

Society of Family Planning Research Practice Supports: Author Instructions

Last updated March 7, 2023

Overview

The Society of Family Planning's Research Practice Supports are publications supported by the Society that are designed to respond to challenging areas of research practice for family planning researchers. In 2022, the [Research Committee](#) identified the development of these documents as a strategic use of the Society's resources and a means to provide researchers with access to information that supports research practice and enhances growth across career levels.

Research Practice Supports are led by groups of authors who serve as thought leaders, pooling expertise and perspectives, and offering an enduring resource to the broader family planning community. The Society's Research Committee is responsible for identifying and prioritizing potential topics, supporting recruitment around authorship, and offering a high level review of publications prior to submission. Society staff provide a container for the work and administrative support to authors.

Research Practice Supports are published in *Contraception*, the official journal of the Society. All Research Practice Supports should reflect the Society's mission and vision as articulated in the [strategic plan](#).

Process

Summary of steps (more detail below)

- Topic selection
- Author selection
- Document outline created
- Document outline reviewed and approved by Research Committee
- Document drafted
- Document reviewed by Research Committee, revised as needed
- Document submitted to *Contraception*
- Revisions per *Contraception* peer review process
- Document published

Topic selection

Topics are generated by the Research Committee, as well as by members and partners of the Society. Individuals are warmly invited to highlight potential topics for future consideration [here](#). The Research Committee has final approval of all topics.

Author selection

The Society will put out an open call for individuals to express their interest in

authorship. Those with significant expertise in the topic and who identify as Black, Indigenous, and people of color will be prioritized in the selection process. In some cases, the Society will support existing groups with the development of a Research Practice Support, inviting additional authors as expertise is needed.

Each document will have at least two authors and up to five authors; additional authors will be considered on a case-by-case basis. The lead author must be a member of the Society; coauthors do not have to be members of the Society.

The lead author will receive \$1,750 and coauthors will receive \$1,000 at the time the document is accepted for publication in *Contraception*.

Outline

Authors will develop an outline which should contain a summary of the issues to be discussed in the Research Practice Support. Authors should plan to submit an outline within one month of the authorship group being formed. A member of the Research Committee will complete a high-level review of the outline to ensure alignment with the original purpose.

Draft

Authors should submit a first draft of the manuscript within three months of outline approval. As with the outline, a member of the Research Committee will complete a high-level review of the draft to ensure alignment with the original purpose.

Each document should generally be around 2,500 words depending on the topic. Authors should comply with the [author instructions for *Contraception*](#), as well as the instructions below.

All documents should include a *Recommendations for Future Research* section that lists areas where additional research is needed and why addressing such gaps is valuable to the topic.

Please also include an *Authorship* section at the end of the manuscript that states: “This Research Practice Support was prepared by [author(s)], and was reviewed and approved by the Research Committee on behalf of the Board of Directors of the Society of Family Planning.”

Review process and submission

After the Research Committee has approved the draft of the manuscript, the authors will submit it to *Contraception*, using a cover letter template supplied by the Society. The cover letter will provide some of the details necessary for formatting the final manuscript so that it is clearly identified as a Research Practice Support document and will also request that a designated Society staff person be notified of decisions and

actions by *Contraception*.

Authors are responsible for revisions and adhering to the timeline requested by *Contraception*. The Research Committee will determine whether the extent of revisions warrants re-approval by the Research Committee.

Timeline

It is expected that authors will be timely in their contributions. The goal is to move documents from conceptualization to submission within six months. As such, Society staff will be clear about expected timelines and deliverables for each stage of document development and authors are asked in return to be candid if requested timelines are not feasible. See below for an example timeline.

<i>Month 1</i>	<i>Months 2</i>	<i>Month 3</i>	<i>Month 4</i>	<i>Month 5</i>	<i>Month 6</i>
Outline submitted and reviewed by Research Committee			First draft submitted and reviewed by Research Committee	Revisions to draft, as needed	Manuscript submitted to <i>Contraception</i>

Author expectations

Authors will work collaboratively to translate the topic into an outline and draft for publication. All authors will contribute to revisions. The lead author will have the greatest responsibility for document progress and will typically be the first author in the final publication. Authorship order is at the discretion of the lead author, with input from the full authorship group. Expected distribution of work is described below.

- Lead author: Creates the document outline (in collaboration with coauthors), initiates drafting, writes sections of the document, completes revisions based on Committee feedback, finalizes the manuscript, and manages *Contraception* submission and revisions.
- Coauthor: Contributes to document outline, writes sections of the document, participates in review and revision to finalize drafts, and assists with or approves revisions requested by *Contraception*.

In addition to document creation, authors may be invited to play roles in the dissemination of knowledge generated in the Research Practice Support.

Research Committee and staff oversight and review

One member of the Research Committee will serve as a reviewer for each Research Practice Support and represent the perspective of the Committee at all stages of the process. The Research Committee member's review will be at a high-level with the

goal of ensuring that the outline and draft reflect the original purpose of the document as set forth by the Committee.

Society staff may review the outline and draft of the Research Practice Support to check for alignment with organizational practices.