Purpose: The purpose of this document is to provide style guidelines for Canadian College of Medical Geneticists (CCMG) practice guidelines, position statements and other documents. This document is to be used by the Board of Directors (BoD), CCMG Committees, and the Management office when drafting and publishing official CCMG documents, ensuring a consistent approach to the authorship, format, and documentation of approval. Exceptions to these guidelines will be made when a specific document will be published in a journal other than the Journal of Medical Genetics (JMG), the official journal of the College. This document will be reviewed periodically, ideally annually, to incorporate feedback for improvements of clarification.

GUIDELINES FOR STYLE:

- **Branding:** CCMG logo top left header, College contact info top right header.

- **Title:** Title Case, Centered, 1-2 pt larger than body of text. Title begins with “CCMG Practice Guideline”, “CCMG Policy”, “CCMG Statement”, or similar.

- **Authorship:**
  - State “This XXX has been prepared by the YYY Committee* and approved by the Canadian College of Medical Geneticists (CCMG) Board of Directors.” Then list drafting author(s) first, material contributors to the document in order of contribution or alphabetical order, and senior lead last. Then in a separate section: *YYY Committee and list all members of the committee that led the document creating including the BoD representative.
  
  - E.g. This Clinical Practice Guideline has been prepared by the Canadian College of Medical Geneticists (CCMG) Clinical Practice Committee and approved by the CCMG Board of Directors.
  
  - E.g. This Clinical Practice Guideline has been prepared by the Canadian College of Medical Geneticists (CCMG) Clinical Practice Committee and the Society of Obstetricians and Gynaecologists of Canada (SOGC) Genetics Committee and approved by the Boards of the SOGC and CCMG.

- **Approval by the CCMG Board of Directors:**
  - CCMG website: Immediately following the Authors, the text “Approved by the CCMG Board of Directors: Month Day, Year”. If the document has been revised, the initial and subsequent date(s) of approval should be recorded.
  
  - JMG: Referenced in the introduction as outlined below.

- **Revision / Review by X:** When applicable, the date of review or revision, where X represents the individual or CCMG Committee reviewing/revising the document. Minor revision requires approval by the CCMG BoD, major revision may require review by the CCMG Membership prior to CCMG BoD approval. The BoD determines whether the revision is significant enough to require CCMG Membership review.

- **Disclaimer:** as applicable.

- **Abstract:**
  - Purpose and Scope. All documents will include a summary of the purpose for creating the document including the intended end-users and the scope.
Methods of statement development.
Documents will include a summary outlining the contributions to the document, process, and summary of the contributing organization(s). For example: A multidisciplinary group consisting of X, Y, and Z reviewed existing literature and guidelines on XX, to make recommendations relevant to XXX. The statement was circulated for comment to the Canadian College of Medical Geneticists (CCMG) membership-at-large and, following incorporation of feedback, approved by the CCMG Board of Directors. The CCMG is a Canadian organisation responsible for certifying medical geneticists and clinical laboratory geneticists, and for establishing professional and ethical standards for clinical genetics services in Canada.

Results and conclusions.

- **Introduction:**
  The introduction will include a restatement of purpose, scope and methods of statement development, as well as process and timelines, including approval date by CCMG BoD.

- **Definitions:**
- **Considerations:**
- **Recommendations:**
- **Conclusions:**
- **Footnotes:**
  - **Contributors:**
  - **Funding:**
  - **Competing interests:**
  - **Provenance and peer review:**

- **References:**

Example Reference following these guidelines.


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1 Documents which address complicated or substantial topics may require a minor modification to this format for readability. For example: consideration 1 with relevant commendations, consideration 2 with relevant recommendations, etc.