Guidance for Drafting ASTDD Resource Documents

Purpose: This guidance is intended to encourage consistency in developing documents and reports by all ASTDD committees, consultants, and others including dental public health residents; and to facilitate dialogue among those assisting in document development. See Dental Public Health Policy Committee on the ASTDD website for additional information.

Types of ASTDD Documents:
1. An ASTDD *Policy Statement* is a summary that provides background information and analysis of a broad policy-related issue. It usually offers a statement of support and/or recommendations for action.
2. An ASTDD *Issue Brief* outlines key findings, implications and policy considerations of a specific issue. It explores an issue in greater depth than a white paper, including considerations and comparisons of available data. It may offer conclusions, recommendations, and/or support for possible actions.
3. A *Best Practice Approach Report* (BPAR) focuses on a primary topic to inform varied audiences about the issue. There is a template to provide guidance in the development or update of a BPAR. Descriptive Reports are linked within a BPAR to provide examples for others to draw upon when looking to implement or revise programs.

Before drafting text:
1. **Draft an outline:** The outline will be reviewed by the associated committee/workgroup overseeing the document. If the person developing the document is a dental public health resident, the residency director should be involved with the development of the outline.
2. **Complete communication plan:** ASTDD has a Communication Plan Template to be completed as part of the document development process. This will be discussed during one of the initial calls to guide the focus of the document, create key messages, discuss dissemination and create an initial a timeline.

Principles for Writing ASTDD Documents:
1. The title should be simple and descriptive.
2. Drafts should be clear, concise and synthetic (well-integrated) in their composition. Judicious editing is highly valued in these documents.
3. Write for a broad audience. The audience for these documents may come from a wide range of backgrounds, who may not be well versed in oral health issues. These stakeholders may be influential funders or advocates able to provide the levers needed to move the topic discussed forward and elevate it to a higher level.
4. Review the guidelines, definitions and criteria available on the ASTDD Best Practices page to gain greater familiarity with existing ASTDD documents.
5. Review the ASTDD Health Communications page when drafting fact sheets or similar documents.

Guidance for choosing and citing source documents and references

1. Source documents should be published by a scientifically acceptable organization or entity and have a publication date within the past 15 years unless the information is clearly still relevant and applicable.
2. The number of references will depend on the type of document, e.g., BPARs and Issue Briefs may have 15-30 or more relevant U.S. and international sources. It is not necessary to include every reference possible.
3. For clarity and ease of reading, simple footnotes or endnotes are preferable.
4. If electronic, a reference should link to a publicly accessible web page or resource, not to a members' only web page or to a site requiring a password.
5. When possible. show the development of the topic or research by using a range of publication dates.
6. Media reports are not an appropriate source for a citation.
7. Citations should be in AMA Reference Citation Format (see this tip sheet for formatting guidance)

Definitions and Guidelines, Recommendations and Evidence-based Practices Resource Links:

1. ASTDD's Guidelines, Recommendations and Evidence-based Practices Resource Links includes an extensive list of guidelines, recommendations, reports, models, case studies, and evidence-based practices that provide guidance and examples to assist in identifying and assessing appropriate and valid resources for evidence-based documents.
2. ASTDD's Best Practices definitions and criteria and the American Dental Association's guidelines for searching for evidence are recommended.

A Short Checklist for Drafts and Reviews

Item	✔	Comment
Is there a logical flow to the content?		Have someone else who is slightly familiar with the subject read the document and assess.
Would another reader come to the same conclusions?		Have someone else who knows the subject well read the document and assess.
Does the draft follow the ASTDD guidelines for the type of document?		Referenced on website
Are the citations in the standard format used by ASTDD (AMA Reference Citation Format)?		This Tip Sheet provides the most frequently needed information.
Did you check your citations?		Do the citations match the referenced material?
Did you proofread the document being mindful of spelling, grammar, capitalizations, punctuation, consistent font size and formatting?		When you've proofread it, give it to someone with good writing skills to check. Fresh eyes are better able to find errors.