



CoSTR Checklist

This document provides a checklist of requirements to guide lead authors, Task Force chairs and members, and Scientific Advisory Committee (SAC) members on the preparation of the CoSTR and EtD. This checklist should be completed by the lead author and checked by the SAC representative on the Task Force. Once this checklist is completed and all requirements are met, the SAC representative submits the final CoSTR, EtD and checklist to the ILCOR@heart.org for subsequent public comment and posting on ILCOR.org.

The Task Force chair or delegate may assign the CoSTR and EtD to a SAC member who is not involved in the writing group or taskforce(s) to independently review the CoSTR. This process provides independent peer review prior to upload to ILCOR.org and formative peer feedback to members of SAC.

ILCOR CoSTR Content Checklist for SAC Review

CoSTR Title:

Lead Author:

Date CoSTR received by SAC member:

Date SAC member completed checklist review:

Verified by Task Force SAC member (insert name):

SAC member providing independent SAC peer review (if appropriate):

Each CoSTR should comply with the current version of the CoSTR template and instructions document, the authorship guidelines, and the publication process and output (ilcor.org). The SAC representative completing the review should review the content of each checklist item below to ensure its appropriateness. It is NOT sufficient to simply acknowledge that a checklist item was completed without critically reviewing the content associated with each checklist item. This checklist will be included in the cover letter when submitting for journal publication.

- ☐ *Includes disclaimer for why CoSTR is marked 'DRAFT'*
- ☐ *Declares Conflicts of Interest, including mitigating actions*
- ☐ *Includes CoSTR Citation*
- ☐ *Provides methodological introduction*
- ☐ *Includes citation for systematic review and link to Pubmed (when available), including original systematic review if this is an adoption systematic review*
- ☐ *Includes PICOST, which agrees with the version approved by TF*
- ☐ *Includes PROSPERO registration number (if adoption SR include the original SR's registration number with PROSPERO if originally registered). Confirm that CoSTR agrees with PROSPERO registration.*
- ☐ *Includes Completed Summary of Findings Table containing both relevant and absolute effects, certainty of evidence and plain language summary.*
- ☐ *Includes Consensus on Science section*
- ☐ *Includes Treatment Recommendations section*
- ☐ *Includes Justification section (narrative reporting of EtD Framework incorporating values and preferences)*
- ☐ *Includes Knowledge Gaps section*
- ☐ *Includes Evidence to Decision Tables, which are to be reviewed in detail before approval*

- ☐ *Lists references alphabetically as per the recommended ILCOR citation formatting*
- ☐ *Lists author/ collaborators approved by TF chair following CEE publication documents on ILCOR.org. The SAC reviewer should confirm that author/collaborator list is correct/complete and includes appropriate acknowledgements.*
- ☐ *Provides documentation from authors/collaborators confirming their roles and verifying compliance with publication policy.*

REVIEWER NOTES

(SAC reviewer to enter additional notes if not sufficiently covered by completion of the checklist)