

Resource V: Sample Instructions for First Round Reviewers

APTA Section on Pediatrics Congenital Muscular Torticollis Clinical Practice Guideline (CPG) First Round Review Instructions

As part of the development process for evidence based clinical practice guidelines, a manuscript undergoes iterative review processes for the purposes of validating the usefulness and accuracy of the recommendations and supporting literature. The following section details the review process for invited first round stakeholders, based on the methods of Rosenfeld & Shiffman.¹

1. We will provide a PDF version of the CPG with line numbers and a set of guiding questions. We ask that you list your comments, edits and questions in a Word document, using the line numbers as reference locations. You may send your comments to the first author.
2. The focus of your comments should address the following 3 attributes:
 - a. Validity of the guideline: are the recommendations supported by relevant and complete literature; it is clear which recommendations are based on evidence and which are based on expert opinion.
 - b. Reliable and reproducible: do you arrive at the same conclusions.
 - c. Feasibility - are the recommendations clear, reasonably flexible and can you apply them in the appropriate clinical settings.
3. You will be assigned a reviewer number. Comments from all of the reviewers will be compiled into a table organized by line and reviewer number with the reviewer comments, and the Guideline Development Group's strategy to address the comments. The table will ensure that all identified items are addressed, but that your anonymity is protected.
4. You have the option of reviewing the revised manuscript, with the comment table, prior to our posting it for public review and comments.

The document is approximately 45 pages. We expect the manuscript to be ready by (insert date) and ask that your comments be returned within 2.5 weeks of its arrival. As a reviewer, you will be credited in the document for your participation, but more importantly, you will have a role in shaping the management of CMT by pediatric physical therapists and others who care for these infants and children. If you agree to participate in this review process, please email kaplansa@umdnj.edu with your full name, credentials, and institutional address. Thank you very much for considering this opportunity.

The Guideline Development Group,
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Reference

- ¹ Rosenfeld RM, Shiffman, RN. Clinical practice guidelines: a manual for developing evidence-based guidelines to facilitate performance measurement and quality improvement. *Otolaryngol Head Neck Surg.* 2006;135(4 Suppl), S1-28.