendix F for a sample Copyright Permission Request.)

- Yes, proper permission has been obtained for use of copyrighted materials, and proper citation/credit provided to the copyright holder.
- All copyright permissions were obtained and are attached or otherwise provided (specify)\_\_\_\_\_.
- No (please explain):

b. All citations and references in the document acknowledging data, information or ideas from the works of others (i.e., even if paraphrased) are complete and have been checked for accuracy by the authors, including the universal resource locator (URL) or the digital object identifier (doi).

- Yes
- No (please explain):

**14. Final Submission Checklist:**

- Document is in proper APA Style.
- Document submitted as a Word document.
- Citations throughout the document (including PowerPoint slides) are in APA style and consistent with the final reference list.
- Final reference list is in proper APA style, and references are consistent with text citations.
- Copyright permissions have been received (include as separate attachments).
- Manuscript has been reviewed by the authors for organization, clarity, completeness, coherence, and accuracy.

**15. Contributors/Authors of Document:**

Contributors/authors include committee/task force members, who were actively involved in the development of the document (e.g., participated in conducting research and acquisition or analysis of data; conducted a review/synthesis of the literature/evidence for development of the document; participated in writing; actively reviewed and provided input for the document’s final content). Committee/task force members who did not actively participate are not considered authors/contributors even if they were on the committee/task force at the

time of development. *Note:* Only list board and committee/task force liaisons as authors/contributors if they actively contributed to the document's development.

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